



Submitting Absence Request (Post P.A.I.D. System Update)

One Soldier ★ One Record ★ One Army



Absence Request (Ordinary)

- User, via Self-service, will navigate to the Pay-Absence-Incent-Ded (PAID) tile and submit an Absence Request



Absence Request (Ordinary)

- Add employee ID.
- Select entry Type as Absences
- Click Add to request a new absence
- Click search to view saved and submitted absences

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, Benefits, Field Duty, 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 specific entry.

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

Employee ID

Entry Type

Entry ID

Status

- ABSENCES
- BENEFITS
- FIELD DUTY
- INCENTIVE PAYS
- SPECIAL PAYS

Absence Request (Ordinary)

- **Absence Type: Click the magnifying glass**
- **Select 01-Chargeable**

ABSENCES

Status Initial

ABSENCE TYPE

*BEGIN DATE

END DATE

Instructions

Select the **ABSENCE TYPE** for this request to begin.

- CHARGEABLE
- NON-CHARGEABLE
- ADMINISTRATIVE
- PARENTAL

Approval Map

Approval Map

Save for Later

Return To Search

Category 1 ↑↓

01-CHARGEABLE

02-NON-CHARGEABLE

03-ADMINISTRATIVE

04-PARENTAL

Absence Request (Ordinary)

- **Absence Reason: Click the magnifying glass**
- **Select Annual Absence**

ABSENCES

Status Initial

ABSENCE TYPE

ABSENCE REASON

*BEGIN DATE

END DATE

Instructions

Select the **ABSENCE REASON** to continue.

Additional Information

Comments



Category 2 ↑↓

ADVANCE ABSENCE

ANNUAL ABSENCE

AWAIT ADM DISCG

AWAIT PUN DISCG

CONSEC OVERSEAS

COURT DET CHILD

EMERGENCY ABS

ENVIRO/MORALE

FUNDED ENV/MOR

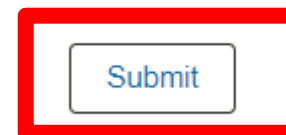
IN-PLACE COT

OFC PENDING RWV

PCS ABSENCE

Absence Request (Ordinary)

- **Begin Date:** Click the calendar icon to select date
- **End Date:** Click the calendar icon to select date
- **Input supervisor and leave address information**
- **Attach documents as required by unit SOP**
- **Click submit**



Status Saved

ABSENCE TYPE 01-CHARGEABLE

ABSENCE REASON ANNUAL ABSENCE

*BEGIN DATE 2024/02/06

END DATE 2024/02/23

Instructions

Advance Absence Note: By submitting a request for days not yet earned (i.e. Advance Absence), the Member is stating that absence on the date of separation, reenlistment, or entry into an extension of enlistment. I further understand that excess pay to physical disability retired pay should I become disabled while in an excess absence status."

Approval Guidance: The approval authority for this type of request is the Member's Commander (Defined as: Lowest-level level, or withheld by a higher-level commander) Reference: DoDI 1327.06 -- Notes: May be limited by higher-level commander

Additional Information

Reason Code ORD

*Date Of Departure 2024/02/06

*Date Of Return

*Supervisor Id

*Contact Name Joe Snuffy

*Contact Phone 7852396767

*Address Line 210 Custer Ave

Address Line

Address Line

*Geoloc Code 201826061 FORT RILEY, KS, USA

Postal Code 66442

Comments

Comments text area



Attachments

1 row

View	Attached File	Description
Attach		

Absence Request (AAHH)

- Add employee ID.
- Select entry Type as Absences
- Click Add to request a new absence
- Click search to view saved and submitted absences

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, Benefits, Field Duty, 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 specific entry.

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

Employee ID

Entry Type

Entry ID

Status

ABSENCES
BENEFITS
FIELD DUTY
INCENTIVE PAYS
SPECIAL PAYS

Absence Request (AAHH)

- **Absence Type: Click the magnifying glass**
- **Select 02-Administrative**

ABSENCES

Status Initial

ABSENCE TYPE

*BEGIN DATE

END DATE

Instructions

Select the **ABSENCE TYPE** for this request to begin.

- CHARGEABLE
- NON-CHARGEABLE
- ADMINISTRATIVE
- PARENTAL

Approval Map

Approval Map

Save for Later

Return To Search

Category 1 ↑↓

01-CHARGEABLE

02-NON-CHARGEABLE

03-ADMINISTRATIVE

04-PARENTAL

Absence Request (AAHH)

- **Absence Reason: Click the magnifying glass**
- **Select House Hunting**

ABSENCES

Status Initial

ABSENCE TYPE 03-ADMINISTRATIVE

ABSENCE REASON

*BEGIN DATE

END DATE

Instructions

Select the **ABSENCE REASON** to continue.

Additional Information

Comments



CAREER SKILL PG

COMP SPORTS EVT

CREDIT UNION BD

EDUCATION LOA

GRAD LEAVE-ROTC

HOUSE HUNTING

INVOL SEP(ISAA)

NON-MED ATTEND

NONCOV REPRD HC

PDMRA

PROCEED TIME

PROFESSION DEV

PROFESSION MTG

Absence Request (AAHH)

- **Begin Date:** Click the calendar icon to select date
- **End Date:** Click the calendar icon to select date
- **Input supervisor and leave address information**
- **Attach documents as required by unit SOP**
- **Click submit**



Status Initial

ABSENCE TYPE 03-ADMINISTRATIVE

ABSENCE REASON HOUSE HUNTING

*BEGIN DATE 2024/05/01

END DATE 2024/05/10

Instructions

Advance Absence Note: By submitting a request for days not yet earned (i.e. Advance Absence), the Member is stating that absence on the date of separation, reenlistment, or entry into an extension of enlistment. I further understand that excess pay to physical disability retired pay should I become disabled while in an excess absence status."

Approval Guidance: The approval authority for this type of request is the Member's Commander (Defined as: Lowest-level level, or withheld by a higher-level commander) Reference: DoDI 1327.06 -- Notes: May be limited by higher-level commander

Additional Information

Reason Code HSE

*Supervisor Id

PTDY FOR HOUSE HUNTING MUST BE BEFORE PCS LEAVE. IF IT IS NOT THE FIRST 10 DAYS OF THE PCS LEAVE BLOCK, THERE WILL BE ISSUES ARRIVING THE SM

*Contact Name Joe Snuffy

*Contact Phone 7852396767

*Address Line 210 Custer Ave

Address Line

Address Line

*Geoloc Code 201826061

Postal Code 66442

FORT RILEY, KS, USA

Comments

Attachments

View	Attached File	Description
Attach		

Absence Request (Absence In Conjunction w/PCS)

- Add employee ID.
- Select entry Type as Absences
- Click Add to request a new absence
- Click search to view saved and submitted absences

Pay-Absence-Incent-Ded (PAID)

Selection Criteria

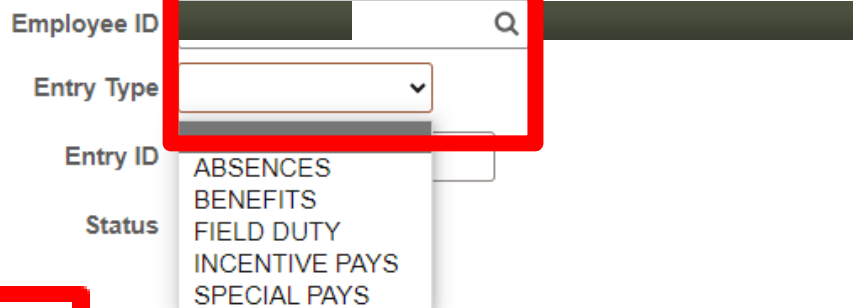
Self-Service: "Employee ID" is auto-populated / HR Professional: Enter or Search for "Employee ID"

Select an "Entry Type" -- Absences, Benefits, Field Duty, 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 specific entry.

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



Employee ID

Entry Type

Entry ID

Status

- ABSENCES
- BENEFITS
- FIELD DUTY
- INCENTIVE PAYS
- SPECIAL PAYS

Add

Search

Clear

Absence Request (Absence In Conjunction w/PCS)

- **Absence Type: Click the magnifying glass**
- **Select 01-Chargeable**

ABSENCES

Status Initial

ABSENCE TYPE

*BEGIN DATE

END DATE

Instructions

Select the **ABSENCE TYPE** for this request to begin.

- CHARGEABLE
- NON-CHARGEABLE
- ADMINISTRATIVE
- PARENTAL

Approval Map

Approval Map

Save for Later

Return To Search

Category 1 ↑↓

01-CHARGEABLE

02-NON-CHARGEABLE

03-ADMINISTRATIVE

04-PARENTAL

Absence Request (Absence In Conjunction w/PCS)

- **Absence Reason: Click the magnifying glass**
- **Select PCS Absence**

ABSENCES

Status Initial

ABSENCE TYPE

ABSENCE REASON

*BEGIN DATE

END DATE

Instructions

Select the **ABSENCE REASON** to continue.

Additional Information

Comments



Category 2 ↑↓

ADVANCE ABSENCE

ANNUAL ABSENCE

AWAIT ADM DISCG

AWAIT PUN DISCG

CONSEC OVERSEAS

COURT DET CHILD

EMERGENCY ABS

ENVIRO/MORALE

FUNDED ENV/MOR

IN-PLACE COT

OFC PENDING RVW

PCS ABSENCE

Absence Request (Absence In Conjunction w/PCS)

- **1. Begin/End Date:** This is the PCS Leave dates
- **2. Begin/End Date:** This is AAHH start and PCS end dates
Note: If AAHH is not taken, then both sets of dates will be the same
- **Input supervisor and leave address information**
- **Attach documents as required by unit SOP**
- **Click submit**



Status: Initial

ABSENCE TYPE: 01-CHARGEABLE

ABSENCE REASON: PCS ABSENCE

1 *BEGIN DATE: 2024/05/11

END DATE: 2024/07/14

Instructions

Advance Absence Note: By submitting a request for days not yet earned (i.e. Advance Absence), the Member is stating that the absence is for days not yet earned on the date of separation, reenlistment, or entry into an extension of enlistment. I further understand that excess pay to physical disability retired pay should I become disabled while in an excess absence status."

Approval Guidance: The approval authority for this type of request is the Member's Commander (Defined as: Lowest-level commander, or withheld by a higher-level commander) Reference: DoDI 1327.06 -- Notes: May be limited by higher-level commander's guidance.

Additional Information

Reason Code: PCS

2 *Date Of Departure: 2024/05/01

Date Of Return: 2024/07/14

*Supervisor: [Redacted]

Related Assignments: 116227976 Begin Date: 07/15/2024

*Contact Name: Joe Snuffy

*Contact Phone: 7852396767

*Address Line: 210 Custer Ave

Address Line: [Redacted]

Address Line: [Redacted]

*Geoloc Code: 201826061 FORT RILEY, KS, USA

Postal Code: 66442

Comments

[Empty text area]

Attachments

View	Attached File	*Description
Attach	View	

Absence Request (View All Absences)

- Add employee ID
- Select entry Type as Absences
- Click search to view saved and submitted absences

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, Benefits, Field Duty, Incentive Pays, or Special Pays

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Employee ID

Entry Type

Entry ID

Status

- ABSENCES
- BENEFITS
- FIELD DUTY
- INCENTIVE PAYS
- SPECIAL PAYS

Absence Request (View All Absences)

- **PCS absence was updated**
 - Instance is now 2
 - It has 2 approved statuses




Employee ID

Entry Type

Entry ID

Status

13 rows

Empl ID	Name	Earn/Deduct ID	Instance	Category 1	Category 2	Category 3	Begin Date	End Date	Status	Prior Status
		2415982	2	01-CHARGEABLE	PCS ABSENCE		2024/05/11	2024/07/14	Approved	Approved
		2415981	1	03-ADMINISTRATIVE	HOUSE HUNTING		2024/05/01	2024/05/10	Approved	
		2415980	1	01-CHARGEABLE	ANNUAL ABSENCE		2024/02/06	2024/02/23	Approved	