TDY ENROUTE JOB AID

This Job Aid assists HR Professionals in creating a Temporary Duty (TDY) Event and Permanent Change of Station (PCS) Events Absence for Members TDY Enroute to a PCS Assignment.
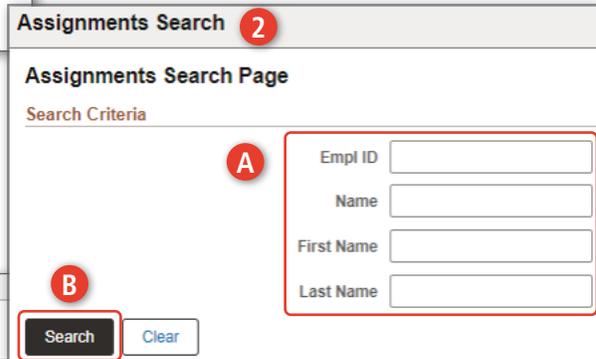
The purpose of TDY is to provide location and time information for duty conducted outside of the Member's permanent duty station.

TDY Enroute Overview

1. Navigate to the **Manage Assignments** tile.
2. Screen displays **Assignments Search** landing page.
    2A. Enter desired information for Member.
    2B. Select **Search**.
3. Screen displays **Current/Approved** assignment landing page.
    3A. Select **Other Actions** drop-down on current arrived assignment.
    3B. Select **TDY Event**.

Manage Assignments

1

NOTE: Member's temporary assignment has been created for school and has an approved PCS assignment.

Assignments Search **2**

Assignments Search Page

Search Criteria

A
Empl ID
Name
First Name
Last Name

B
Search   Clear

Current/Approved **3**

Name PV2 SARA ADAMS
Empl ID 0000000000

Current/Approved
Pending/Working
Completed
Canceled

∨ Organizational Instance

Business Unit	US Army Active Component	Location	FT MOORE
Component Category	ACMS-Indiv Acct-Transients	Job Code	E09B TRAINEE UNASSIGNED
UIC	W2L5F1 W2L5 198TH 50 IN 01 BN CO A TR	Position	00000000 Initial Active Duty Tng (IADT)
		Duty Status	Present for Duty
		Duty Status Attribute	

∨ Permanent Assignments

Create Permanent Assignment ___
2 rows

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position		Location	
000000000	Arrived	Active	PCA	03/08/2024	W2L5F1	0000000	00042140	
Online Asg			Reassignment	11/07/2024	W2L5 198TH 50 IN 01 BN CO A TR	Initial Act	FT MOORE	Other Actions ⊙ View Order **A**
000000000	Approved	Active	PCS	11/08/2024	WABPAA	0000000	00098986	
JO			Accession	07/28/2028	0503 IN BN 01 INFANTRY BATTAL	Standard	VICENZA	Other Actions ⊙ View Order

Actions ✕

Curtail/Extend
Depart Member
Revoke Arrival
Revoke Amendment
Position Change
TDY Event **B**
Update Training Status
Update Component Category
Update Position Qualification
Amend Dependents
Reset ESTABID

∨ Temporary Assignments

Create Temporary Assignment ___
1 row

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Location	
000000000	Approved	Active	ASG	08/23/2024	W1HC9J	00041059	
Online Asg			SCH	09/27/2024	W1HC RTB 507 1 BN CO B STENL	FT MOORE	Other Actions ⊙

Return to Search

TDY Enroute Overview CONTINUED

4. The **TDY Administration** screen displays.

4A. Enter Begin and End Date fields by selecting the **Calendar** Icon.

4B. Select **TDY Type** drop-down; Select **Perm Chg Sta** (Permanent Change Station).

4C. Select **TDY Purpose** drop-down; Select **Training Attendance**.

4D. Select **Location Code** look-up tool; Select applicable location code.

4E. Select **Save**.

NOTE: HR Professional navigates to the Pay-Absence-Incent-Ded (PAID) tile to request PCS Events Absence for Member.

TDY Administration ④

TDY Administration

TDY Header

| Empl ID | 0000000000 | TDY ID | 1 |
| Name | PV2 SARA ADAMS | | |

TDY Detail

Seq# 0   Status   Last Updated By

Ⓐ Begin Date 08/23/2024   End Date 09/27/2024   Last Updated Date/Time

Days 36

Ⓑ *TDY Type Perm Chg Sta

Ⓒ *TDY Purpose Training Attendance

PERSTEMPO Category IND TNG

ACT Assignment Information

ACT Assignment ID 000000000
Assignment Data

Locations

	Location Code	Description	Country	City	State	Start Date	End Date	Days		
1	00006790 Ⓓ	MOORE	USA	FT MOORE	GA	08/23/2024	09/27/2024	36	+	−

TDY attachments functionality has been removed

Ⓔ **Save**   Notify

TDY Enroute Overview CONTINUED

5. Navigate to the **PAID** tile.

6. The **PAID** screen displays.

    6A. Select **Employee ID** look-up tool to search for desired Member.

    6B. Select Entry Type drop-down and select **ABSENCES**.

    6C. Leave **Status** field blank.

    6D. Select **Add**.

Pay-Absence-Incent-Ded (PAID)

5

Pay-Absence-Incent-Ded (PAID) **6**

Selection Criteria

Self-Service: "Employee ID" is auto-populated / HR Professional: Enter or Search for "Employee ID"

Select an "Entry Type" -- Absences, Allowances, Benefits, Field Duty, Housing, Incentive Pays, or Special Pays

To add a new entry, click "Add". To find an existing entry, click "Search" (To limit search to a specific status, select that option as well.)

NOTE: If the "Entry ID" is known, that value can be used to search for that specific entry.

To clear all previous information entered, click "Clear".

A   Employee ID   0000000000   🔍   PV2 SARA ADAMS

B   Entry Type   ABSENCES ▾

     Entry ID

C   Status ▾

D   Add   Search   Clear

TDY Enroute Overview CONTINUED

7. The **Absences** landing page displays.

　　7A. Select the **Absence Type** look-up tool; Select PCS Events.

　　7B. The **Absence Reason** populates automatically to **01-PCS Entries**.

　　7C. Enter Begin and End Date fields by selecting the **Calendar Icon**.

NOTE: HR Professional ensures the Begin Date starts the day after completion of school and the End Date is the day before the Members report date. Do Not use Absence 3 Reason.

Pay-Absence-Incent-Ded (PAID) ⑦

ABSENCES

Employee ID　0000000000　PV2 SARA ADAMS　　　　Submit

ABSENCES

Status　Initial

Ⓐ　ABSENCE TYPE　[　　　🔍　]

*BEGIN DATE　[　　　　]

END

Instructions

Select the **ABSENCE TYPE** for this request to begin.
- CHARGEABLE
- NON-CHARGEABLE
- ADMINISTRATIVE

Approval Map

Approval Map

Save for Later

Cancel　　　　　　**Lookup**

Search for:　ABSENCE TYPE

∨ Search Criteria　　　　　　　　　　　　　Show Operators

Category 1
(begins with)　[　　　　　]

[Search]　[Clear]

∨ Search Results

[▦][☰]　　　　　　　　　　　　　　5 rows

Category 1 ↑↓
01-CHARGEABLE
02-NON-CHARGEABLE
03-ADMINISTRATIVE
04-PARENTAL
05-PCS EVENTS　Ⓐ

Pay-Absence-Incent-Ded (PAID)

ABSENCES

Employee ID　0000000000　PV2 SARA ADAMS　　　　Submit

ABSENCES

Status　Initial

ABSENCE TYPE　[05-PCS EVENTS 　🔍]

ABSENCE REASON　[01-PCS ENTRIES]

*BEGIN DATE　[09/28/2024][📅] Ⓒ

END DATE　[11/07/2024][📅]

Instructions

This Absence Reason is used to collect all Absences a Membe

PCS Entries Guidelines:
- The "BEGIN DATE" & "END DATE" fields are used to captu planning to arrive early.
- In the "Additional Information" below, two Absence Reasons
- Please use ONLY "Absence 1 Reason" and "Absence 2 Rea
  - All Absences must be contiguous (if multiple absences a
  - If any of the Birth/Non-Birth/Adoption/Foster Reasons are
  - If an Adoption or Foster Reason is used, the Adopt/Foste

NOTE: This entry will create the individual Absences once app

Travel Information Authorized travel dates are strictly depend
- Calculation of travel time can be found in JTR, par. 050205
- Distance of travel can be calculated using Defense Table of

TDY Enroute Overview CONTINUED

7D. Select the **Related Assignment** look-up tool; Select applicable PCS assignment.

7E. Enter applicable information in the **Contact Name**, **Contact Phone**, and **Leave Address** fields.

7F. Select the Geoloc Code look-up tool; Enter desired information and make applicable selection.

7G. Select **Absence 1 Reason** look-up tool; Make applicable selection.

7H. Enter **Absence 1 Begin** and **Absence 1 End Date** fields by selecting the Calendar Icon.

7I. Follow steps G-H if entering **Absence 2 Reason**.

7J. Enter applicable **Comments**.

7K. Add applicable attachments.

7L. Select **Submit**.

Additional Information

Duration: 41   Approved Chargeable Days After Today: 0

Entry Details

Supervisor Id	
*Related Assignment	000000000 Begin Date: 11/08/2024
*Contact Name	Super Store
*Contact Phone	1234567891
*Leave Address	145 Star
*Geoloc Code	370000000 NORTH CAROLINA, NC, USA
*Absence 1 Reason	RECRUIT ASSIST
Absence 1 Sub-Reason	
*Absence 1 Begin Date	09/28/2024
*Absence 1 End Date	10/11/2024

Absence 2 Reason	PCS ABSENCE
Absence 2 Sub-Reason	
Absence 2 Begin Date	10/12/2024
Absence 2 End Date	11/07/2024
Absence 3 Reason	
Absence 3 Sub-Reason	
Absence 3 Begin Date	
Absence 3 End Date	
Child's Birthday	
Adopt/Foster Date	

Comments

Please approved.

Attachments

1 row

Attach	View	Attached File ↑↓	*Description ↑↓		
Attach	View			+	−

Approval Map

Approval Map

Save for Later

Pay-Absence-Incent-Ded (PAID)

ABSENCES

Employee ID 0000000000 PV2 SARA ADAMS   Submit

ABSENCES

Status Initial

ABSENCE TYPE	05-PCS EVENTS
ABSENCE REASON	01-PCS ENTRIES
*BEGIN DATE	09/28/2024
END DATE	11/07/2024

Instructions

This Absence Reason is used to collect all Absences a Membe

PCS Entries Guidelines:
- The "BEGIN DATE" & "END DATE" fields are used to captur planning to arrive early.
- In the "Additional Information" below, two Absence Reasons
- Please use ONLY "Absence 1 Reason" and "Absence 2 Rea
  ○ All Absences must be contiguous (if multiple absences a
  ○ If any of the Birth/Non-Birth/Adoption/Foster Reasons are
  ○ If an Adoption or Foster Reason is used, the Adopt/Foste

TDY Enroute Overview CONTINUED

NOTE: HR Professional verifies PCS Events Absence is approved.

Pay-Absence-Incent-Ded (PAID)

Selection Criteria

Self-Service: "Employee ID" is auto-populated / HR Professional: Enter or Search for "Employee ID"

Select an "Entry Type" -- Absences, Allowances, Benefits, Field Duty, Housing, Incentive Pays, or Special Pays

To add a new entry, click "Add". To find an existing entry, click "Search" (To limit search to a specific status, select that option as well.)

NOTE: If the "Entry ID" is known, that value can be used to search for that specific entry.

To clear all previous information entered, click "Clear".

Employee ID 0000000000 🔍 PV2 SARA ADAMS

Entry Type ABSENCES ▼

Entry ID [   ]

Status Approved ▼

[Add] [Search] [Clear]

3 rows

	Empl ID ↑↓	Name ↑↓	Earn/Deduct ID ↑↓	Instance ↑↓	Category 1 ↑↓	Category 2 ↑↓	Category 3 ↑↓	Begin Date ↑↓	End Date ↑↓	Status ↑↓	Prior Status ↑↓	
📄	0000000000	PV2 SARA ADAMS	8243009	1	05-PCS EVENTS	PCS ABSENCE		10/12/2024	11/07/2024	Approved		
📄	0000000000	PV2 SARA ADAMS	8243008	1	05-PCS EVENTS	RECRUIT ASSIST		09/28/2024	10/11/2024	Approved		
📄	0000000000	PV2 SARA ADAMS	8243007	1	05-PCS EVENTS	01-PCS ENTRIES		09/28/2024	11/07/2024	Approved		✖

Current/Approved

Name PV2 SARA ADAMS
Empl ID 0000000000

| Current/Approved |
| Pending/Working |
| Completed |
| Canceled |

∨ Organizational Instance

Business Unit US Army Active Component
Component Category ACMS-Indiv Acct-Students
UIC W2L5F1 W2L5 198TH 50 IN 01 BN CO A TR

Location FT MOORE
Job Code E09B TRAINEE UNASSIGNED
Position 00000000 Initial Active Duty Tng (IADT)
Duty Status Absence
Duty Status Attribute

∨ Permanent Assignments

Create Permanent Assignment [▼]

2 rows

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	
000000000	Departed	Active	PCA	03/08/2024	W2L5F1	00000000	00042140	Other Actions ⊙ View Order
Online Asg			Reassignment	11/07/2024	W2L5 198TH 50 IN 01 BN CO A TR	Initial Active Duty Tng (IADT)	FT MOORE	
000000000	Approved	Active	PCS	11/08/2024	WABPAA	00000000	00098986	Other Actions ⊙ View Order
JO			Accession	07/28/2028	0503 IN BN 01 INFANTRY BATTAL	Standard Excess	VICENZA	

∨ Temporary Assignments

Create Temporary Assignment [▼]

1 row

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	
000000000	Arrived	Active	ASG	08/23/2024	W1HC9J	07768017	00041059	Other Actions ⊙
Online Asg			SCH	09/27/2024	W1HC RTB 507 1 BN CO B STENL	Student	FT MOORE	

NOTE: HR Professional navigates to the Members Current/Approved assignment page. HR Professional will Depart Member from current arrived assignment and Arrive the Member to their temporary school assignment. HR Professional will Depart Member from Temporary school assignment upon completion and arrive Member back to departed assignment.

TDY Enroute Overview CONTINUED

8. The **Current/Approved** landing page displays.

   8A. Select the **Other Actions** drop-down on the arrived assignment; Select **Depart Member**.

   8B. Screen displays the Assignment Transit grid with Members PCS Leave and TDY Event Calculation; **Submit Departure**.

Current/Approved (8)

Name PV2 SARA ADAMS
Empl ID 0000000000

Current/Approved	
Pending/Working	
Completed	
Canceled	

Actions ✕

- Curtail/Extend
- Depart Member
- Revoke Arrival
- Revoke Amendment
- Position Change
- TDY Event
- Update Training Status
- Update Component Category
- Update Position Qualification
- Amend Dependents
- Reset ESTABID

∨ Organizational Instance

Business Unit US Army Active Component
Component Category ACMS-Indiv Acct-Transients
UIC W2L5F1 W2L5 198TH 50 IN 01 BN CO A TR

Duty Status ...e Duty Tng (IADT)

∨ Permanent Assignments

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Positi...	Location	
000000000 Online Asg	Arrived	Active	PCA Reassignment	03/08/2024 11/07/2024	W2L5F1 W2L5 198TH 50 IN 01 BN CO A TR	00000 Initial A...	00042140 FT MOORE	Other Actions ⌄ View Order (A)
000000000 JO	Approved	Active	PCS Accession	11/08/2024 07/28/2028	WABPAA 0503 IN BN 01 INFANTRY BATTAL	00000 Standa...	00098986 VICENZA	Other Actions ⌄ View Order

> Temporary Assignments

Return to Search

Arrivals/Departures

Assignment Details	
Approvals/Eligibility	
Comments/Attachments	
Orders	
Arrivals/Departures	

Submit Departure (B)

Assignment Header Information

Assignment	Permanent	Assignment ID	000000000
Employee Record	0	Assignment Seq	3
Assignment Status	Arrived On Assignment	User Action	8001 System Curtail/ Extend
Workflow Status	Approved	Stat Auth	

Component Category   Training Status   PERSTEMPO Info   View/Update TDY Event - #1

Assignment Transit

	InTransit Type ⇅	Calculated Days ⇅	Days Adjustment ⇅	Status ⇅	Approval Status ⇅	DTOD Mileage ⇅	Last Updated By ⇅	Last Updated ⇅
1	PCS Leave	41	0	Active		0	0000000000.01	12/19/24 4:28:00PM
2	TDY Event	36	0	Active		0	0000000000.01	12/19/24 4:28:00PM

TDY Enroute Overview CONTINUED

8C. Select the **Other Actions** drop-down on the approved PCS assignment; Select **Arrive Member**.

8D. A Defense Table of Official Distances (DTOD) notification displays for Outside the Continental United States (OCONUS) assignments; Select **OK**.

TDY Enroute Overview CONTINUED

9. The **Arrivals/Departures (In-transit Grid)** screen displays.

   9A. Make applicable adjustments in the Auth Trvl (Authorized Travel) and/or PCS Leave **Adjustment Days** section.

   9B. Ensure the Members arrival date is correct under the **Arrival Date** section.

   9C. Select **Submit Arrival**.

10. The **Current/Approved** landing page refreshes to reflect the Member arrived.

NOTE: The HR Professional and Member must ensure the In-Transit Grid (ITG) and Smart Voucher match before arrival submission.

TDY Enroute Overview CONTINUED

11. The HR Professional must review the Member PCS Entries to ensure any adjustments made in the ITG reflect. Additionally, reconcile the submitted Format Identifiers (FIDs), IPPS-A Reject, and Daily Report of Transactions (DROT) Reports.

Pay-Absence-Incent-Ded (PAID)

Selection Criteria

Self-Service: "Employee ID" is auto-populated / HR Professional: Enter or Search for "Employee ID"

Select an "Entry Type" -- Absences, Allowances, Benefits, Field Duty, Housing, Incentive Pays, or Special Pays

To add a new entry, click "Add". To find an existing entry, click "Search" (To limit search to a specific status, select that option as well.)

NOTE: If the "Entry ID" is known, that value can be used to search for that specific entry.

To clear all previous information entered, click "Clear".

Employee ID	0000000000 🔍 PV2 SARA ADAMS
Entry Type	ABSENCES
Entry ID	
Status	

Add **Search** **Clear**

5 rows

	Empl ID ⇅	Name ⇅	⑪	Earn/Deduct ID ⇅	Instance ⇅	Category 1 ⇅	Category 2 ⇅	Category 3 ⇅	Begin Date ⇅	End Date ⇅	Status ⇅	Prior Status ⇅
📄	0000000000	PV2 SARA ADAMS		8243011	1	05-PCS EVENTS	TRAVEL DAYS		09/30/2024	09/30/2024	Approved	
📄	0000000000	PV2 SARA ADAMS		8243010	2	05-PCS EVENTS	TRAVEL DAYS		11/07/2024	11/07/2024	Cancelled	Approved
📄	0000000000	PV2 SARA ADAMS		8243009	4	05-PCS EVENTS	PCS ABSENCE		10/12/2024	11/07/2024	Cancelled	Approved
📄	0000000000	PV2 SARA ADAMS		8243008	2	05-PCS EVENTS	RECRUIT ASSIST		09/28/2024	09/29/2024	Approved	Approved
📄	0000000000	PV2 SARA ADAMS		8243007	4	05-PCS EVENTS	01-PCS ENTRIES		09/28/2024	09/30/2024	Approved	Approved