

Self Service ‘MyWorkplace’ Module IV, Chapter 1 Before You Begin

Introduction

The Self Service Manager ‘MyWorkplace’ module provides managers the ability to access their Defense Civilian Personnel Data System (DCPDS) employees’ personnel-related information. The following pages provide a brief overview of ‘MyWorkplace’.

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Accessing ‘MyWorkplace’

To access ‘MyWorkplace’, you must log into the DCPDS Portal. For specific DCPDS Portal information, contact your Human Resources Office (HRO).

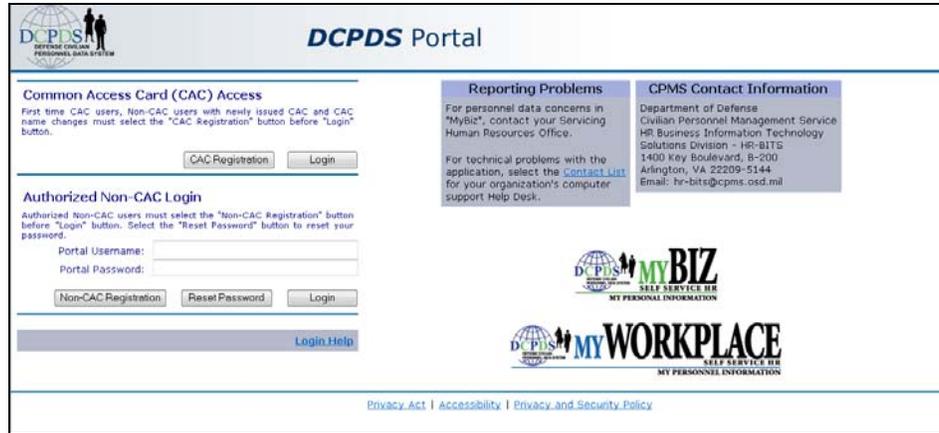


Figure 1

After successfully accessing your region, the ‘MyWorkplace’ home page displays. Selecting the ‘MyWorkplace’ link will open the ‘Functions’ menu of available tasks.

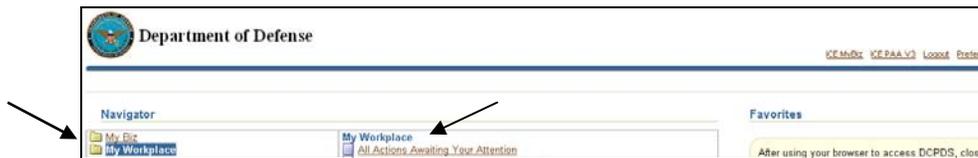


Figure 2

Note: When navigating within ‘MyWorkplace’, you must utilize appropriate icons, buttons and links to navigate through the screens. The ‘Back’ button **must not be used** while navigating within ‘MyWorkplace’.

Navigating in ‘MyWorkplace’

Let’s take a look at the features of this page. The page displays with three columns, ‘Responsibilities’, ‘Functions’, and ‘Favorites’.

The left column displays your ‘Responsibilities’;



Figure 3

The column in the middle displays the available ‘Functions’;



Figure 4

All Actions Awaiting Your Attention – Alerts Managers of items requiring their attention.

Performance Appraisal Application (PAA) – allows employees access to NSPS PAA Application.

My Employee Information – Managers are able to view their employee information.

Update My Information – Allows managers the capability to update their profile information. For more documentation reference “Module 1, My Biz, Chapter 3 - Updating My Information”.

Suspenses – Alerts Managers of items requiring their attention.

Apply Action(s) to Multiple Employees (PAA) – allows PAA mass processing.

Manage PAA Trusted Agent Authorization – allows Rating Officials to manage their Trusted Agents assignments.

The column on the right displays ‘Favorite’ websites.

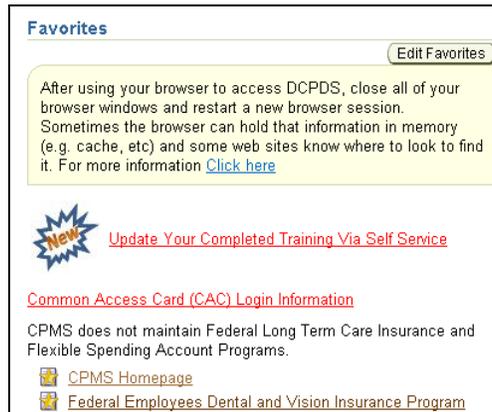


Figure 5

Accessing and Creating Favorites in ‘MyWorkplace’

‘Favorites’ allow managers quick access to commonly used web sites. To access a favorite web site, right click on the link and select ‘Open in New Window’.

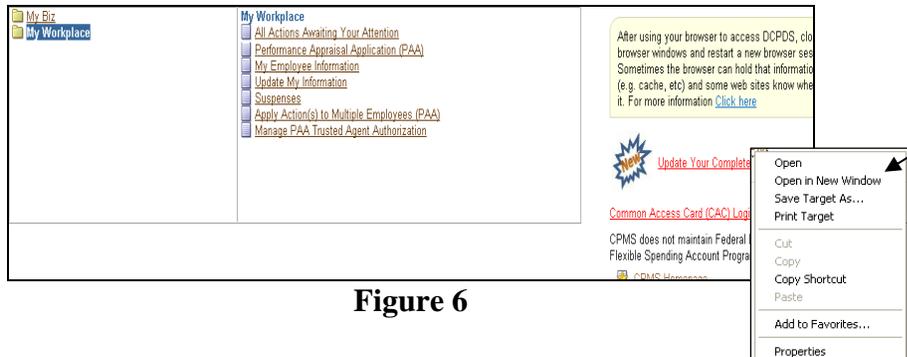


Figure 6

To return to the application, select the red “X” to close the window.

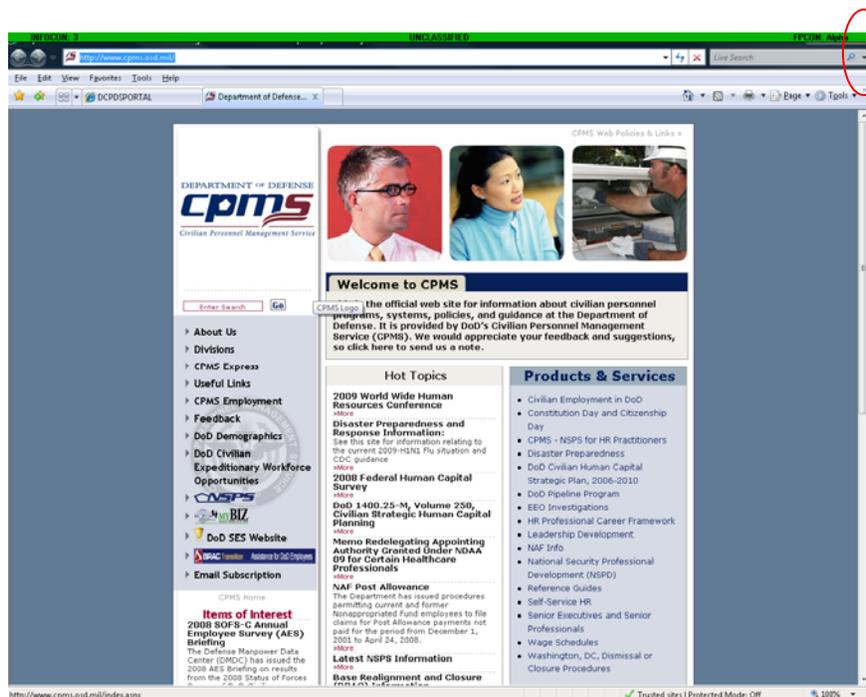


Figure 7

Select the **Edit Favorites** button to make changes to your ‘Favorites’.

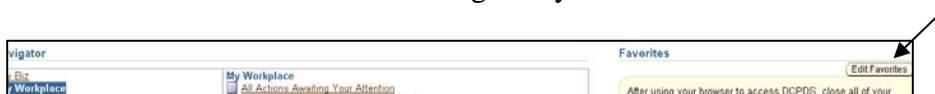


Figure 8

To add a “favorite” website, select the **Add URL** button.



Figure 9

Type the name of the web site you want displayed on your homepage; then type the URL information and select the **Apply** button. In this case, ‘OPM’ website was added to the favorites list.

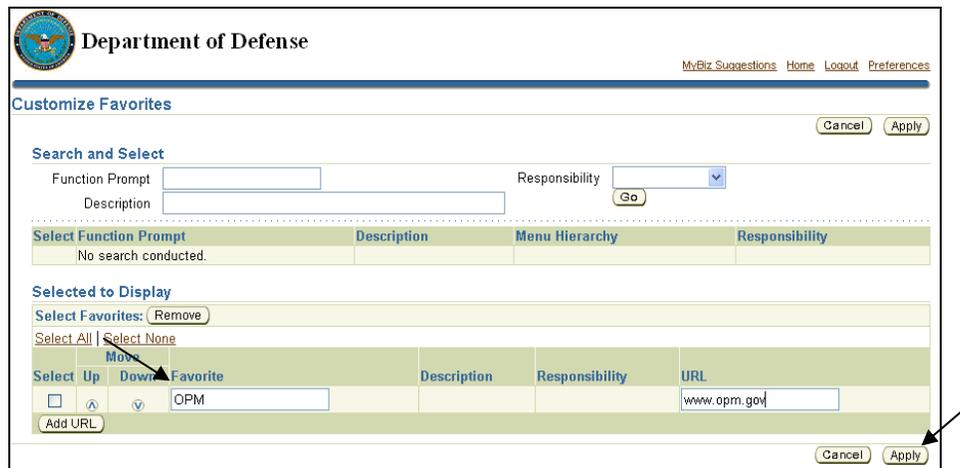


Figure 10

After applying the changes, the homepage displays with the new links under the 'Favorites' column. In this case, 'OPM' was added to the favorites list.



Figure 11

Note: To remove a 'favorite' from your list, select the web site by clicking in the check box under the 'Select' column, selecting the 'Remove' button and clicking 'Apply'.

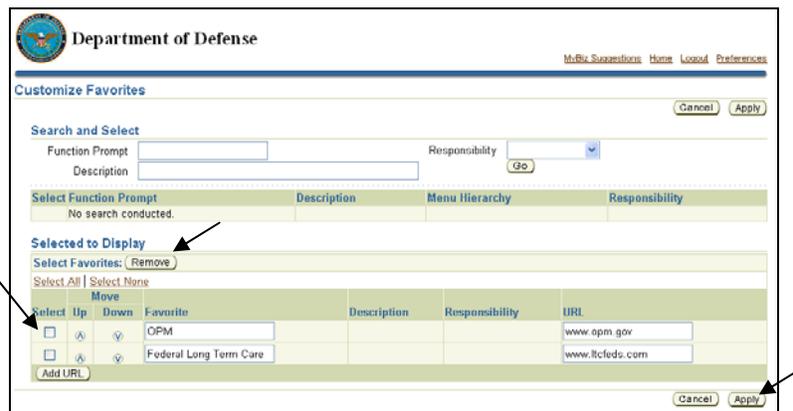


Figure 12

Other Features

Home

To return to the homepage, from anywhere with 'MyWorkplace', select [Home](#) link.

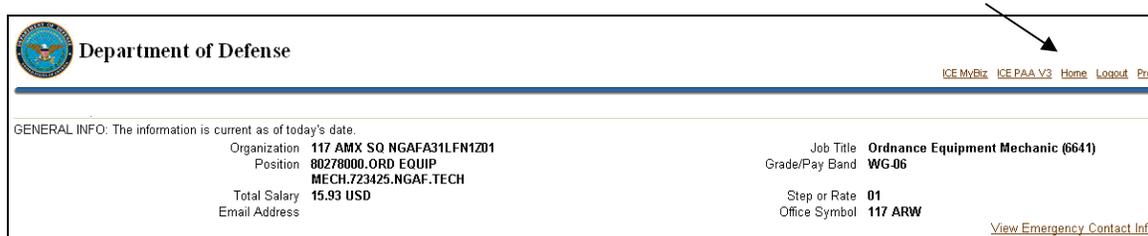


Figure 12

After selecting the 'Home' link, the 'MyWorkplace' homepage displays.



Figure 13

Interactive Customer Evaluation (ICE)

The [ICE MyBiz](#) [ICE PAA V3](#) links allow users to electronically survey CPMS's services/products.

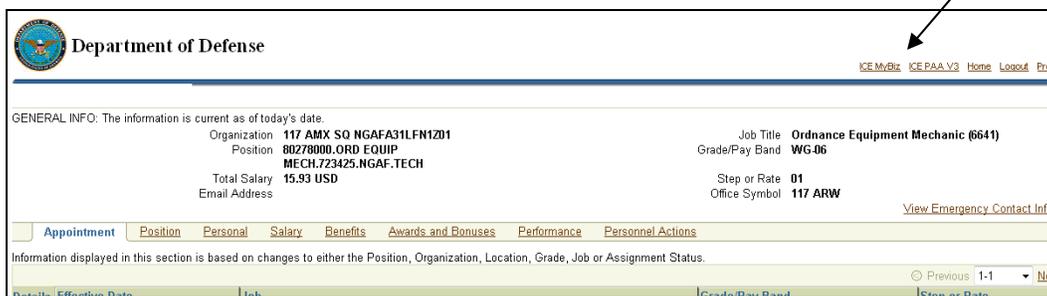


Figure 14

Logging Out of 'MyWorkplace'

To properly logout, select the [Logout](#) link at the top or bottom of page and exit your DCPDS Portal session.

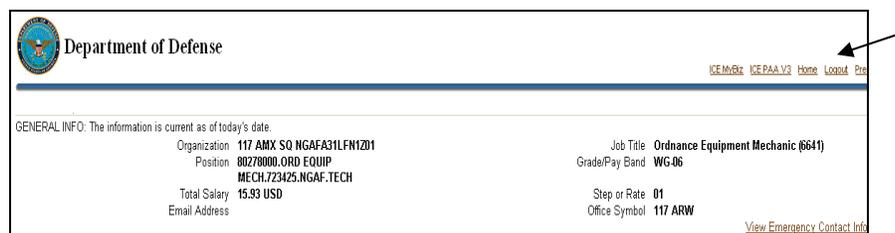


Figure 15