

# Functional Training: Webinars

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Webinars are conducted each month on MS Teams and posted to IPPS-A S1Net page.

**A Day in the Life and/or HRC G1/S1 Touchpoint Seminars:**  
As needed basis

**Audit and Internal Controls:**  
4th Monday of month  
Auditing / unit level transaction logging and monitoring; Tools for HR system audit visits

**Roles and Permissions:**  
4th Tuesday of month  
Elevated access submitted, processed and managed; Validator responsibilities

**IPPS-A S1Net:** <https://www.milsuite.mil/book/community/spaces/apf/s1net/ipps-a/overview>

## **A Day in Life: *Top content***

- Training Environments: Tips for using ITE and OTE for hands-on reinforcement TRNG
- S1 Pool Set Up and SFPA Flags: Task execution of critical cutover and post go-live task
- Determining Elevated Access: Best practices to crosswalk IPPS-A SUBCAT/roles to user duties
- Unit Accountability and Strength: Readiness and Duty Status Rosters, Readiness Dashboard
- Analytic tools for Unit Level Strength Mngt: Historical / Projected Strength Dashboards
- Workflow Capabilities and Set Up: Demonstrates how to set up workflow
- Progressive workflow demonstration: Demonstration of PAR routing from through PAR completion
- Personnel Information Management: Queries and updating Person Profile
- Monthly Reports and Promotion Roster: Promotion boards and rosters, predefined queries
- Managing Decentralized/Semi-Centralized Promotions: Promotion PARs and reports
- Unit Level Assignments: Local reassignments with Unit Slotting Tool and temporary assignments
- Managing Absences: HR Pro perspective to managing absences in IPPS-A
- Special / Incentive Pays: Intro of R3 MilPay integration, submission >> approval >>mngt of request
- CRM Duties and Responsibilities: Intro to CRM capabilities and unit S-1 actions
- Using CRM as an HR: Progressive training on how to solution and/ or escalate cases (HR and IT)
- Day 1 POW Task: Explains execution of critical task related to readiness roster and elevated access

## **Roles and Permissions Training: *Latest series***

- Part 1: Introduction and Access Request Submission
- Part 2: Validator Overview and Access Request Approval
- Part 3: Segregation of Duties (SOD) Overview and elevated access mngt tools and sustainment

## **Audit and Internal Controls: *Latest series***

- Part 1: Introduction and Report Review (Submitted TIN/FID and Pay Pers Mismatch)
- Part 2: Report Review (World Access, SOD, and Monitor Approvals)
- Part 3: Report Review (Inactive User, Mass Update Own Data, and POI Active User)

# Functional Training: Videos and Demos

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Videos and demos are available on the IPPS-A S1Net page and YouTube.

## YouTube Playlists:

- Release 3 Leaders Course
- Release 3 Self-Service Series
- IPPS-A Coffee Talk
- IPPS-A Podcast
- The Ippsons
- User-centric compilations:
  - ARNG
  - USAR
  - HRC
  - IMCOM
  - G1s
  - S1s
  - Commanders
  - Soldiers

**IPPS-A S1Net:** <https://www.milsuite.mil/book/community/spaces/apf/s1net/ipps-a/overview>

**IPPS-A YouTube:** <https://youtube.com/IPPSA>

## IPPS-A Replays:

- Add Tile to Homepage
- Add Pages to Favorites
- Arrive Member to an Assignment
- Depart Member to an Assignment
- Create a Temporary Assignment
- Update a Duty Status
- Add or Update an Award
- Create an S1 Pool
- Update a Member in an S1 Pool
- Create an Upper Echelon Group
- Update a Member in an Upper Echelon Group
- Submit an Access Request on behalf of (OBO) a Member
- Submit a Case OBO Member
- Create an Award Recommendation PAR
- Create User Defined List
- Create a Workflow Template
- Process a Reduction
- Initiate SFPA
- Remove SFPA
- Validate Unit Level Accountability

## Release 3 Functional Demos

- Semi-Centralized Promotions
  - Process Overview
  - Workflow Notification
  - Board Preferences
  - Promotion Points
  - Generate Roster
  - Board Eligibility
  - Pre-Board
  - Approval
- Duty Status & Readiness Rosters
- Separations
- Ad Hoc Queries
- Unit Slotting Tool
- Ad Hoc Reporting (Parts 1-11)
  - Flags / Open Flags
  - Flag Counts
  - Flag (Age/Type)
  - Flag (Unit/Age)
  - Strength & Readiness
  - Strength (DML/DMSL)
  - Strength Projections #1
  - Strength Projections #2
  - SFARs Projections
  - HRAR
- Managing KSBs
- Talent Management (9 videos)

# Functional Training: On-Demand Resources

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User Productivity Kits (UPKs), User Manual, Guides, Job Aids and Leaders Program are available within the IPPS-A Demo Server. Many resources are also shared on S1Net.

## IPPS-A Demo Server:

<https://hr.ippsa.army.mil/upk/r3/demoserver/index.html>

### Select a button from the UPK Instructions main menu:

- R3 Overview** Epic/Capability area overviews
- R3 UPKs** Step by step instructional training aids
- R3 User Manual** User Manual, Guides, and Job Aids
- R3 Leaders Program** Individual leader videos on demand

### Manuals, Guides and Job Aids:

- User Manual
- CRM User Manual
- MILPAY User Manual
- ELM User Guide
- Subcategory Infographics
- PG Reference Guide
- Self-Service Guide
- HRC Master Workflow
- Training Glossary
- Automated Accession Business Process
- Deletion of UDL
- Enlisted Accession Assignment Job Aid
- IPPS-A Example Task-Integrated Soldier from PCR to PRR
- Manually Create Provider Group and Switch Business Unit to an IT Case

## IPPS-A S1Net

<https://www.milsuite.mil/book/community/spaces/apf/s1net/ipps-a/overview>

- Leader Course Credit: Steps to manually update leader training status to completion when given outside of IPPS-A
- Custom ROWSECCLASS Request Process: Steps to create and apply inclusionary/exclusionary ROWSECCLASS
- HRC Frustrated Assignments
- Separation and Transfer Assignments
- Self-Service Personnel Record Review
- Racial Ethnic Designation Category
- Re-Initiate member Elections
- Ad Hoc Reporting – OBIEE
- Assignment Coordination and Tracking Dashboard (ACT)
- Centralized Promotion Board Roster
- Canceled Absence
- Retirement and Separation PAR

**Users may share their products with the field to the IPPS-A S1Net Subtopic > IPPS-A SOPs/Tools:**

<https://www.milsuite.mil/book/community/spaces/apf/s1net/ipps-a/ipps-a-sops>