

PROCESSING PAY TRANSACTIONS

Critical Information for HR Professionals

Most pay transactions are processed by HR Professionals using IPPS-A. IPPS-A sends these pay transactions directly to the Defense Joint Military Pay System (DJMS) as either Format Identifiers (FIDs) - Active Component (AC) only or as Transaction Identification Numbers (TINs) - Reserve Component (RC) only. All other transactions are routed by HR Professionals to the Army Military Pay Office (AMPO) or Finance Office for manual coding in DJMS. Knowing how to process each pay action is critical to success as a HR Professional.

How to Process Pay Transactions

Monitoring HR/Pay transactions remains the responsibility of the HR Professional regardless of manual or automated processing into DJMS. HR Professionals should utilize Figure 1: *Pay Transactions Processed in IPPS-A*, page 2 as a guide to decipher what pay transactions are processed entirely in IPPS-A.



Pay Transaction **CANNOT** be sent as FID/TIN using IPPS-A

PROCESSING LEAD: AMPO

1. Member/HR Professional sends HR/Pay transaction to AMPO/Service Finance Office for input into DJMS (i.e., COLA/BAH/FSA).
2. Approving official reviews and approves HR/Pay transaction.
3. HR Professional submits approved transaction and associated Key Supporting Documents (KSDs) to AMPO/Finance Office via a Transmittal Letter (TL) or using the IPPS-A User Defined List (UDL).
4. AMPO or Finance Office manually processes action(s) in DJMS.
5. HR Professional receives DJMS processing report, Daily Register of Transaction (DROT), from AMPO/Service Finance Office.
6. HR Professional reconciles TL or UDL against the DJMS processing report, DROT, to ensure transaction was properly processed.
7. HR Professional collaborates with AMPO/Finance Office to address any rejected or recycled transactions evident on DROT, reprocessing or resubmitting as needed.
8. HR Professional notifies Member of action completion and files reconciled TL/UDL & DROT for three years.

Pay Transaction **CAN** be sent as FID/TIN using IPPS-A

PROCESSING LEAD: HR Professional

1. Member/HR Professional initiates HR/Pay transaction as FID/TIN using IPPS-A (i.e., see Figure 1, page 2).
2. Approving official reviews and approves HR/Pay transaction.
3. IPPS-A automatically sends pay transaction (FID/TIN) to DJMS for processing.
4. HR Professional reviews Submitted FID/TIN Report from IPPS-A daily to validate transaction sent to DJMS.
5. HR Professional receives DJMS processing report, Query-Document Transmittal List (Q-DTL), from AMPO/Service Finance Office.
6. HR Professional reconciles Submitted FID/TIN Report against AMPO/Finance Office Q-DTL to ensure submitted FIDs/TINs were processed.
7. HR Professional collaborates with AMPO/Service Finance Office to work any rejected or recycled transactions, as evident on Q-DTL, reprocessing or resubmitting as needed.
8. HR Professional notifies Member of action completion and files reconciled Submitted FID/TIN Report and Q-DTL for three years.



PROCESSING PAY TRANSACTIONS CONT.

Pay Transactions Processed in IPPS-A

Figure 1: This table identifies what pay transactions are processed in IPPS-A. After these transactions are processed in IPPS-A, they are sent directly to DJMS-AC/RC.

<u>TINs PAY IMPACTING (DJMS-RC)</u>	<u>FIDs (DJMS-AC)</u>
<ul style="list-style-type: none"> • 106 Pay Entry Base Date (PEBD) Change • 113 Grade Change • 900 Separations • A06 Accessions • A14 Over 4 Years Prior Enlisted • A19 Incentive Pay • A24 Pay Status Change (ARNG only) • A38 Date of Gain Change • A81 Expiration Term of Service (ETS) Date Change • AA1 Accessions • A09N Non-Prior Service (NPS) Indicator Change *removed R3 	<ul style="list-style-type: none"> • MD Grade Change • MC Name Change • SB Absence/Leave • DN Meal Collections <ul style="list-style-type: none"> • *DN03 Field Duty Only • SJ Absent without Leave (AWOL) • SA On Station Status • SK Confinement Status • 15 Parachute Jump Pay • 30 Special Duty Assignment Pay • DE Montgomery GI Bill: Opt-out
<u>TINs NON-PAY IMPACTING (DJMS-RC)</u>	<u>TINs INDIRECT PAY IMPACTING (DJMS-RC)</u>
<ul style="list-style-type: none"> • 102 Social Security Number (SSN) Change • 104 Name Change • A07 Mailing Address • A08 Mailing Address • A09 Assignments (Unit Identification Code (UIC) or State) • A10 Mailing Address (Foreign) • D18 Remarks • T01 Thrift Savings Plan (TSP) Change • T03 TSP Mailing Address • T04 TSP Mailing Address • T05 TSP Mailing Address 	<ul style="list-style-type: none"> • 114 Officer Service Date (Total Ops Flying Duty Credit) • 115 Aviation Service Entry Date • A15 Basic Allowance for Housing (BAH) Dependency Status (ARNG only) • A21 VA Compensation Waiver • A06S Gender Change • S01 Leave/Absence



NOTE: FIDs/TINs not included in this guide will be sent to AMPO/Servicing Finance Office for input into DJMS.

Additional Resources

- [IPPS-A Website](#)
- [MILPAY Manual](#)
- [R3 Resources Demo Server](#)
 - [UPK: IPPS-A Submitted FID](#)
 - [UPK: IPPS-A Submitted TIN](#)