

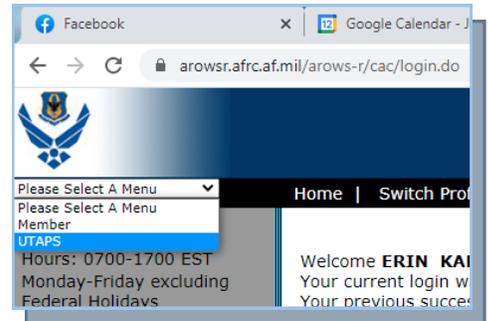
UTAPSWeb Calendar Build for IMAs/PIRR

A Quick Guide from HQ RIO

How to use UTAPSWeb to schedule days and get paid

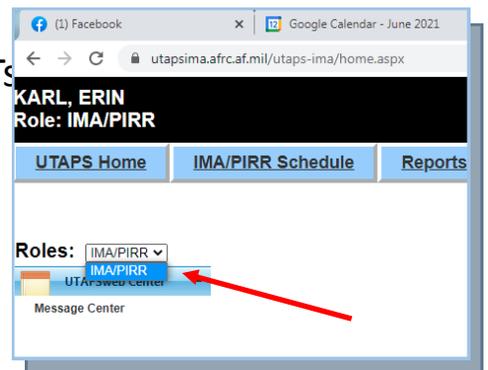
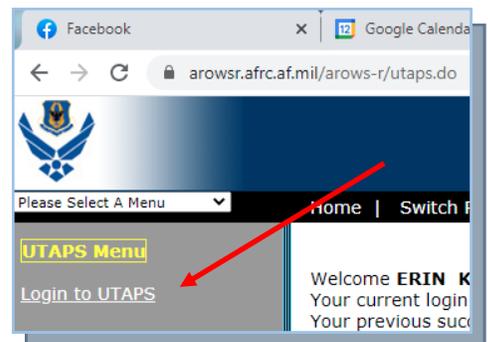
GETTING TO UTAPSWeb:

- Log in to AROWS-R first: <https://arowsr.afrc.af.mil/arows-r/cac/login.do>
- Use Chrome or Edge with IE mode enabled.
- From the drop down menu, select UTAPS 
- Select LOGIN TO UTAPS
- After entering the site, make sure IMA/PIRR role is selected



SCHEDULING YOUR IDTs

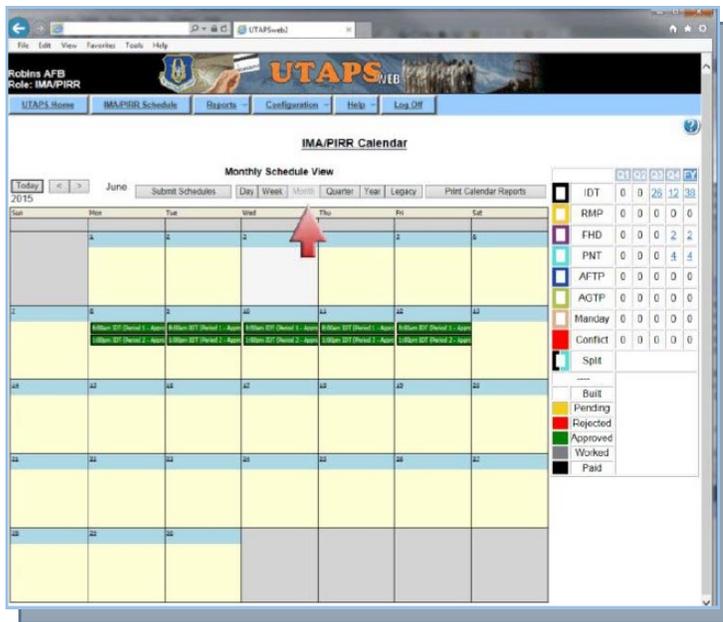
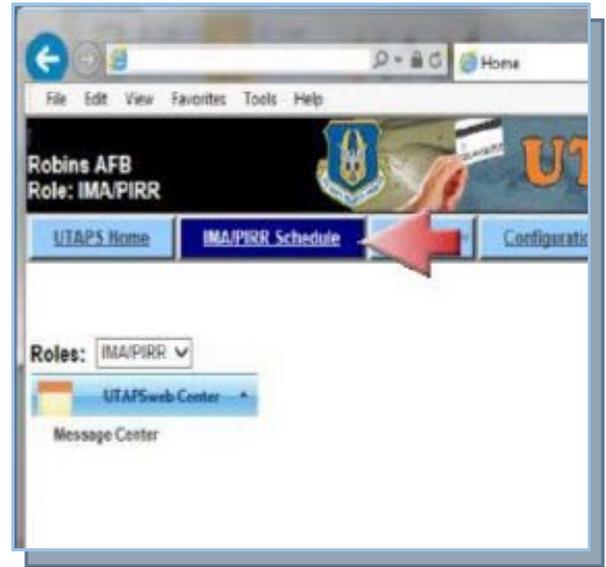
- The Schedule Builder allows the IMA/PIRR to build and manage the Inactive Duty Training (IDT) periods they are required to work for the fiscal year as well as any Funeral Honors Duty periods (FHDs) or Inactive Duty Training Performed as Points Only (PNTs) as they occur
- All IMA/PIRR IDT dates/periods must be scheduled and a duty location/activity comment must be entered before the system will allow you to submit to the supervisor
- If you are unsure of your IDT schedule, go ahead and schedule your best guess days as a placeholder. This allows AFRC to budget for the days
- Don't have your supervisor approve the days until you're sure they are correct
- You can schedule day-by-day or schedule a block of days at a time
- UTAPSWeb pulls your number of IDT periods (24 or 48) automatically
- You can double check the number on your Career Data Brief ([Quick Guide](#))



Building the Initial Duty Calendar for the Upcoming Fiscal Year

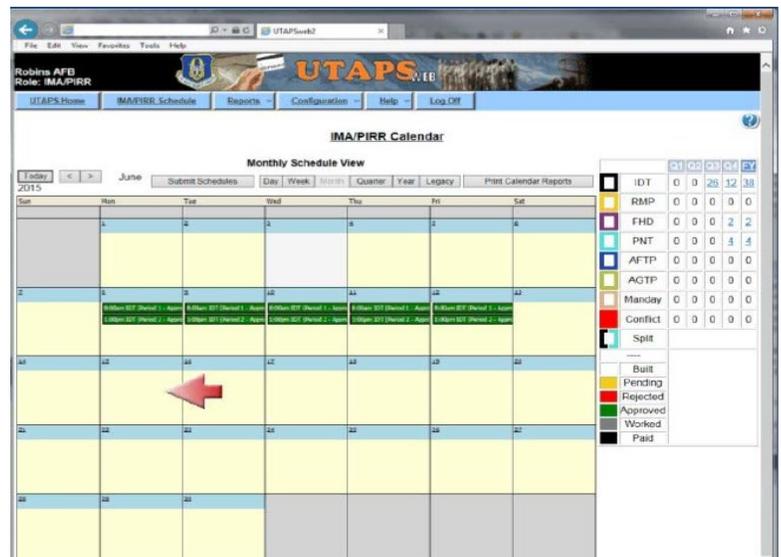
(You should put your days in by Aug 15 of the current FY)

- Once the IMA/PIRR Home Page is displayed, clicking on the **IMA/PIRR Schedule** selection in the menu across the top of the screen will display the **IMA/PIRR Calendar**

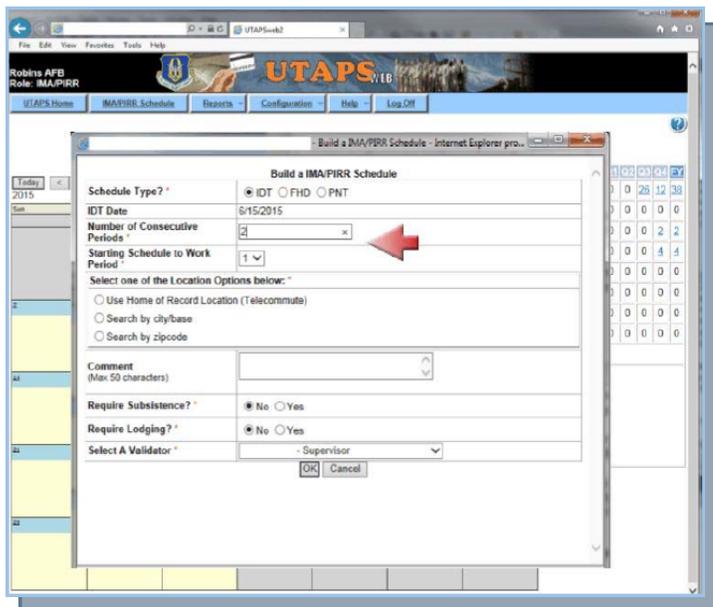
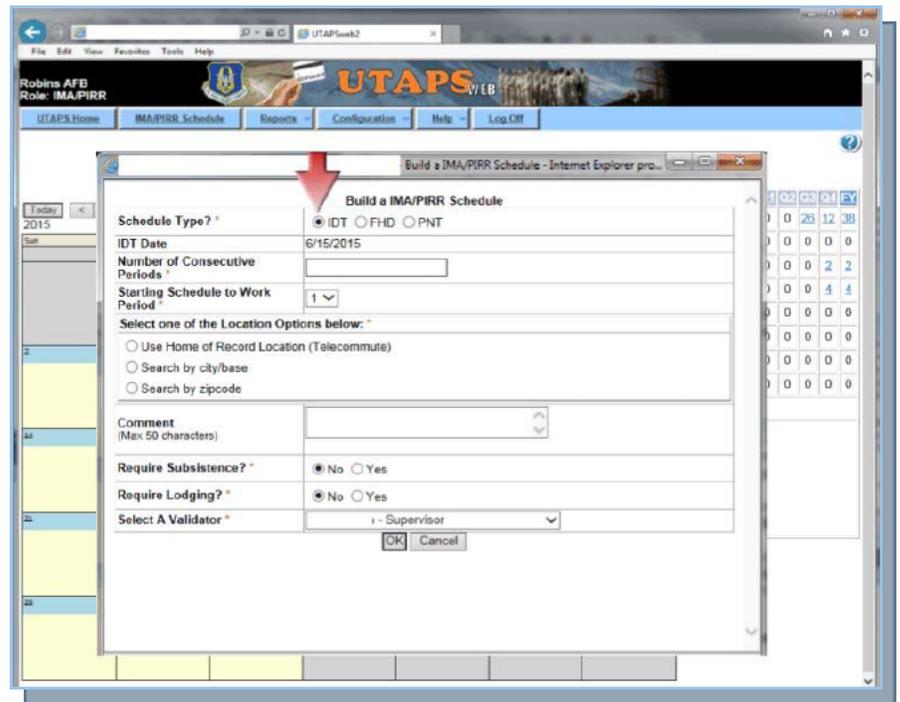


- The **IMA/PIRR Calendar** will be displayed.
- If you don't see this version of the calendar, click the **NEW CALENDAR** button.

- When the **IMA/PIRR Calendar** is displayed, double click in the area of the correct date on the calendar for which you wish to schedule an IDT



- The **Build a IMA/PIRR Schedule** dialog box will be displayed. Select **IDT** as the Schedule Type.



- The **IDT** date will be pre-populated. The **Total Number of Consecutive Periods** should be entered and **Starting Schedule to Work period** should be selected.
- **Note:** 2 consecutive periods will build as 1 full date. If working multiple days, enter the days by multiples of 2. (2 days would require the number of consecutive periods to be entered as 4). If the days are not built consecutively, the scheduled periods cannot be combined on the automated Form 40A.

Build a IMA/PIRR Schedule

Schedule Type? * IDT FHD PNT

IDT Date 6/15/2015

Number of Consecutive Periods * 2

Starting Schedule to Work Period * 1

Select one of the Location Options below: *

Use Home of Record Location (Telecommute) 

Search by city/base

Search by zipcode

Comment (Max: 50 characters)

Require Subsistence? * No Yes

Require Lodging? * No Yes

Select A Validator * - Supervisor

OK Cancel

- A **location option** should be selected from the list. This Location selection will populate the Form 40A field. Location options are: **Use Home of Record Location (Telecommute)**, **Search by Zip Code**. If Use Home of Record Location is selected, the Duty Location will auto-populate the Form 40A and the schedule will be created as Telecommute.

- If **Search by City/Base name** is selected, you should enter **City/Base** name, select a **Region, Country and State** and then click the **Search** button. A City/Base field will be displayed with a drop-down list will allow you to select an exact location.

Build a IMA/PIRR Schedule

Schedule Type? * IDT FHD PNT

IDT Date 6/15/2015

Number of Consecutive Periods * 2

Starting Schedule to Work Period * 1

Select one of the Location Options below: *

Use Home of Record Location (Telecommute)

Search by city/base 

Search by zipcode

Enter a city/base by region and country, then click Search for a list of matching locations: *

Enter City/Base: Warner Robins

Select Region: * North America United States Georgia Search

City/Base: *
 - Select Location -
 Warner Robins, GA 31095, Houston
 Warner Robins, GA 31088, Houston
 Warner Robins, GA 31093, Houston
 Warner Robins, GA 31090, Houston
 Warner Robins, GA, Houston

Comment (Max: 50 characters)

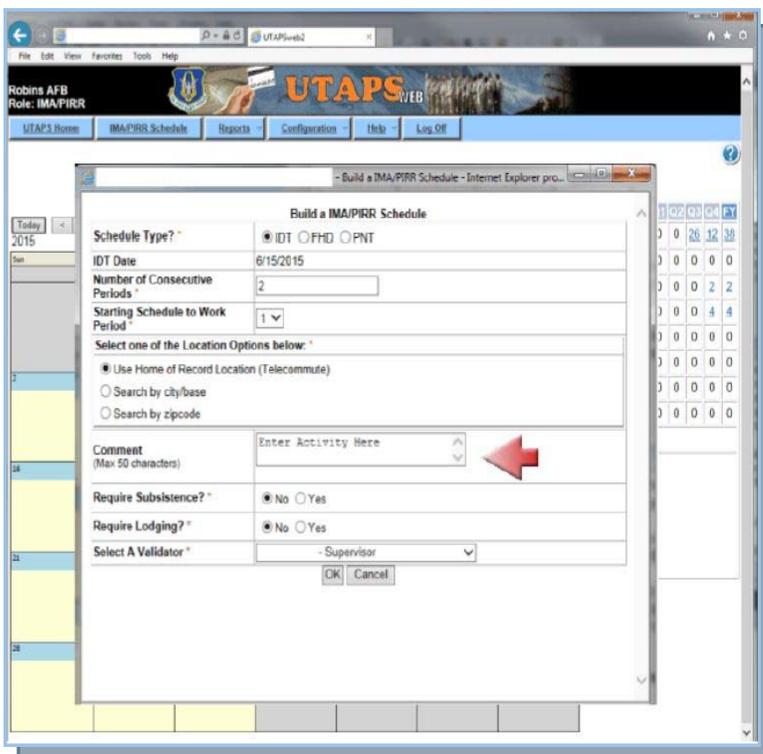
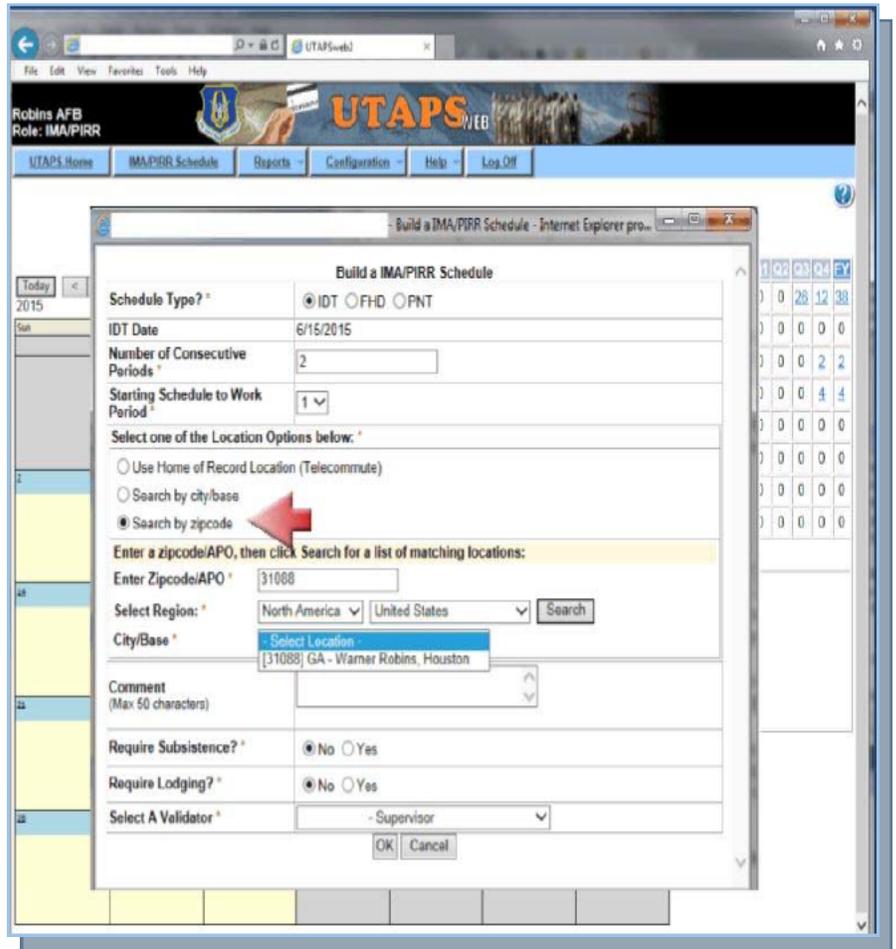
Require Subsistence? * No Yes

Require Lodging? * No Yes

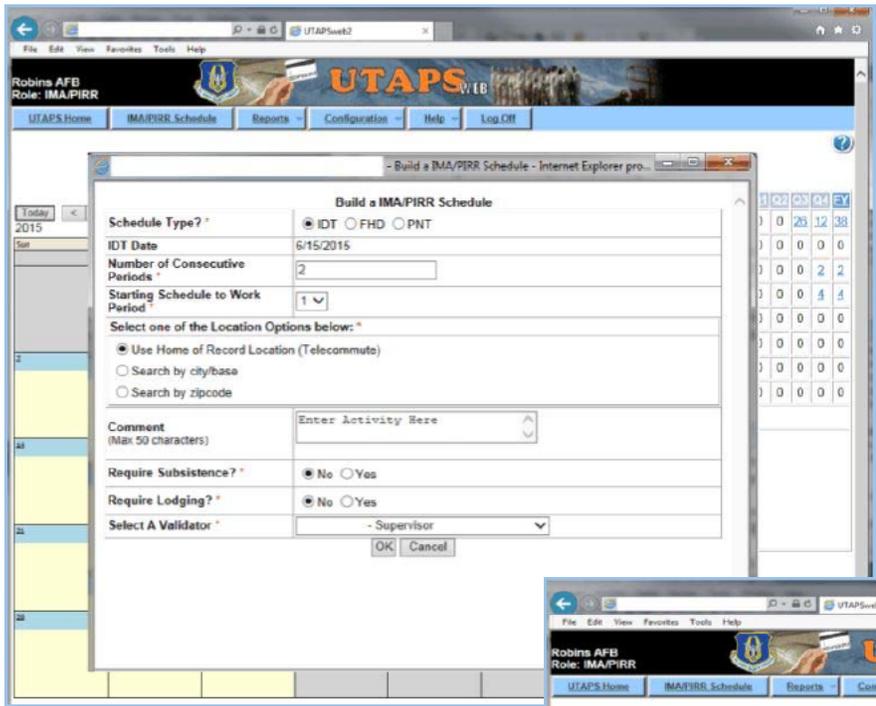
Select A Validator * - Supervisor

OK Cancel

- If **Search by Zip Code** is selected, you should enter a **Zip Code** or **APO**, select a **Region** and **Country** and then click the **Search** button. A City/Base field will be displayed with drop-down list that will allow you to select an exact location.
- **Note:** If duty location needs to be changed at any point after the period has been built, the period must be deleted and rebuilt.

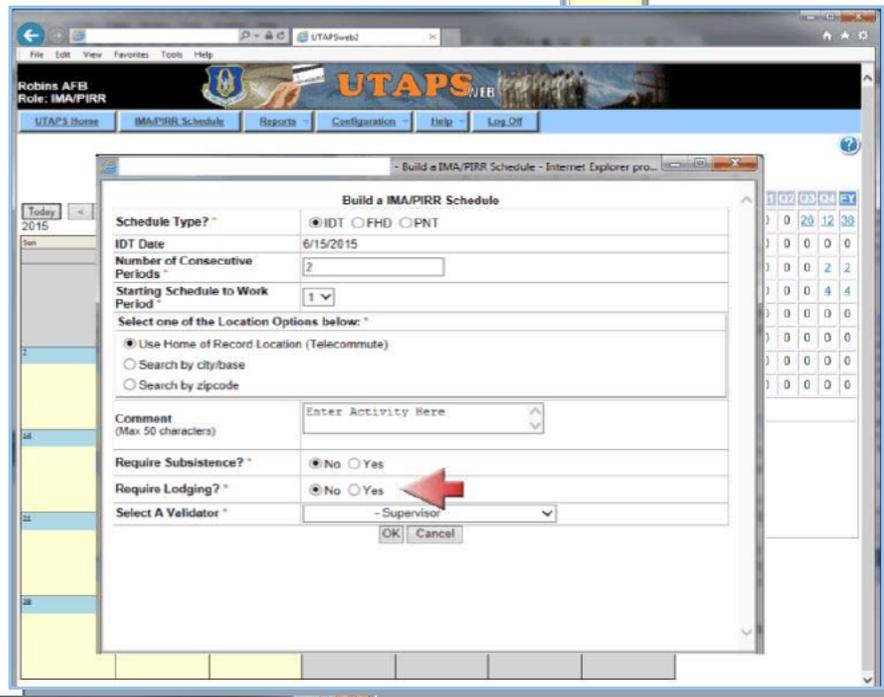
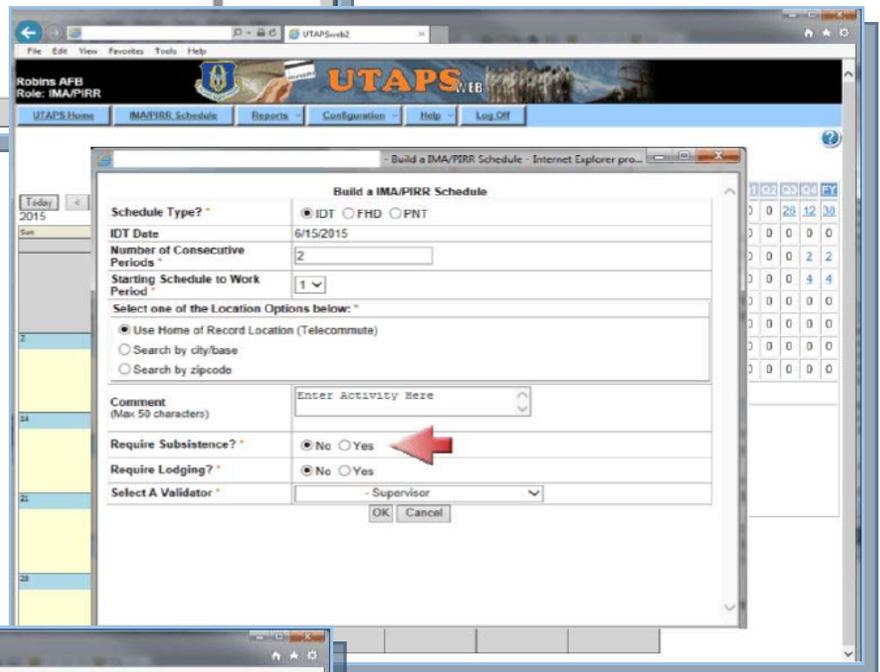


- A **Comment** should be entered. The comment information is mandatory and as a minimum, it should include activity that will be performed. This information will be displayed on the 40A or 40B.

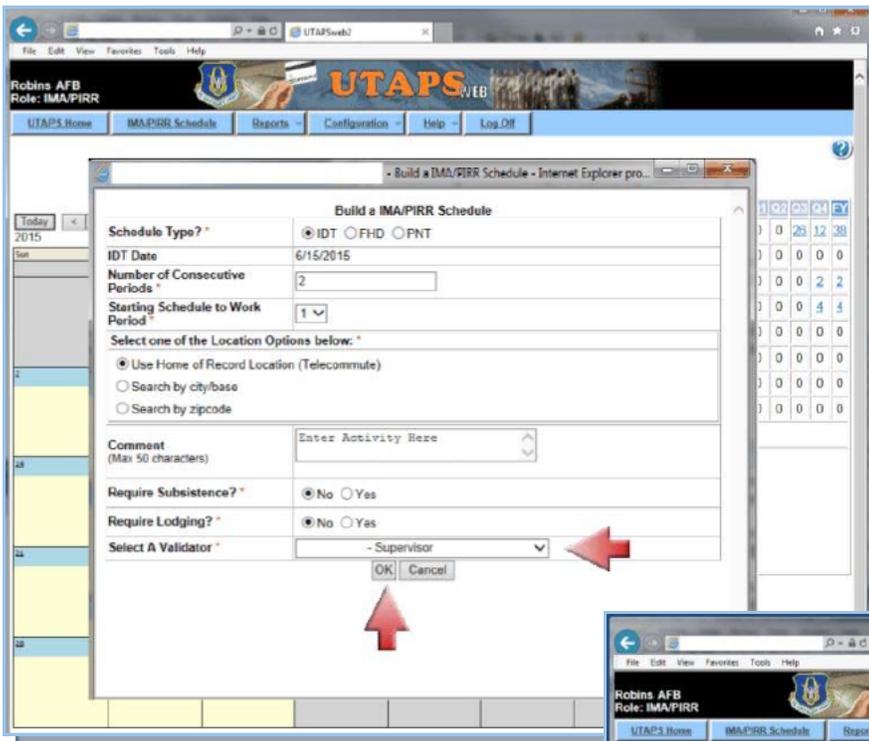


- Once the comment has been submitted, the only way to change it is to delete the date from the calendar and rebuild the periods in the calendar.

- **Subsistence** is defaulted to No. If subsistence is required, select yes. This subsistence information will populate the Form 40A report screen.

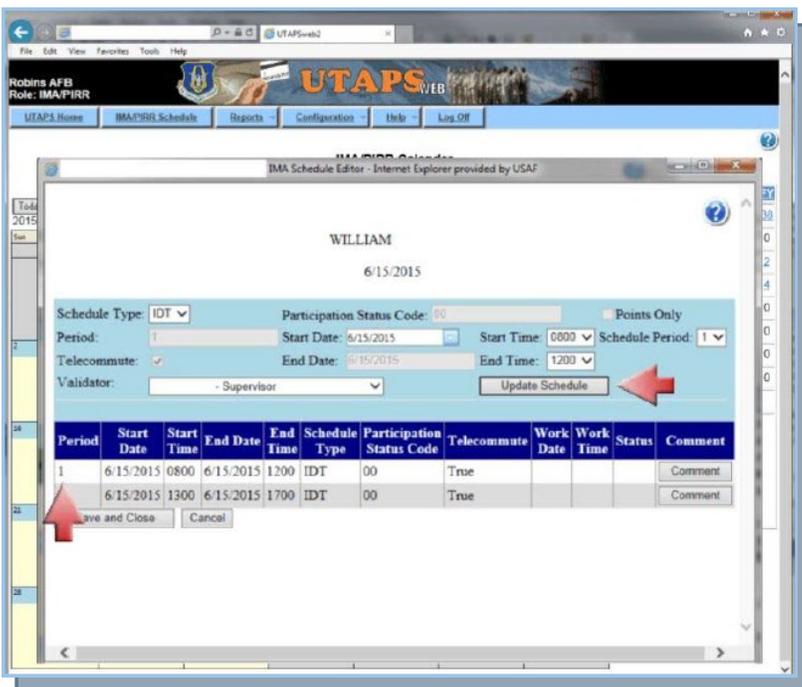
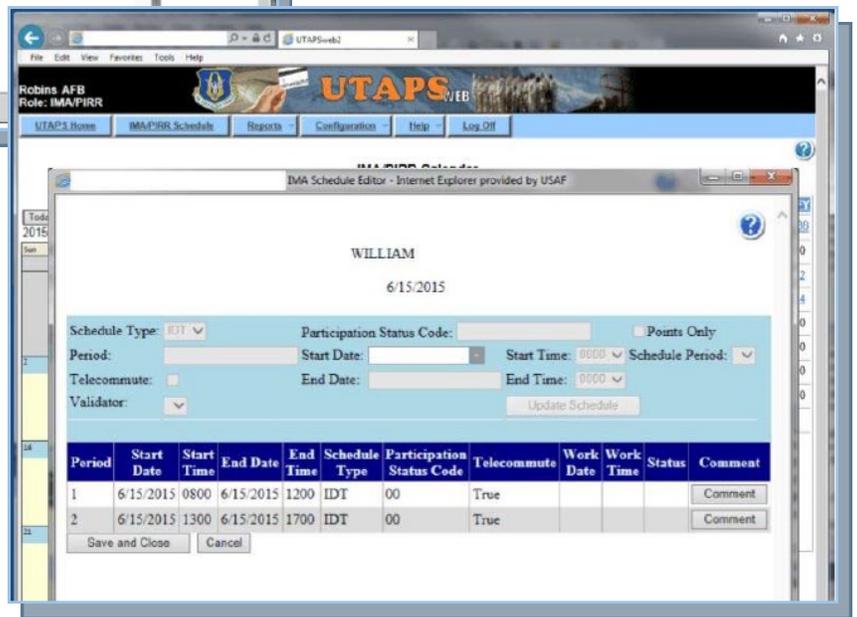


- **Lodging** is defaulted to No. If lodging is required, select Yes. This lodging information will populate the Form 40A Report screen.
- **Note:** Off-base lodging will require non-availability documentation.

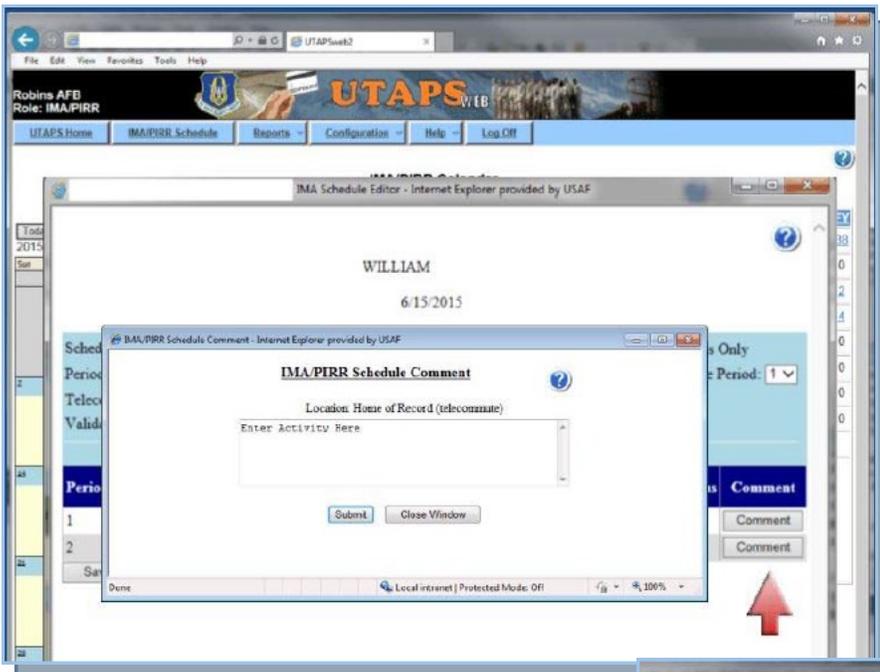


- Clicking the down arrow will allow you to select a **Validator** and then clicking the Ok button will access the IMA Schedule Editor.

- When the Schedule Editor is displayed, IDT will be selected as the schedule type. The date you selected will be pre-populated as well as the start and end times.

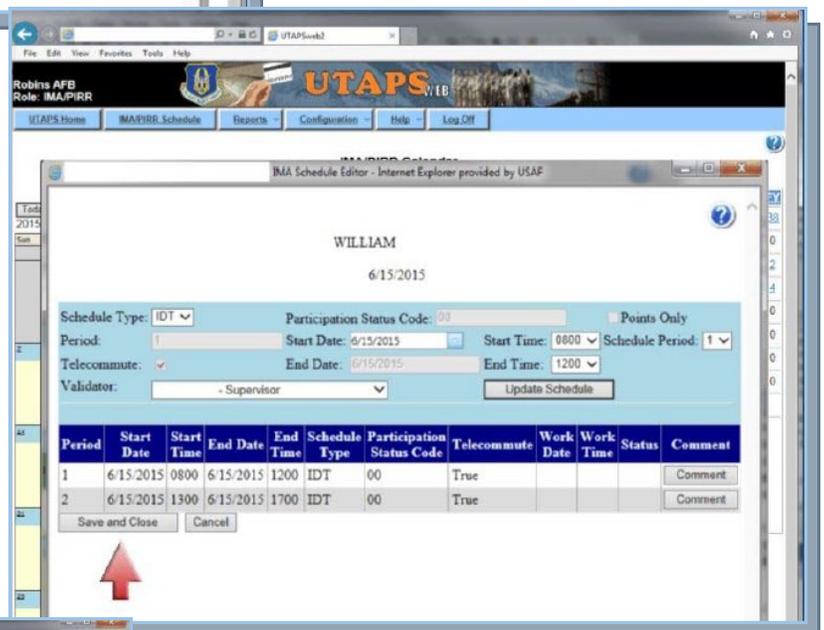


- If any changes need to be made to any of this information, clicking on the period that needs to be modified will allow you to make changes to the information in the fields near the top of the form. If any changes are made to schedule information, the **Update Schedule** button should be clicked to save these changes.

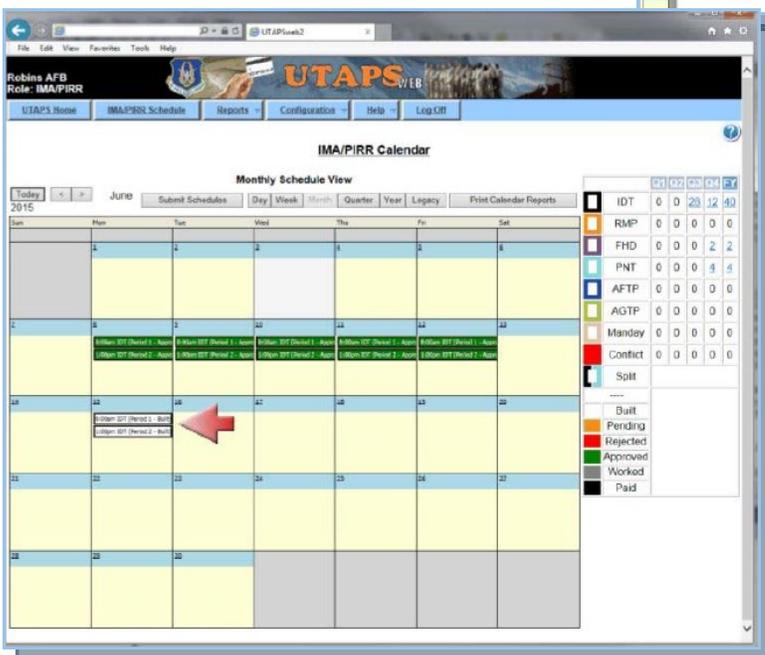


- Clicking on the Comment button associated with a specific period will open the **IMA/PIRR Schedule Comment** dialog box. Comments can be viewed here or edited as long as the period has been submitted for approval.

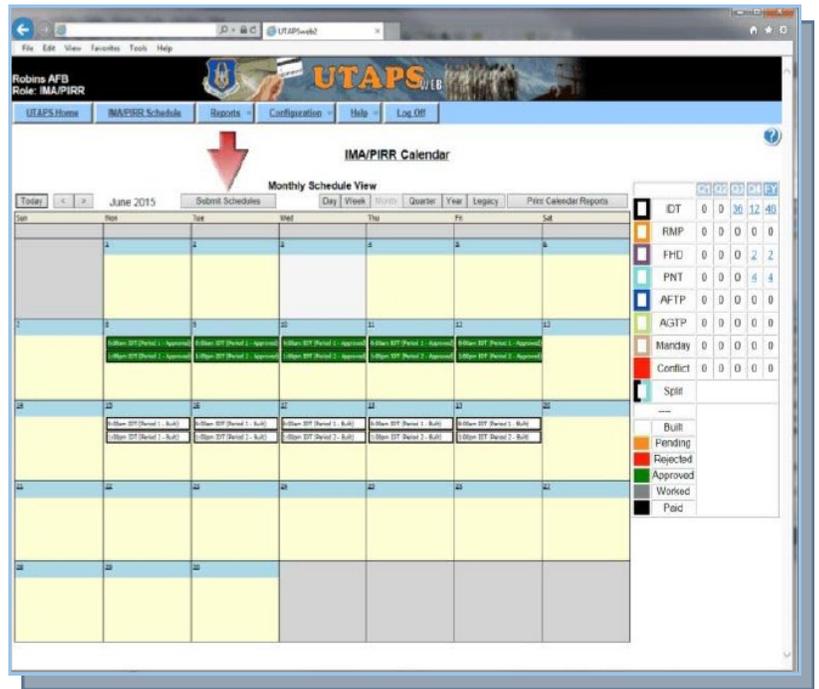
- Once any changes have been made, click the button labeled **Save and Close**.



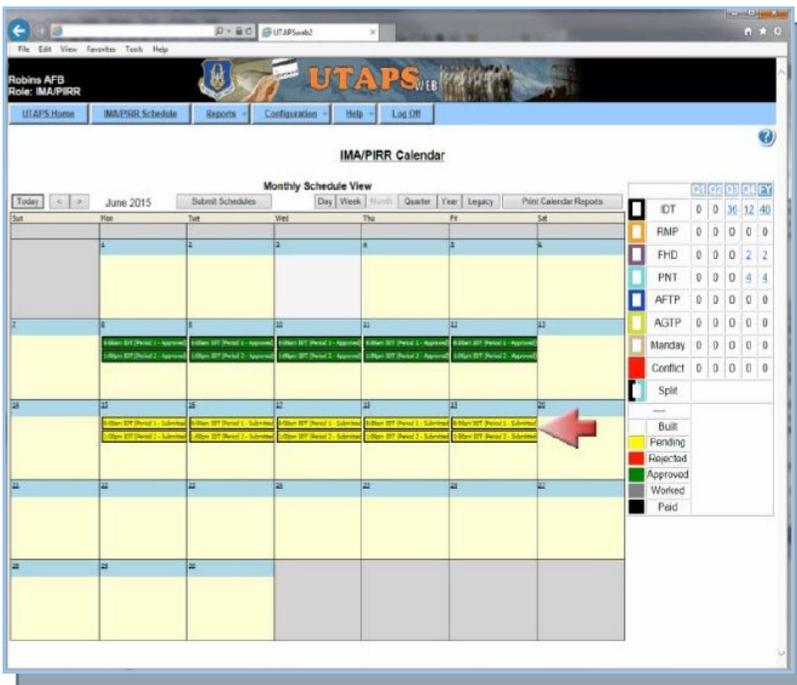
- The period will be saved to the calendar in white signifying that it has been built, but not yet submitted for approval. The period will be outlined in black to signify the IDT schedule type. At this point, you should continue to add periods until you have scheduled all of your required IDT periods for the upcoming FY.



- Once all required periods have been added to the calendar, clicking the button labeled **Submit Schedules** will send the calendar to your Supervisor for approval. Please note that until you click the **Submit Schedules** button, the calendar approval request will not be sent to your Supervisor.



- Once you have submitted the periods for approval, they will be displayed in yellow signifying their status as pending approval.
- Other colors on the calendar:
 - Green—approved
 - Red—rejected
 - Gray—worked
 - Black—sent to pay



- It is possible for two periods to be scheduled with different schedule types and statuses for a single date. This is known as a Split Schedule.

