IPPS★A
INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

JOB DATA INFORMATION JOB AID

This job aid assists HR Professionals with HR System Admin Subcategory (SUBCAT) in several aspects of viewing and modifying a Member's Job Data record. Topics include:

- Job Data Overview
- Manually Add a Row in Job Data (page 4)
- Manually Add/Insert a Row – Correct History in Job Data (page 6)
- Manually Correct Existing Row Data – Correct History in Job Data (page 8)

Each Member's Job Data record is part of the IPPS-A Job Data table. The Job Data table maintains each Member's Job Data information and shares data changes with Defense Joint Military Pay System (DJMS) and other HR systems using effective date sequencing. Changes made to a Member's Job Data record are often pay impacting and affect personal record integrity in other HR systems.

NOTE: See IPPS-A User Manual, Chapter 9 for more information

Job Data Overview

Job Data stores information concerning a Member's promotion, assignment history, service dates, and other critical information that encompasses a Member's career and impact pay. Six tabs make up the Job Data Record: **Work Location**, **Job Information**, **Job Labor**, **Payroll**, **Salary Plan**, and **Compensation**. Home records (permanent assignment) will update a Members "0" record. Host records are updated from (temporary assignments) and will populate as "1", "2", "3", etc.

1. Navigation: Nav Bar > Menu > Workforce Admin > Job Information > Job Data

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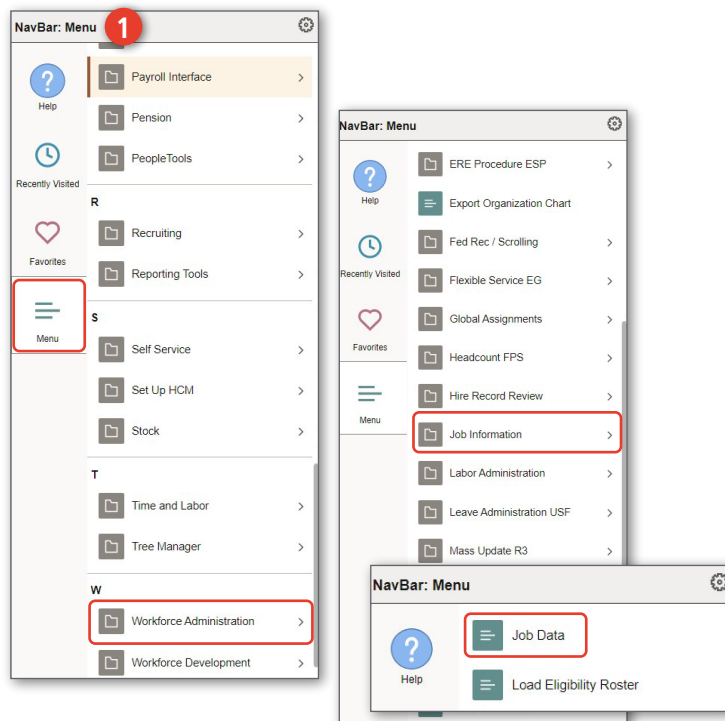
Job Data Overview CONTINUED

2. Select Member using **Name** (First and Last) or **Empl ID** and select **Include History**.

3. Select Member from Search Results.

👆 *NOTE: HR Professionals maintain and update the Member's Job Data record through completion of IPPS-A transactions and direct entry updates.*

👆 *NOTE: Members may have two types of records in Job Data: a home "0" record and a host record.*

4. Screen defaults to **Work Location** tab. **Work Location Details** contains information regarding the Member's position and organization assignment to the effective dated row. Information originates from the Member's Assignment record.

  4A. Displays 1 of 28 Records. Select the arrow to view Job Data rows in sequence.

  4B. Displays **Effective Date** of action-editable field.

  4C. Displays **Action**-editable field.

  4D. Displays **Reason**-editable field.

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Job Data Overview CONTINUED

5. The **Job Information** tab contains Member's **Job Code** and Job Code **Entry Date**.

   5A. Displays Member's **Job Code**.

   5B. Displays Member's **Entry Date**.

NOTE: All other fields are not in use.

6. The **Job Labor** tab contains the Member's **Seniority Date (Service Dates)** information of the effective dated row. Scroll down to see **Assigned Seniority Dates**.

   6A. Screen displays **Effective Date**.

   6B. **Control Value** is Oracle Business term and not used within IPPS-A.

   6C. Only users with **Seniority Date Subcategory (SUBCAT)** can manually correct **Seniority Dates** after a Service Dates PAR approval.

   6D. Screen displays **Override**.

   6E. Screen display **Override Reason** – provides reason(s) in the column after the completion a Seniority Dates PAR approval.
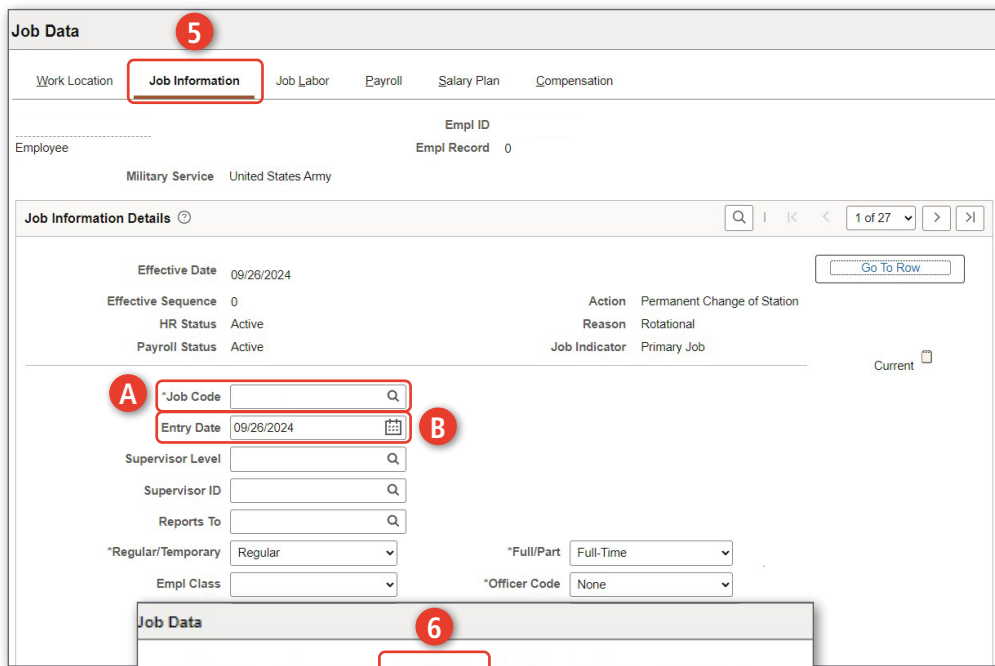
7. The **Salary Plan** tab displays the expanded Military section. This tab maintains the Member's **Rank** and **Grade**.

   7A. 7A Screen displays **Rank**.

   7B. Screen displays **Rank Entry Date**.

   7C. Screen displays **Grade**.

   7D. Screen displays **Grade Entry Date**.

NOTE: User must complete a Service Dates PAR to update Seniority Dates.

Manually Add a Row in Job Data

Authorized users maintain Job Data using two methods: system automated row additions and manual direct entry performed by HR Professionals with HR System Admin Subcat have access to make corrections to Job Data.

1. Navigation: Nav Bar > Menu > Workforce Admin > Job Information > Job Data
2. Select Member using **Name** (First and Last) or **Emp ID**.
3. Select **Empl ID** link to open Member's Job Data page ("0" record).
4. Select the **Add** (+) icon to insert a new Job Data row as row 1. The Add (+) icon is only available from the Work Location tab.

Manually Add a Row in Job Data CONTINUED

5. Enter appropriate **Effective Date**, **Action**, and **Reason**.

NOTE: Must have an approved Seniority Dates PAR prior to making changes on Effective Date, Action, and Reason.

NOTE: Use when the new row of information Effective Date is the most recent transaction (current or top row).

NOTE: When the new manually added row is the top row, the Correct History function is not required to perform the update.

Job Data

Work Location   Job Information   Job Labor   Payroll   Salary Plan   Compensation

Empl ID
Employee   Empl Record   0
Military Service   United States Army

Work Location Details ⓘ   1 of 28

*Effective Date   12/03/2024   Go To Row
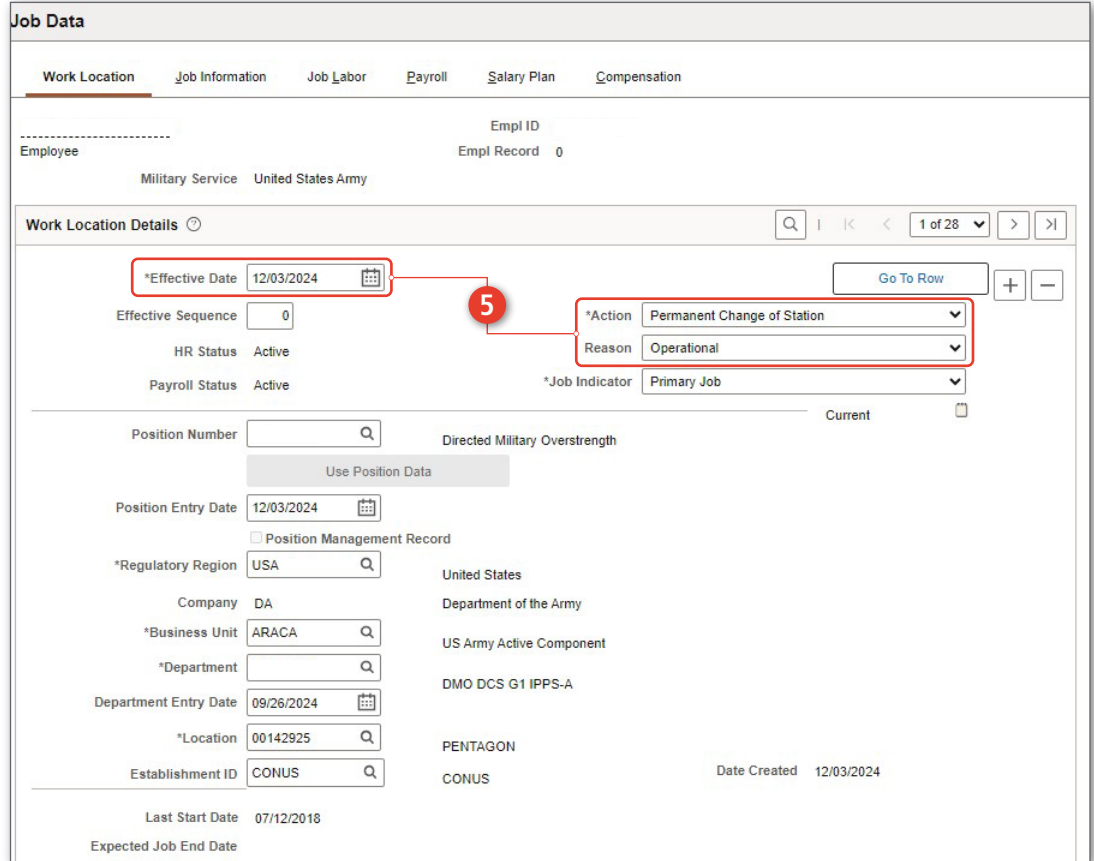Effective Sequence   0   ***Action**   Permanent Change of Station
HR Status   Active   Reason   Operational
Payroll Status   Active   *Job Indicator   Primary Job
                                                             Current
Position Number   _____   Directed Military Overstrength
                   Use Position Data
Position Entry Date   12/03/2024
                   ☐ Position Management Record
*Regulatory Region   USA   United States
Company   DA   Department of the Army
*Business Unit   ARACA   US Army Active Component
*Department   _____   DMO DCS G1 IPPS-A
Department Entry Date   09/26/2024
*Location   00142925   PENTAGON
Establishment ID   CONUS   CONUS   Date Created   12/03/2024
Last Start Date   07/12/2018
Expected Job End Date

6. Select the **Save** button.

Save   Return to Search   Previous in List   Next in List   Notify   Refresh   Update/Display   Include History   Correct History

Manually Add/Insert a Row – Correct History in Job Data

IPPS-A will notify HR Supervisors in the affected Member's hierarchy when a HR Professional with **HR System Admin** SUBCAT performs a Job Data correction.

NOTE: Inserted row will pre-populate with information from the existing row.

1. Navigation: Nav Bar > Menu > Workforce Admin > Job Information > Job Data

2. Select Member using Name (First and Last) or **Empl ID**; Select **Correct History** checkbox.

3. Select **Empl ID** link to open Member's Job Data page ("0" record).

4. Select the **Show Next Row** arrow button to locate where to insert new data row; Select the **Add** (+) icon to insert new Job Data row. The Add (+) icon is only available from the Work Location tab.

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Manually Add/Insert a Row – Correct History in Job Data CONTINUED

5. Enter appropriate **Effective Date**, **Action**, and **Reason**.

6. Select the tab that contains the data field(s) that are required to change, then update the data.

👆 *NOTE: HR Supervisor Subcategory (SUBCAT) is required to update data.*

👆 *NOTE: All subsequent rows from 1 to x may need to be updated prior to saving updates.*

7. Select the **Save** button.

Job Data

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Employee | Empl ID
Empl Record 0

Military Service United States Army

Work Location Details ⓘ   1 of 28

*Effective Date 12/03/2024

5

Effective Sequence 0   *Action Permanent Change of Station
Reason Operational

HR Status Active   *Job Indicator Primary Job

Payroll Status Active

Current ☐

Position Number   Directed Military Overstrength

Use Position Data

Job Data

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Employee | Empl ID
Empl Record 0

Military Service United States Army

Work Location Details ⓘ   **6** 8 of 28

*Effective Date 02/11/2023

Effective Sequence 0   *Action Contract Update
Reason Contract Reenlistment

HR Status Active   *Job Indicator Primary Job

Payroll Status Active

History

Position Number   Senior Human Resources Sergean

Override Position Data

Position Entry Date 03/11/2022
☐ Position Management Record

Regulatory Region USA   United States

Company DA   Department of the Army

Business Unit ARACA   US Army Active Component

Department

Department Entry Date 03/11/2022

Location

Establishment ID CONUS   CONUS   Date Created 12/03/2024

Last Start Date 07/12/2018

Expected Job End Date

7 | Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Update/Display | Include History | Correct History
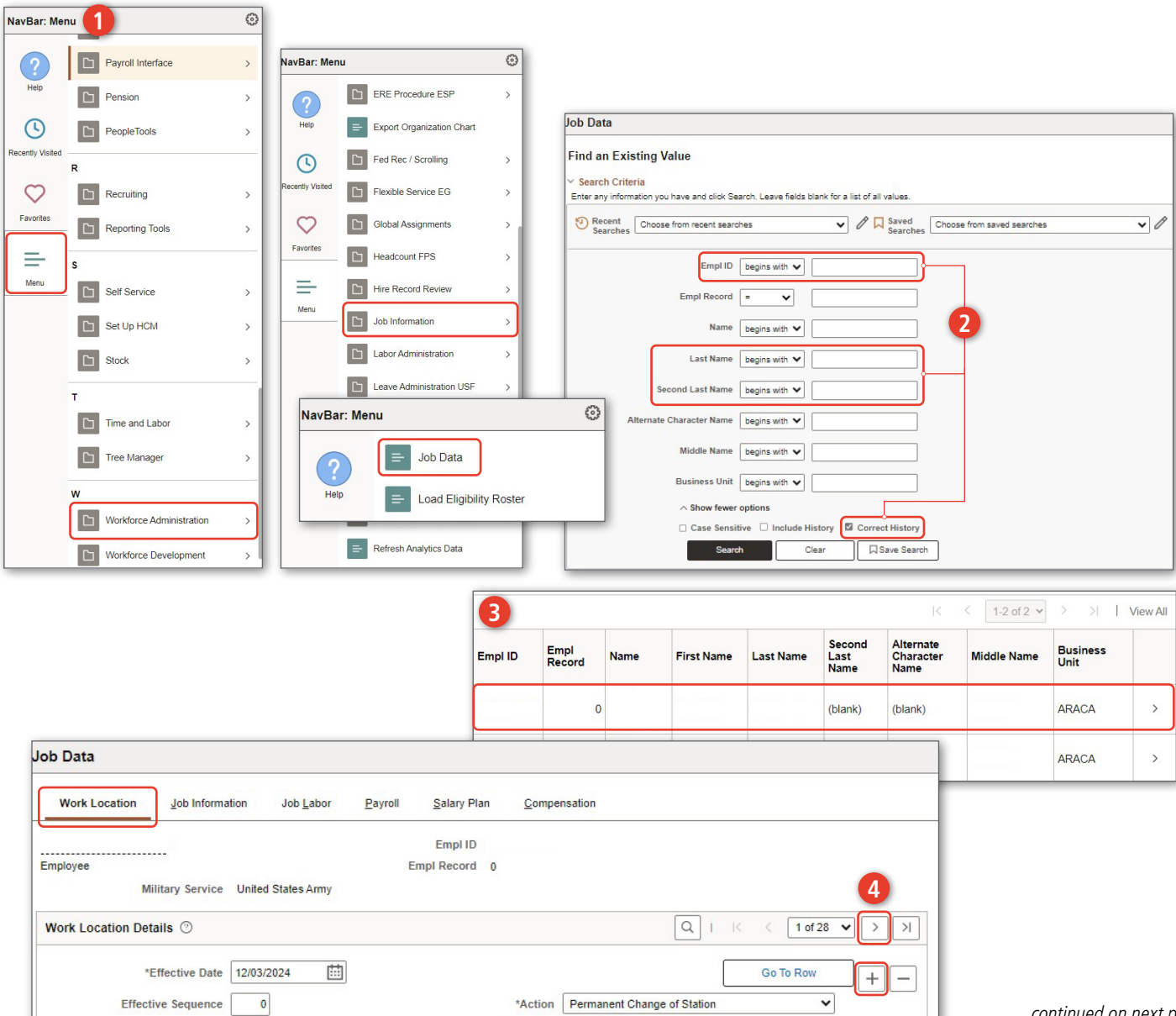
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Manually Correct Existing Row Data – Correct History in Job Data

In some instances, a manual entry to a Member's Job Data is required (i.e., if the effective date of the new information is in the past or a Member's Job Data requires an update to correct information).

1. Navigation: Nav Bar > Menu > Workforce Admin > Job Information > Job Data
2. Select Member using **Name** (First and Last) or **Empl ID**; Select **Correct History** checkbox.
3. Select **Empl ID** link to open Member's Job Data page ("0" record).
4. Select the **Next/Previous arrows** to locate and correct existing data.

Manually Correct Existing Row Data – Correct History in Job Data CONTINUED

5. Select the tab that contains the data field(s) that are required to change then update the necessary data.

👆 *NOTE: When modifying existing information, the Correct History function is required to perform the update.*

👆 *NOTE: When a correction action notification is received, update a Member's "0" record in Job Data.*

👆 *NOTE: HR Professional must review the inserted row thoroughly to identify the data that changed.*

👆 *NOTE: All subsequent rows from 1 to x may need to be updated prior to saving updates.*

Job Data

| Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation |

Empl ID
Employee   Empl Record   0
Military Service   United States Army   **5**

Job Information Details ⓘ   🔍 | ⏮ ⏴ | 1 of 27 | ⏵ ⏭ |
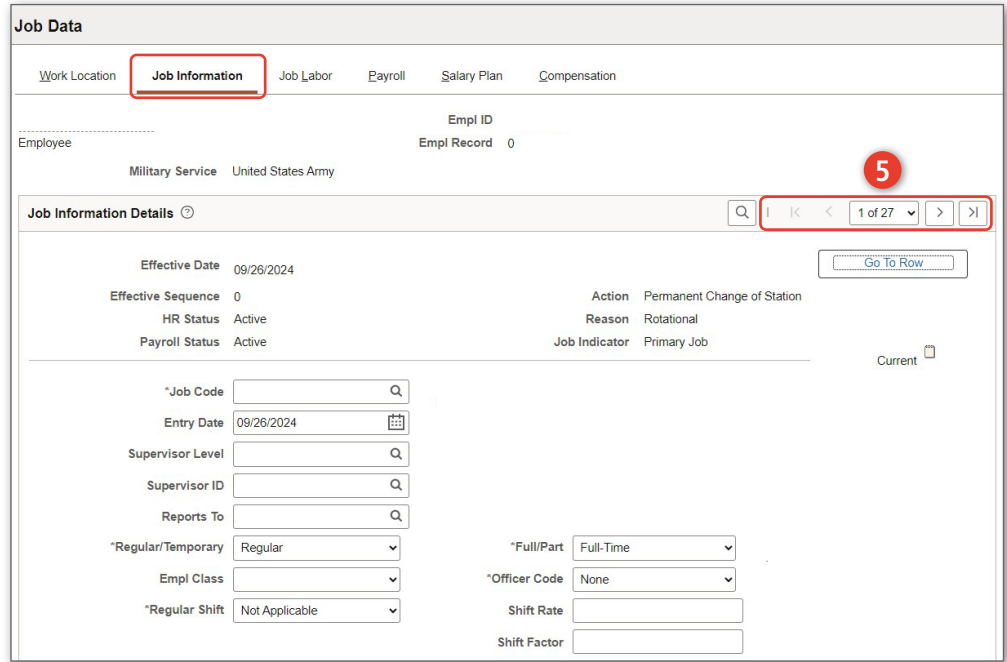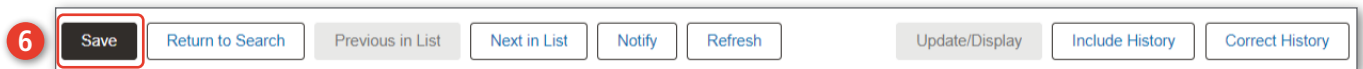
Go To Row

Effective Date   09/26/2024
Effective Sequence   0   Action   Permanent Change of Station
HR Status   Active   Reason   Rotational
Payroll Status   Active   Job Indicator   Primary Job

Current ☐

*Job Code   [   ] 🔍
Entry Date   09/26/2024 📅
Supervisor Level   [   ] 🔍
Supervisor ID   [   ] 🔍
Reports To   [   ] 🔍
*Regular/Temporary   Regular   *Full/Part   Full-Time
Empl Class   [   ]   *Officer Code   None
*Regular Shift   Not Applicable   Shift Rate   [   ]
                                      Shift Factor   [   ]

6. Select the **Save** button.

6 | Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Update/Display | Include History | Correct History |

👆 *NOTE: Promotion or Demotion actions should NEVER be deleted from Job Data. To revoke or reverse a Promotion or Demotion, create a Promotion or Demotion PAR using the same effective date as the original transaction. For Erroneous Demotion, create a Promotion PAR with the reason Erroneous demotion or reduce. The reversal action will be sent to Defense Joint Military Pay System (DJMS) and other HR systems.*

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