

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, OM within Grade, Increases, Quality Step Increases and Position Changes.

PART A EMPLOYEE INFORMATION

EMERGENCY 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

5. NAME: _____
6. RELATIONSHIP: _____
7. HOME ADDRESS: _____

8. HOME TELEPHONE: _____
9. WORK TELEPHONE: _____

REPORT NAME: RP721

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TD3346TO W00NAA 171D

PERSONAL DATA - PRIVACY ACT OF 1974

AS OF :

NAME :
Employee Number :

PART B- SUPERVISOR'S COMMENTS: Record comments and events occurring during the year, e.g., Letter of Appreciation, counseling for session 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: SP721

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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/ST/P	D. SUPERVISORY LEVEL	E. DATE ENTERED
HR SPEC	T5030000/786135	GS-0201-11/01	Non-Supervisory	13 OCT 2019
F. SALARY DATA				
BASIC	LOCALITY	ADJUSTED	SUPV	OTHER
SALARY	ADJ	BASIC PAY	DIFF PAY	PAY
				RETENTION
				ALLOWANCE
				PREMIUM
				PAY/IND

G. EMERGENCY ESSENTIAL
Posn 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	B. DATE EFF
Valued Perf, Acceptable, Fully Succ, Pass, Sat, Suc	17 OCT 2019
Not Rated	28 JUL 2015

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

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

REPORT NAME: RPT21

3

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	SLRCE	72	18-AUG-16
PROCESSING FEDERAL PERSONNEL ACTIONS	48FEA	40	29-JUL-16

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 :

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: RP721

5

Example - Supervisory Certification for Step Increase

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

AS OF: 19 JUL 2019

ATTN: Supervisor of

CURRENT	RETAINED	NEW STEP	NEW SALARY	DATE WGI 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: RNG04

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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+



Other DCPDS Applications - ★ Favorites - Customer Support - Help - Logout



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

The information is current as of 14-Jan-2016

★ You have no unread notifications.

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:

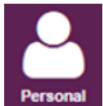
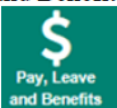




Detail Pages



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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The information is current as of 14-Jan-2016

Notifications

Read / Unread	Title	Start Date
No Notifications At This Time		

* You have no unread notifications.

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


- 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 Personal Actions, Update MySupervisor

The MyBiz+



Other DCPDS Applications - ★ Favorites - Customer Support - Help - Logout



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

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

Welcome, Sergio L. Martinez

The information is current as of 14-Jan-2016

Notifications

Read / Unread	Title	Start Date
No Notifications At This Time		

★ You have no unread notifications.

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

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+

Other DCPDS Applications - ★ Favorites - Customer Support - Help - Logout



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

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

▶ II

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

Manage My Views

Key Services

Manage Key Services

MyPerformance

Request Employment Verification

Civilian Career Report

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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

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+

Other DCPDS Applications ▾★ Favorites ▾🔗 Help ▾Logout

Employee

Supervisor

Organization
VAARNG ELEMENT - JF HQ

Home / Personal

🏠 👤 💰 🎓 🚶 👍 📄

🔑 Accordion View

Manage Stations

Appointment Information

Appointment Type:Exempted - 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	

Language Identifi
Proficiency Level
Reading Proficien
Speaking Proficie
Listening Proficie
Writing Proficienc

MyBiz+ Personal Accordion Display

MyBiz+

Other DCPDS Applications

★ Favorites

Customer Support

Help

Logout

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

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

Favorites

The screenshot displays the MyBiz+ web application interface. At the top, a dark purple navigation bar contains the MyBiz+ logo on the left and several links on the right: "Other DCPDS Applications", "★ Favorites", "Customer Support", "Help", and "Logout". The "★ Favorites" link is highlighted, and a dropdown menu is open, listing various services: "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 profile is visible, showing a name "Sergio L. Martinez" and a "Provide Feedback" link. The main content area is divided into sections: "Key Services" with a "Manage Key Services" link, "Other Responsibilities/Applications" with a list of responsibilities including "AGR MGR CTHRO00050", "CIVDOD PAYROLL REGENERATION", and "CIVDOD Self Service Hierarchy Manager", and a "Manage My Views" link. A "General Pay Adjustment" section is also visible on the right side of the page.

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 FRI 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:

Slack Leave Balance:

Annual Leave Forfeited Balance (Use or Lose):

Other Responsibilities/Applications

Responsibilities:
HR-TRNG PER CTHRO00031
NG CT Performance Appraisal Administrator
PER CTHRO00031
VSB RPT CTHRO00031

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

[Accessibility/Section 508](#) | [Privacy and Security Policy](#) | [System Help Desk Contacts](#)

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My Team

Update My Supervisor / Update MyTeam 

Diagram 

Navigation 

Back to Start Hide/Show



Employee Details

Suspenses/Pending Actions

Personal  

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

Personal ▼ Export to Excel TF				
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

Personal

Position

Salary

Awards


Bonuses


Performance

Personnel Actions

Professional Development

Leave Balances

 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

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 FRI 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 Forfeited Balance (Use or Lose):

Other Responsibilities/Applications

Responsibilities:
HR-TRNG PER CTHRO00031
NG CT Performance Appraisal Administrator
PER CTHRO00031
VSB RPT CTHRO00031

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

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My Team: Reports/Forms

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Key Services

Manage Key Services

MyPerformance

Manager Functions

Performance Management and Appraisal

Apply Action(s) to Multiple Employees

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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

VSS 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

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MyTeam

QUESTIONS????

