Human Resources System

Integrated Personnel and Pay System - Army (IPPS-A)
Army National Guard (ARNG) Workaround Annex

Version 2 for IPPS-A Release 3

23 December 2023

UNCLASSIFIED

Summary of CHANGE

Integrated Personnel and Pay System – Army (IPPS-A) Army National Guard (ARNG) Workaround Annex

System Releases

This administrative revision, dated 23 December 2023
Items in red indicate future change and yellow shows validation is needed.

- o **Adds Chapter One Introduction**
- o **Adds Chapter Two on Assignments**
- o **Adds Hyperlink to ARNG User Manual**
- o **Adds Chapter 3 on Job Data**
- o **Adds Incentive/Special Pay – Hire Date Error**
- o **Adds Perm workaround to para 2-2**

Version Number	Release Date	Remarks
1.0	22 November 2023	Adds Chapter One and Two
2.0	23 December 2023	Adds Chapter Three on Job Data and administrative changes
3.0	26 January 2023	

Human Resources System
**Integrated Personnel and Pay System (IPPS-A) – Army National Guard
(ARNG) Workaround Annex**

History. This Workaround Annex is a temporary action solution. The workaround solutions can be listed table of contents.

Summary. This Workaround Annex describes the Integrated Personnel and Pay system – Army (IPPS-A) and how to navigate through workaround solutions.

Applicability. This Workaround Annex applies only to the Army National Guard (ARNG)/Army National Guard Of the United States (ARNGUS).

Supplementation. Supplementation of this user annex is prohibited without the approval from the Chief, Information Systems Division, (ARNG-HRI), 111 South George Mason Drive, Arlington, VA 22204-1373.

Suggested improvements. Users are invited to send comments and suggest improvements to the Chief, Information Systems Division, (ARNG-HRI), Senior Personnel Advisor CW4 Bernard Aguon at bernard.l.aguon.mil@army.mil, 703-607-7189, CPT Mark Curry at mark.a.curry4.mil@army.mil , Ms. April Doyley at april.j.doyley.ctr@army.mil

This workaround annex is available in electronic media only and is intended for distribution to the States, Chief, Information Systems Division (ARNG-HRI), Division (ARNG-HRP), Human Capital Management Division (ARNG-HCM), Personnel Programs, Manpower, and Readiness Division (ARNG-HRM), Personnel Policy Division (ARNG-HRH), Soldier and Family Support Division (ARNG-HRS), Strength Maintenance Division (ARNG-GSS) and U.S. Army Human Resources Command (AHRC) personnel managers at all levels.

Contents

Chapter 1
Introduction

1-1. Purpose
This ARNG Workaround Annex describes the Integrated Personnel and Pay System - Army (IPPS-A) and how to navigate through temporary solutions.

Chapter 2
Assignments

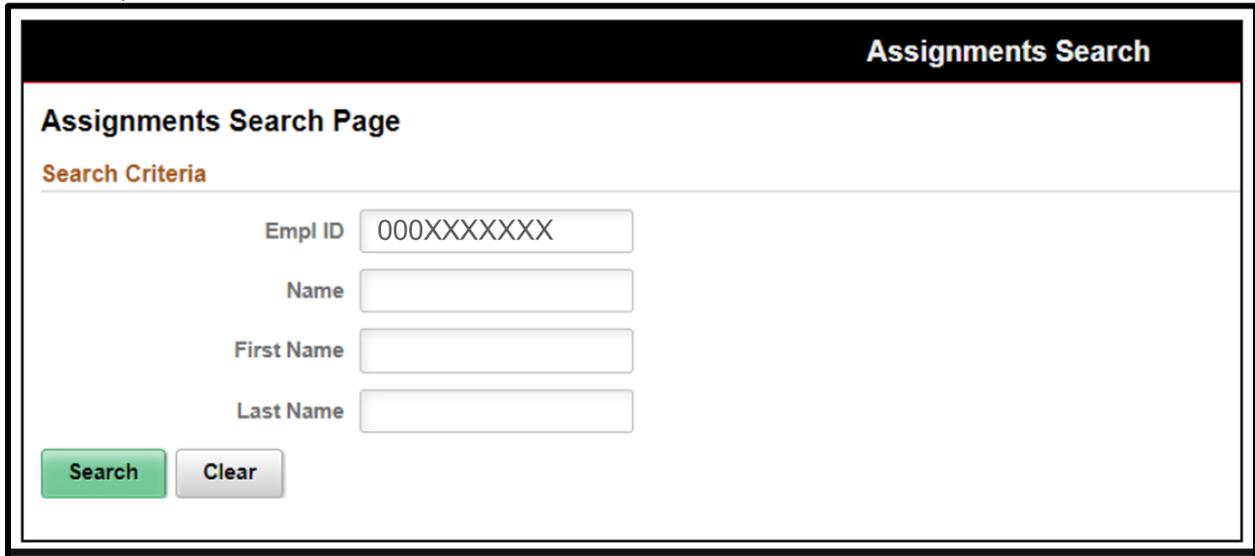### 2-1. Reorganization Extend Temporary Assignment
The purpose of this process is to assist the HR Pro in understanding how to process an AGR retirement

Applicability: OFF, WO, ENL
Subcategories: HR Professional, HR Supervisor, Onboarding, Offboarding
Navigation: **Workforce Administration > Assignment Tracking > Manage Assignments**

Search Empl ID or Name

Members should have a PERM assignment and a TEMP assignment.
The member should be arrived at the TEMP assignment.
First, curtail the PERM assignment.
Click on "**Other Actions"**

Select **Curtail/Extend**

Curtail the projected end date back by two days of original end date
Select **"Submit Curtail/Extend."**

Create a draft PERM order.
Click on **Create Permanent Assignment** dropdown.
Select **"Reassignment"**

Insert Projected begin date, end date, UIC, position number, job code, duty position qualification, duty title, and movement ID code.
This will only be a draft assignment use of excess position is acceptable.

DO NOT HIT "SUBMIT"
Click on **"Save for Later"**
Note: This way the assignment never hits the member's IPERMS.

Draft assignment will appear under the **Pending/Working Tab.**

Returning to the Assignment Landing Page,
Extend the temporary assignment.
Click **"Other Actions".**

Select **"Curtail/Extend"**.

Input new projected end date.
Select **"Submit Curtail/Extend"**.

Click "**OK"**
Transaction will route to S1 Pool for approval.

Once the temp assignment has been approved, you will need to delete the draft assignment.
Click on the **Pending/Working tab.**

Click on the **trash can icon**

Click **Yes**
Draft will be deleted

Now, extend the perm assignment back out to original end date.
Click on **Other Actions**
Select "**Curtail/Extend"**

Input original end date.
Click on **"Submit Curtail/Extend"**

Now, the temp assignment is extended prior to the Reassignment being entered.

2-2. Early Arrival Error

Purpose: Arrive a member back to their permanent assignment after receiving the "Early arrival is not allowed" error message

Applicability: OFF, WO, ENL
Subcategories: HR Professional, HR Supervisor, Onboarding, Offboarding
Navigation: **Workforce Administration > Assignment Tracking > Manage Assignments**

Both the Permanent Assignment and Temporary Assignment shows "**Departed**".
Select the "**Other Actions**" dropdown under the Temporary Assignment.

Click on "**Revoke Departure**"

Click "**Submit Revoke Departure**"

A notification message will appear.
Click "**OK**"
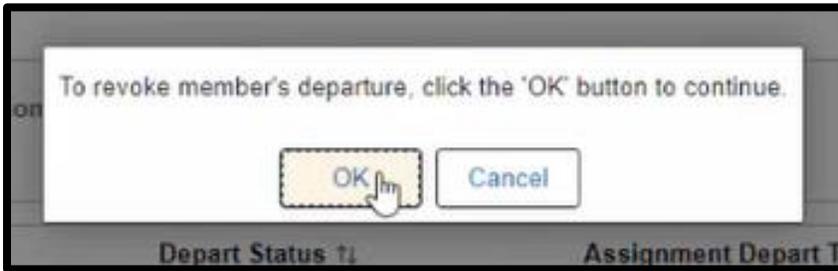
Notice the Temporary Assignment now shows **Arrived**

Now you will do a Reassignment on the Permanent Assignment.
Since the Member is arrived at the Temporary Assignment, the effective date will need to be nested. (08/21/23-10/08/2024)
Take note of the Position Number and UIC.

Select the **Create Permanent Assignment** dropdown
Click on "**Reassignment**"

Enter the "**Projected Begin Date**" (This example 08/21/2023 so it is nested)
Click the "**Tab**" button

Select "**Assignment From**" field and click the search icon

Next reassign them from the old permanent to the new one.
Click on the "**Permanent Assignment**".

Enter the UIC

Enter the Position Number

Enter the Duty Position Qual

Enter the Movement ID

Click "**Submit**"

A warning message will appear,
Click "**Yes**".
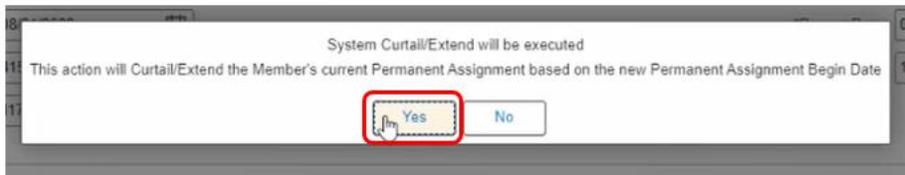
Member status displays **Arrived** at the Temporary Assignment.
Select the "**Other Actions**" dropdown under the Temporary Assignment

Click on "**Depart Member**"

Click on "**Submit Departure**

Member status displays "**Departed**" from the Temporary Assignment.
Select the "**Other Actions**" dropdown on the Permanent Assignment

Click **Arrive Member**

Click "**Submit Arrival**"

Click "**Return to Landing Page**" link

The Temporary Assignment is now closed out and the Member is arrived back to their Permanent Assignment

2-3. Arrive New Permanent Assignment

The purpose of this process is to assist the HR Pro in understanding how to arrive the member on the new PERM assignment while staying on current TEMP assignment.

Applicability: OFF, WO, ENL
Subcategories: HR Professional
Navigation: Workforce Administration > Assignment Tracking > Manage Assignments

Action Required:

Search Empl ID or Name

Under Permanent Assignments, A new PERM assignment has been created with a start date of 20230531. This member is currently arrived at the TEMP assignment which ends on 20220530. The PERM assignment, first need to be revoked. Note the details of the new PERM so it can be recreated later.

Click "**Other Actions"**
Select **"Revoke Assignment"**

Under Description, Select **"Administrative Processing Required."**
Click **"Submit Revoke Assignment."**

Next, curtail the temporary assignment to end on the same date the new permanent assignment should end.

Click **"Other Actions"** on the temporary assignment
Select **"Curtail/Extend."**

In the projected end date, input the end date of the new permanent assignment. In this example, the end date should be 20230831.

Click **"Submit Curtail/Extend."**

Now that the temporary assignment has been curtailed, you can re-create the new permanent assignment.

Under the Create Permanent Assignment dropdown, select **"Reassignment."**

Once submitted, the system will auto arrive/depart the member on the new permanent assignment while staying arrived at the current temporary assignment.

Enter Projected Begin Date, Projected End Date (should match the end of the temporary assignment), Assignment From, UIC, Position, Duty Position Qual, and Movement ID.
Click "**Submit**"

Chapter 3
Job Data

3-1.   Incentive/Special Pay – Hire Date Error

The purpose of this workaround is to process Incentive/Special Pay Requests.

 Members who are going from ENL to OFF/WO, is an IST, or switching Army Compos an HR Pro needs to check if they have an active Incentive/Special pay in IPPS-A. If they do and will remain entitled, need to have it amended to end the day before their new Hire date. Members who will no longer be entitled need to have it amended to the day prior to their new Hire date.

Errors

*   Reassignment Error:

    – "This Assignment will remain in Draft status until Special/Pay dates are adjusted."

*   Special Pay Request Error:

    – "Invalid Date – Begin Date must be greater than Hire Date."

Note: When creating a Reassignment and a member has an active Incentive Pay and/or Special Pay in IPPS-A where dates overlap into the new Reassignment, IPPS-A will force the HR Professional to adjust the pay dates, so it ends the day before the new Reassignment date. Once the dates are adjusted, IPPS-A will allow the HR Professional to complete the Reassignment, then if the member is still entitled, you can extend the Incentive Pay and/or Special Pays out.

Scenario

In this example, a member from IDARNG was in an aviation unit receiving Incentive Pay Type HDIP NON-CREW but transferred to CAARNG where they are no longer entitled. The HR Professional needs to verify the dates the member arrived to CAARNG and adjust the dates accordingly

Applicability: OFF, WO, ENL
Subcategories: HR Professional
Navigation: > Workforce Administration > Job Information > Job Data

Action Required:
Look your member up by **EmplID**, First, and/or **Last Name**.
Click **Search**

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID	begins with ✔	000XXXXXXX
Empl Record	= ✔	
Name	begins with ✔	
Last Name	begins with ✔	
Second Last Name	begins with ✔	
Alternate Character Name	begins with ✔	
Middle Name	begins with ✔	
Business Unit	begins with ✔	

☐ Include History   ☐ Correct History   ☐ Case Sensitive

Search   Clear   Basic Search   ⬛ Save Search Criteria

Job Data will default to work Location landing page
Utilizing the arrows, change pages until you find ReHire in the Action category

| Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation |

SGT
Employee

Empl ID
Empl Record   0

Military Service   United States Army

Work Location Details ⑦

*Effective Date	08/19/2022 📅		Go To Row + −
Effective Sequence	1	*Action	Permanent Change of Assignment ▾
HR Status	Active	Reason	Initial Assignment ▾
Payroll Status	Active	*Job Indicator	Primary Job ▾
		Current	☐

Position Number	06411164 🔍	#7 UH-60 Repairer/Team Chief
	Override Position Data	
Position Entry Date	08/19/2022	
	☐ Position Management Record	
Regulatory Region	USA	United States
Company	DA	Department of the Army
Business Unit	NGDCA	California Army Natl Guard
Department	00071750 Description:	0640 CS BN CO B AVIATION S
Department Entry Date	08/19/2022	
Location	00005077	LOS ALAMITOS CA
Establishment ID	CONUS 🔍	CONUS Date Created 09/07/2022

Last Start Date	08/19/2022
Expected Job End Date	

▶ Military

| Job Data | Employment Data | Benefits Program Participation |

Save   Return to Search   Previous in List   Next in List   Notify   Refresh   Update/Display   Include History   Correct History

| Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation |

SGT.
Employee

Empl ID
Empl Record   0

Military Service   United States Army

Work Location Details ⑦

[🔍] | [◄◄] [◄] 2 of 26 [▼] [►] [►►]

*Effective Date 08/19/2022 [📅]   Go To Row   [+] [−]

Effective Sequence   0   *Action   Rehire   [▼]

HR Status   Active   Reason   PRIOR SVC GAIN ANOTHER RSV COM   [▼]

Payroll Status   Active   *Job Indicator   Primary Job   [▼]

                                                               History   [▢]

Position Number   06411164 [🔍]   #7 UH-60 Repairer/Team Chief

                    [Override Position Data]

Position Entry Date   08/19/2022
                       ☐ Position Management Record

Regulatory Region   USA   United States
Company   DA   Department of the Army
Business Unit   NGDCA   California Army Natl Guard
Department   00071750   Description: 0640 CS BN   CO B AVIATION S
Department Entry Date   08/19/2022
Location   00005077   LOS ALAMITOS CA
Establishment ID   CONUS [🔍]
                                    CONUS   Date Created   09/07/2022

Last Start Date   08/19/2022
Expected Job End Date

▶ Military

| Job Data | Employment Data | | Benefits Program Participation |

[Save] [Return to Search] [Previous in List] [Next in List] [Notify] [Refresh]   [Update/Display] [Include History] [Correct History]

.
This member was Rehired to CAARNG on 08/19/2022

SGT
Employee

Empl ID
Empl Record   0

Military Service   United States Army

Work Location Details ⑦

|◄ ◄   2 of 26 ▼   ► ►|

*Effective Date   08/19/2022   📅   Go To Row   + −

Effective Sequence   0   *Action   Rehire   ▼

HR Status   Active   Reason   PRIOR SVC GAIN ANOTHER RSV COM   ▼

Payroll Status   Active   *Job Indicator   Primary Job   ▼

History ☐

Position Number   06411164   🔍   #7 UH-60 Repairer/Team Chief

Override Position Data

Position Entry Date   08/19/2022
☐ Position Management Record

Regulatory Region   USA   United States
Company   DA   Department of the Army
Business Unit   NGDCA   California Army Natl Guard
Department   00071750   Description: 0640 CS BN   CO B AVIATION S
Department Entry Date   08/19/2022
Location   00005077   LOS ALAMITOS CA
Establishment ID   CONUS   🔍
CONUS   Date Created   09/07/2022

Last Start Date   08/19/2022
Expected Job End Date

While this member was entitled to HDIP NON-CREW in IDARNG, they were transferred into a position that makes them no longer entitled. The member will have to have their current pay type amended to end 08/19/2022, which is the day they transfer to CAARNG.

Navigate to the pre-saved tile, Special Pay Requests

Search member by Empl ID and/or select the magnified glass and search by **First and/or Last Name**.

Select the appropriate **Entry Type**

IPPS-A Earnings and Deductions

Selection Criteria

Note: Enter an Employee ID and Earn/Deduct Type to add a new transaction

Employee ID: 000 🔍 SGT

Select Action: EARNING/DEDUCTION ▼

Entry Type: ▼

Entry ID: FIELD DUTY
INCENTIVE PAYS

Status: SPECIAL PAYS

[Add] [Search] [Clear]

Click **Search**

IPPS-A Earnings and Deductions

Selection Criteria

Note: Enter an Employee ID and Earn/Deduct Type to add a new transaction

Employee ID: 000 🔍 SGT

Select Action: EARNING/DEDUCTION ▼

Entry Type: INCENTIVE PAYS ▼

Entry ID:

Status: ▼

[Add] [Search] [Clear]

History of the members Incentive Pays will populate.
Select the paper icon on the row you need to adjust.

IPPS-A Earnings and Deductions

Selection Criteria

Note: Enter an Employee ID and Earn/Deduct Type to add a new transaction

Employee ID	000 🔍	SGT
Select Action	EARNING/DEDUCTION ▾	
Entry Type	INCENTIVE PAYS ▾	
Entry ID		
Status	▾	

[Add] [Search] [Clear]

3 rows

	Empl ID ◇	Name ◇	Earn/Deduct ID ◇	Instance ◇	Category 1 ◇	Category 2 ◇	Category 3 ◇	Begin Date ◇	End Date ◇	Status ◇	Prior Status ◇	
📄	000	SGT	76080	1	HDIP-FLY-NON-CREW			09/07/2022	09/07/2022	Denied		
📄	000	SGT	34162	3	HDIP NON-CREW			11/01/2021	05/21/2025	Approved	Denied	✖
📄	000	SGT	13257	2	HDIP CREW			05/15/2018	11/11/2020	Approved	Approved	✖

Click **Update Dates**

INCENTIVE PAYS

Employee ID 000   SGT   [Update Details] [Update Dates]

INCENTIVE PAYS

Status	Approved
Begin Date	11/01/2021
End Date	05/21/2025
INCENTIVE PAY TYPE	HDIP NON-CREW

Instructions
Please enter any required data, begin and end dates, and attach any required documents to substantiate the request. NOTE: If a license, certification, or skill is required for the entry and the Member does not have an option to select, their HR records may not be up to date.

Additional Information

Authority(30 Char) 37 U.S.C. § 301(A)(2)(B)(C)

Comments
AUTOMATED UPDATE: The system set this entry's status and details back to the prior approved instance: 1 due to declined 'Update' or 'Cancel'. To see the declined entry's value and comments, select 'Entry History' below and review instance: 2.

Attachments

1 row

Description ◇	Attached File ◇	Attach	View
		Attach	View

▸ Audit
▸ Entry History
Approval Map

[Save for Later] [Return To Search]

The Begin Date and End Date will switch to an editable format.

INCENTIVE PAYS

Employee ID 000   SGT   [Submit]

INCENTIVE PAYS

Status	Initial
*Begin Date	11/01/2021 📅
End Date	05/21/2025 📅
INCENTIVE PAY TYPE	HDIP NON-CREW

Instructions
Please enter any required data, begin and end dates, and attach any required documents to substantiate the request. NOTE: If a license, certification, or skill is required for the entry and the Member does not have an option to select, their HR records may not be up to date.

Additional Information

*Authority(30 Char) 37 U.S.C. § 301(A)(2)(B)(C)

Comments

📄

Attachments

1 row

*Description ◇	Attached File ◇	Attach	View		
		Attach	View	+	−

▸ Entry History
Approval Map

Approval Map
[Save for Later] [Return To Search]

Generally, you would want to change the end date to the day before the transfer. If End Date is adjusted to 08/18/2022 and Click **Submit**, then an error will populate

INCENTIVE PAYS

Employee ID 000   SGT

Submit

INCENTIVE PAYS

Status Initial

*Begin Date 11/01/2021

End Date 08/18/2022

INCENTIVE PAY TYPE   HDIP NON-CREW

Instructions

Please enter any required data, begin and end dates, and attach any required documents to substantiate the request. NOTE: If a license, certification, or skill is required for the entry and the Member does not have an option to select, their HR records may not be up to date.

Additional Information

*Authority(30 Char) 37 U.S.C. § 301(A)(2)(B)(C)

Comments

SM Transferred to CAARNG. No longer entitled.

Attachments

				1 row
*Description ◇	Attached File ◇	Attach	View	
		Attach	View	+ −

▶ Entry History

Approval Map

Approval Map

Save for Later   Return To Search

"Invalid Date – Begin Date must be greater than Hire Date" error will pop up.
Click **OK.**

INCENTIVE PAYS

Employee ID 000   SGT

Submit

INCENTIVE PAYS

Status Pending

*Begin Date 11/01/2021

End Date 08/18/2022

INCENTIVE PAY TYPE   HDIP NON-CREW

Instructions

Please enter any required data, begin and end dates, and attach any required documents to substantiate the request. NOTE: If a license, certification, or skill is required for the entry and the Member does not have an option to select, their HR records may not be up to date.

Additional Information

*Authority(30 Char) 37 U.S.C. § 301(A)(2)(B)(C)

Comments

Attachments

Invalid Date - Begin Date must be greater than Hire Date.
The PeopleCode program executed an Error statement, which has produced this message.

OK

*Description ◇	Attached File ◇	Attach	View	
		Attach	View	+ −

▶ Entry History

Approval Map

Approval Map

Save for Later   Return To Search

Error states the Begin Date must be GREATER than the Hire Date, but IPPS-A will allow it to be the same day. Job Data stated the Rehire date was 08/19/2022. Input 08/19/2022 as the Begin Date. This member is no longer entitled, so their End Date will match the Begin Date. If member remains entitled switch the End Date to their ETS Date.

INCENTIVE PAYS

Employee ID 000   SGT

Submit

INCENTIVE PAYS

Status Initial

*Begin Date 08/19/2022

End Date 08/19/2022

INCENTIVE PAY TYPE   HDIP NON-CREW

Instructions

Please enter any required data, begin and end dates, and attach any required documents to substantiate the request. NOTE: If a license, certification, or skill is required for the entry and the Member does not have an option to select, their HR records may not be up to date.

Additional Information

*Authority(30 Char) 37 U.S.C. § 301(A)(2)(B)(C)

Comments

SM transferred to CAARNG with hire date of 08/19/2022. Original Begin Date: 11/01/2021 was accurate. Please review attached memo for detail explanation of change.

Attachments

				1 row
*Description ◇	Attached File ◇	Attach	View	
		Attach	View	+ −

▶ Entry History

Approval Map

Approval Map

Save for Later   Return To Search

Add in a comment for the reason for the change in dates.
Create a memo to add to the request stating the reason for this change to assist if an audit is done on the member
Click **Attach** to upload memo

Memo needs to be as detailed as possible to explain why this change was made.

Reason for Incentive/Special Pay Date Change

SGT   / 000

SMs previous order for HDIP NON-CREW with Begin Date 11/01/2021 to End Date 05/21/2025 was accurate and SM was entitled to HDIP NON-CREW for those time periods while the member was a member of IDARNG.   SM transferred to CAARNG on 08/19/2022 and has a Rehire record dated 08/19/2022. IPPS-A is not allowing a true amendment with the original Begin date: 11/01/2021 to remain, it is forcing the new begin date be 08/19/2022 (Hire Date). The new End date is accurate as 08/19/2022 as they transferred to CAARNG onto 08/19/2022 into a non-entitled position.

These changes are at no fault to the member but is due to issues with functionality of the HR system.

Click **My Device** to search and add the memo.

Select the appropriate attachment.
Click **Open**
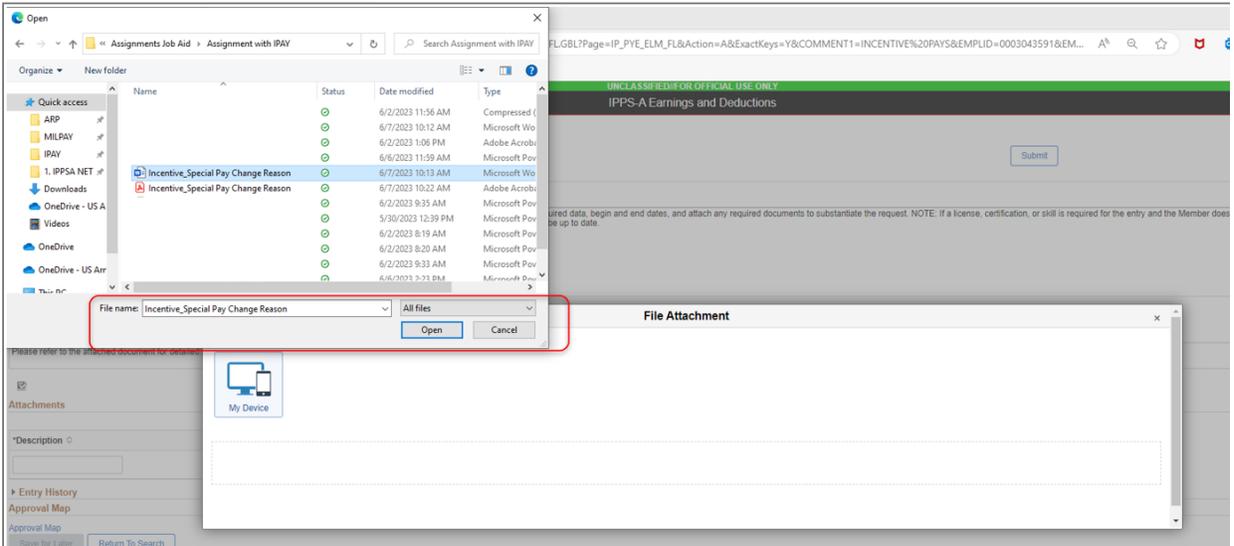
Click **Upload**

Once upload select **Done**.

The request will route to the S1 Pool for approval.
Select **OK.**

INCENTIVE PAYS

Employee ID 0003043591 SGT JAYSON ZOROLA   [Submit]

INCENTIVE PAYS

Status Pending
Begin Date 08/19/2022
End Date 08/19/2022
INCENTIVE PAY TYPE HDIP NON-CREW

Instructions
Please enter any required data, begin and end dates, and attach any required documents to substantiate the request. NOTE: If a license, certification, or skill is required for the entry and the Member does not have an option to select, their HR records may not be up to date.

Additional Information

Authority(30 Char) 37 U.S.C. § 301(A)(2)(B)(C)

Comments
SM transferred to CAARNG with hire date of 08/19/2022. Original Begin Date: 11/01/2021 was accurate. Please review attached memo for detail explanation of change.

Attachments
                                                                                  1 row

Description ◇	Attached File ◇
Incentive_Special_Pay_Change_R	Incentive_Special_Pay_Change_Reason.docx

Transaction routed to the following S1 Pool: 00001963

[OK]

▶ Entry History
Approval Map

Approval Map
[Save for Later] [Return To Search]

Once routed, return to the homepage.

INCENTIVE PAYS

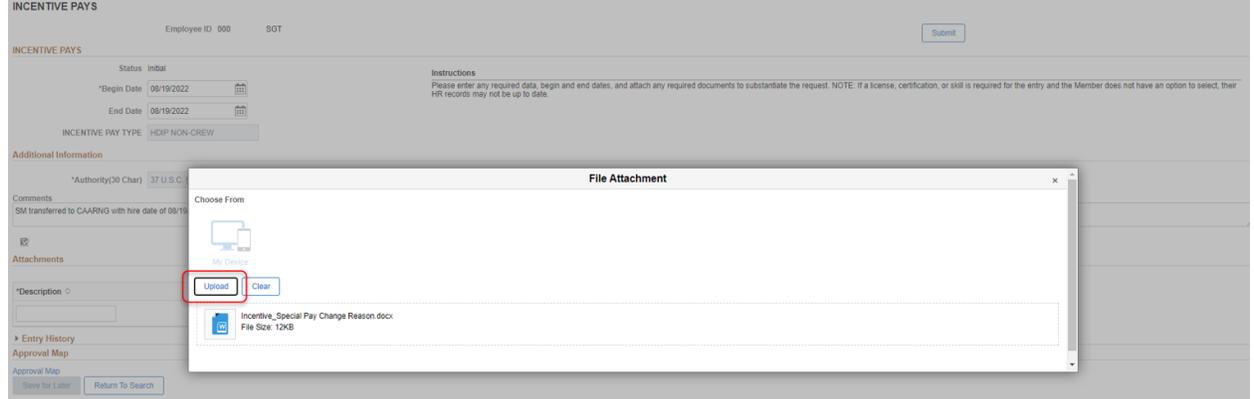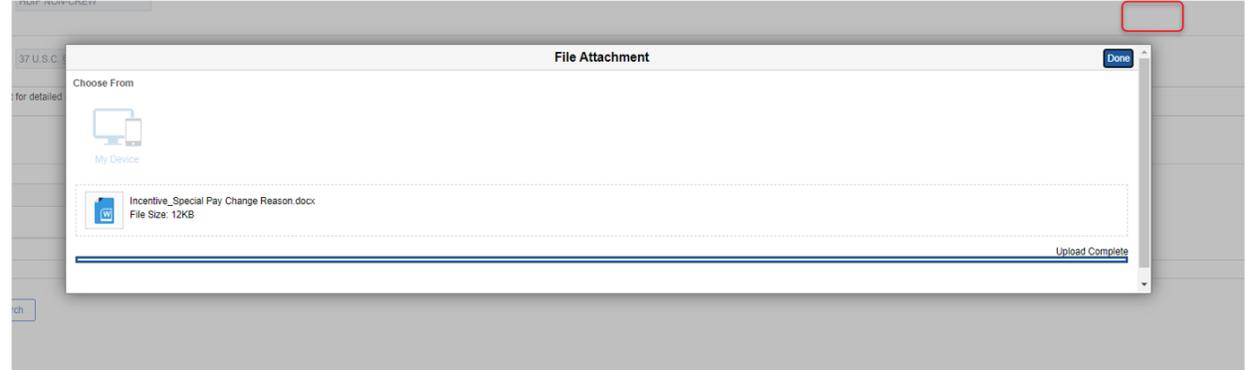Employee ID 000   SGT   [Submit]

INCENTIVE PAYS

Status Pending
Begin Date 08/19/2022
End Date 08/19/2022
INCENTIVE PAY TYPE HDIP NON-CREW

Instructions
Please enter any required data, begin and end dates, and attach any required documents to substantiate the request. NOTE: If a license, certification, or skill is required for the entry and the Member does not have an option to select, their HR records may not be up to date.

Additional Information

Authority(30 Char) 37 U.S.C. § 301(A)(2)(B)(C)

Comments
SM transferred to CAARNG with hire date of 08/19/2022. Original Begin Date: 11/01/2021 was accurate. Please review attached memo for detail explanation of change.

Attachments
                                                                                  1 row

Description ◇	Attached File ◇	Attach	View
Incentive_Special_Pay_Change_R	Incentive_Special_Pay_Change_Reason.docx	Attach	View

▶ Entry History
Approval Map

Approval Map
[Save for Later] [Return To Search]

Notes:
- If the member is still entitled to their Incentive/Special pay return to the Special Pay Request tile and follow the same process and extend the request out to their assignment or ETS date on the following day!
- You cannot amend a members Incentive Pay (A19) and create a new or extend their pay on the same day. This will cause two A19s to fire to DJMS which will result in a reject.
- Ensure to monitor the members pay if they remained entitled to their Incentive/Special pay

User Manual

Army National Guard (ARNG) Supplemental User Manual

This User Manual describes the Integrated Personnel and Pay system – Army (IPPS-A) and how to navigate through it and utilize the functions.The User Manual is a rapid action revision. This User Manual applies only to the Army National Guard (ARNG)/Army National Guard of the United States (ARNGUS). See ARNG at HRI milSuite site https://www.milsuite.mil/book/groups/data-management-branch-arng-hri-d