

**Department of Defense
National Security Personnel System**



**Mock NSPS Compensation Workbench Extract
Quick Reference Guide**



Quick Reference Guide

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Purpose

The Defense Civilian Personnel Data System (DCPDS) is the data system containing human resource data for civilian personnel in the Department of Defense. This Quick Reference Guide introduces you to the basic navigation steps and screens necessary to obtain a DCPDS extract file to be used with the Compensation Workbench (CWB) spreadsheet. The extract file will contain a list of the employees in the designated pay pool, their personnel data (e.g., name, pay schedule, pay band, salary, etc.) as well as appraisal information from the PAA. This process will be used for 2007 mock payouts.

Who should use this guide?

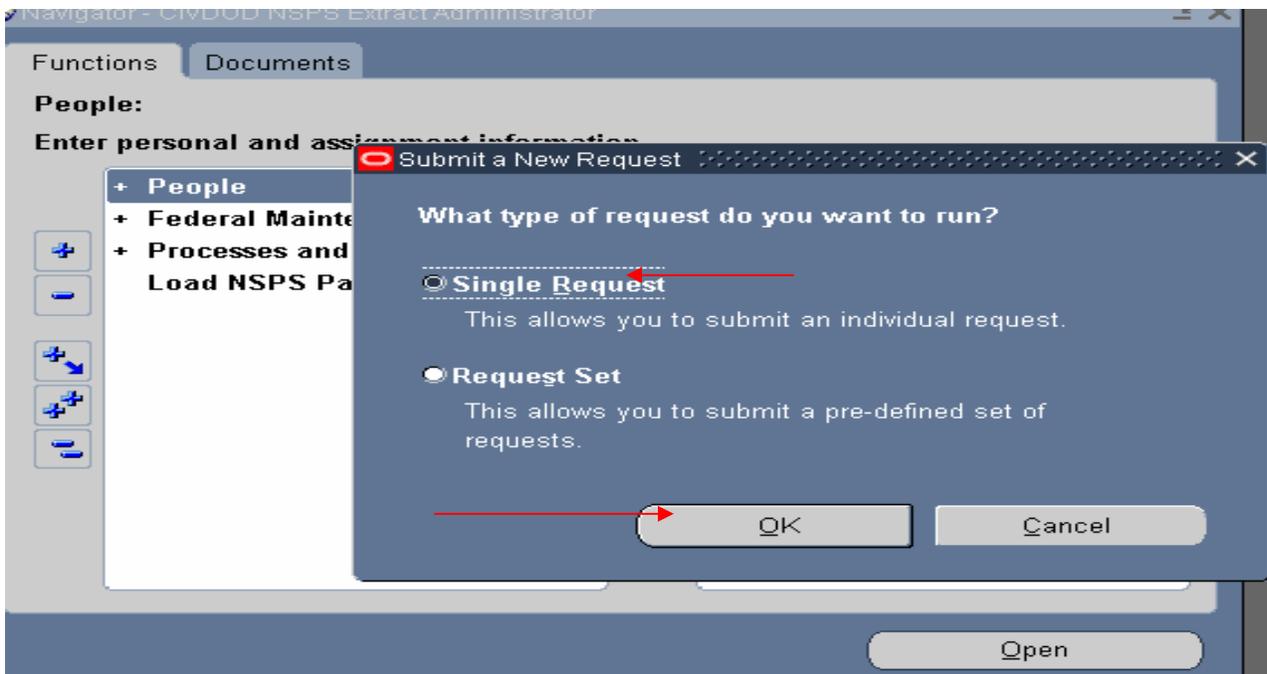
This guide is for Human Resource Specialists' use only.

EXTRACT PROCESS

Step 1: Log into DCPDS. Select the ‘CIVDOD NSPS Extract Administrator’ responsibility. Navigate to ‘Processes and Reports/Submit Processes and Reports’.

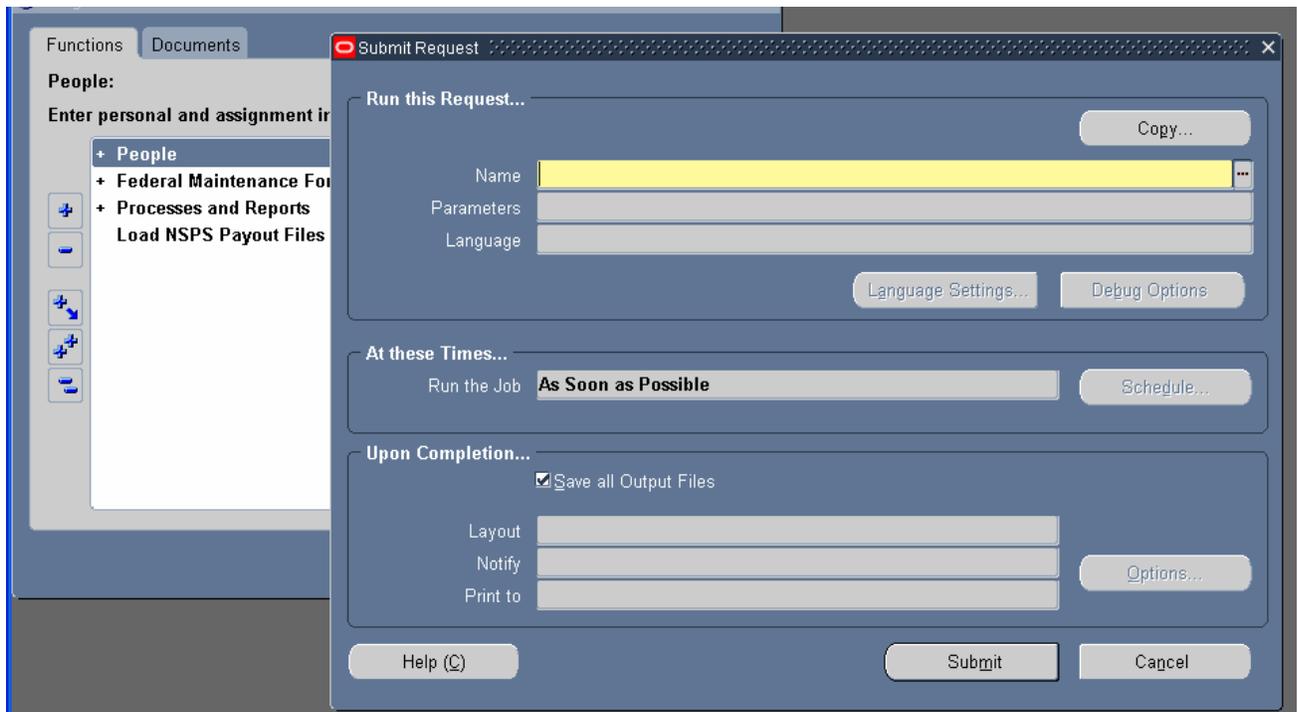


Step 2: Select ‘Single Request’ and click OK.

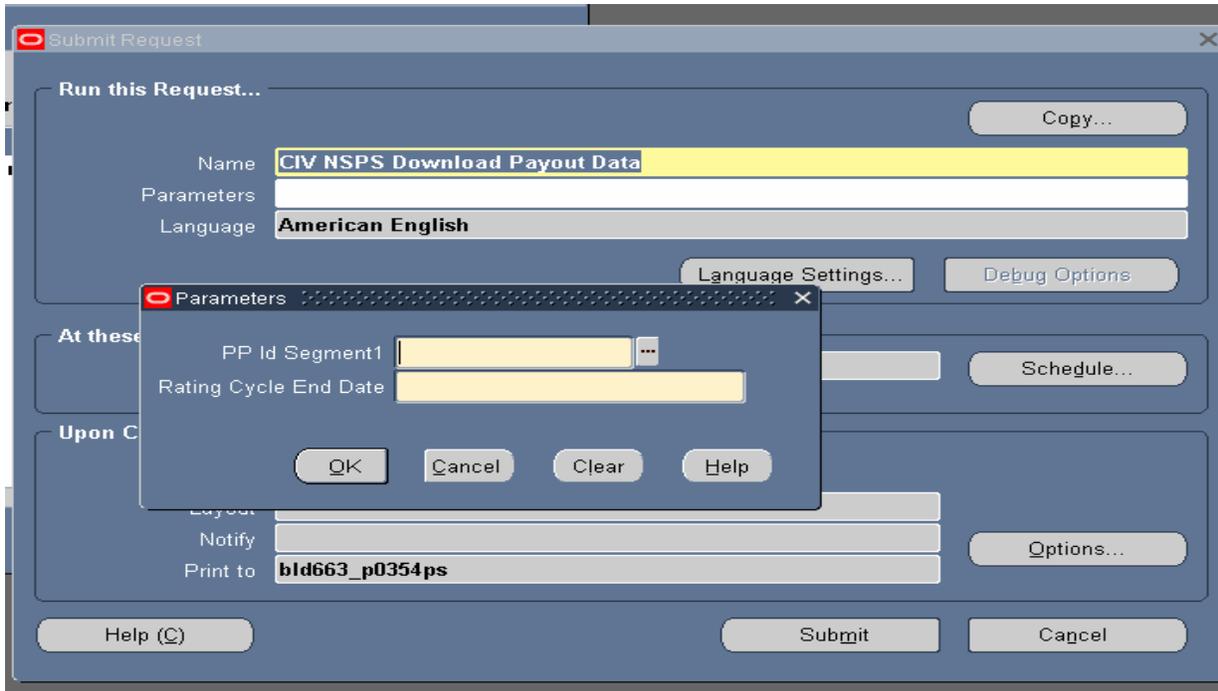


Step 3: The name of the extract report is ‘CIV NSPS Download Payout Data.’ The report name is auto-populated as soon as the user clicks on the List of Values or partially types the report name, e.g., “CIV” and presses the ‘Enter’ key.

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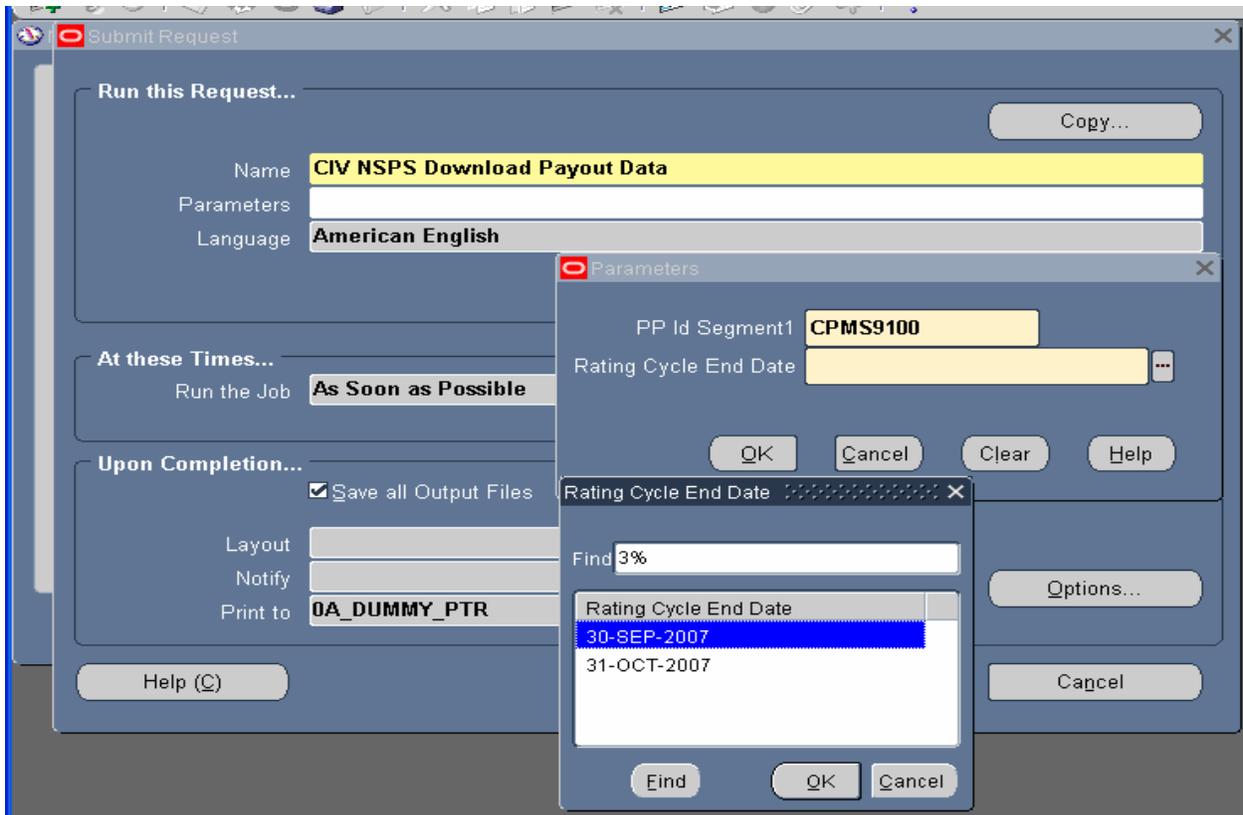
Step 4: Once the report name field is completed, the Parameters pop-up appears.



Step 5: Type the Pay Pool Id or select it from the LOV. 'PP Id Segment 1' is the primary Pay Pool ID. The extract will consist of all employees' records that match the primary Pay Pool ID value to include those identified on a sub-pay pool ID.

Type the 'Rating Cycle End Date' or select it from the LOV. The only valid values for this parameter are 30-Sep-2007 or 31-Oct-2007. The Rating Cycle End Date reflects the 'as-of' date which determines which employee records to include in the extract (e.g., which employees were in the pay pool as of that date) as well as which employee personnel data to pull (e.g., pay pool ID, pay schedule, pay band, occupational code, basic salary, retained pay flag). Click OK. Click Submit.

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Step 6: Once you've clicked on the Submit button, the following screen will appear. Make a note of the 'Request ID' (e.g., 998590 in this case) and the Name (e.g., CIV NSPS Download Pay...); you will need this information for later use in the extract process (**See Step 12**). Notice that the Phase indicates the process is 'Pending' and the 'View Output' button is disabled.

Note: While the extract process is running, you may opt to close this screen and return to it at a later time by returning to the Navigator screen, Submit Processes and Reports,/View Requests and follow Steps 6-14.

The screenshot shows a window titled 'Requests' with a table of request data. The table has columns for Request ID, Name, Parent, Phase, Status, and Parameters. The first row is selected, and its 'Request ID' and 'Phase' are highlighted with red boxes. The 'View Output' button at the bottom right is disabled and has a red arrow pointing to it.

Request ID	Name	Parent	Phase	Status	Parameters
998590	CIV NSPS Download Pay		Pending	Normal	CPMS9100, 30-SEP-2007
997900	CIV NSPS Download Pay		Completed	Normal	DVM28MAR, 30-SEP-2007
997883	CIV NSPS Download Pay		Completed	Normal	DVM28MAR, 31-OCT-2007
997881	CIV NSPS Download Pay		Completed	Normal	DVM28MAR, 30-SEP-2007
997853	CIV NSPS Download Pay		Completed	Normal	CLIFF, 31-OCT-2007
997852	CIV NSPS Download Pay		Completed	Normal	CLIFF, 30-SEP-2007
997816	CIV NSPS Download Pay		Completed	Normal	CPMS9100, 30-SEP-2007

Step 7: Once the process completes the Phase will change to 'Completed' and the View Output button will be enabled. Click on 'View Output.'

The screenshot shows the same 'Requests' window as in Step 6, but the 'Phase' for the first row has changed to 'Completed'. The 'View Output' button at the bottom right is now enabled and has a red arrow pointing to it.

Request ID	Name	Parent	Phase	Status	Parameters
998590	CIV NSPS Download Pay		Completed	Normal	CPMS9100, 30-SEP-2007
997900	CIV NSPS Download Pay		Completed	Normal	DVM28MAR, 30-SEP-2007
997883	CIV NSPS Download Pay		Completed	Normal	DVM28MAR, 31-OCT-2007
997881	CIV NSPS Download Pay		Completed	Normal	DVM28MAR, 30-SEP-2007
997853	CIV NSPS Download Pay		Completed	Normal	CLIFF, 31-OCT-2007
997852	CIV NSPS Download Pay		Completed	Normal	CLIFF, 30-SEP-2007
997816	CIV NSPS Download Pay		Completed	Normal	CPMS9100, 30-SEP-2007

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Step 8: The screen below reflects a sample of the extract results. Data is displayed with pipe delimiters.

```
Address https://fredns.dcpds.cpmc.osd.mil:8006/OA_CGI/FNDWRR.exe?temp_id=1499542010
BATE|DAVID|45151|2095|CPMS9100-AA|YA|01|0560|45765||Thomas, David O|Shank,Dennis L|4.50|4|30-MAR-07|Padilla, Antonio H|31-OCT-07
BATE|WILLIAM|45150|2099|CPMS9100-AA|YA|01|0560|31527||Thomas, David O|Shank,Dennis L|3.00|3|30-MAR-07|Padilla, Antonio H|31-OCT-07
Floth|Karen|26447|2096|CPMS9100-AA|YA|02|0560|38973||Thomas, David O|Shank,Dennis L|4.00|4|30-MAR-07|Padilla, Antonio H|31-OCT-07
SOHAN|THREE|36195|2097|CPMS9100-AA|YA|02|0560|55681||Thomas, David O|Shank,Dennis L|3.00|3|30-MAR-07|Padilla, Antonio H|31-OCT-07
Sohan|Airforce9|42321|2093|CPMS9100-AA|YA|02|0560|59864||Thomas, David O|Shank,Dennis L|3.50|3|30-MAR-07|Padilla, Antonio H|31-OCT-07
```

The extract file consists of the following data elements:

Line No.	Data Element	As-of-Date/Clarification
1	LAST_NAME	System Date
2	FIRST_NAME	System Date
3	EMPLOYEE_NUMBER	System Date
4	APPRAISAL_ID	<p>The employee could have multiple NSPS Performance Plans established. Rules for determining the appropriate NSPS Performance Plan displayed are as follows:</p> <ul style="list-style-type: none"> • The Appraisal Type equals either “Annual Appraisal – NSPS” or “Early Annual – NSPS”. • Performance Plan Phase is not equal to “Closed” • The Appraisal Effective Date equals “01-Jan-2008”. <p>If there is no performance plan for the employee in the PAA, this column will be blank.</p>
5	PAY_POOL_ID	As of the date in ‘Rating Cycle End Date’ parameter.
6	PAY_SCHEDULE	As of the date in ‘Rating Cycle End Date’ parameter.
7	PAY_BAND	As of the date in ‘Rating Cycle End Date’ parameter.
8	OCCUPATIONAL_CODE	As of the date in ‘Rating Cycle End Date’ parameter.
9	BASIC_SALARY	As of the date in ‘Rating Cycle End Date’ parameter.
10	RETAINED_PAY_FLAG	As of the date in ‘Rating Cycle End Date’ parameter. This field will only populate with a ‘Yes’ if the employee is entitled to Pay Retention. If the Pay Rate Determinant in DCPDS equals 4-Pay Retention or R-SES Pay Retention then, this field will be populated with ‘Yes’ in the column; otherwise, this field will be blank.
11	RATING_OFFICIAL_NAME	<p>Auto-populates with the Rating Official located in the employee’s NSPS Appraisal module record that fits the following criteria: NOTE: If multiple Performance Plans have been created select the most recent entry.</p> <ul style="list-style-type: none"> • Appraisal Type equals “Annual appraisal-NSPS or “Early annual-NSPS” • Performance Plan Phase is not equal to “Closed.” • Appraisal Effective Date equals “01-Jan-2008”.

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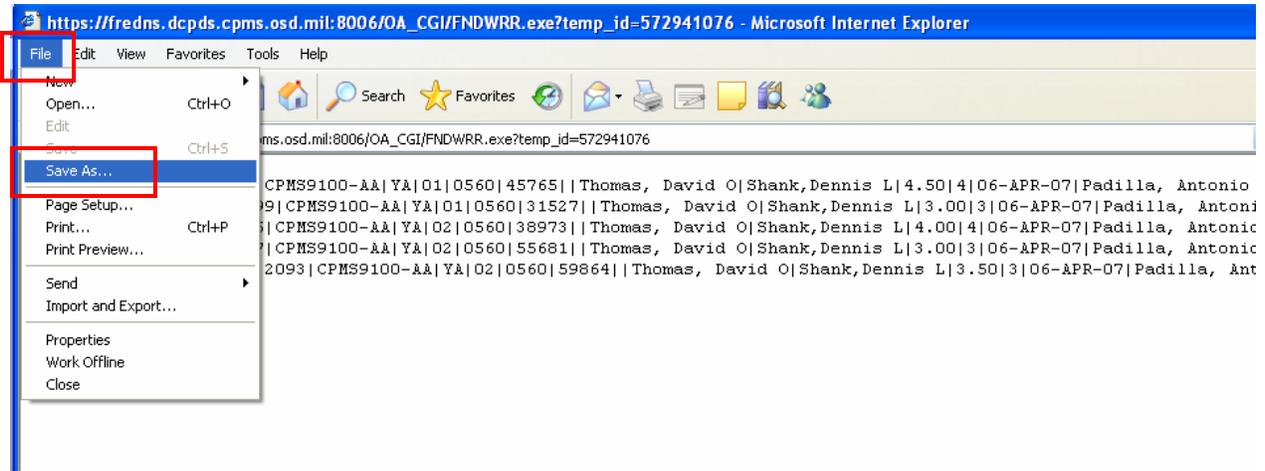
Line No.	Data Element	As-of-Date/Clarification
		<ul style="list-style-type: none"> If there is no performance plan for the employee, this column will be populated with the name of the supervisor reflected in the Self Service Hierarchy (SS SUPV <Name of Supv>).
12	SUB_PAY_POOL_MGR_NAME	System Date. If this value is blank, then the employee is not assigned to a <u>sub</u> -pay pool ID, instead they are assigned to the primary pay pool ID (segment 1).
13	AVERAGE_SCORE	<p>Extracted from the Performance Plan/Appraisal with Appraisal Eff date of 01-01-08. Auto-populates with the Average Score located in the employee's NSPS Appraisal record that fits the following criteria: NOTE: If multiple Performance Plans have been created, select the most recent entry:</p> <ul style="list-style-type: none"> Appraisal Type equals "Annual appraisal-NSPS or "Early annual -NSPS" Performance Plan Phase is not equal to "Closed". Appraisal Effective Date equals "01-Jan-2008." <p>If this field is blank, the employee's objectives in the appraisal (PAA) have not been assigned a rating.</p>
14	RECOMMENDED_RATING	<p>Extracted from the Performance Plan/Appraisal with Appraisal Effective date of 01-01-08. Auto-populates with the Recommended Rating located in the employee's NSPS Appraisal module record that fits the following criteria: NOTE: If multiple Performance Plans have been created select the most recent entry:</p> <ul style="list-style-type: none"> Appraisal Type equals "Annual appraisal-NSPS or "Early annual-NSPS". Performance Plan Phase is not equal to "Closed." Appraisal Effective Date equals "01-Jan-2008." <p>If this field is blank, the employee's objectives in the appraisal (PAA) have not been assigned a rating.</p>
15	EXTRACT_DATE	System Date
16	PAY_POOL_MANAGER_NAME	System Date. If this field is blank, then there has not been a Pay Pool Manager's name included in the Pay Pool Hierarchy in DCPDS.
17	RATING_CYCL_END_DATE of the Pay Pool	As of the date entered in "Rating Cycle End Date" parameter. This date should reflect the same date the user preparing the extract input in the parameter field for 'Rating Cycle End Date'.

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Step 9: The CIV NSPS Download Payout Data report needs to be saved as a text file in order for the Pay Pool Manager or the Pay Pool Administrator to import the file into the CWB spreadsheet.

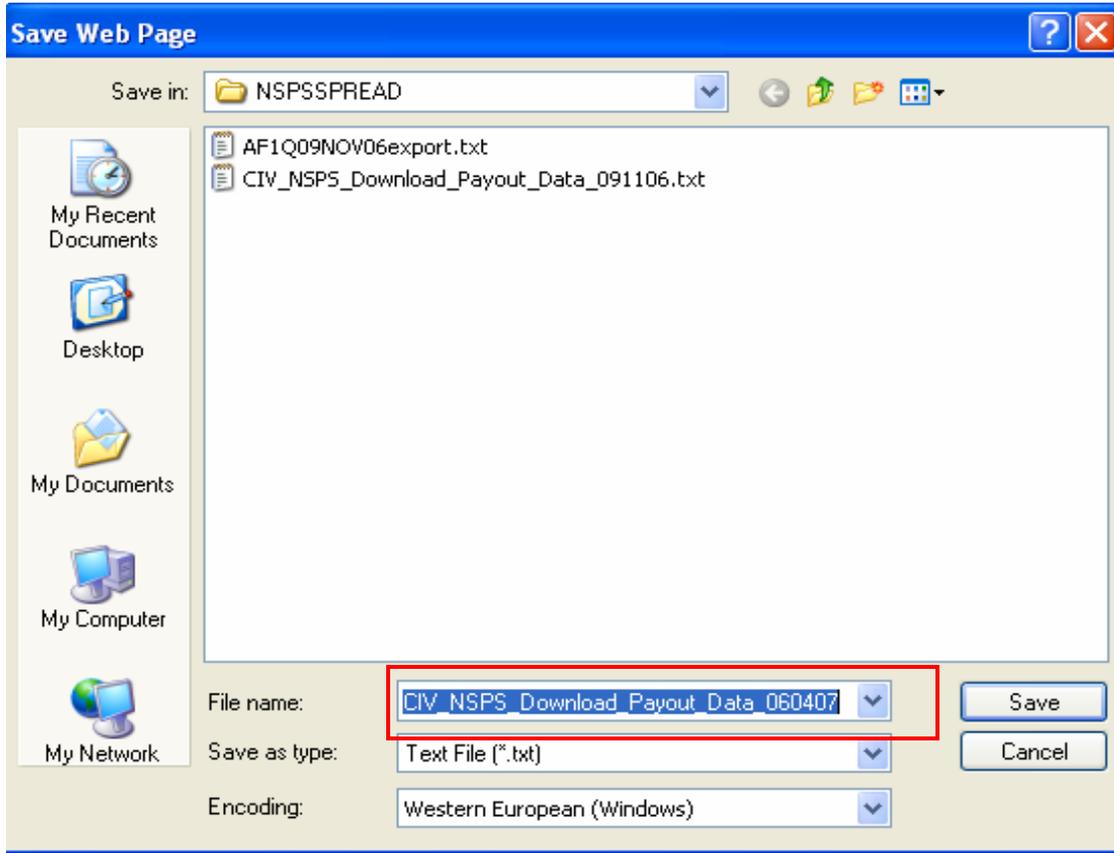
Note: Please advise the Pay Pool Manager or Pay Pool Administrator to save the file in the same sub-directory as the CWB spreadsheet.

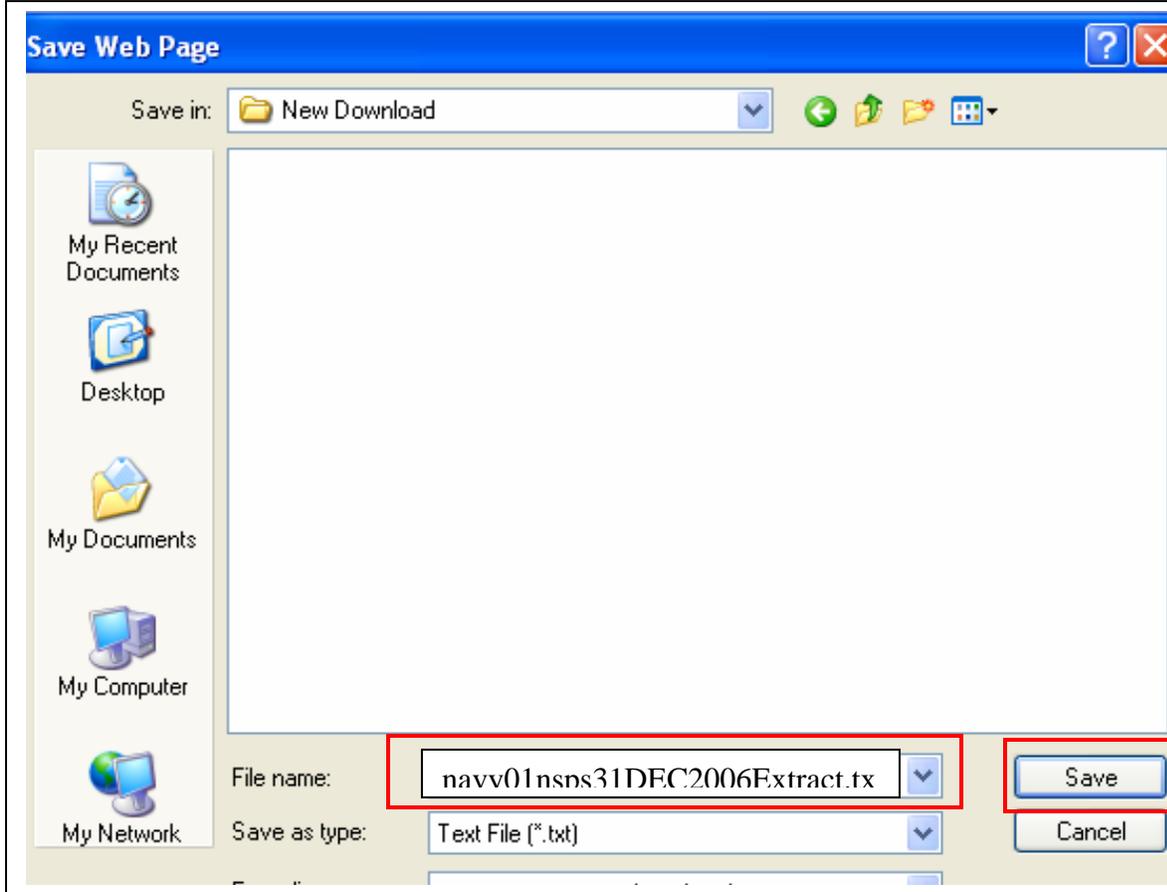
To save the file, click on File then select 'Save As.'



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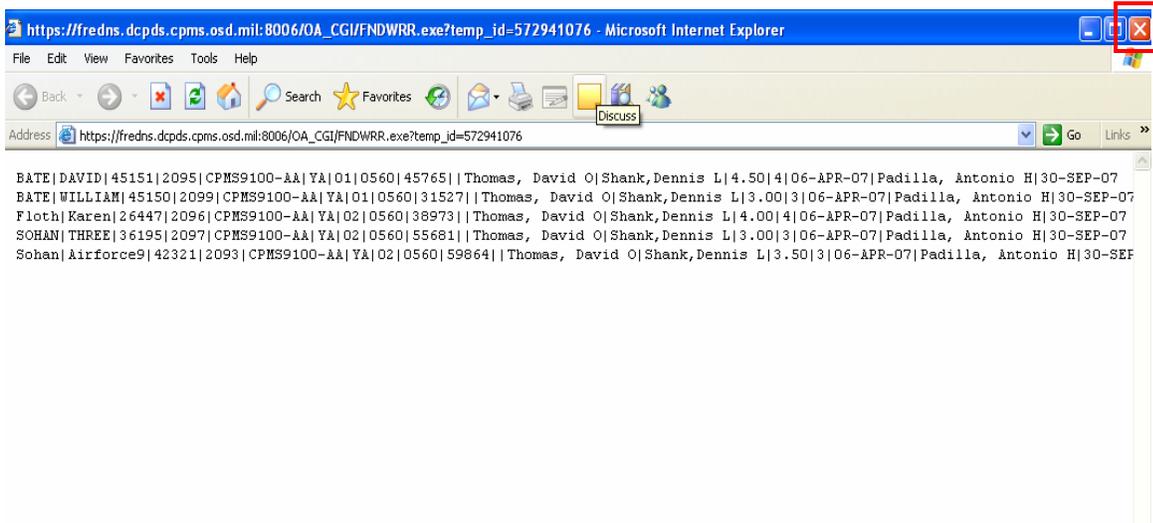
The system will auto-populate the file name as CIV_NSPS_Download_Payout_Data_+ system date in 'ddmmyy' format. Recommend you over-write the default value with a naming convention such as: the **value** in the **Pay Pool ID Segment 1 + current date + the word 'Extract'** (e.g.,). Click on Save.



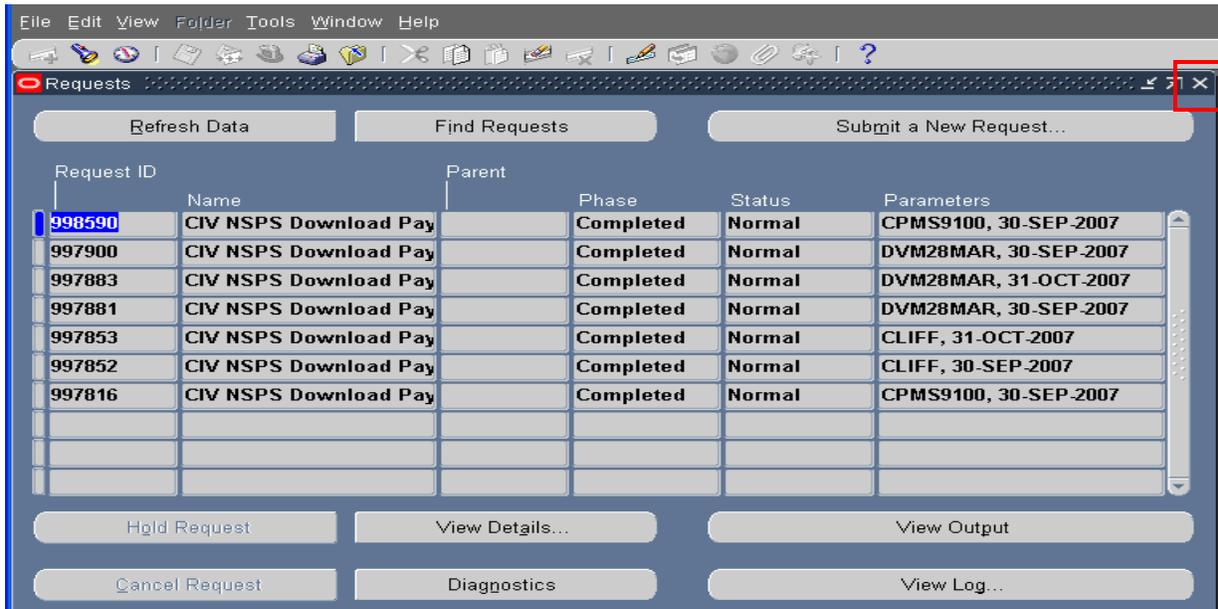


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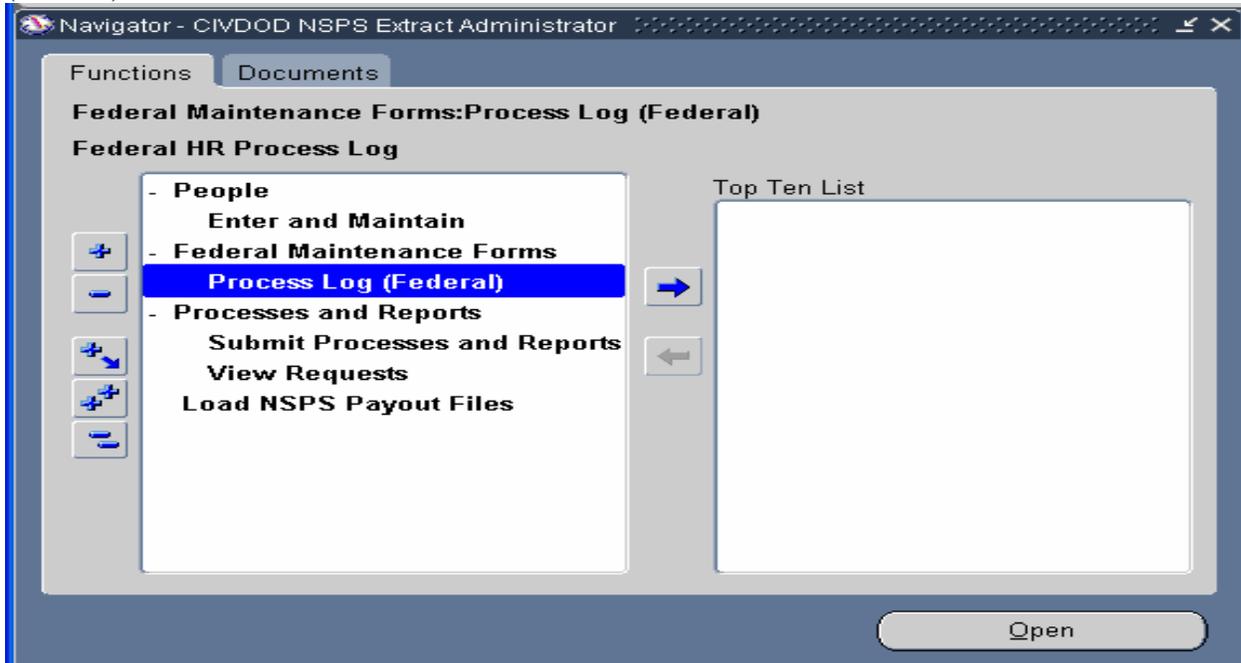
Step 10. Close the Extract by clicking the “x” in the upper right-hand corner



Step 11: The following screen displays: Next, close this form by clicking the “x” in the upper right-hand corner.

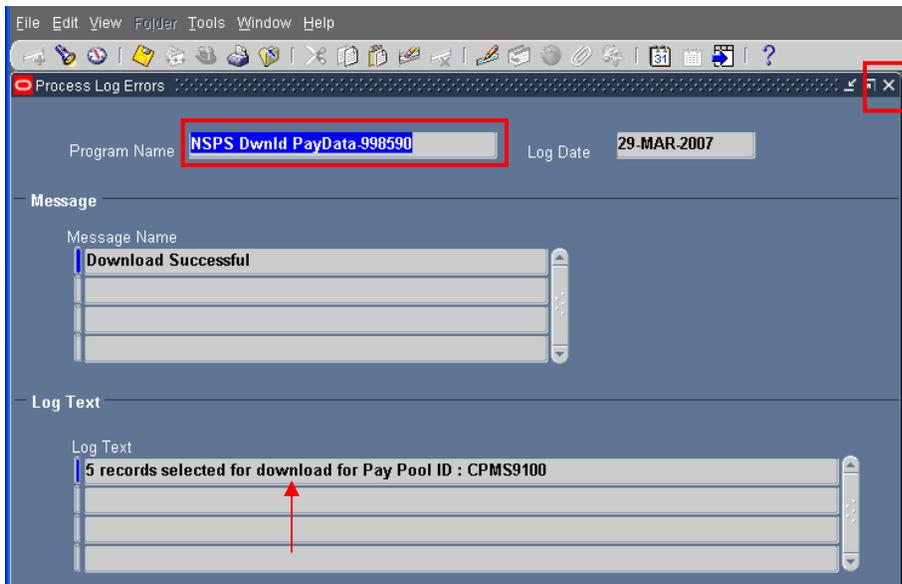


Step 12: Review the Process Log. Click on Federal Maintenance Forms, then Process Log (Federal).



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Step 13: Query the Program Name using the F11 key. Enter the Program Name and the Request ID from Step 6 (e.g., CIV%998590%). Complete the query by entering Ctrl/F11. **Note:** This verifies the download is successful. Next, close this screen.



Step 14: Congratulations! The extract process is now completed. You have the extract file ready to be imported into the CWB spreadsheet to conduct pay pool panel decisions. This extract process can be executed as often as needed to assure pay pool panels have up-to-date human resource information. Please refer to the Compensation Workbench Application User Guide located at www.cpms.osd.mil/nsps website (Readiness Tool - **DOUBLE CHECK LOCATION**) to assist you with the CWB spreadsheet process.

THINGS TO CONSIDER

Extract/Download. Having multiple performance plans/appraisal records increases the chance that the wrong record will be updated. Where multiple performance plans/appraisals exist or dates are questionable, contact the rating official to determine the appropriate action to take.

If the employee has two performance plans/appraisals effective 01 Jan 2008 and one has a recommended rating and the other does not, the extract process will download data from the one that has a recommended rating. If both performance plans/appraisals have a rating, the extract process will populate the recommended rating of record from the most recently created performance plan/appraisal record with an effective date of 01 Jan 08.

If the employee has performance plans/appraisals with effective dates other than 01 Jan 2008, the extract process will not download the recommended rating and appraisal ID for those records. Only appraisals with effective date of 01 Jan 08 will be used in this process.

The extract process will pull in the data for an employee who receives an Early Annual Appraisal as long as the appraisal effective date is 01 Jan 2008 and the employee was in the pay pool at the end of the rating cycle.

Assistance. If you experience difficulties with the Extract process, contact your HR specialist.