

How to pull PIR in IPPSA

1. OPEN IPPSA

The screenshot displays the IPPSA Self Service portal. At the top, there is a navigation bar with the IPPSA logo, a search bar, and a 'Menu' dropdown. Below this is a grid of service tiles. The 'Announcements' tile shows '2 Unread'. The 'My Personnel Action Requests' tile has a circular icon with a document and arrows. The 'IPPS-A Hands-on Training' tile has a circular icon with a person at a desk. Other tiles include 'My Soldier Talent Profile', 'Pay-Absence-Incent-Ded (PAID)', 'IPPS-A Help Center', 'IPERMS Login', 'Dependent/Beneficiary Coverage', 'My Retirement Points', 'DOD Compensation Calculator', 'Access Request', 'My Orders', 'DD Form 93 Dashboard', 'TAM Soldier Workcenter', 'Board Preferences USAR/ARNG', and 'Physical Profile'. On the right side, there is a 'Notifications' panel with a list of 15 actions, including 'Hire/Rehire Request for Nicholas Thompson (transaction 3242017) is...' and 'Hire/Rehire Request for AIDEN MENDENHALL (transaction 314696) ...'.

Self Service 1 of 4

Notifications 15 Actions

- Hire/Rehire Request for Nicholas Thompson (transaction 3242017) is... 10 Jan at 8:01 PM
- Hire/Rehire Request for AIDEN MENDENHALL (transaction 314696) ... 03 Jan at 6:59 PM
- Hire/Rehire Request for LANE GARCIA (transaction 314607) is... 21 Dec at 4:53 PM
- Hire/Rehire Request for Kyle Villanueva (transaction 3285028) is... 21 Dec at 4:35 PM
- Hire/Rehire Request for HUNTER HASKIN (transaction 314603) is... 19 Dec at 10:13 PM
- Hire/Rehire Request for DERIK BOLES (transaction 314577) is awaiting you... 19 Dec at 3:13 PM
- Hire/Rehire Request for JACOB FISHER (transaction 314455) is... 14 Dec at 9:41 PM
- Hire/Rehire Request for MICHELLE FRASIER (transaction 314446) is... 14 Dec at 7:46 PM
- Hire/Rehire Request for DANIEL Instance ID

2. Open HR PRO

CONTROLLED UNCLASSIFIED INFORMATION

IPPS-A

Menu Search in Menu

Self Service

- Self Service
- HR Professional**
- Manager Self Service
- Talent Administrator

Announcements 2 Unread

My Personnel Action Requests

IPPS-A Hands-on Training

Pay-Absence-Incent-Ded (PAID)

IPPS-A Help Center

iPERMS Login

Dependent/Beneficiary Coverage

My Retirement Points

DOD Compensation Calculator

Access Request

My Orders

DD Form 93 Dashboard

TAM Soldier Workcenter

Board Preferences USAR/ARNG

Physical Profile

Notifications 15 Actions

Actions Alerts

Hire/Rehire Request for Nicholas Thompson (transaction 3242017) is... 10 Jan at 8:01 PM

Hire/Rehire Request for AIDEN MENDENHALL (transaction 314696) ... 03 Jan at 6:59 PM

Hire/Rehire Request for LANE GARCIA (transaction 314607) is... 21 Dec at 4:53 PM

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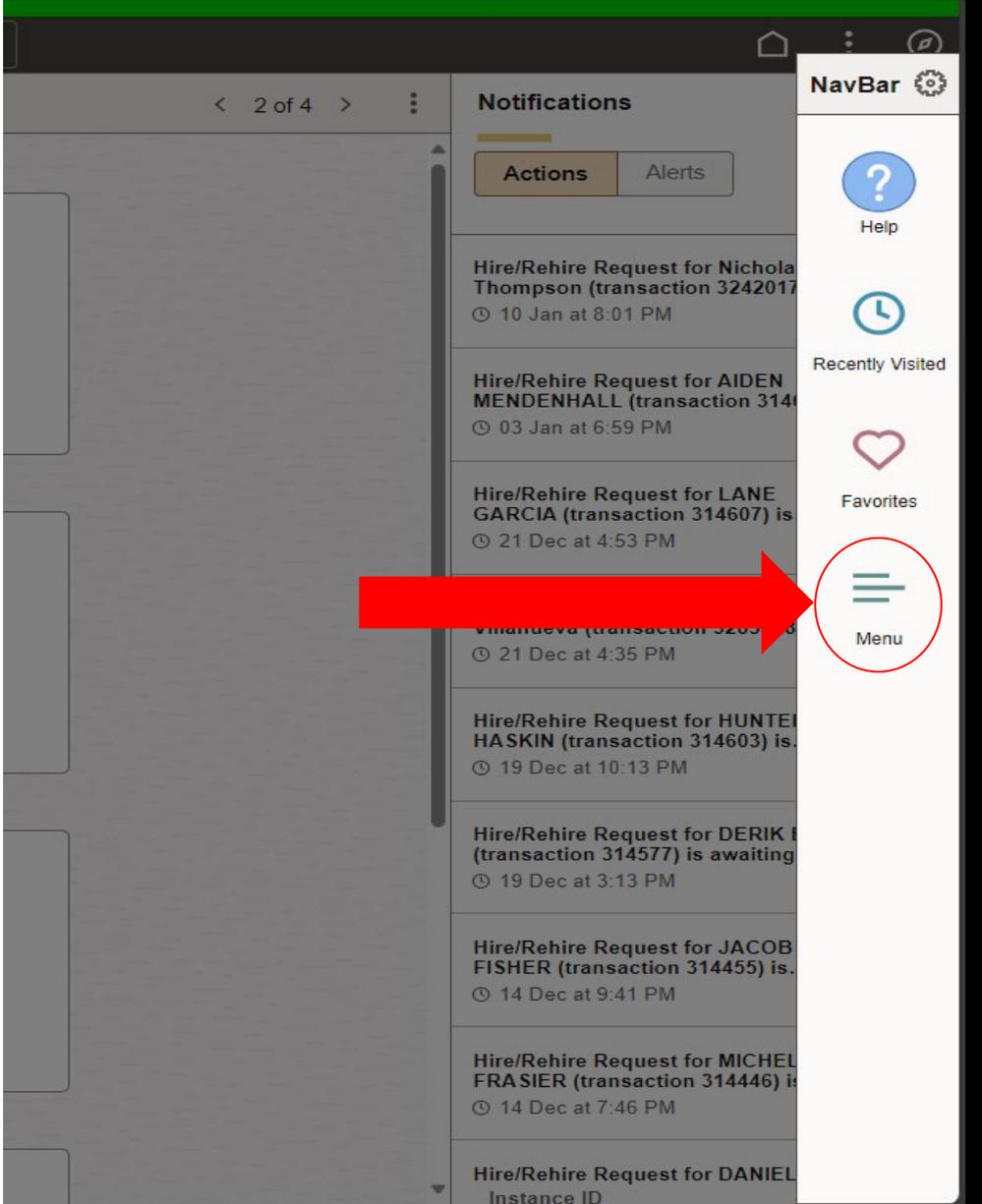
Hire/Rehire Request for MICHELLE FRASIER (transaction 314446) is... 14 Dec at 7:46 PM

Hire/Rehire Request for DANIEL

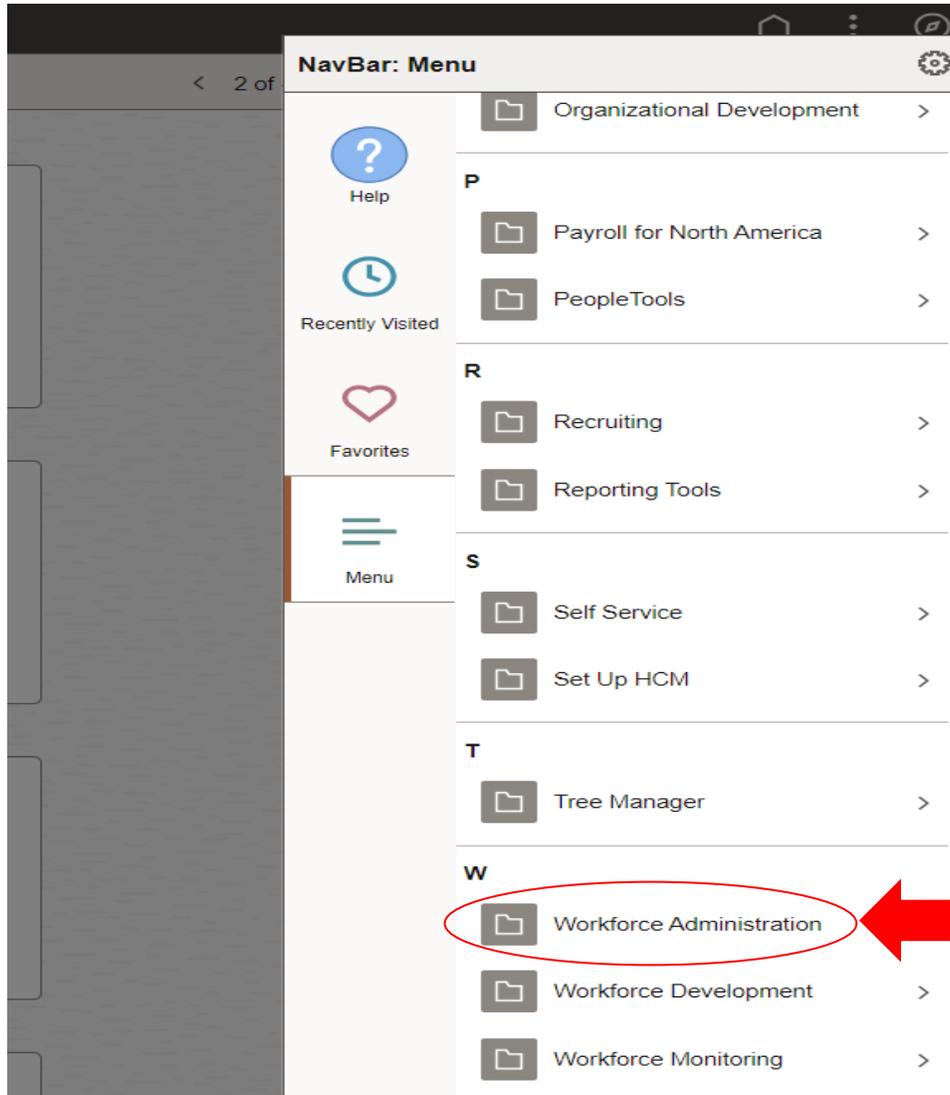
3. Navigate to the NavBar

The screenshot displays the HR Professional application interface. At the top, a green banner reads "CONTROLLED UNCLASSIFIED INFORMATION". Below this is a navigation bar with the "IPPS-A" logo, a search bar labeled "Search in Menu", and a home icon. The main content area is titled "HR Professional" and contains a grid of 12 functional tiles, each with a yellow circular icon and a title. The tiles are: "HR Personnel Action Requests", "Case Management" (with 0 Open and 0 Unassigned), "Pay-Absence-Incent-Ded (PAID)", "View Retirement Points", "Readiness & Manning Analytics", "Awards Roster by Department", "Duty Status Roster", "View Orders", "Approvals" (with 0), "Human Resource Auth Report", "Adhoc Reporting - OBIEE", and "Predefined Queries". At the bottom, there are four more tiles: "Profile Management", "Access Request", "DD Form 93 for HR Professional", and "TAM Unit Workcenter". On the right side, a "Notifications" sidebar is visible, showing a list of 15 actions with details such as "Hire/Rehire Request for Nicholas Thompson (transaction 3242017) is..." and "Hire/Rehire Request for AIDEN MENDENHALL (transaction 314696) ...". A red arrow points to a circular icon in the top right corner of the application header, which is part of the navigation bar.

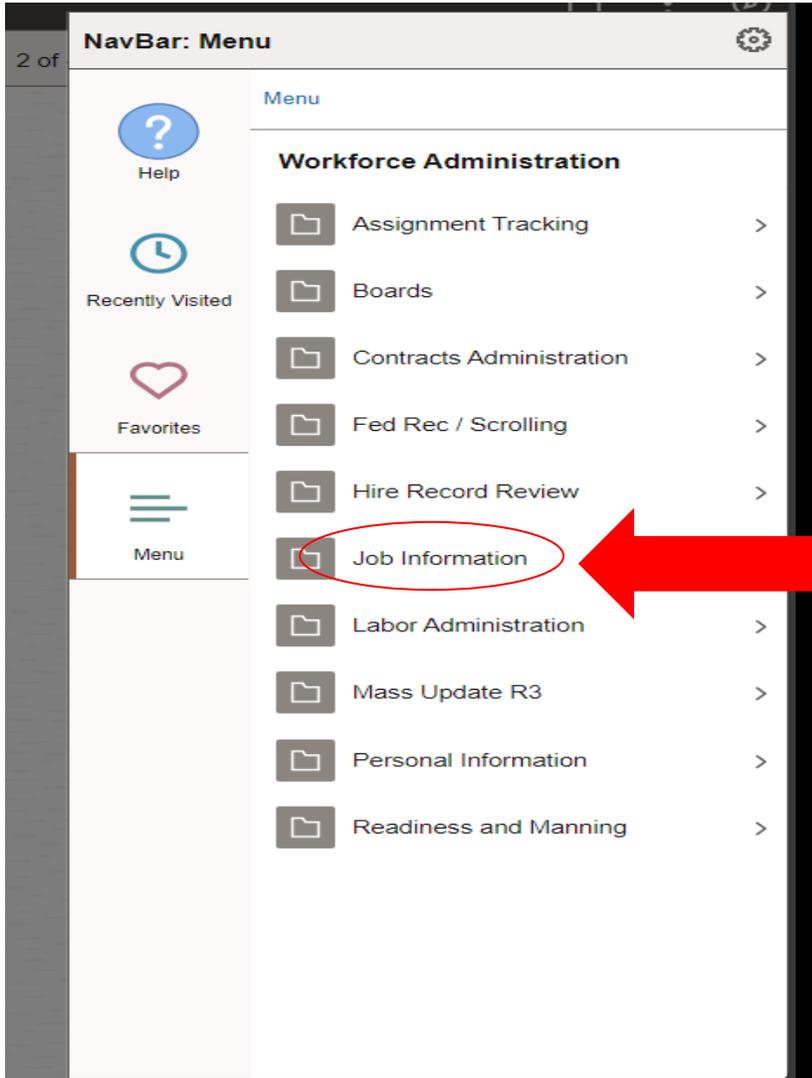
4. Click on Menu



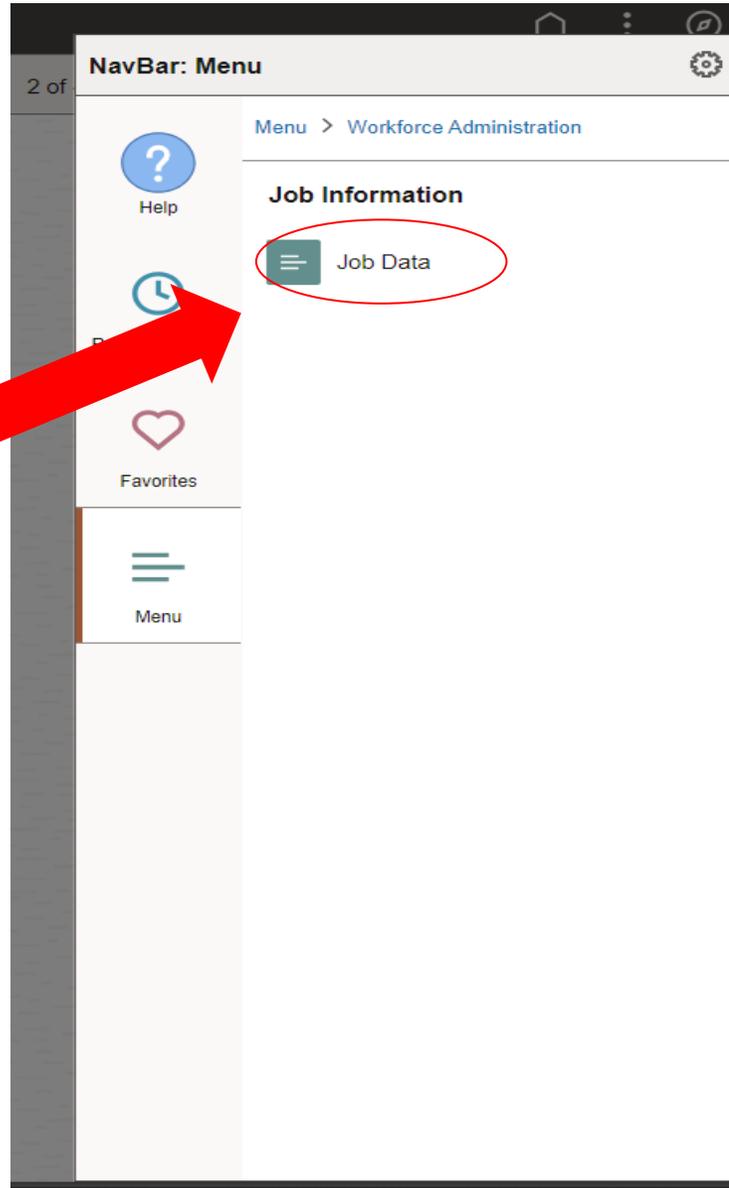
5. Scroll and look for Workforce Administration



6. Click on Job Information



7. Click on Job Data



8. Enter Last and First Name. Be sure to switch to contains.

Job Data

Find an Existing Value

Search Criteria

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

Recent Searches Saved Searches

Empl ID

Empl Record

Name ←

Last Name ←

Second Last Name

Alternate Character Name

Middle Name

Business Unit

^ Show fewer options

Case Sensitive Include History Correct History



9. Look for Job Labor

CONTROLLED UNCLASSIFIED INFORMATION

← | 🕒 | ❤️ | 🔍 Search in Menu

Job Data

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

SGT CHRISTOPHER RAMOS
Employee

Empl ID 0003471211
Empl Record 0

Military Service United States Army

Work Location Details

🔍 | | < | 1 of 1 | > | >|

*Effective Date 06/01/2023 📅

Effective Sequence 0

HR Status Active

Payroll Status Active

*Action

Reason

*Job Indicator Primary Job

Go To Row + -

Position Number 03023857 🔍 Emergency Care Sergeant

Override Position Data

Position Entry Date 06/24/2022
 Position Management Record

Regulatory Region USA United States

Company DA Department of the Army

Business Unit NGDTX Texas Army Natl Guard

Department 00001311 0162 MD CO MEDICAL COMPANY

Department Entry Date 01/10/2020

Location 00000671 SAN ANTONIO

Establishment ID CONUS 🔍 CONUS

Date Created 06/05/2023

Last Start Date 10/18/2017



FINAL PIR PRODUCT FOR UPLOAD

10. Scroll down and screen shot this information

This information will be sent with the OCS Entrance Packet as the PIR.

PIR IS COMPLETE!

Assigned Seniority Dates ⓘ

Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason
ADSO/SRR		09/20/2018	<input checked="" type="checkbox"/>	
BASD		07/28/2018	<input checked="" type="checkbox"/>	
BDAP			<input checked="" type="checkbox"/>	
BESD		10/18/2017	<input checked="" type="checkbox"/>	
BOSD			<input checked="" type="checkbox"/>	
CADET GRAD			<input checked="" type="checkbox"/>	
COMMISSION			<input checked="" type="checkbox"/>	
DEPDT		09/20/2018	<input checked="" type="checkbox"/>	
DIEMS		10/18/2017	<input checked="" type="checkbox"/>	
DTIGRC		10/18/2017	<input checked="" type="checkbox"/>	
DATE OF REAPPOINT			<input checked="" type="checkbox"/>	
EAD SA		09/20/2018	<input checked="" type="checkbox"/>	
ERRO/EXRRD			<input checked="" type="checkbox"/>	
ETS/ESA		10/17/2029	<input checked="" type="checkbox"/>	EXTENDING 6 YRS
MRD/RCP			<input checked="" type="checkbox"/>	
PEBD		10/18/2017	<input checked="" type="checkbox"/>	
PED/PPED			<input checked="" type="checkbox"/>	

Recalculate Seniority Dates