

Unlimited Alternate Pay Pool Administrators and the New Sub Pay Pool and Alternate Sub Pay Pool Administrator Roles

Sep 09

Users now have the ability to appoint an unlimited number of ‘Alternate Pay Pool Administrators and Alternate Sub Pay Pool Administrators’. Prior to this release the Sub Pay Pool Administrator and Alternate Sub Pay Pool Administrator role did not exist and the assignment of an Alternate Pay Pool Administrator was limited to one Alternate. This release allows for unlimited assignments of Alternate Pay Pool Administrators and Alternate Sub Pay Pool Administrators.

This announcement provides screen shots of the new functionality. The Pay Pool ID User Guide v1.4 walks you through the entire process of assigning roles.

Step 1 - Select the appropriate responsibility, (e.g., Civ Pay Pool Manager) that allows you to assign pay pool roles using the ‘Manage Pay Pool IDs’ functionality.

Department of Defense

ICE MyBiz ICE PAA V3 Diagnostics Logout Preferences Oracle Help

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- CIVDOD NSPS Extract Administrator
- CIVDOD Pay Pool ID Monitor
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- CIVDOD RIF REPORTS
- CIVDOD Self Service Hierarchy Manager
- CIVDOD STAFFER
- CIVDOD SUPERVISOR
- CIVDOD SYSADM HR MANAGER
- CIVDOD SYSADMIN REGION GUI
- CIVDOD VSB REPORTS
- HR Professional V4.0. Standard
- Mod-to-Mod Administrator
- Mod-to-Mod Personnelist
- My Workplace
- US Benefits Manager

CIV Pay Pool Manager

- Manage Pay Pool Members
- Manage Pay Pool IDs**
- Manage Employee Pay Pool ID
- Request CWB Extract File

View/Print Reports

- View/Print Performance Management Reports
- View Previous Requests

NSPS - Unique

- View/Print Employee Appraisal Info
- Appraisal Administration V3
- Load Payout Files
- Apply Action(s) to Multiple Employees (PAA V3)
- PAA Corrections - Final Appraisal

Favorites Edit Favorites

After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. cache, etc) and some web sites know where to look to find it. For more information [Click here](#)

New Update Your Completed Training Via Self Service

Common Access Card (CAC) Login Information

CPMS does not maintain Federal Long Term Care Insurance and Flexible Spending Account Programs.

- TSP Homepage
- OPM Homepage
- MyPay
- USA Jobs
- OPM Health Benefits Homepage
- OPM Life Insurance Homepage
- OPM Retirement Homepage
- CPMS Homepage
- Federal Long Term Care Insurance Program
- Flexible Spending Account

Step 2 - Select the 'Manage PP Roles' tab. Below you see the assignment of multiple Alternate Pay Pool Administrators.

Assign Individuals to Pay Pool Roles

Pay Pool ID: Assign Roles

Personnel System Indicator: National Security Personnel System (NSPS)

Pay Pool Administrator	POA	Location	Title	Occ Code	Pay Sch/Band	Start Date	End Date
Hernandez, Stefany	MILITARY SEALIFT COMMAND ATLAN	Virginia Beach, Virginia Beach, VA	9845 ASS			01-JAN-2007	

Alternate Pay Pool Administrators						Start Date	End Date
Smith, Odell CPMS I	TACOM ROCK ISLAND	~Rock Island, Rock Island, IL	~PROCUREMENT AND PR			01-JAN-2007	
Tyacke, Darline Z	HQ US MARINE CORPS	~Arlington, Arlington, VA	~SUPV MANAGEMENT SERVI			01-JAN-2007	
Mera, Emmitt P	CENTRAL NEWS SERVICE	~Washington, District Of Columbia, DC	~INT RADIO B			01-JAN-2007	

Prime Review Authority

Prime Review Members

Pay Pool Manager

Alternate Pay Pool Manager

Pay Pool Panel Members

Step 3 - Select the employee you want to appoint as the Alternate Pay Pool Administrator from the List of Values or type in the name. The name has to match the employee name in DCPDS. Provide a Start Date. Once the role assignment is complete the responsibility will systematically be assigned to the employee. To assign additional alternates repeat Step 3.



In order to add a fourth name you must use the add row button. Once the button is clicked a new row will open for input.

Note: For each role only 3 names will display at a time. If more than three individuals have been assigned and you want to see additional individual's assigned use the scroll bar to the right of the dates. You will only have a scroll bar if you have more than three individuals assigned.

Assign Individuals to Pay Pool Roles

Pay Pool ID: Assign Roles

Personnel System Indicator: National Security Personnel System (NSPS)

Pay Pool Administrator	POA	Location	Title	Occ Code	Pay Sch/Band	Start Date	End Date
Hernandez, Stefany	MILITARY SEALIFT COMMAND ATLAN	Virginia Beach, Virginia Beach, VA-9845	ASS			01-JAN-2007	

Alternate Pay Pool Administrators	Start Date	End Date
Tyacke, Darline Z	01-JAN-2007	
Mera, Emmitt P	01-JAN-2007	
...		

Prime Review Authority

Start Date	End Date

Prime Review Members

Start Date	End Date

Pay Pool Manager

Start Date	End Date

Alternate Pay Pool Manager

Start Date	End Date

Pay Pool Panel Members

Start Date	End Date

To assign a Sub Pay Pool Administrator or Alternate Sub Pay Pool Administrator select a **Sub Pay Pool ID** not a Primary Pay Pool ID and follow Steps 1-3 above. The Sub Pay Pool assignments are located below the Pay Pool assignments in the Sub Pay Pool region shown below.

Manage Compensation Pay Pool

Create PP ID Find PP ID Manage PP Roles View PP Roles View PP Rating Official/Member

Assign Individuals to Pay Pool Roles

Pay Pool ID **AFSERVICES-BOLLING** Assign Roles

Personnel System Indicator **01** National Security Personnel System (NSPS)

Pay Pool Administrator							
	POA	Location	Title	Occ Code	Pay Sch/Band	Start Date	End Date
Blair, Teresa A	AERO SYSTEMS	-Wright-Patterson Afb, Greene, OH-	MANAGEMENT	ANAL		17-AUG-2006	

Alternate Pay Pool Administrators							
	POA	Location	Title	Occ Code	Pay Sch/Band	Start Date	End Date
Shannon, Lisa Kay	AERO SYSTEMS	-Wright-Patterson Afb, Greene, OH-	SUPERVISORY	MANA		15-AUG-2006	

Sub Pay Pool Administrator

	POA	Location	Title	Occ Code	Pay Sch/Band	Start Date	End Date

Alternate Sub Pay Pool Administrators

	POA	Location	Title	Occ Code	Pay Sch/Band	Start Date	End Date

Sub Pay Pool Manager

	POA	Location	Title	Occ Code	Pay Sch/Band	Start Date	End Date
Bonaccioroberts, Rosz	AERO SYSTEMS	-Wright-Patterson Afb, Greene, OH-	SUPV	MANAGEMENT		15-AUG-2006	

Sub Pay Pool Panel Members

	POA	Location	Title	Occ Code	Pay Sch/Band	Start Date	End Date