Self Service My Workplace
Module 4, Chapter 2
Accessing My Employee Information

Introduction

The Manager ‘My Workplace’ module provides managers with the ability to view their employee(s) employment-related information. The following pages provide a brief overview of the ‘My Workplace, My Employee Information’ functionality.

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Accessing ‘My Workplace’


![Department of Defense](image)

**Figure 1**

The screen displays all employees that are supervised by the top level manager. In this example, the 1st Level Supervisor supervises the employees listed below her name. To view information related to an employee, select the employee name.

![My Employee Information](image)

**Figure 2**

Accessing *My Employee Information*  
Module 4, *My Workplace*  

DCPAS  
Defense Civilian Personnel Advisory Service (DCPAS)  
Enterprise HR Information Systems Directorate (EHRIS)  
Systems, Testing, Training and Requirements Division
Accessing ‘My Employee Information’ – General Information

The GENERAL INFO header not only displays the employee’s current position but in addition, allows you to view/print employees’ and subordinate supervisor’s employees’ emergency contact information’. This information is accessible from any tab selected. Select the View Emergency Contact Info and View Joint Duty Assignment Info links, to view available information.

![Figure 3](image)

Make the appropriate selection when the ‘File Download’ window appears. For this example, the ‘Open’ button was selected.

![Figure 4](image)

After selecting the ‘Open’ button, the ‘Emergency Contact: Receipt’ file displays with your employees’ and your subordinate supervisor’s employees’ emergency contact information.

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Systems, Testing, Training and Requirements Division
Emergency Contact: Receipt

Contact Information

Manager Name: Supervisor Last Name, First Name

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Phone Numbers:</td>
<td>Home X00.X00.X00X</td>
</tr>
<tr>
<td>Work X00.X00.X00X</td>
<td></td>
</tr>
<tr>
<td>Work Tertiary X00.X00.X00X</td>
<td></td>
</tr>
<tr>
<td>Employee Home Address: STREET #, NAME, CITY, STATE, ZIP, COUNTRY</td>
<td></td>
</tr>
<tr>
<td>Employee Email Address: <a href="mailto:Name@email.com">Name@email.com</a></td>
<td></td>
</tr>
</tbody>
</table>

Contact # 1

Primary Contact Yes
First Name First
Last Name Last
Phone
| Home X00.X00.X00X |
| Physical Address |
| Address Line 1 # Street Name |
| City City |
| Country Country |

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Figure 5

Show/Hide Information

Show

A “Show” link displays when additional information is available. Select  Show to open the folder and view the additional data.

<table>
<thead>
<tr>
<th>Appointment</th>
<th>Position</th>
<th>Personal</th>
<th>Salary</th>
<th>Awards and Bonuses</th>
<th>Performance</th>
<th>Personnel Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details</td>
<td>Effective Date 01-Jul-2030</td>
<td>Grade/Pay Band</td>
<td>Step or Rate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Show</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MC-47</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 6

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Hide

Once you finish viewing the information, select to close the folder.

Figure 7

Information Tabs - The following is a list of tabs with associated information.

Appointment Tab contains your employee's current appointment information.

Figure 8
Position Tab contains your employee's position information.

Figure 9

Personal Tab contains your employee's specific personal information.

Figure 10

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In addition, you can View Employee Education Information, View Employee Training Information, View Certifications/License Information, and Update/View Tele-work Eligibility Information.

Salary Tab contains your employee’s pay-related information.

Figure 11

Figure 12

Accessing My Employee Information

Module 4, My Workplace
Awards and Bonuses Tab displays your employee's award and bonus information.

Figure 13

Performance Tab displays your employee's performance appraisal information.

Figure 14

Accessing My Employee Information
**Personnel Actions Tab** displays your employee’s personnel action information.

![Department of Defense Image](image)

**Overview**

**Management Reports**

My Workplace, Management reports allows managers to view and generate “canned” reports about their workforce. For the purposes of this guide, the focus will be on the newly added View Management Reports function.

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**Accessing My Employee Information**

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1. The View Management Reports function allows managers to “View” and generate 9 “canned” reports about their workforce:

![Figure 16](image)

**Figure 16**

![Management Reports](image)

9 “canned” reports

**Figure 17**

**Important:** This report will provide data for employees who are currently in your Self Service Hierarchy up to 4 organization levels down.

2. In addition, by selecting View Performance Management Reports, managers can view and generate the following reports.
Figure 18

3. Finally, by selecting View Previous Requests, managers can view previously completed report requests. In the example below, the Appraisals Report is available for selection since it was previously submitted.

Figure 19
View Management Reports

1. After selecting View Management Reports function, the Management Reports page contains 9 reports:

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appraisals Report</td>
<td>Appraisals Report</td>
</tr>
<tr>
<td>Awards Report</td>
<td>Awards Report</td>
</tr>
<tr>
<td>Furlough Information Report</td>
<td>Furlough Information Report</td>
</tr>
<tr>
<td>Leave Report</td>
<td>Leave Report</td>
</tr>
<tr>
<td>Organizational Roster Report</td>
<td>Organizational Roster Report</td>
</tr>
<tr>
<td>Special Pay Report (Local Nationals)</td>
<td>Special Pay Report (Local Nationals)</td>
</tr>
<tr>
<td>Suspenze Report</td>
<td>Suspenze Report</td>
</tr>
<tr>
<td>Telework Report</td>
<td>Telework Report</td>
</tr>
</tbody>
</table>

   Figure 20

   Important: This report will provide data for employees who are currently in your Self Service Hierarchy up to 4 organization levels down.

2. To view/generate a report, identify the report and select “Go”. In this example, Leave Report is selected.

   Leave Report

   Figure 21

3. After selecting Go, the Confirmation page displays. This report will provide data for employees who are currently in your Self Service Hierarchy up to 4 organization levels down. Select Submit to continue.
4. After selecting Submit, the Requests page displays.

5. Select the Refresh button until Phase column displays Completed.

6. Once Completed, select Output.

7. Once Completed, select Output to view Leave report.
8. After saving file, Open to view generated Leave report.

**Figure 26**

9. To exit this page and add another report, select Cancel to return to the main navigation page.

**Figure 27**

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10. From the main navigation page, you can generate other reports by following the process above.

Figure 28

Congratulations, you’ve completed the My Workplace, Management: Reports process. To access more Self Service related training information, to include simulations, log into Self Service (https://compo.depdscpms.osd.mil/) and select “Help”.

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