

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

Introduction

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

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Accessing ‘MyWorkplace’

After logging into the Defense Civilian Personnel Data System (DCPDS) Portal, select ‘MyWorkplace,’  [My Employee Information](#)’ function to view your employees information.

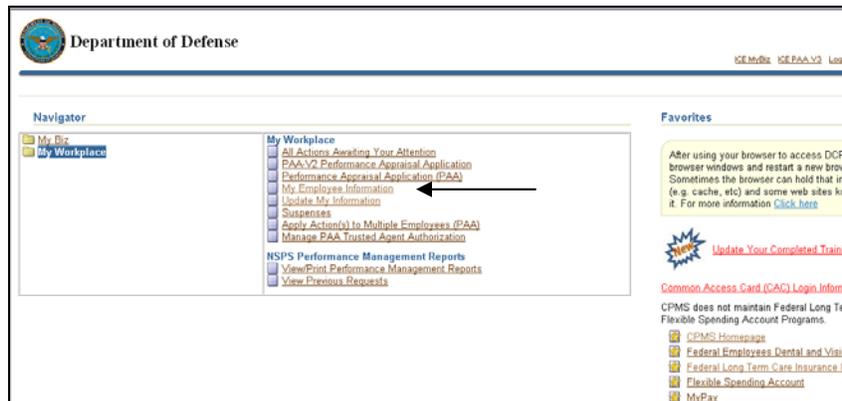


Figure 1

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



The screenshot shows the 'My Employee Information' page. A callout box on the left points to the 'TOP LEVEL MANAGER/SUPERVISOR' row in the table. The table has columns for Focus Name, Position, Organization, Grade/Pay Band, Job, Assignment Status, and Assignment Start Date. Below the table are tabs for Appointment, Position, Personal, Salary, Awards and Bonuses, Performance, Personnel Actions, and Suspenses.

Focus Name	Position	Organization	Grade/Pay Band	Job	Assignment Status	Assignment Start Date
TOP LEVEL MANAGER/SUPERVISOR	254756.SUPV MANAGEMENT SERVICES SPEC.712277.ARCB.APPR	USA CRIME RECORDS CENTER ARCBW3Y1AA.01	YA-02	Administrative Officer (0341)	Active Appointment	24-Jun-2
EMPLOYEE	97075.OFFICE AUTOMATION TECH.709643.ARCB.APPR	USA CRIME RECORDS CENTER ARCBW3Y1AA.01	YB-01	Office Automation Clerical And Assistance (0326)	Active Appointment	25-May-2
EMPLOYEE	207519.SUPV CRIMINAL INVESTIGATOR.712459.ARCB.APPR	USA CRIME RECORDS CENTER ARCBW3Y1AA.01	YK-03	Criminal Investigating (1811)	Active Appointment	12-Nov-2
EMPLOYEE	8C723.IT SPECIALIST (SYSANALYSIS).709047.ARCB.APPR	USA CRIM INVEST CMD ARCBW3KPA.01	YA-02	Information Technology Student Trainee (2299)	Active Appointment	12-Nov-2
EMPLOYEE	207529.SUPV CRIMINAL INVESTIGATOR.711782.ARCB.APPR	USA CRIME RECORDS CENTER ARCBW3Y1AA.01	YK-03	Criminal Investigating (1811)	Active Appointment	12-Nov-2
EMPLOYEE	03197.SUPPLY TECH.709146.ARCB.APPR	USA CRIME RECORDS CENTER ARCBW3Y1AA.01	YB-01	Supply Clerical And Technician (2005)	Active Appointment	12-Nov-2

Figure 2

Accessing ‘My Employees’ Information’ – General Information

The GENERAL INFO header not only displays the employees' current position but in addition, allows you to view/print employees 'Emergency Contact Information' information. This information is viewable from any tab selected. To view your employees 'Emergency Contact' information, select the [View Emergency Contact Information](#) link.



Figure 3

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

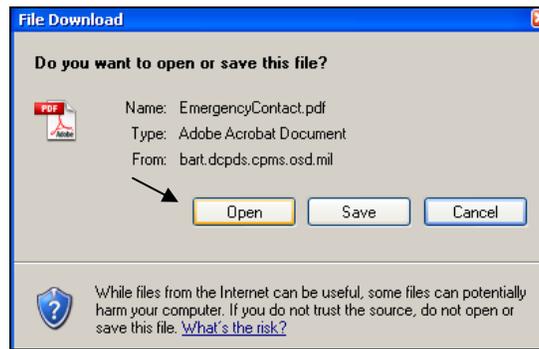


Figure 4

After selecting the 'Open' button, the 'Emergency Contact: Receipt' file displays with your employees 'Emergency Contact' information.

[Emergency Contact: Receipt](#)
[Contact Information](#)

"For Official Use Only - Privacy Act Sensitive Information "	
Employee Name	EMPOYEE LAST NAME, FIRST NAME
Employee Home Phone	
Employee Work Phone	
Employee Home Address	1625 Quance Ln Woodbridge VA 22193-4580 US
Employee Email Address	
<p>"Notice: FOR OFFICIAL USE ONLY - this transmission contains material covered by the Privacy Act of 1974 and should be viewed only by personnel having an official "need to know". If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the content of this information is prohibited. If you have received this communication in error, please notify me immediately by email and delete the original message."</p>	

Figure 5

Show/Hide Information

Show

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



Details	Effective Date	Grade	Step or Rate
▶ Show	05-Mar-2005	GS-09	06
▶ Show	22-Sep-2004	GS-11	06

Figure 6

Hide

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

Details	Effective Date	Grade	Step or Rate
▼ Hide	05-Mar-2005	GS-09	06
Work Schedule F - Full-Time Pay Rate Determinant 0 - Regular Rate WGI Pay Date 16-Mar-2008 Key Emergency Essential Empl Not Assigned to Key Emergency Employee Position Annuitant Indicator Not Applicable			

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 personnel information.

Figure 10

Salary Tab contains your employee’s pay related information.

Details	Effective Date	Basic Pay	Locality Pay	Adjusted Basic Pay	Other Pay	Total Pay	Locality Percentage
Hide	06-Jan-2006	89,167.00	18,651.00	107,818.00	0.00	107,818.00	20.69

Show	Effective Date	Availability Pay	Retention Allowance	Supervisory Differential	Supervisory Differential Percentage
▶ Show	07-Jan-2007	85,217.00	15,860.00	101,177.00	15.59
▶ Show	12-Nov-2006	83,891.00	14,881.00	98,772.00	17.5
▶ Show	05-Mar-2006	83,384.00	14,592.00	97,976.00	12.52
▶ Show	08-Jan-2006	81,190.00	14,208.00	95,398.00	12.52
▶ Show	01-May-2005	79,521.00	12,797.00	92,328.00	11.72
▶ Show	09-Jan-2005	83,497.00	8,731.00	92,228.00	11.72
▶ Show	09-Aug-2004	81,463.00	7,472.00	88,935.00	10.9
▶ Show	11-Jan-2004	79,261.00	7,270.00	86,531.00	10.9

Figure 11

Awards and Bonuses Tab displays your employee’s award and bonus information.

My Employee Information >
Employee Last Name, First Name

GENERAL INFO: The information is current as of today's date.

Organization USA CRIM INVEST CMD ARCHW3KPAA 01 Job Information Technology Student Trainee (2299)
Position 8C723.IT SPECIALIST (SYSANALYSIS).709047.ARCH.APPR Grade/Pay Band YA.02
Total Pay 107,818.00 USD Step or Rate 00
Email Address Office Symbol

Appointment Position Personal Salary **Awards and Bonuses** Performance Personnel Actions

Award Details

Effective Date	Award Type	Amount or Hours	Award Percentage	Award Agency
06-Jan-2008	NSPS Performance Increase	2500		Department of the Army
06-Jan-2008	NSPS Performance Bonus	1436		Department of the Army
20-Aug-2006	Performance Award	2500		Department of the Army
18-Sep-2005	Time Off Award	4		Department of the Army
21-Aug-2005	Performance Award	1090		Department of the Army

Bonus Details

Assignment Number	Bonus Type	Bonus Amount	Expiration Date
No results found.			

Appointment Position Personal Salary **Awards and Bonuses** Performance Personnel Actions

Figure 12

Performance Tab displays your employee's performance appraisal information.

My Employee Information >
Employee Last Name, First Name

GENERAL INFO: The information is current as of today's date.

Organization USA CRIM INVEST CMD ARCBW3KPAA 01 Job Information Technology Student Trainee (2299)
Position 8C723.IT SPECIALIST (SYSANALYSIS).709047.ARCH.APPR Grade/Pay Band YA.02
Total Pay 107,818.00 USD Step or Rate 00
Email Address Office Symbol

Appointment Position Personal Salary Awards and Bonuses **Performance** Personnel Actions

Details Appraisal Type Rating of Record

Show B - Annual Appraisal - NSPS	3 - Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Equiv
Show A - Annual Appraisal	5 - Role Model, Exceptional, Outstanding, Superior, Successful Level 1 or Equiv
Show Performance Appraisal	5 - Role Model, Exceptional, Outstanding, Superior, Successful Level 1 or Equiv
Show A - Annual Appraisal	5 - Role Model, Exceptional, Outstanding, Superior, Successful Level 1 or Equiv
Show A - Annual Appraisal	5 - Role Model, Exceptional, Outstanding, Superior, Successful Level 1 or Equiv
Show A - Annual Appraisal	5 - Role Model, Exceptional, Outstanding, Superior, Successful Level 1 or Equiv
Show A - Annual Appraisal	5 - Role Model, Exceptional, Outstanding, Superior, Successful Level 1 or Equiv
Show A - Annual Appraisal	5 - Role Model, Exceptional, Outstanding, Superior, Successful Level 1 or Equiv
Show A - Annual Appraisal	5 - Role Model, Exceptional, Outstanding, Superior, Successful Level 1 or Equiv
Show A - Annual Appraisal	5 - Role Model, Exceptional, Outstanding, Superior, Successful Level 1 or Equiv

Figure 13

Personnel Actions Tab displays your employee's personnel action information.

My Employee Information >
Employee Last Name, First Name

GENERAL INFO: The information is current as of today's date.

Organization USA CRIM INVEST CMD ARCBW3KPAA 01 Job Information Technology Student Trainee (2299)
Position 8C723.IT SPECIALIST (SYSANALYSIS).709047.ARCH.APPR Grade/Pay Band YA.02
Total Pay 107,818.00 USD Step or Rate 00
Email Address Office Symbol

Appointment Position Personal Salary Awards and Bonuses Performance **Personnel Actions**

Select Effective Date	First NOA	First NOA Description	Second NOA	Second NOA Description	Approval
No results found.					

Figure 14