


# RE-INITIATE MEMBER ELECTIONS JOB AID

This Job Aid assists in Re-Initiating a Member's Assignment Elections. This function is necessary to correct or simply change a Member's Entitlements.

IPPS-A includes the functionality to add, modify, and remove assignment entitlements and additional instructions from the Assignment Tracking module. Entitlement and additional instructions (Discretionary Elections) may be entered in an assignment during the creation process while the assignment is in draft. An assignment approval cannot occur without the completion of the Member Election Activity Guide.

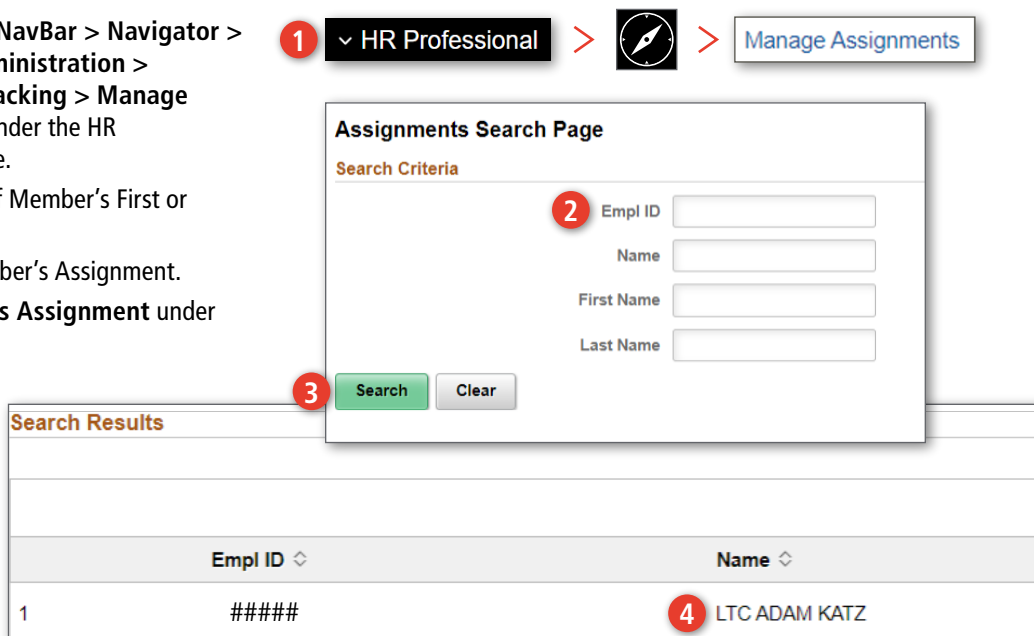
Member Elections consist of a few questions that determine entitlements such as dependent movement, Household Goods (HHG), etc. While the assignment is in a draft status, an authorized HR Professional, typically at an MPD/SRU, may click the **Re-Initiate All Elections** button on the Additional Instructions tab of the assignment to change previously approved Member elections.


 Note: See IPPS-A User Manual > Chapter 12 > Assignment Transactions.

## Re-Initiate Member Elections Cheat Sheet

### GETTING STARTED

1. Select NavPath: **NavBar > Navigator > Workforce Administration > Assignment Tracking > Manage Assignments** under the HR Professional Role.
2. Enter **EMPLID** of Member's First or Last Name.
3. **Search** for Member's Assignment.
4. Select **Member's Assignment** under Search Results.





**1** **HR Professional** >  > **Manage Assignments**

**2** Empl ID   
Name   
First Name   
Last Name

**3** **Search**

**Search Results**

|          | Empl ID  | Name  |
|----------|---|--|
| <b>1</b> | #####   | <b>4</b> LTC ADAM KATZ   |

continued on next page ►

## Re-Initiate Member Elections Cheat Sheet CONTINUED

### ASSIGNMENT DETAILS

1. Select **Pending/Working** to view 'Draft' Assignments
2. Select Assignment with Status '**Draft**' under Permanent Assignments.
3. **Assignment Details** displays.
4. Select **Re-Initiate All Elections**.

| ID    | Status | Compo  | Action/Reason Code |
|-------|--------|--------|--------------------|
| ##### | Draft  | Active | PCS<br>OPN         |

### RE-INITIATE ELECTIONS

1. Dialog box appears, ensuring the HR Professional means to Re-Initiate Elections for Member. Select **Yes**.

### ADDITIONAL INSTRUCTIONS

1. Once HR Professional has Re-Initiated All Elections – Member/HR Professional/MPD/SRU may toggle and enter necessary information for Entitlements under Discretionary Elections.
2. Complete the applicable tiles on the left of the screen and then select **Submit**.

| Entitlement ID | Description   | Approved                 |
|----------------|---|--------------------------|
| 1 103          | Dependent Travel is authorized.   | <input type="radio"/> No |
| 2 125          | Traveler is a Government Travel Charge Card (GTCC) Individually Billed Account (IBA) holder.                              | <input type="radio"/> No |
| 3 126          | Traveler is not a Government Travel Charge Card (GTCC) Individually Billed Account (IBA) holder.                          | <input type="radio"/> No |
| 4 127          | Traveler is a GTCC IBA holder and is exempt from the Travel and Transportation Reform Act (TTRA) mandatory use provision. | <input type="radio"/> No |