

# 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

TO3346TO W00NAA 171D

PERSONAL DATA - PRIVACY ACT OF 1974

AS OF :

SUBJECT: Supervisor's Employee Brief

Reason For Request:

TO THE SUPERVISOR OF:

ORGANIZATION: 171D

Employee Number:

OFFICE SYMBOL: HRO

INSTRUCTIONS TO THE SUPERVISOR:

-Complete Part A (Employee Information) upon receipt of this document.  
-Make appropriate entries in Part B (Supervisor's Comments) during the year.  
-Additional entries in Part C (Employee Experience, Awards, Performance Appraisal and Training information) may be made during the year. You will receive an updated Part C when the employee has been promoted. An updated Part C may be generated upon request to the Human Resource Office for significant personnel changes such as: Change to Lower Grade, Reassignment, OK Within Grade Increases, Quality Step Increases and Position Changes.

## PART A EMPLOYEE INFORMATION

1. HOME ADDRESS:
2. HOME TELEPHONE:
3. SERVICE COMPUTATION DATE CIVILIAN LEAVE: 09 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 NAME: RP721

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

TO3346TO W00NAA 171D

PERSONAL DATA - PRIVACY ACT OF 1974

AS OF :

SUBJECT: Supervisor's Employee Brief

TO THE SUPERVISOR OF:

Employee Number:

PART C - Employee Experience, Awards, Performance and Promotion Factor Rating, Training Information and Education: (consistent with parts A and B in the employee work folder)

1. -----CURRENT POSITION INFORMATION-----

A. TITLE	B. POSN/SEQ	C. PP-SERS-GR/S/P/P	D. SUPERVISORY LEVEL	E. DATE ENTERED		
HR SPEC	T5030000/786135	GS-0201-11/01	Non-Supervisory	13 OCT 2019		
F. SALARY DATA						
BASIC SALARY	LOCALITY ADJ	ADJUSTED BASIC PAY	SUPV DIFF PAY	OTHER PAY	RETENTION ALLOWANCE	PREMIUM PAY/IND

G. EMERGENCY ESSENTIAL  
Poss not E-E, NCE, or Key

H. POSITION SENSITIVITY  
Nonsensitive (NS): National Security Risk

I. PERSONNEL SECURITY CLEARANCE: S

J. DATE COMPLETED: 29 MAR 2012

2. -----EDUCATION DATA-----

A. EDUCATION LEVEL	B. INSTRUCTIONAL PROGRAM	C. YEAR ATTAINED
Associate Degree	General Studies (240100)	1987

3. -----PERFORMANCE APPRAISAL DATA-----

A. PERFORMANCE APPRAISAL  
Values Perf, Acceptable, Fully Succ, Pass, Sat, Suc  
Not Rated

B. DATE EFF  
17 OCT 2019  
28 JUL 2015

4. -----AWARD DATA-----

A. AWARD TYPE	B. DATE APPROVED	C. AMOUNT
---------------	------------------	-----------

REPORT NAME: RP721

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

TO3346TO W00NAA 171D

PERSONAL DATA - PRIVACY ACT OF 1974

AS OF :

NAME:

Employee Number:

5. TRAINING HISTORY DATA-----

A. COURSE TITLE	B. COURSE TYPE	C. HOURS	D. GRAD DATE
BOARD SELECTION TRAINING	NGHR	3	03-SEP-19
UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RISH	ESURT	3	17-AUG-18
HUMAN RESOURCES SPECIALIST (INFORMATION SYSTEM) COU	51RCE	72	18-AUG-16
PROCESSING FEDERAL PERSONNEL ACTIONS	46FEA	43	29-JUL-16

REPORT NAME: RP021

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

TO3346TO W00NAA 171D

PERSONAL DATA - PRIVACY ACT OF 1974

AS OF :

6.-----DEMO PROJECT INFORMATION-----

A. DEMO PAY PLAN

B. DEMO BROAD BAND

C. CCS ASSIGNMENT SCORE  
RESPECTIVE DATE

CCS ACTUAL  
SCORE

CCS EXPECTED  
SCORE

CCS ACTUAL  
SALARY INCREASE

CCS SALARY  
CONTRIB POOL

CCS  
DELTA X

REPORT NAME: KP721

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# Example - Supervisory Certification for Step Increase

PERSONAL DATA - PRIVACY ACT OF 1974  
TO3346TOC50RFE6R 310000 AS OF: 19 JUL 2019  
RECD ID:TECH  
REPLY TO: Human Resource Office  
SUBJECT: Supervisory Certification For Step Increase  
TO:154 OSS FT /

ATTN: Supervisor of EMPLOYEE NUMBER:  
CURRENT RETAINED NEW NEW DATE WGI  
STEP SALARY DUE  
PAY PLAN: GS PAY PLAN: 04 \$35,989.00 19-OCT-2019  
GRADE: 06 GRADE:  
STEP: 03 STEP:

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 TPR 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 not 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: RRG04

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# 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+ provides improved user experience and HR information on-demand!

Click [here](#) for a brief MyBiz+ overview



## Notifications

Read / Unread	Title	Start Date
No Notifications At This Time		

\* You have no unread notifications.

Welcome, Sergio L. Martinez

The information is current as of 14-Jan-2016

Home

★ Provide Feedback



### Key Services

[Manage Key Services](#)

- MyPerformance
- Request Employment Verification
- Civilian Career Report
- Update Contact Information
- Update Professional Development
- SF50 Personnel Actions
- Update MySupervisor

### Leave

- Annual Leave Balance:
- Sick Leave Balance:
- Annual Leave Forfeit Balance (Use or Lose):

### Other Responsibilities/Applications

**Responsibilities:**  
 AGR MGR CTHRO00050  
 CIVDOD PAYROLL REGENERATION  
 CIVDOD Self Service Hierarchy Manager  
 PER CTHRO00048

### Insurance

Health Insurance: Blue Cross Blue Shield Service Benefit Plan (11)  
 Life Insurance: Basic only

### Last Personnel Action

Manage My Views

Type of Action: General Pay Adjustment  
 Effective Date: 10-Jan-2016

### Pay

Gross Pay:  
 Net Pay:  
 Pay Period End Date:

### Detail Pages



# MyBiz+ Features



# MyBiz+ Features

Detail Page Name	Tile Color	What's Inside	How information is Displayed in MyBiz+
Personal 	Purple	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.	Accordion Format or Carousel Format
Pay, Leave and Benefits 	Green	Includes Pay Information, Pay Detail, Leave, Retirement, Insurance and Awards sections.	Pay, Leave, Retirement, and Insurance sections are available as a View.
Professional Development 	Yellow	Displays Education, Training and Certifications/Licenses sections.	These sections are available as a View option
Position 	Blue	Includes Appointment, Position, Position Additional Information, Language Details, Position Tracking and SF50 Personnel Action History sections.	Last Personnel Action is available as a View.  All other sections are in the Accordion format
Performance 	Orange	Includes Active Appraisals (NG and DCIPS only) and Completed Appraisals sections	This page is available as a View with view only information
Reports 	Tan	Employee Reports: Civilian Career Report, Awards Information, Certifications and Licenses, Emergency Contact, Joint Duty Assignment, Training	All reports are available from this detail page, or they are accessible directly from the associated detail page as a link

# The MyBiz+

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Notifications

Read / Unread	Title	Start Date
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Home

★ Provide Feedback

Manage My Views

### Key Services

Manage Key Services

- MyPerformance
- Request Employment Verification
- Civilian Career Report
- Update Contact Information
- Update Professional Development
- SF50 Personnel Actions
- Update MySupervisor

### Other Responsibilities/Applications

Responsibilities:

- AGR MGR CTHRO00050
- CIVDOD PAYROLL REGENERATION
- CIVDOD Self Service Hierarchy Manager
- PER CTHRO00048

### Insurance

Health Insurance:	Blue Cross Blue Shield Service Benefit Plan (11)
Life Insurance:	Basic only

### Last Personnel Action

Type of Action:	General Pay Adjustment
Effective Date:	10-Jan-2016

### Pay

Gross Pay:	
Net Pay:	
Pay Period End Date:	

### Leave

Annual Leave Balance:	
Sick Leave Balance:	
Annual Leave Forfeit Balance (Use or Lose):	

### Detail Pages

- Personal
- Pay, Leave and Benefits
- Professional Development
- Position
- Performance
- Reports



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 Personnel Actions, Update MySupervisor

# The MyBiz+

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Read / Unread	Title	Start Date
No Notifications At This Time		

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Home

★ Provide Feedback

Manage My Views

### Key Services

Manage Key Services

- MyPerformance
- Request Employment Verification
- Civilian Career Report
- Update Contact Information
- Update Professional Development
- SF50 Personnel Actions
- Update MySupervisor

### Leave

Annual Leave Balance:

Sick Leave Balance:

Annual Leave Forfeit Balance (Use or Lose):

### Other Responsibilities/Applications

Responsibilities:

- AGR MGR CTHRO00050
- CIVDOD PAYROLL REGENERATION
- CIVDOD Self Service Hierarchy Manager
- PER CTHRO00048

### Insurance

Health Insurance: Blue Cross Blue Shield Service Benefit Plan (11)

Life Insurance: Basic only

### Last Personnel Action

Type of Action: General Pay Adjustment

Effective Date: 10-Jan-2016

### Pay

Gross Pay:

Net Pay:

Pay Period End Date:

Detail Pages

- Personal
- Pay, Leave and Benefits
- Professional Development
- Position
- Performance
- Reports

On the MyBiz+ Main Page employees can also view Leave Balances, Insurance Information and Current Pay Information

# MyBiz+ - Manage Views

Reset | Done

Key Services	
Request Employment Verification	
Update Contact Information	
Update Professional Development	

\$ Pay	
Gross Pay:	0.34
Net Pay:	0.20
Pay Period End Date:	01-Mar-2014

\$ Leave	
Annual Leave Balance:	66.00
Sick Leave Balance:	108.00
Annual Leave Forfeit Balance (Use or Lose):	154.00

\$ Insurance	
Health Insurance:	Blue Cross Blue Shield Service Benefit Plan (11)
Life Insurance:	Basic + Option A

Last Personnel Action	
Type of Action:	Individual Time Off Award
Effective Date:	23-Mar-2014

Professional Development	
Education:	No formal education or some elem school--did not complete - (1998)
Training:	CLG 005 (DAU) PURCHASE CARD ONLINE SYSTEM (PCOLS) (16-Dec-2009 - 16-Dec-2009)
Certification/Licenses:	No Certificates/Licenses Available

Gray lines

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+



MyBiz+ provides improved user experience and HR information on-demand!

Click [here](#) for a brief MyBiz+ overview

## Notifications

Read / Unread	Title	Start Date
No Notifications At This Time		

Welcome, Sergio L. Martinez

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Home

★ Provide Feedback



### Key Services

[Manage Key Services](#)

- MyPerformance
- Request Employment Verification
- Civilian Career Report
- Update Contact Information
- Update Professional Development
- SF50 Personnel Actions
- Update MySupervisor

### Leave

Annual Leave Balance:  
Sick Leave Balance:  
Annual Leave Forfeit Balance (Use or Lose):

### Other Responsibilities/Applications

Responsibilities:  
AGR MGR CTHRO00050  
CIVDOD PAYROLL REGENERATION  
CIVDOD Self Service Hierarchy Manager  
PER CTHRO00048

### Insurance

Health Insurance: Blue Cross Blue Shield Service Benefit Plan (11)  
Life Insurance: Basic only

### Last Personnel Action

Type of Action: General Pay Adjustment  
Effective Date: 10-Jan-2016

### Pay

Gross Pay:  
Net Pay:  
Pay Period End Date:

Detail Pages



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

The screenshot displays the MyBiz+ interface with a dark purple header. The header includes the MyBiz+ logo, navigation links for 'Other DCPDS Applications', 'Favorites', 'Help', and 'Logout', and user information: 'Employee', 'Supervisor', and 'Organization: VAARNG ELEMENT - JF HQ'. A breadcrumb trail shows 'Home / Personal'. Below the header, there are icons for 'Home', 'Person', 'Dollar sign', 'Graduation cap', 'Person with star', 'Thumbs up', and 'Document'. A secondary navigation bar contains 'Accordion View' and 'Manage Stations'. The main content area features four overlapping carousel cards with purple headers and refresh icons:

- Appointment Information**: Appointment Type: Excepted Career
- Contact Information Details**: Emergency Contact Email, Emergency Contact Home Phone: 804-715-4052, Emergency Contact, Emergency Contact
- Personal**: Social Security Number, Ethnicity/Race: Black or African American
- Service Computation Dates**:

SCD Leave	SCD Civilian
28-Jan-2004	13-Jun-2004
SCD RIF	SCD SES
28-Jan-2004	
SCD Special Retirement	

# MyBiz+ Personal Accordion Display



Employee

Sergio L. Martinez

Supervisor

Christine O. Bartlett

Organization

CTARNG ELEMENT - JF HQ

[Home](#) / [Personal](#)



Data Carousel View

Expand an additional section on page

▶ [Personal Information](#)

▶ [Contact Information](#)

▶ [Appointment Information](#)

▶ [Retained Grade Details](#)

▶ [Disability](#)

▶ [Ethnicity and Race](#)

▶ [Language Information](#)

▶ [Veteran Information](#)

▶ [Service Computation Date Information](#)

▶ [National Guard Information](#)

▶ [SF50 Personnel Actions](#)

▶ [Enterprise Programs and Functional Communities](#)

# Favorites

The screenshot displays the MyBiz+ user interface. At the top, a dark purple navigation bar contains the MyBiz+ logo on the left and several menu items on the right: "Other DCPDS Applications", "★ Favorites", "Customer Support", "Help", and "Logout". The "Favorites" menu is currently open, showing a list of links: "Manage Favorites", "DCPAS Homepage", "Federal Employees Dental and Vision Insurance Program", "Federal Long Term Care Insurance Program", "Flexible Spending Account", "MyPay", "OPM Health Benefits Homepage", "OPM Homepage", "OPM Life Insurance Homepage", "OPM Retirement Homepage", "SF182", "TSP Homepage", and "USA Jobs". Below the navigation bar, the user's name "Sergio L. Martinez" is visible. The main content area is divided into sections: "Key Services" with a "Manage Key Services" button, "Other Responsibilities/Applications" with a list of responsibilities including "AGR MGR CTHRO00050", "CIVDOD PAYROLL REGENERATION", and "CIVDOD Self Service Hierarchy Manager". On the right side, there is a "Manage My Views" button and a "General Pay Adjustment" section with a date of "10-Jan-2016".

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



# 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

Home



★ Provide Feedback

## Key Services

Manage Key Services

- MyPerformance
- Manager Functions
  - Performance Management and Appraisal
  - Apply Action(s) to Multiple Employees
  - Manage Trusted Agent Authorization
  - View/Print Performance Management Reports
  - View Previous Requests
- CIV FII Request Status
- Request Employment Verification
- Civilian Career Report
- Update Contact Information
- Update Professional Development
- SF50 Personnel Actions
- Update MySupervisor
- Update MyTeam
- Hiring Manager's Toolkit
- Civilian Expeditionary Workforce (CEW)
- Update Trusted Agent

## \$ Leave

Annual Leave Balance:  
Sick Leave Balance:  
Annual Leave Forfeit Balance (Use or Lose):

## Other Responsibilities/Applications

Responsibilities:  
HR-TRNG PER CTHRO0031  
NG CT Performance Appraisal Administrator  
PER CTHRO0031  
VSB RPT CTHRO0031

## Last Personnel Action

Type of Action: General Pay Adjustment  
Effective Date: 10-Jan-2016

## \$ Insurance

Health Insurance: Blue Cross Blue Shield Service Benefit Plan (11)  
Life Insurance: Basic only

## \$ Pay

Gross Pay:  
Net Pay:  
Pay Period End Date:

## Detail Pages



Accessibility/Section 508 | Privacy and Security Policy | System Help Desk Contacts

# My Team

Update My Supervisor / Update MyTeam

Diagram

Navigation

Back to Start Hide/Show



## Employee Details

Suspenses/Pending Actions

Personal Export to Excel

View	Name	Position Type	Hire Date	Appointment Type	Type of Employment	Email Address
		APPR	21-Aug-1990	Competitive - Career	Full Time Employee In Pay Status	
		APPR	01-Oct-2007	Excepted - Career	Full Time Employee In Pay Status	
		APPR	30-Dec-2013	Excepted - Career	Full Time Employee In Pay Status	
		APPR	21-Jul-2008	Excepted - Career	Full Time Employee In Pay Status	

# 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.

## Employee Details

View	Name	Position Type	Hire Date	Appointment Type
		APPR	21-Aug-1990	Competitive - Career
		APPR	01-Oct-2007	Excepted - Career
		APPR	30-Dec-2013	Excepted - Career
		APPR	21-Jul-2008	Excepted - Career

# My Team: Personal Expansion

## Employee Details

Personal  Export to Excel 

Name	Position Type	Hire Date
	APPR	21-Aug-1990
o	APPR	01-Oct-2007
	APPR	30-Dec-2013
	APPR	21-Jul-2008

[Accessibil](#)

- Personal
- Position
- Salary
- Awards
- Bonuses
- Performance
- Personnel Actions
- Professional Development
- Leave Balances

# My Team: Performance Appraisal

Home

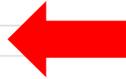


★ Provide Feedback

## Key Services

Manage Key Services

- MyPerformance
- Manager Functions
  - Performance Management and Appraisal
  - Apply Action(s) to Multiple Employees
  - Manage Trusted Agent Authorization
  - View/Print Performance Management Reports
  - View Previous Requests
- CIV FII Request Status
- Request Employment Verification
- Civilian Career Report
- Update Contact Information
- Update Professional Development
- SF50 Personnel Actions
- Update MySupervisor
- Update MyTeam
- Hiring Manager's Toolkit
- Civilian Expeditionary Workforce (CEW)
- Update Trusted Agent



## \$ Leave

Annual Leave Balance:  
Sick Leave Balance:  
Annual Leave Forfeit Balance (Use or Lose):

## Other Responsibilities/Applications

Responsibilities:  
HR-TRNG PER CTHRO0031  
NG CT Performance Appraisal Administrator  
PER CTHRO0031  
VSB RPT CTHRO0031

## Last Personnel Action

Type of Action: General Pay Adjustment  
Effective Date: 10-Jan-2016

## \$ Insurance

Health Insurance: Blue Cross Blue Shield Service Benefit Plan (11)  
Life Insurance: Basic only

## \$ Pay

Gross Pay:  
Net Pay:  
Pay Period End Date:

## Detail Pages



# My Team: Reports/Forms

★ Provide Feedback

### Key Services

[Manage Key Services](#) 📌

- MyPerformance
- Manager Functions
  - Performance Management and Appraisal
  - Apply Action(s) to Multiple Employees
  - Manage Trusted Agent Authorization
  - View/Print Performance Management Reports
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- Update MySupervisor
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- Hiring Manager's Toolkit
- Civilian Expeditionary Workforce (CEW)
- Update Trusted Agent

### \$ Leave

Annual Leave Balance:

Sick Leave Balance:

Annual Leave Forfeit Balance (Use or Lose):

### Other Responsibilities/Applications

Responsibilities:  
HR-TRNG PER CTHRO0031  
NG CT Performance Appraisal Administrator  
PER CTHRO0031  
VSB RPT CTHRO0031

### Last Personnel Action

Type of Action: General Pay Adjustment  
Effective Date: 10-Jan-2016

### \$ Insurance

Health Insurance: Blue Cross Blue Shield Service Benefit Plan (11)  
Life Insurance: Basic only

### \$ Pay

Gross Pay:  
Net Pay:  
Pay Period End Date:

### Detail Pages

- Personal
- Pay, Leave and Benefits
- Professional Development
- Position
- Performance
- Reports**
- MyTeam



# QUESTIONS????

