DCPDS SELF-SERVICE HR: MYBiz+ AND MYBiz+ FOR MANAGERS AND SUPERVISORS

National Guard
Technician Personnel Management Course
Introduction

- DoD introduces Self-Service HR functionality within the Defense Civilian Personnel Data System (DCPDS) through two easy-to-use modules:

- MyBiz+ and MyBiz+ for Managers and Supervisor
DCPDS
Key Features

Available to employees, these Self-Service HR modules will allow:

- Secure, real-time, on-line access to key personnel information from your workstation, anytime
- Employees to view personnel information
- Employees to update personal information
- Managers and Supervisors to view personnel information about their staff
- Employees, Managers and Supervisors to establish performance plans, provide feedback, and appraise employee performance
DCPDS
System Generated Actions

- DCPDS Produces Reports on Individual Person (RIPS) such as Supervisors Brief (on employee), Supervisory Certificate for Step Increase, etc…

- DCPDS will also automatically generate certain types of actions (Within Range Increase, Termination Expiration of Appointment, etc.)
Example – Supervisor’s Employee Brief

TO: 346TO  W00NAA  171D

PERSONAL DATA – PRIVACY ACT OF 1974

SUBJECT: Supervisor’s Employee Brief

TO THE SUPERVISOR OF: ________________________________

Employee Number: ________________________________

OFFICE SYMBOL: PEO

ORGANIZATION: 171D

INSTRUCTIONS TO THE SUPERVISOR:

- Complete Part 6 (employee information) upon receipt of this document.
- Make appropriate entries in Part 4 (Supervisor’s Comments) during the year.

Additional entries to Part 6 (employee experience, awards, performance appraisal and training information) may be made during the year. You will receive an updated Part 6 when the employee has been promoted. An updated Part 6 may be generated upon request to the Human Resource Office for significant personal changes such as change to lower grade, reassignment, or within grade increases, quality step increases and position changes.

PART A: EMPLOYEE INFORMATION

1. HOME ADDRESS:

2. HOME TELEPHONE:

3. SERVICE COMPUTATION DATE: 02 AUG 2011

4. WITHIN GRADE INCREASE DUE DATE: 11 OCT 2020

EMERGENCY INFORMATION

5. NAME: ________________________________

6. RELATIONSHIP: ________________________________

7. HOME ADDRESS:

8. HOME TELEPHONE:

9. WORK TELEPHONE:

REPORT NO: RP711

1
Example – Supervisor’s Employee Brief (con’t)

PART B - SUPERVISOR’S COMMENTS. Record comments and events occurring during the year, e.g., Letter of Appreciation, counseling for vacation leading to disciplinary or adverse action, performance or conduct. Detach this part and file with new Part C, if disciplinary or performance action has been noted.

DATE: ____________________________

DESCRIPTION OF EVENT:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

REPORT NAME: ________________________  2
Example – Supervisor’s Employee Brief (con’t)

**PERSONAL DATA - PRIVACY ACT OF 1974**

**SUBJECT: Supervisor’s Employee Brief**

**TO THE SUPERVISOR OF:**

**Employee Number:**

**PART C - Employee's Experience, Awards, Performance and Promotion Factors; Salary, Position, Industry; Education (including any continuing education)**

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### 1. CURRENT POSITION INFORMATION

<table>
<thead>
<tr>
<th>A. TITLE</th>
<th>Z. BIRTH/STG</th>
<th>C. PP-SSRS-SS/ESTD</th>
<th>D. SUPERVISOR LEVEL</th>
<th>E. DATE ENTERED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>F. SALARY DATA</th>
<th>G. EMERGENCY ESSENTIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>BASIC PAY</td>
<td>Non-essential (NS) National Security Risk</td>
</tr>
<tr>
<td>SUPV PAY</td>
<td></td>
</tr>
<tr>
<td>OTHER PAY</td>
<td></td>
</tr>
<tr>
<td>REVENUE PAY</td>
<td></td>
</tr>
<tr>
<td>ALLOWANCE</td>
<td></td>
</tr>
<tr>
<td>INDICATIVE PAY</td>
<td></td>
</tr>
</tbody>
</table>

**I. PERSONNEL SECURITY CLEARANCE:**

- S

**J. DATE COMPLETED:**

- 22 MAR 2012

### 2. EDUCATION DATA

<table>
<thead>
<tr>
<th>A. EDUCATION LEVEL</th>
<th>B. INSTRUCTIONAL PROGRAM</th>
<th>C. YEAR ATTAINED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General Studies (25721)</td>
<td>1981</td>
</tr>
</tbody>
</table>

### 3. PERFORMANCE APPRAISAL DATA

**A. PERFORMANCE APPRAISALS**

- Valued Perf: Acceptable, Fully Sustained, Sound, Sat, Sun: 17 OCT 2019
- Not Rated

**B. DATE EFF**

- 22 JUL 2011

**C. AMOUNT**

**REPORT NAME:**

- EPR721

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Example – Supervisor’s Employee Brief (con’t)

<table>
<thead>
<tr>
<th>A. COURSE TITLE</th>
<th>B. COURSE TYPE</th>
<th>C. COURSE</th>
<th>D. GRAD DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>WORK SELECTION – REQUIRED</td>
<td>NSM</td>
<td>2</td>
<td>15-DEC-17</td>
</tr>
<tr>
<td>UNEMPLOYED 辞職前 EMPLOYMENT AND UNEMPLOYMENT RELIEF</td>
<td>RPORT</td>
<td>2</td>
<td>17-AUG-16</td>
</tr>
<tr>
<td>HUMAN RESOURCES SPECIFIC INFORMATION SYSTEM COD</td>
<td>SINCE</td>
<td>73</td>
<td>10-AUG-16</td>
</tr>
<tr>
<td>PROCESSING PENSION REMITTANCE PAYMENTS</td>
<td>45644A</td>
<td>45</td>
<td>29-JUL-16</td>
</tr>
</tbody>
</table>

REPORT NAME: K#731
Example – Supervisor’s Employee Brief (con’t)

<table>
<thead>
<tr>
<th>TO346TO W00MAA 171D</th>
<th>PERSONAL DATA – PRIVACY ACT OF 1971</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AS OF:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>6. PROJECT INFORMATION</td>
<td></td>
</tr>
<tr>
<td>A. DEMO PAY PLAN</td>
<td></td>
</tr>
<tr>
<td>X. DEMO BROAD BAND</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>C. CCS ASSIGNMENT SCORE</td>
<td>CCS ACTUAL</td>
</tr>
<tr>
<td>REPORT NAME: M9721</td>
<td>SCORE</td>
</tr>
</tbody>
</table>

5
**Example - Supervisory Certification for Step Increase**

**PERSONAL DATA - PRIVACY ACT OF 1974**

RE: GD ID: TECH

REPLY TO: Human Resource Office

SUBJECT: Supervisory Certification For Step Increase

TO: 154 OSS FT

ATTN: Supervisor of

<table>
<thead>
<tr>
<th>EMPLOYEE NUMBER:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CURRENT</th>
<th>RETAINED</th>
<th>NEW</th>
<th>NEW</th>
<th>DATE WGI</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAY PLAN:</td>
<td>02</td>
<td>PAY PLAN:</td>
<td>04</td>
<td>$35,888.00</td>
</tr>
<tr>
<td>GRADE:</td>
<td>06</td>
<td>GRADE:</td>
<td>06</td>
<td></td>
</tr>
<tr>
<td>STEP:</td>
<td>03</td>
<td>STEP:</td>
<td>03</td>
<td></td>
</tr>
</tbody>
</table>

1. In order to be granted a Within Grade Increase (WGI), a Technician's performance must be fully successful or better. If the Technician's performance is still fully successful or better, the WGI will be granted. No further action is required. The WGI will be effective at the beginning of the pay period following the above WGI due date.

2. If the Technician's performance has deteriorated to below fully successful, take the following actions:

   A. Notify the Human Resources Office immediately that you intend to render an 'OUT-OF-CYCLE' rating documenting the poor performance and withhold the WGI.

   B. Provide the Technician written notification of intent to withhold the WGI no later than 19-OCT-2019. Follow the instructions in TFR 430 and FMP in preparing the notification. Coordinate with the Human Resources Office before presenting notification to the Technician. Coordinate the notification letter with the Human Resources Office prior to presentation to the Technician.

   C. Complete and forward the original copy of the rating to the Human Resources Office no later than 19-OCT-2019. This constitutes an 'OUT-OF-CYCLE' rating. The Human Resources Office will take action to deny the WGI.

   D. Prepare a new performance plan for the Technician.

   E. The requirement for the annual rating still remains when the Technician's annual rating is due. You will be required to complete a rating or recertify that performance has not changed.

REPORT NAME: RN3504
MyBiz+ / New Features

- This application was introduced in December of 2014. It provides a new user friendly options to a summary view of employee information. Information such as leave balances, pay dates and latest transaction information can be displayed on the main page.

- This application also displays new navigation tiles located at the bottom of the login screen.
MyBiz+

- MyBiz+ is a Self Service web based application within DCPDS that allows a Technician to:
  - Access and view their personnel information 24 hours a day/7 days a week via a .mil server (Government network)
  - Update specific fields of personal information
  - Provides employees with the capability to print their SF50s
  - Provide input on performance plans and accomplishments for performance appraisals
The MyBiz+
MyBiz+ Features

- Personal
- Pay, Leave and Benefits
- Professional Development
- Position
- Performance
- Reports
# MyBiz+ Features

<table>
<thead>
<tr>
<th>Detail Page Name</th>
<th>Tile Color</th>
<th>What’s Inside</th>
<th>How Information is Displayed in MyBiz+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal</td>
<td>Purple</td>
<td>Includes Contact Information, Appointment, Retained Grade Details, Disability, Ethnicity and Race, Language Information, Veteran Information, and Service Computation Data Information sections and SF50 Personnel Action History.</td>
<td>Accordion Format or Carousel Format</td>
</tr>
<tr>
<td>Pay, Leave and Benefits</td>
<td>Green</td>
<td>Includes Pay Information, Pay Detail, Leave, Retirement, Insurance and Awards sections.</td>
<td>Pay, Leave, Retirement, and Insurance sections are available as a View.</td>
</tr>
<tr>
<td>Professional Development</td>
<td>Yellow</td>
<td>Displays Education, Training and Certifications/Licenses sections.</td>
<td>These sections are available as a View option</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>All other sections are in the Accordion format</td>
</tr>
<tr>
<td>Performance</td>
<td>Orange</td>
<td>Includes Active Appraisals (NG and DCIPS only) and Completed Appraisals sections</td>
<td>This page is available as a View with view only information</td>
</tr>
<tr>
<td>Reports</td>
<td>Tan</td>
<td>Employee Reports: Civilian Career Report, Awards Information, Certifications and Licenses, Emergency Contact, Joint Duty Assignment, Training</td>
<td>All reports are available from this detail page, or they are accessible directly from the associated detail page as a link</td>
</tr>
</tbody>
</table>
The MyBiz+

The functions available to the employee user are provided in the Key Services Area. There are now 7 current user functions available to the user; MyPerformance, Request Employment Verification, Civilian Career Report, Update Contact Information, Update Professional Development, SF50 Personal Actions, Update MySupervisor.
On the MyBiz+ Main Page employees can also view Leave Balances, Insurance Information and Current Pay Information.
You can also click on the Manage My Views button on the top right. With this you are able to customize your views so you can place your portlets where you want.
MyBiz +

- MyBiz+ allows you to update certain personal information that may change from time to time.
  - Phone Number
  - Email Address
  - Work Address
  - Handicap Codes
  - Foreign Language Proficiency
  - Education Information
  - Training
  - Certifications/Licenses

Keeping this information up-to-date and accurate is important. You have a secure, real-time, on-line way to maintain your information easily.
MyBiz+

- Selecting the Personal Tile from the MyBiz+ Home Page will allow you to view your information
- Secure, real-time, on-line access to your official personnel information
- Colored tiles provide further details on the following:
  - Appointment information
  - Position information (current/historical)
  - Salary information
  - Awards and Bonus information
  - Benefits
  - Performance
  - Personnel Actions
The MyBiz+

By Clicking on the Personal Tile, Employees can access the “Personal Home Page” where they can view Personal Information, update Contact Information, Ethnicity and Race data, Language Information, as well as view National Guard Information and various SF50 actions.
MyBiz+ Personal/Carousel Display
## MyBiz+ Personal Accordion Display

**Employee**
- Sergio L. Martinez

**Supervisor**
- Christine O. Barnett

**Organization**
- CTARNO ELEMENT - JF HQ

### Personal Information

- Personal Information
- Contact Information
- Appointment Information
- Retained Grade Details
- Disability
- Ethnicity and Race
- Language Information
- Veteran Information
- Service Computation Data Information
- National Guard Information
- SF50 Personnel Actions
- Enterprise Programs and Functional Communities

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Accessibility|Section 508 | Privacy and Security Policy | System Help Desk Contacts
The area identified as “Favorites” is created for all MyBiz+ accounts and contains approximately ten links to websites of importance to the employee. For example, we have provided links to the TSP Home page, MyPay, USA Jobs, and the Retirement Home page for CSRS or FERS. As we add new information, a new link will be added to this area providing navigation information to employees.
MyBiz+ for Managers and Supervisors

MyTeam
MyBiz+ for Managers and Supervisors

MyBiz+ for Managers and Supervisors is a web-based Self-Service HR module that allows managers and supervisors access to information about their employees.

By clicking the MyTeam tile, My Team allows you to:

- View your employees’ personnel information 24/7 from your workstation – must be from a .mil site
- Access to view personnel actions that have processed
- Establish performance plans via PAA
- Provide feedback and appraise employee performance via PAA
MyBiz+ for Managers and Supervisors

Once you log-on to the system, you will be at the MyBiz+ Home Page. As a manager or supervisor, you will have an additional tile which is called MyTeam. Select MyTeam.

MyTeam Home Page

- Performance Appraisal Application (PAA)
- My Employee Information
- Update My Information
- Suspense Actions
- Apply Action(s) to Multiple Employees (PAA)
- Manage PAA Trusted Agent Authorization
- View/Print Performance Management Reports
- View Previous Requests
The MyBiz+/MyTeam
My Team

- The previous screen depicts the My Team responsibility and the functions found within. Note the differences in the My Team functions as opposed to the MyBiz+ functions. This is the area the manager/supervisor is expected to come to in order to process any work-related issues applicable to his/her employees. Normally, the “Favorites” area will contain all the same links provided to the MyBiz+ user. However, in this case, the manager/supervisor chose to modify the area and remove some of the links.

- The Performance Appraisal Application (PAA) function is the door to the appraisal module the manager/supervisor will use to rate employees. The My Employee Information area is where the manager/supervisor will view employees’ records.
My Team

The manager/supervisor is identified and beneath his/her name are the Employees he/she supervises. If one of these employees is a supervisor, There would be a similar symbol beside their name. The manager/supervisor Identified below would be able to open those employee records as well.

<table>
<thead>
<tr>
<th>View</th>
<th>Name</th>
<th>Position Type</th>
<th>Hire Date</th>
<th>Appointment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>APPR</td>
<td></td>
<td>21-Aug-1990</td>
<td>Competitive - Career</td>
</tr>
<tr>
<td></td>
<td>APPR</td>
<td></td>
<td>01-Oct-2007</td>
<td>Excepted - Career</td>
</tr>
<tr>
<td></td>
<td>APPR</td>
<td></td>
<td>30-Dec-2013</td>
<td>Excepted - Career</td>
</tr>
<tr>
<td></td>
<td>APPR</td>
<td></td>
<td>21-Jul-2008</td>
<td>Excepted - Career</td>
</tr>
</tbody>
</table>
## My Team: Personal Expansion

### Employee Details

<table>
<thead>
<tr>
<th>Name</th>
<th>Position Type</th>
<th>Hire Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>APPR</td>
<td>21-Aug-1990</td>
</tr>
<tr>
<td>0</td>
<td>APPR</td>
<td>01-Oct-2007</td>
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<tr>
<td>0</td>
<td>APPR</td>
<td>30-Dec-2013</td>
</tr>
<tr>
<td>0</td>
<td>APPR</td>
<td>21-Jul-2008</td>
</tr>
</tbody>
</table>

**Menu Options:**
- Personal
- Position
- Salary
- Awards
- Bonuses
- Performance
- Personnel Actions
- Professional Development
- Leave Balances

[Export to Excel]
QUESTIONS???