IPPS-A

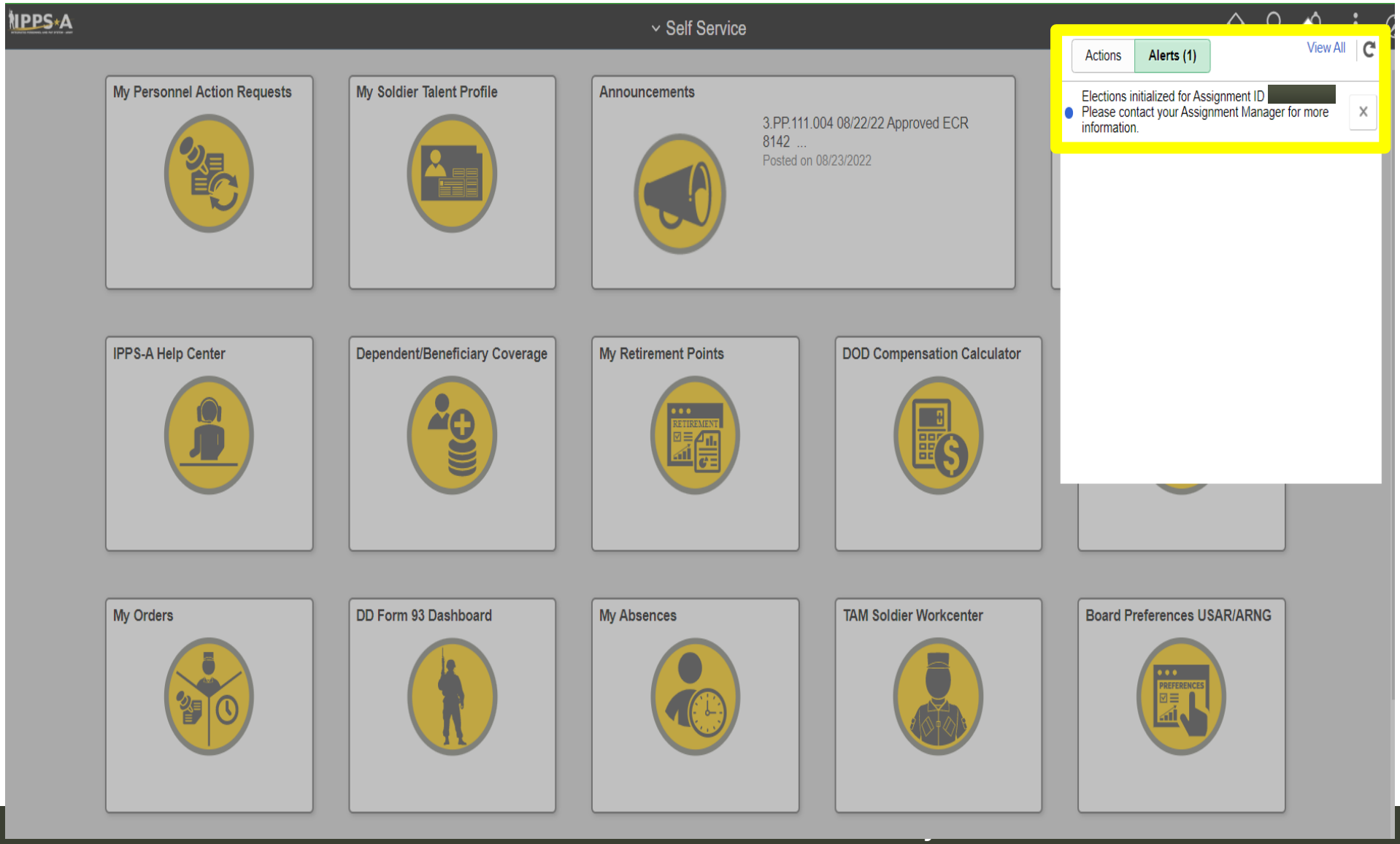
INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

Member Election

One Soldier ★ One Record ★ One Army

Member Elections – Self-Service (User Completion)

- **User Log-ins, clicks their notification, and receives the following message**

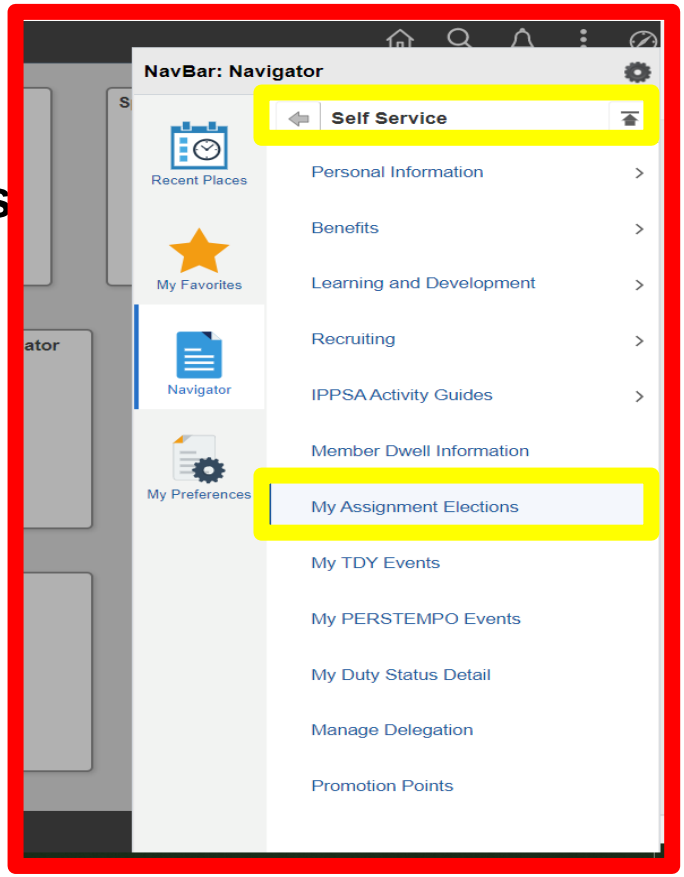


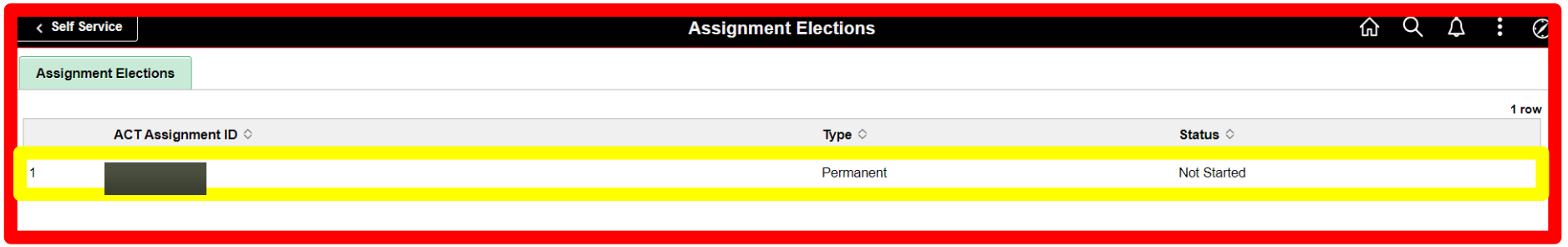
Member Elections – Self-Service (User Completion)

- **User will navigate to**

Self Service > My Assignment Elections

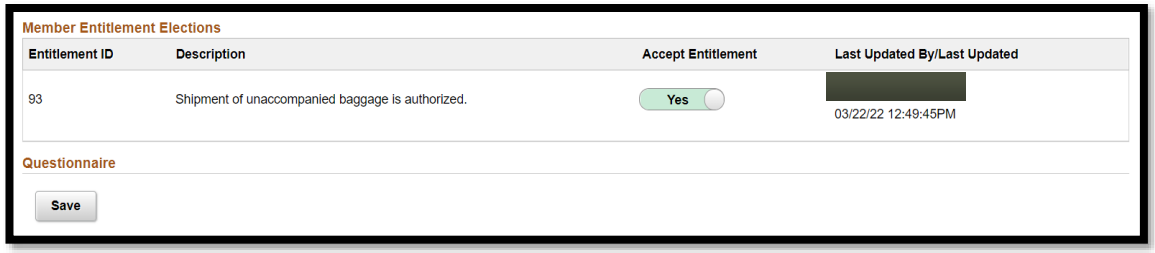
- **User will click into the Assignment Elections**

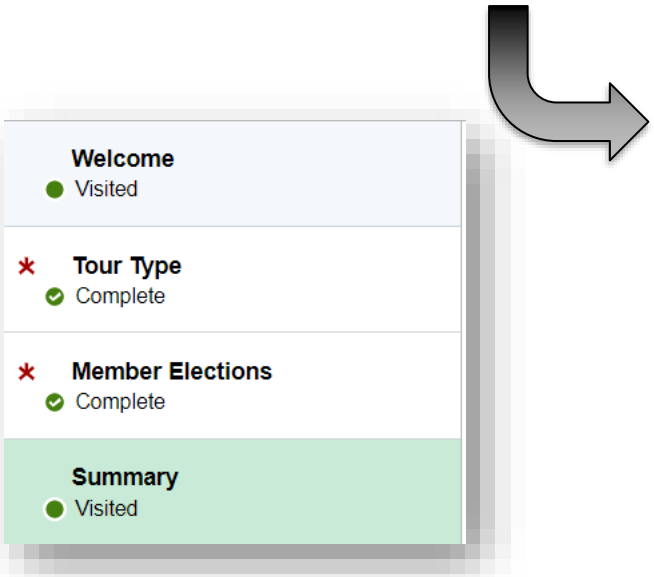


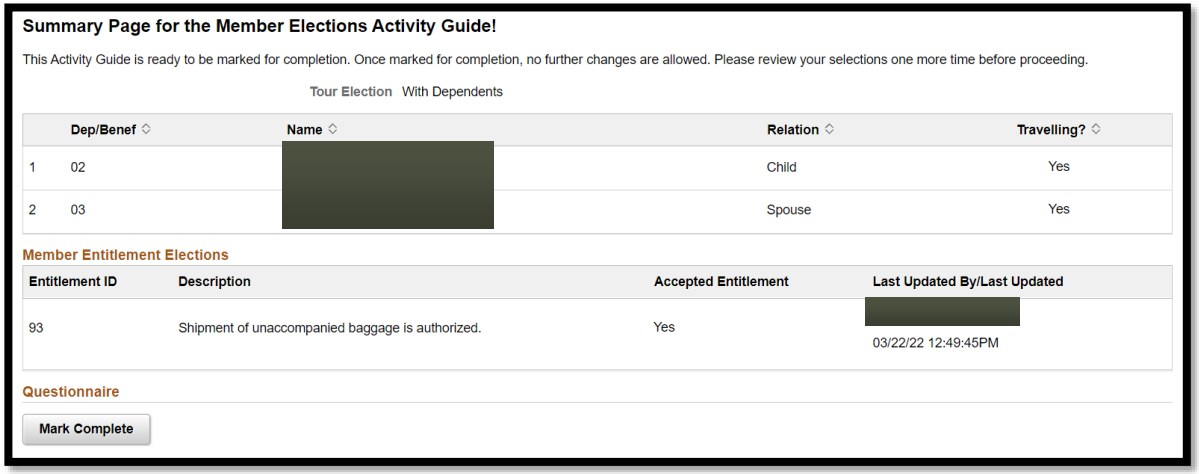


Member Elections – Self-Service (User Completion)

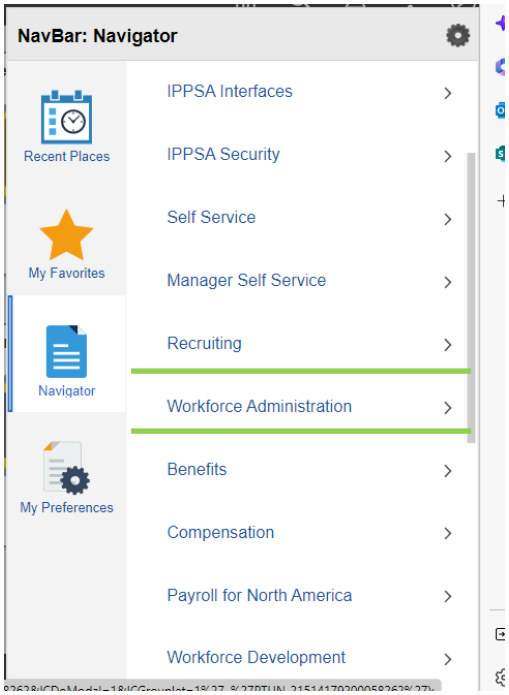
- **User will complete the Assignment Elections Activity Guide**



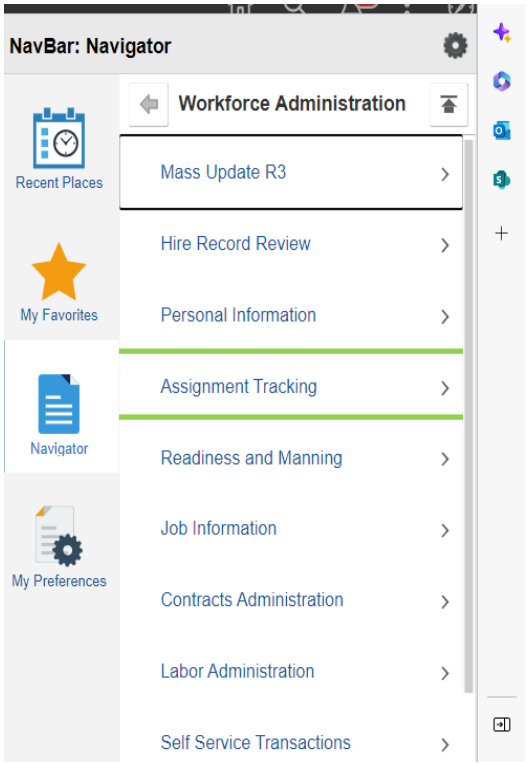




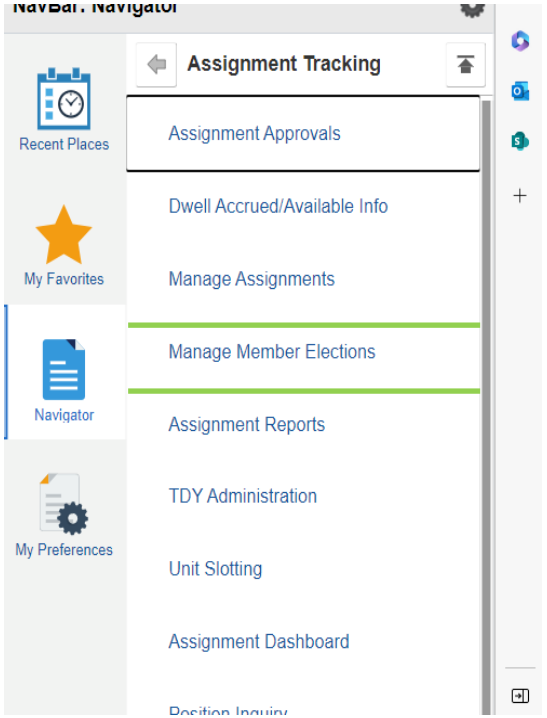
Manage Member Elections - HR Pro View



Select “Workforce Administration” from the NavBar



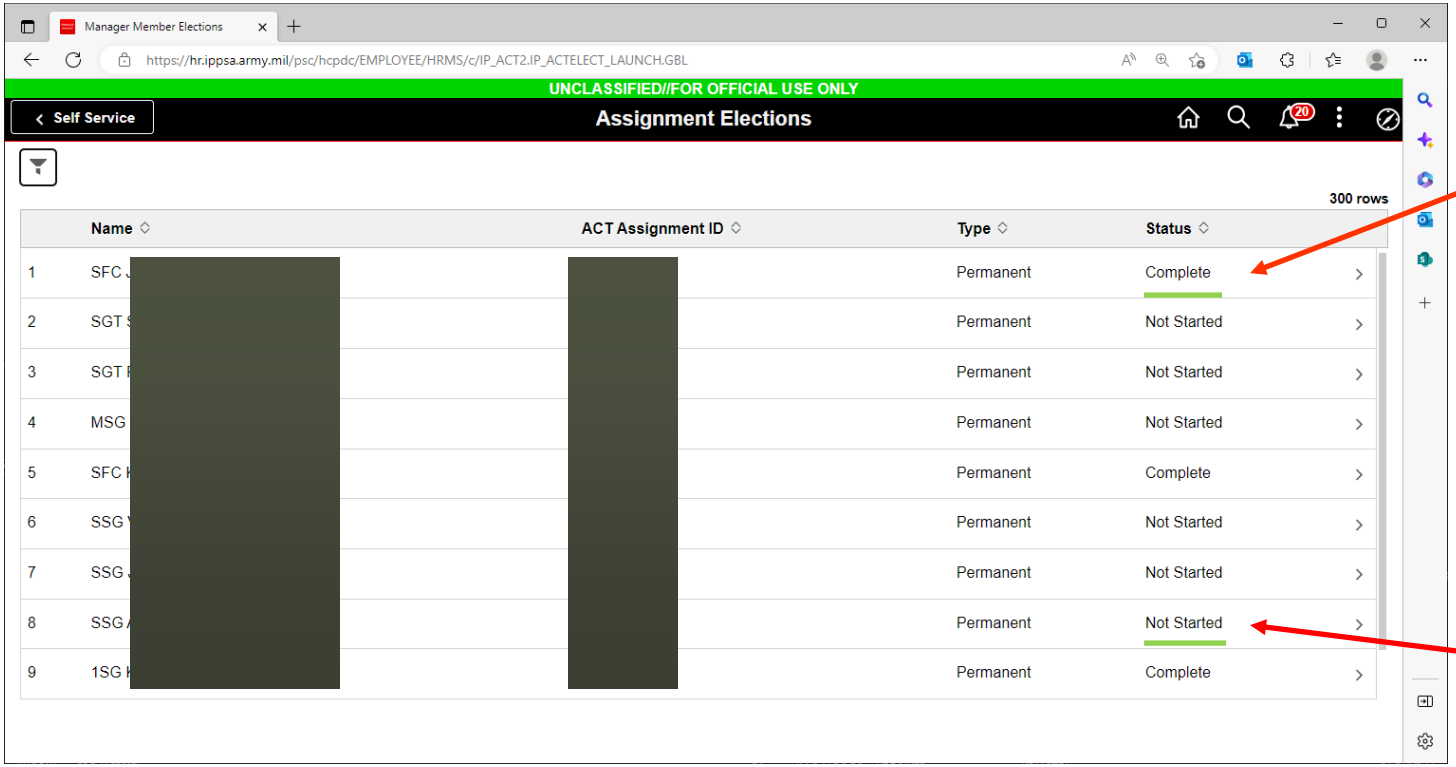
Select “Assignment Tracking”



Select “Manage Member Elections”

Member Elections – Assignment Elections

A list of all Members who are on AI that need to make Member Elections.

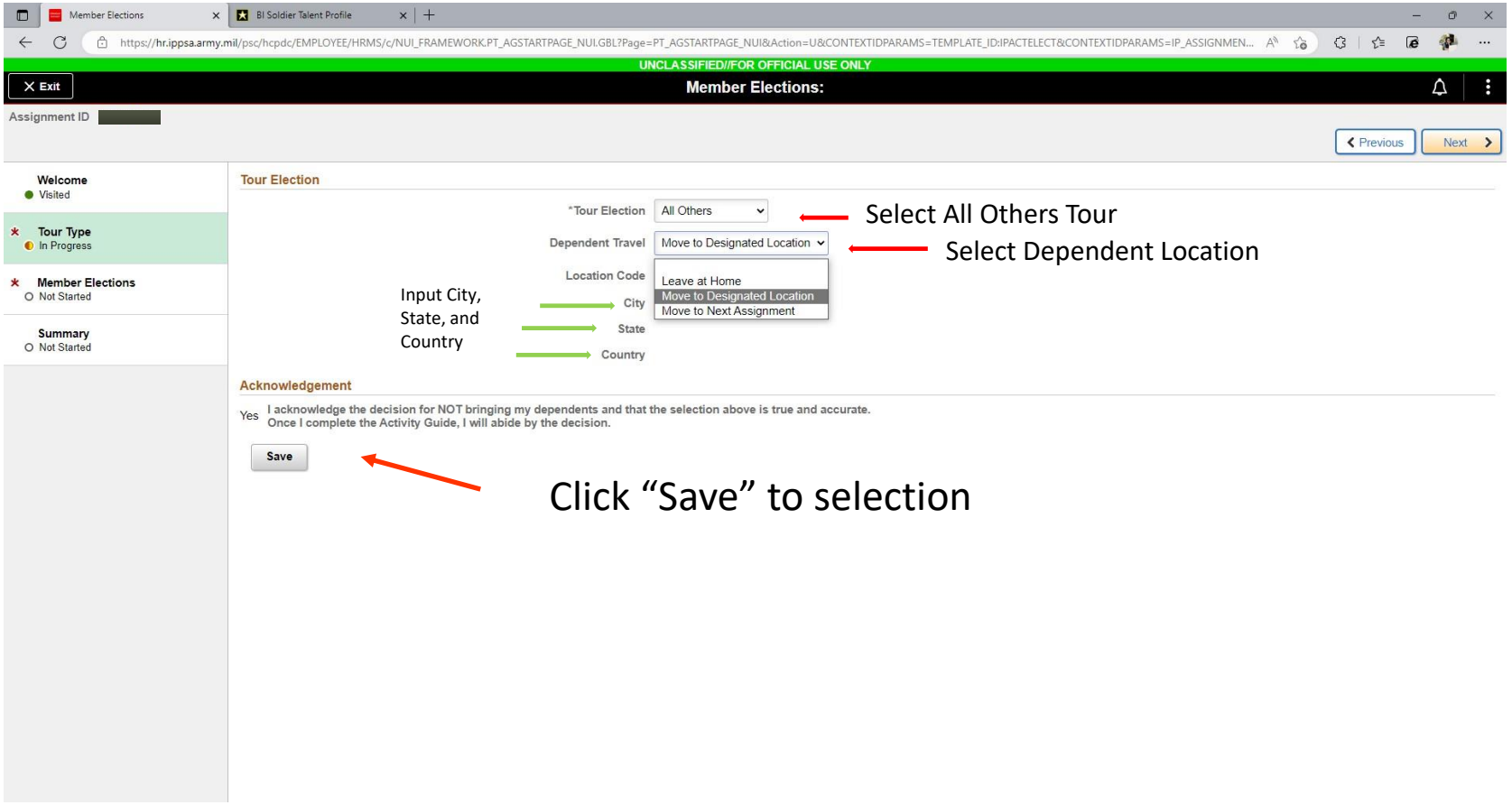


If the status says "Complete", the Member has already made their elections.

If the status says "Not Started", Member has not made their elections and the HR Pro can proceed on their behalf.

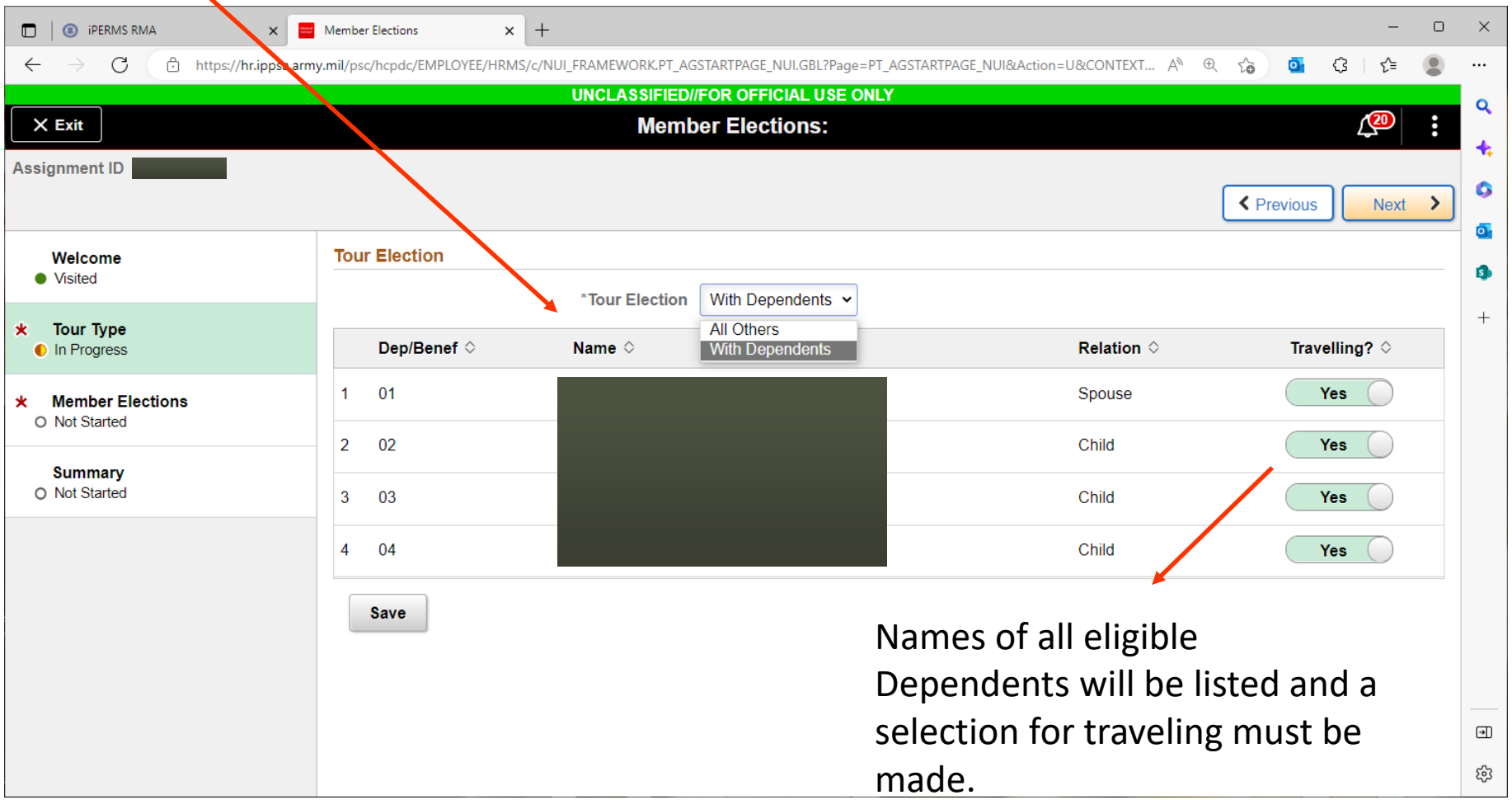
Member Elections

By selecting an individual with a status of “Not Started” the HR Professionals can make Member Elections by selecting their name. HR Pro can sect the type of tour from the dropdown box.



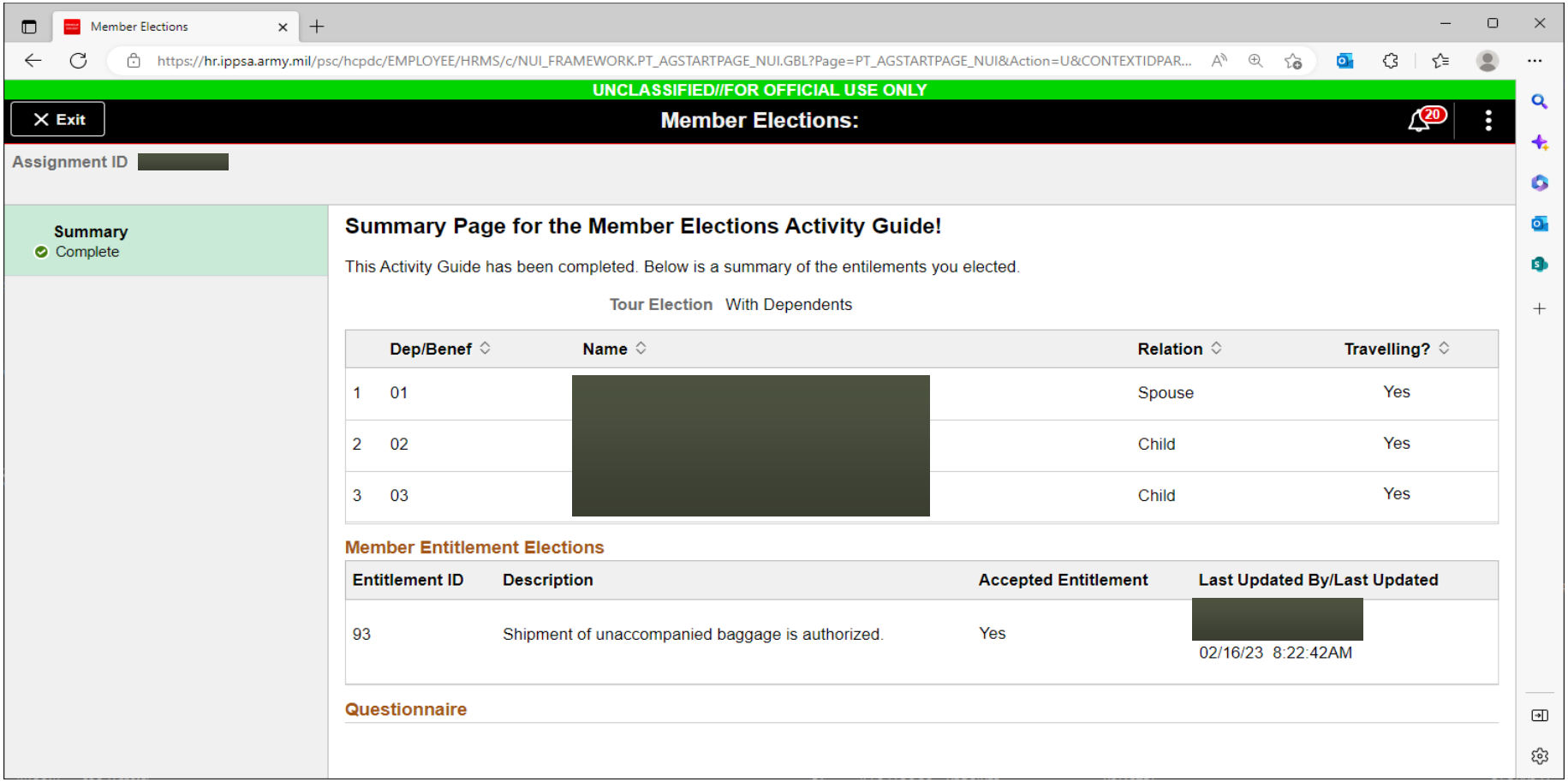
Member Elections – Tour Election w/ Dependents

Member or HR Pro will select “With Dependents”.



Member Elections – Completed Summary

If Member or HR Pro completes the Member Elections a “Summary” of the completed elections will reflect.



Member Elections – OCONUS w/ FTR

**** IMPORTANT NOTE ****

Members who are on AI to an OCONUS location will NOT be able to complete Member Elections until their Family Travel Request has been approved/disapproved.

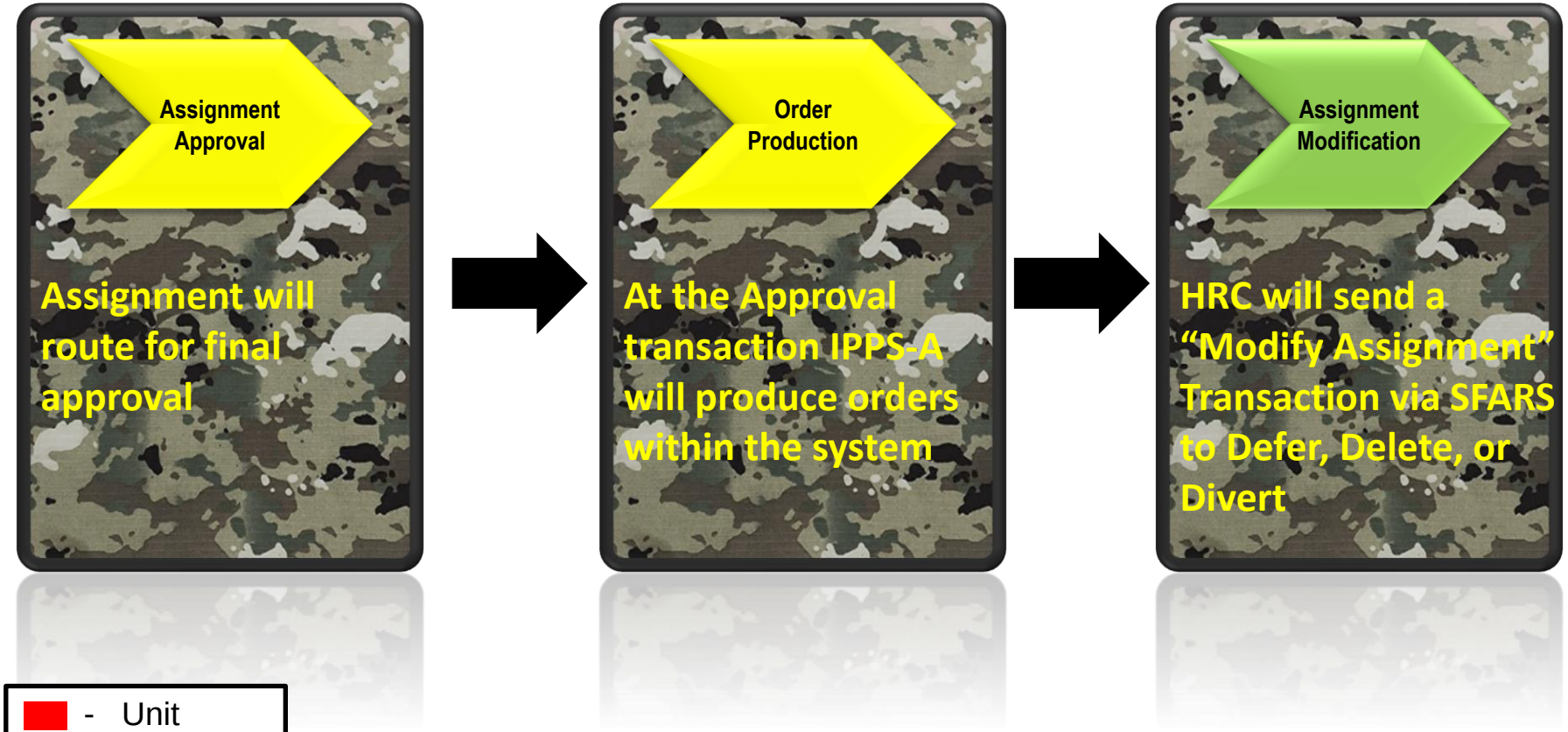
Assignment Approval Process

- Unit
- HRC
- MPD
- Member

Assignment Approval Process

- Unit
- HRC
- MPD
- Member

Assignment Approval Process



- Unit
- HRC
- MPD
- Member

Assignment Approval Process

- Unit
- HRC
- MPD
- Member