

Self Service ‘MyBiz (NAF)’ Module II, Chapter 2 Accessing My Information

Introduction

The *Employee* ‘MyBiz (NAF)’ module provides Nonappropriated Fund employees the ability to view their employment-related information. The following pages provide a brief overview of the ‘MyBiz (NAF), MyInformation’ functionality.

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Accessing ‘My Information’ – General Information

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



Figure 1

The GENERAL INFO header displays a summary of your current position information. This information is viewable from any tab selected.

General Information			
Organization	509 FORCE SUPPORT SQ AF1CWT1CF1YQ01	Job Title	Human Resources Management (0201)
Position	AP100.HUMAN RESOURCE SPECIALIST (OA).722948.AF1C.NAF	Grade/Pay Band	NF-03
Basic Salary	15.00	Step Or Rate	00
Office Symbol	FSMH	View Emergency Contact Information	

Figure 2

Show/Hide Information

Show

A “Show” link displays when additional information is available. Select the  [Show](#) sign to open the folder and view the additional data.



Details	Effective Date	Grade/Pay Band	Job	Step Or Rate
	01-Jun-2009	NF-03	Human Resources Management (0201)	00

Figure 3

Hide

Once you finish viewing the information, select the  [Hide](#) to close the folder.



Details	Effective Date	Grade/Pay Band	Job	Step Or Rate
	01-Jun-2009	NF-03	Human Resources Management (0201)	00
Pay Rate Determinant		0 - Regular Rate	WGI Due Date	
WGI Pay Date			Last Equivalent Increase	
Key Emergency Essential Empl			Annuitant Indicator Not Applicable	
Date Arrived Personnel Office		01-Jun-2009	Assignment NTE Start Date	
Assignment NTE Date			Leave Without Pay NTE Start Date	
Leave Without Pay NTE Date			Furlough NTE Start Date	
Furlough NTE Date			Email Address	
Employment Category		REG	Guaranteed Weekly Hours 20	
Guaranteed Quarter Hours		00		

Figure 4

Information Tabs – The following is a list of the tabs with associated information.

Appointment Tab contains your current appointment information.

Appointment							
Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.							
Details	Effective Date	Grade/Pay Band	Job	Employment	Step Or Rate		
▼ Hide	01-Jun-2009	NF-03	Human Resources	(201)	00		
Pay Rate Determinant	0 - Regular Rate			WGI Due Date			
WGI Pay Date				Last Equivalent Increase			
Key Emergency Essential Empl				Annuitant Indicator	Not Applicable		
Date Arrived Personnel Office	01-Jun-2009			Assignment NTE Start Date			
Assignment NTE Date				Leave Without Pay NTE Start Date			
Leave Without Pay NTE Date				Furlough NTE Start Date			
Furlough NTE Date				Email Address			
Employment Category	REG			Guaranteed Weekly Hours	20		
Guaranteed Quarter Hours	00						

Figure 5

Position Tab contains your position information.

Position							
Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.							
Details	Effective Date	Position Name	Organization	Grade/Pay Band	Job Title	Target Grade	Off Syst
▼ Hide	01-Jun-2009	AP100.HUMAN RESOURCE SPECIALIST (OA).722948.AF1C.NAF	509 FORCE SUPPORT SQ AF1CWT1CF1YQ01	NF-03	Human Resources Management (0201)		FSI
Supervisory Status	Non-Supervisory			Personnel Office ID	Whiteman AFB, MO		
Target Grade				Pay Basis	PH - Per Hour		
FLSA Category	N - Nonexempt			Bargaining Unit Status	7777 - Eligible But Not In A Bargaining Unit		
Pay Table ID	N159 Oracle Federal NAF Pay Table (NAF) No. N159			Position Sensitivity	Nonsensitive (NS) National Risk		
Position Occupied				Language Required			
Drug Test				Key Emergency Essential	Position Not Designated Eme Essential Or Key		

Figure 6

Personal Tab contains your specific personnel information.

Personal							
The following section displays detailed historical information through today's date.							
Details	As Of Effective Date						
▼ Hide	01-Jun-2009						
SCD Leave	01-Jun-2009	Social Security Number					
Date Of Birth		Gender	M				
Handicap Code	05 - No Handicap	Citizenship	1 - U.S. Citizen, includes U.S. Nationals				
Veterans Preference	None	Email Address					
SCD RIF	01-Jun-2009	SCD Retirement					
Reserve Category	Not Applicable	Military Recall Status	Y - Not Applicable				
Date Retired Uniform Service		Uniform Service Component					
Uniform Service Designation		Retirement Grade					
Military Retirement Waiver Ind		Creditable Military Service					
Date Prob/Trial Period Begins	01-Jun-2009	Date Prob/Trial Period Ends	31-May-2010				
Ethnicity and Race	White	SCD Civ Severance					

Figure 7

Salary Tab contains the employee's pay related information.

Salary			
The following section displays detailed historical information through today's date.			
Details	Effective Date	Basic Pay	Currency
▼ Hide	01-Jun-2009	15.00	USD

Figure 8

Benefits Tab contains your benefit related information.

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance	Personnel Actions
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The following section displays detailed historical information through today's date.

NAF TSP:401(k)
Details: TSP Whole Dollar Amount **401(k) Total Deferral Percent** **Effective Date**
 ▶ Show 15 01-Jul-2009

Health Benefits
Health Insurance Plan

Retirement Plan
Retirement Plan Code Retirement Plan Description
 2 FICA Only

NAF Life Insurance
Life Insurance Plan Code AF NAF Life Class Code

Figure 9

Awards and Bonuses Tab displays your award and/or bonus information.

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance	Personnel Actions
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The following section displays detailed historical information through today's date.

Award Details
Award Type **Date Of Award**
 No results found.

AF NAF Time Off Award
Current Yr Time Off Hours Current Yr Hrs Current Yr Total Hrs Date Award Earned Award Type
 No results found.

Figure 10

Performance Tab displays your performance appraisal information.

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance	Personnel Actions
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The following section displays detailed historical information through today's date.

Performance Appraisal Due Date	Performance Evaluation	Date Of Evaluation
	Satisfactory	

Figure 11

Personnel Actions Tab displays your personnel notifications.

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance	Personnel Actions
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The following section displays detailed personnel information. Note: For appropriated employees, only those Personnel Notifications processed on or after 23 Sept 20 are available for viewing. For non-appropriated fund and local national employees only those Personnel Notifications processed on or after 23 March 2008 are available viewing.

View NPAs (View Selected) Personnel Actions

Select All | Select None

Select Effective Date	First NOA	First NOA Description	Second NOA	Second NOA Description	Approval Date
<input type="checkbox"/> 02-Jul-2009	N074	Change in Insurance Coverage			01-Jul-2009
<input type="checkbox"/> 01-Jul-2009	N074	Change in Insurance Coverage			30-Jun-2009
<input type="checkbox"/> 01-Jun-2009	N010	Appointment			12-Jun-2009

Figure 12

To view a Notification of Personnel Action (NPA), select the box located in the ‘Select’ column and then select the ‘View Selected’ button.

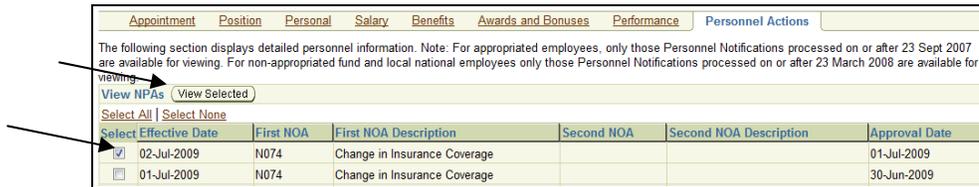


Figure 13

Select ‘Open’

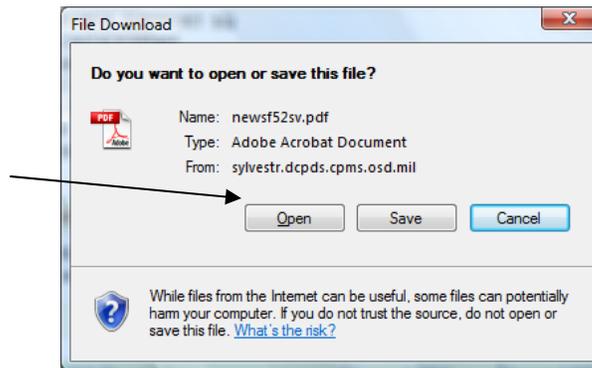


Figure 14

The NPA displays.

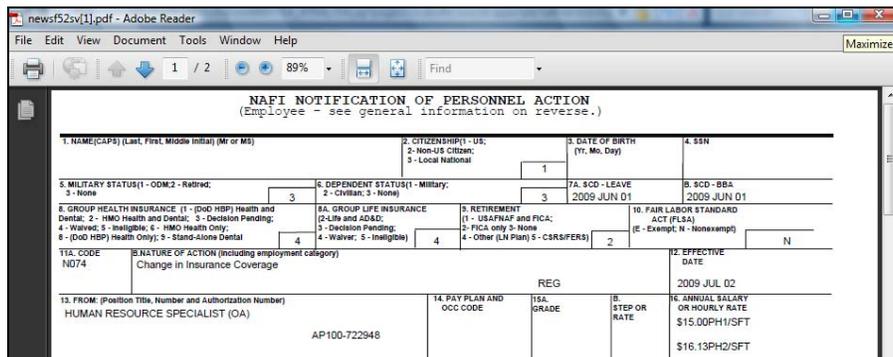


Figure 15