

# 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 Path: PAID Tile > Entry Type: Absence > Absence Type: 05-PCS Events**

**1** IPPS-A Hands-on Training

IPPS-A Hands-on Training	
R3 View FAB5 Configuration	Completed
R3 Leaders- Readiness and Manning	Completed
R3 Leaders- Promotions and Flags	Completed
R3 Leaders- Pay, Absence, Incentive, Deduction (PAID) Requests	Completed

**2** Pay-Absence-Incent-Ded (PAID)

Pay-Absence-Incent-Ded (PAID)

Selection Criteria

Self-Service: "Employee ID" is auto-populated / HR Professional: Enter or Search for "Employee ID"

Select an "Entry Type" -- Absences, Allowances, Benefits, Field Duty, Housing, Incentive Pays, or Special Pays

To add a new entry, click "Add". To find an existing entry, click "Search". (To limit search to a specific status, select that option as well.)

NOTE: If the "Entry ID" is known, that value can be used to search for that.

To clear all previous information entered, click "Clear".

Employee ID: 000000000 SFC JOE BROWN

Entry Type: **ABSENCES**

Entry ID: \_\_\_\_\_

Status: Initial

Add Search Clear

Pay-Absence-Incent-Ded (PAID)

ABSENCES

ABSENCE TYPE: 05-PCS EVENTS

ABSENCE REASON: 01-PCS ENTRIES

BEGIN DATE: 11/18/2024

END DATE: 12/09/2024

Reason: HOUSE HUNTING

Supervisor Id: \_\_\_\_\_

\*Related Assignment: 121334718 Begin Date: 12/19/2024

\*Contact Name: Joe Brown

\*Contact Phone: 703-556-5555

\*Leave Address: 123 Sesame Street

\*Geocode: 010000000 ALABAMA, AL, USA

\*Absence 1 Reason: PCS ABSENCE

Absence 1 Sub-Reason: \_\_\_\_\_

\*Absence 1 Begin Date: 11/18/2024

\*Absence 1 End Date: 11/09/2024

Absence 2 Reason: HOUSE HUNTING

Absence 2 Sub-Reason: \_\_\_\_\_

Absence 2 Begin Date: 11/09/2024

Absence 2 End Date: 12/09/2024

Absence 3 Reason: \_\_\_\_\_

Absence 3 Sub-Reason: \_\_\_\_\_

Absence 3 Begin Date: \_\_\_\_\_

Absence 3 End Date: \_\_\_\_\_

Child's Birthdate: \_\_\_\_\_

Adopt/Foster Date: \_\_\_\_\_

Notes: **ONLY** use "Absence 1 Reason" and "Absence 2 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.

CAT: Member; SUBCAT: Member

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**. Members must select the **Absence 1 Reason, Absence 2 Reason** (if applicable) lookup tool, selecting the appropriate reason.

**\*\*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) 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 – Pending Revisions**