

Submitting a PCS Event (Absence Type: 05-PCS Events)

BLUF

Absence submittal is a Self-Service function, Pay-Absence-Incent-Ded (PAID) tile is used to submit various absence requests, including PCS Absence. PCS events are a grouping of absences, i.e., PCS absence, house hunting, etc.

Navigation: PAID tile > Entry Type: Absence > Absence Type: 05-PCS Events

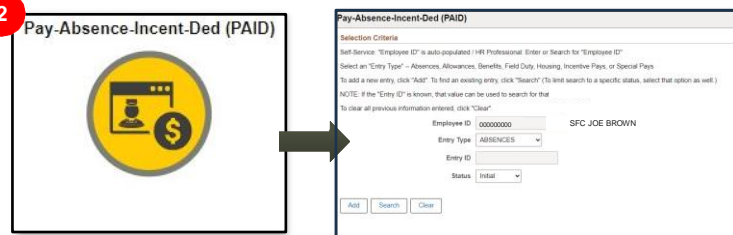
1



Previously, PCS Absence requests were submitted separately, including Permissive TDY. However, through the PAID tile, IPPS-A strived to consolidate PCS actions, via the introduction of **Absence Entry Types**.

Using this function, Members can create a PCS Event absence request. Once **Absence Type, 05-PCS Events** is selected, the **Absence Reason** auto-populates: **01-PCS Entries**. Select the PCS Type magnifying glass. The lookup tool displays. Make applicable selection. Members must select the **Absence 1 Reason**, **Absence 2 Reason**, and/or **Absence 3 Reason** (if applicable) magnifying glass, selecting the appropriate reason.

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NOTE: If not using a Parental Leave type, select Non-Parental. If adding an absence reason related to a Birth or Adoption of a Child, select Parental.

NOTE: ONLY use "Absence 1 Reason," "Absence 2 Reason," and "Absence 3 Reason," to capture the different absence during PCS move. **DO NOT** use Travel Days as Absence Reason.

Under "Related Assignment," Member should select the PCS Assignment if there is more than one option.

****Reminder:** Members may also use the **PAID** tile to view, amend, monitor, or submit cancellations of previously submitted PCS absences that are either in an approved or pending status.

Audience: Members, HR Professionals

1) **Help & Training tile > IPPS-A Hands-on Training tile**
For review: **R3 Leaders Course - Pay, Absence, Incentive, Deduction (PAID) Requests**

2) **PCS Absence Request (PAID tile):**
Training Resource: [Create a PCS Absence Request](#)

User Manual - Chapter 23, Process 23-3 Create PCS Events Absence

Additional Training Resources- [Absences Overview](#), [Adjust the Chargeable Duration after Completion of an Absence](#), [View and Amend a PCS Absence Request](#), [Update PCS Absence Using the InTransit Grid During Arrival Processing](#), [Verify PCS Absence Using the InTransit Grid During Departure Processing](#)

PAID Guide - Chapter 3, Request PCS Events Absence

CAT: Member; SUBCAT: Member

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