

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



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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.

TD

4E. Select Save .									
DY Administration 4									
TDY Administration									
Empl ID 000000000 TDY ID 1 Name PV2 SARA ADAMS 1									
TDY Detail					Q	I K	< [l of 1 👻	> >
Seq# 0 Status Begin Date 09/27/2024	.ast Update Date/Tim	Last Updated By d							
Days 36		ACT Assignment Information							
TDY Purpose Training Attendance		ACT Assignment ID 000000000 Assignment Data							
Locations									
					K K	1-1 of 1	v >	>	
Location Code Description	Country	City	State	Start Date	End Date	Days			
	USA	FIMOORE	0A	08/23/2024	09/2//2024	30	Ŧ		
TDY attachments functionality has been removed									







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TDY ENROUTE

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.



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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.

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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-Incen	nt-Ded (PAID) 7		
ABSENCES			
	Employee ID 000000000 PV2 SARA ADA	AMS	Submit
ABSENCES			
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Cance	ə)	Lookup	
Search	n for: ABSENCE TYPE		Shaw Quantum
Approval Map	Category 1		Show Operators
Approval Map	(begins with)	h Clear	
Save for Later	earch Results		
Cate	egory 1 ↑↓		3 TOWS
01-C	CHARGEABLE		
02-N	NON-CHARGEABLE		
03-A	ADMINISTRATIVE		
04-P	PARENTAL		
05-P			
Pay Absence Incent	t Ded (BAID)		
ray-Absence-incent			
ABSENCES			
	Employee ID 000000000	PV2 SARA ADAMS	Submit
ABSENCES			
	Status Initial	Instruc	tions
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ABSENCE	REASON 01-PCS ENTRIES	PCS E • The plan	ntries Guidelines: "BEGIN DATE" & "END DATE" fields are used to captur ning to arrive early.
*BE(GIN DATE 09/28/2024 C C C C C C C C C C C C C C C C C C	• In un • Plea • A • If	se use ONLY "Absence 1 Reason" and "Absence Reasons (I Absences must be contiguous (if multiple absences ar any of the Birth/Non-Birth/Adoption/Foster Reasons are
		∘ If	an Adoption or Foster Reason is used, the Adopt/Foster
		Travel	Information Authorized travel dates are strictly depend

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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 Info	ormation							
Duration: 41	Approved Charge	able Days After Today	: 0					
Entry Details								
-	Supervisor Id					Absence 2 Reas	PCS ABSENCE	Q
D *Re	elated Assignment	00000000	Q Begin Date: 11/08/2024			Absence 2 Sub-Rease	on	Q
	*Contact Name	Super Store				Absence 2 Begin Da	te 10/12/2024	tii
E	*Contact Phone	1234567891				Absence 2 End Da	te 11/07/2024	tii (
	*Leave Address	145 Star				Absence 3 Rease	n	Q
	*Geoloc Code	370000000		C, USA		Absence 3 Sub-Rease	on	Q
G *	Absence 1 Reason	RECRUIT ASSIST	Q			Absence 3 Begin Da	te	tii
Abser	nce 1 Sub-Reason		Q			Absence 3 End Da	te	t::
*Abse	ence 1 Begin Date	09/28/2024				Child's Birthda	te	Ē
*Ab	osence 1 End Date	10/11/2024	iii 🛄 🛄			Adopt/Foster Da	te	tii (
Comments								
Please approved.								
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Attachments								
Attach)	View Attac	hed File ↑↓	*Descr	iption ↑↓	1 row		
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Approval Map								
Save for La	ay-Absence-	Incent-Ded (P/	AID)					
A	ABSENCES							
			Employee ID 000000	00000	PV2 SARA ADAMS			Submit
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		END DATE	11/07/2024	1		 All Absences must be If any of the Birth/No If an Adoption or Fos 	e contiguous (if multip n-Birth/Adoption/Foste ter Reason is used, th	le absences er Reasons a ne Adopt/Fos
						-		-

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TDY Enroute Overview CONTINUED

NOTE: HR Professional verifies PCS Events Absence is approved.

Pay-Absence-Incent-D	ed (PAID)												
Selection Criteria													
Self-Service: "Employee ID" is	auto-populated /	HR Professi	onal: Enter	or Search for "I	Employee	ID"							
Select an "Entry Type" Abser	nces, Allowances,	, Benefits, Fi	ield Duty, Ho	ousing, Incentiv	ve Pays, o	or Special Pays							
To add a new entry, click "Add"	. To find an existi	ng entry, clic	k "Search" ((To limit search	to a spec	ific status, select the	at option as well.)						
NOTE: If the "Entry ID" is know	n, that value can	be used to s	search for th	hat specific entr	ry.								
To clear all previous information	n entered, click "(Clear".											
	En	nployee ID	0000000	000	Q P\	/2 SARA ADAMS							
	E	Entry Type	ABSENCE	ES 🗸									
		Entry ID											
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Add Search Cle	ar												
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Empl ID 11 Nam	ne î↓		Earn/Ded	uct ID 🗘 🛛 In	stance 1	L Category 1 11	Category 2 11	Category 3 11	Begin Date 11	End Date 11	Status 11	Prior Status 11	
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000000000 PV2	SARA ADAMS			8243008	1	05-PCS EVENTS	RECRUIT ASSIST		09/28/2024	10/11/2024	Approved		
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Current/Approved					-								
Current/Approved	ARA ADAMS												
Current/Approved	GARA ADAMS 000000												
Current/Approved	ARA ADAMS 000000	nal Instance											
Current/Approved Name PV2 S Empl ID 0000 Current/Approved Pendina/Morking	ARA ADAMS 000000	ial Instance Busi	ness Unit US.	Army Active Compo	nent				Location FT MOORE				
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NOTE: HR Professional navigates to the Members Current/Approved assignment page. HR Professional will Depart Member from current arrived assignment and Arrive the Mark Institution. 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.

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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										
Name PV2 S. Empl ID 00000	ARA ADAMS 000000							Actions ×	1	
Current/Approved	✓ Organizatio	onal Instance						Out-In-		
Pending/Working	1	Bus	iness Unit U	IS Army Active Component				Curtail/Extend		
	-	Component	t Category A	CMS-Indiv Acct-Transients				Depart Member	e Duty Tog (IADT)	
Completed			UIC V	V2L51 1 442L5 15011 5011			r.	Revoke Arrival	e buty mg (Ab1)	
Canceled							Duty Statu	Revoke Amendment		
	✓ Permanent	Assignments						Position Change	-	
								TDY Event	eate Permanent A	Assignment 2 rov
	ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Positi	Update Training Status	Location	A
	00000000	Arrived	Active	PCA	03/08/2024	W2L5F1	00000	,	00042140	Other Actions Co View Order
	Online Asg			Reassignment	11/07/2024	W2L5 198TH 50 IN 01 BN CO	A TR Initial /	Update Component Category	FT MOORE	Uniter Actions (View Order
	00000000	Approved	Active	PCS	11/08/2024	WABPAA	00000	Update Position Qualification	00098986	Other Actions C. Mary Order
	JO OL			Accession	07/28/2028	0503 IN BN 01 INFANTRY BA	TTAL Standa	Amend Dependents	VICENZA	Other Actions I View Order
	> Temporary	Assignments						Dense FOTADID		
	Return to Se	arch						Reset ESTABID	J	
			_							
Arrivals/Departures										
Assignment Details	Sut	omit Departur	• 6	•						
Approvals/Eligibility	Assig	Inment Hea	der Infori	mation						
				Assignment	Permanent				Assignmer	nt ID 00000000
Comments/Attachments				Employee Record	0				Assignment	Seq 3
	_			Assignment Status	Arrived On Assignmen	t			User Ac	ction 8001 System Curtail/ Extend
Orders				Workflow Status	Approved				Stat /	Auth
Arrivals/Departures		Component	Category	Train	ing Status	PERSTEMPO Info	View/Update TDY E	vent - #1		

Arrivals/Departures	As	signment Transit	Training Status		View opulier DT Event	π.	
		InTransit Type 1	Calculated Days 1	Days Adjustment 11 Status 11	Approval Status 1	DTOD Mileage $\uparrow \downarrow ~$ Last Updated By $\uparrow \downarrow ~$	Last Updated 1
	1	PCS Leave	41	0 Active		0 00000000.01	12/19/24 4:28:00PM
	2	TDY Event	36	0 Active		0 000000000.01	12/19/24 4:28:00PM

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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**.

Current/Approved										
Name PV2 SA Empl ID 00000	RA ADAMS 00000								1	
		nal Instanco						Actions X		
Current/Approved	• Organization	Busi	noss Unit II	P. Army Active Component				Deferment		
Pending/Working		Component	Category A	CMS-Indiv Acct-Transients			Curtail/Extend	SIGNED		
Completed		oonponon	UIC W	2L5F1 W2L5 198TH 50 IN 01 BN	COATR			P Revoke Assignment	Duty Tng (IADT)	
							Dut	y		
Canceled							Duty Status A	Location Change		
	✓ Permanent I	Assignments						Arrive Member		
								Position Change	ate Permanent Assign	nment 🗸
										2 rows
	ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	TDY Event	Location	
	000000000	Departed	Active	PCA	03/08/2024	W2L5F1	000000	Asgn From Change	00042140	
	Online Asg	Dopanda	710470	Reassignment	11/07/2024	W2L5 198TH 50 IN 01 BN CO A TR	Initial Activ	Update Position Qualification	FT MOORE OT	
	000000000	Approved	Activo	PCS	11/08/2024	WABPAA	000000	Lindate RCE	00098986	
	U JO	Approved	Active	Accession	07/28/2028	0503 IN BN 01 INFANTRY BATTAL	Standard	E	VICENZA	her Actions 😔 View Order
								Amend Dependents		
								Reset ESTABID		

Arrivals/Departures							
Assignment Details	Submit Arrival						
Member Elections	Assignment Header Informatio	n					
Wember Elections		Assignment Permanent			Assignment ID 0		
Addl Instructions	Emp	loyee Record 0					
Fundas	Assig	nment Status Approved			User Action 0	000	
Funding	We	rkflow Status Approved					
Approvals/Eligibility	Component Category Assignment Transit	Training Status PERSTEMPO II	nfo				
Comments/Attachments	InTransit Type 1↓	Calculated Days 11	Adjustment Days 1	Total Days ↑↓ Status ↑↓	Approval Status 1	DTOD Mileage 11 Last Updated By 11	Last Updated 1
Orders	1 Auth Trvi	0	0	0 Active		0 000000000.01	12/19/2024 4:33:01PM
Arrivals/Departures	2 PCS Leave	41	0	41 Active		0 000000000.01	12/19/2024 4:28:00PM
	3 TDY Event	DTOD returned negative dist	ance value for Origin Zip 31905 & Ori	gin Region NorthAmerica To destinati	ion Zip 09630 & destination region Europe	0 000000000.01	12/19/2024 4:28:00PM
	Assignment Arrivals						
		Arrival Sequence# 11 A		ОК		Last Updated By 1	Last Updated 11
	1	1 11/08/2024	Active			000000000.01	12/19/2024 4:33:01PM

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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.

Arrivals/Departures Q Assignment Details Submit Arrival C Member Elections Assignment Permanent Assignment ID 00000000 Addl Instructions Employee Record 0 Assignment Seq 0 Assignment Status Approved User Action 0000 Funding Workflow Status Approved Component Category Training Status Approvals/Eligibility Assignment Transit Comments/Attachments Total Days ↑↓ Status ↑↓ Calculated Days 1 Adjustment Days 1 Approval Status 14 DTOD Mileage 11 Last Updated By 11 Last Updated 11 InTransit Type 11 Orders 12/19/2024 4:41:05PM 1 Auth Trvl 0 1 Active 0 000000000.01 Arrivals/Departures 2 PCS Leave 41 -39 2 Active 0 000000000.01 12/19/2024 4:28:00PM 3 TDY Event 36 0 36 Active 0 000000000.01 12/19/2024 4:28:00PM В Assignment Arrivals Arrival Status 1 Assignment Departed From 1 Last Updated By 11 Last Updated 1 Arrival Sequence# Arrival Date 1 II 000000000.01 12/19/2024 4:40:44PM 11/08/2024 Revoke Arrival 000000000 1 2 10/01/2024 Active 000000000 0000000000000000 12/19/2024 4:41:05PM

Current/Approved 10													
Name PV2 SA Empl ID 000000	RA ADAMS 00000												
Current/Approved	✓ Organizationa	al Instance											
		Business Unit US Army Active Component Location VICENZA											
Pending/Working		Component Category ACMS-Force Structure Unit-Avail Pers Job Code 999992 Over Strength											
Completed	UIC WABPAA 0503 IN EN 01 INFANTRY BATTAL Position 00000000 Standard Excess												
							Duty Status Present for Duty						
Canceled						Duty	Status Attribute						
	✓ Permanent As	ssignments											
								Create Perman	ent Assignment				
	ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location					
	000000000			PCS	10/01/2024	WABPAA	0000000	00098986					
	JO	Arrived	Active	Accession	07/28/2028	0503 IN BN 01 INFANTRY BATTAL	Standard Excess	VICENZA	Other Actions View Order				



continued on next page ►

One Soldier ★ One Record ★ One Army



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 Searc	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 000000000	Q PV2 SARA ADAMS												
Entry Type ABSENCES	•												
Entry ID													
Status 🗸 🗸													
Add Search Clear													
							5 rows						
Empl ID ↑↓ Name ↑↓ 11 Earn/Deduct ID	1↓ Instance 1↓ Category 1 1↓	Category 2 11	Category 3 11	Begin Date 11	End Date 11	Status ↑↓	Prior Status 11						
000000000 PV2 SARA ADAMS 82430	1 05-PCS EVENTS	TRAVEL DAYS		09/30/2024	09/30/2024	Approved							
000000000 PV2 SARA ADAMS 82430	0 2 05-PCS EVENTS	TRAVEL DAYS		11/07/2024	11/07/2024	Cancelled	Approved						
000000000 PV2 SARA ADAMS 82430	9 4 05-PCS EVENTS	PCS ABSENCE		10/12/2024	11/07/2024	Cancelled	Approved						
000000000 PV2 SARA ADAMS 82430	2 05-PCS EVENTS	RECRUIT ASSIST		09/28/2024	09/29/2024	Approved	Approved						
000000000 PV2 SARA ADAMS 82430	4 05-PCS EVENTS	01-PCS ENTRIES		09/28/2024	09/30/2024	Approved	Approved						



