
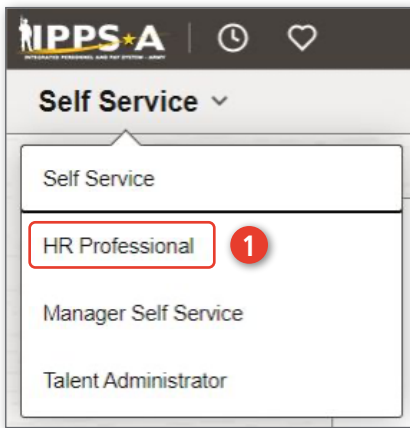


# UPDATE ASSIGNMENT DATA JOB AID

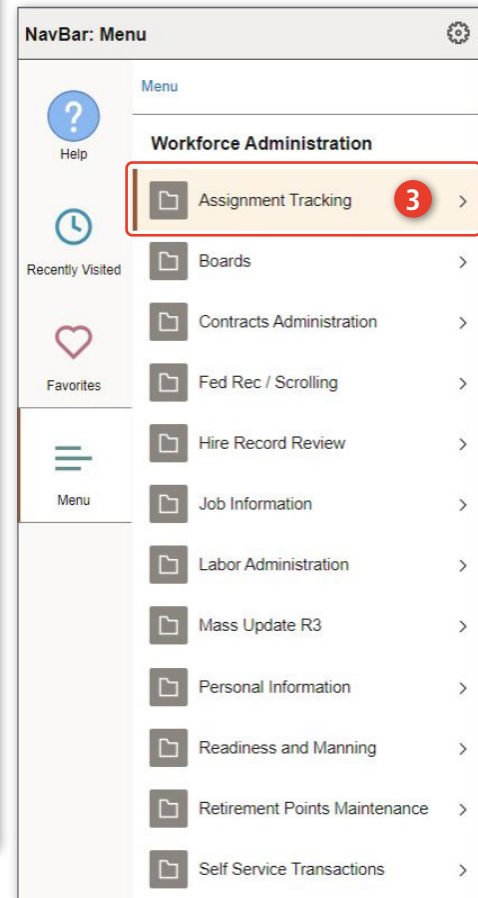
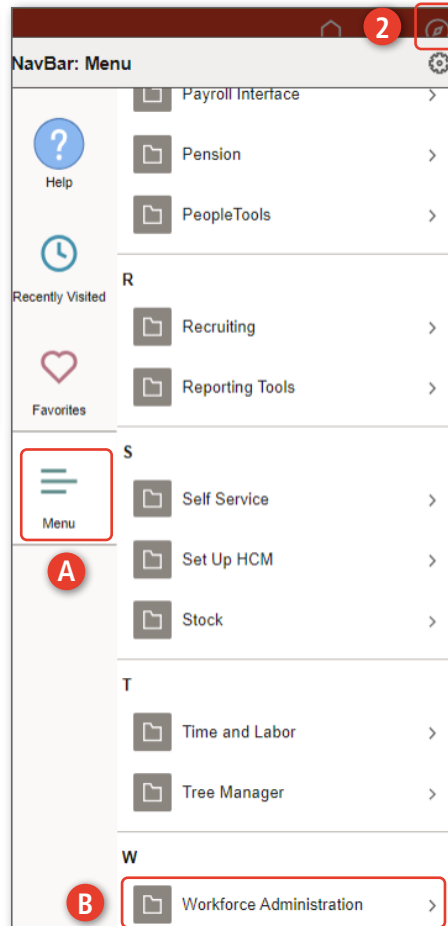
This Job Aid will assist HR Professionals in all three components (COMPOs) with updating and adding historical assignment data in IPPS-A. This Job Aid focuses specifically on permanent assignments.


 **NAVIGATION:** HR Professional > NavBar > Menu > Workforce Administration > Assignment Tracking > Manage Converted Assignments

## OPTION 1: Navigating to Manage Converted Assignments




1. Click **HR Professional**.
2. Select the NavBar icon.
  - 2A. Select **Menu**.
  - 2B. Select **Workforce Administration**.
3. Click on **Assignment Tracking**.



 **NOTE:** Do not delete all history to recreate a Member's historical record, deletion may cause other components of the Member's record to error out or not update appropriately in association with other transactions.

## Navigating to Manage Converted Assignments CONTINUED

4. Click on **Manage Converted Assignments**.
5. Enter **Search Criteria**.
  - 5A. Click **Search**.
6. Click on the assignment that requires a conversion.

 **NOTE:** To search by Name enter Rank, First name, and Last name.

NavBar: Menu

Menu > Workforce Administration > Assignment Tracking

**Assignment Tracking**

- Assignment Approvals
- Assignment Dashboard
- Assignment Inbound Staging
- Assignment Reports
- Dwell Accrued/Available Info
- Manage Assignments
- Manage Converted Assignments**
- Manage Member Elections
- Position Inquiry
- TDY Administration
- Unit Slotting

**Search Criteria** 5

Empl ID: 0000000000

Name: CW3 JOHN MILLER

First Name:

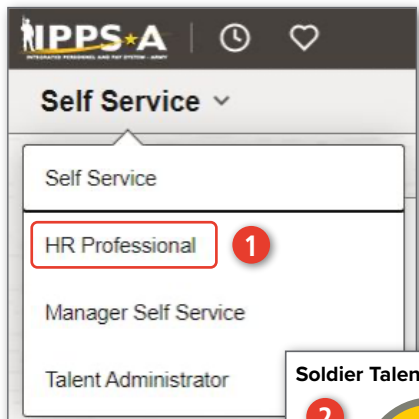

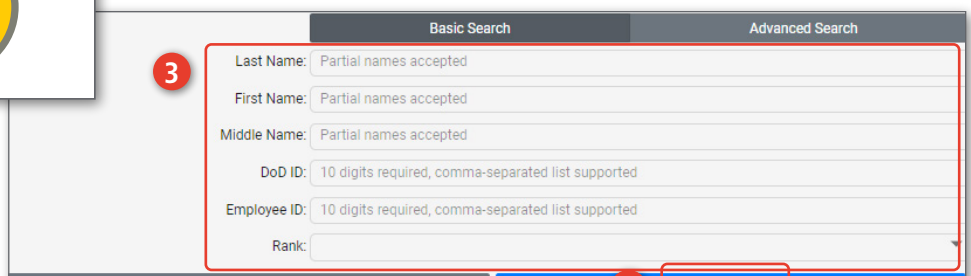
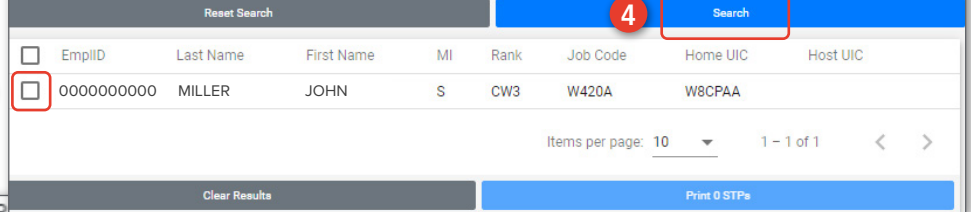

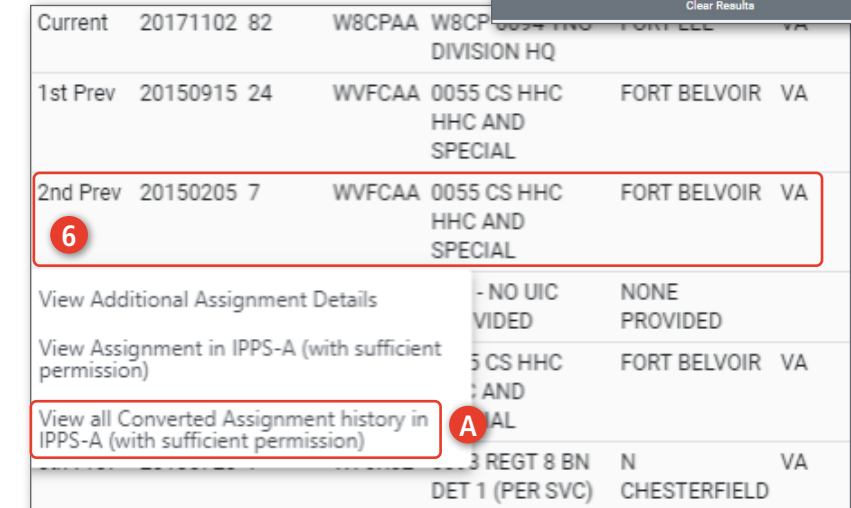
Last Name:

**A** Search Clear

Begin/ End Dates	Action/ Reason	JobCode / Duty Title	UIC / Service Comp
02/05/2015 09/01/2015	PCA	W420A HUMAN RESOURCES TECHNICIAN	WVFCAA V
09/02/2015 09/10/2015	PCA	W420A HUMAN RESOURCES TECHNICIAN	WVFCAA V
09/11/2015 09/14/2015	PCA	W420A HUMAN RESOURCES TECHNICIAN	WVFCAA V

continued on next page ►

## OPTION 2: Navigating to Manage Converted Assignments

1. Click **HR Professional**.
2. Click on the **Soldier Talent Profile Search** Tile.
3. Enter **Search Criteria** in any of the available fields.
4. Click **Search**.
5. Click the box on the row that populates the Member's name.
6. Click on **View all Converted Assignment history in IPPS-A (with sufficient permission)**.

continued on next page ►

## Combining Permanent Assignments

1. Update incorrect data (e.g., Assignment dates).
2. Click on **Apply**.
3. Select **Yes**.
4. Click on **Done**.

PER Overlaps with Assignment ID 110964383 Type PER. Do you want to submit?

**3**

**Update Assignment**

**1**

Service Component	V	Reserve	Component Category	SA	Train in Units-Drill Unit Res
Assignment	Permanent		Business Unit	ARRCA US Army Reserve	
*Begin Date	02/05/2015		*End Date	11/01/2017	
*Action	PCA	Permanent Change of Assignment	*Reason Code	RAS	Reassignment

**2**

**4**

5. New assignment data will display.
6. Click on the **delete icon** to remove rows that contain duplicate assignments and/or overlapping dates.
7. Click **Yes**.

Begin/ End Dates	Action/ Reason	JobCode / Duty Title	UIC / Service Comp	Home Dept/ Descr	Country / City / State	Delete
02/05/2015 11/01/2017	PCA RAS	W420A HUMAN RESOURCES TECHNICIAN	WVFCAA V	WVFCAAARRC	USA FORT BELVOIR VA	<input checked="" type="button" value="Delete"/>
09/02/2015 09/10/2015	PCA	W420A HUMAN RESOURCES TECHNICIAN	WVFCAA V	WVFCAAARRC	USA FORT BELVOIR VA	<input checked="" type="button" value="Delete"/>
09/11/2015 09/14/2015	PCA	W420A HUMAN RESOURCES TECHNICIAN	WVFCAA V	WVFCAAARRC	USA FORT BELVOIR VA	<input type="button" value="Delete"/>
09/15/2015 09/12/2017	PCA	W420A HUMAN RESOURCES TECHNICIAN	WVFCAA V	WVFCAAARRC	USA FORT BELVOIR VA	<input type="button" value="Delete"/>

**5**

**6**

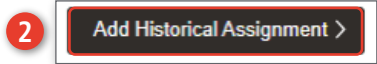
Deleting the row with Assignment ID 110964378 for Member 0000000000

**7**

continued on next page ▶

## Adding Historical Assignments

1. Use the previously shown **Options 1 or 2** to navigate to the **Manage Converted Assignments** landing page.
2. Click **Add Historical Assignment**.
3. Fill in the required information.
4. Click **Apply**.
5. Click **Done**.
6. Scroll down to see the added assignment.



Cancel

### Add Historical Assignment

Apply
Done

	Name	CW3 JOHN MILLER		Assignment ID	99999
	Empl ID	0000000000		Assignment Seq	0
	Empl Record			Rank	CW3

Service Component	V	Reserve	Component Category	[Search]	
Assignment	Permanent		Business Unit	ARRCA	US Army Reserve
*Begin Date	11/02/2016	[Calendar]	End Date	11/01/2017	[Calendar]
*Action	PCA		*Reason Code	RAS	Reassignment
PCA			Department	00248492	
*UIC	W72VAA	W72V 0080 TNG CMD HQ TASS	Estab ID	CONUS	[Search]
*Location	00012852	NORTH CHESTERFIELD	Unit State	VA	Virginia
Unit Country	USA	United States	Command	[Search]	
Unit City	NORTH CHESTEF		*Duty Title	HUMAN RESOUR	
*Job Code	W420A	HUMAN RESOURCES TECHNICIAN			

110964377		02/05/2015	PCA	W420A	WVFCAA
PER	0	11/01/2016	RAS	HUMAN RESOURCES TECHNICIAN	V
115492618		11/02/2016	PCA	W420A	W72VAA
PER	0	11/01/2017	RAS	HUMAN RESOURCES TECHNICIAN	V

Version 1.0 20241028

**One Soldier ★ One Record ★ One Army**