

User Guide

National Security Personnel System (NSPS)

CWB Extract and NSPS Payout File Upload Processes

For Pay Pool Managers and Pay Pool Administrators – September 2009

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About this Guide

What is the Purpose of this Guide?

This guide describes the procedures and tools that you are required to use to complete the NSPS pay pool process and is intended to be used along-side the Compensation Workbench (CWB) user guide. This guide describes:

- How to obtain a Compensation Workbench (CWB) extract file from DCPDS for Annual or Mock purposes;
- How to upload a NSPS payout files (CWB export file) back into DCPDS;
- How to reconcile mismatches between the PAA and CWB; and
- The process of finalizing appraisals in the PAA and processing payouts.

Who Should Use this Guide?

This guide is for pay pool managers, pay pool administrators, and their alternates.

How is the Guide Structured?

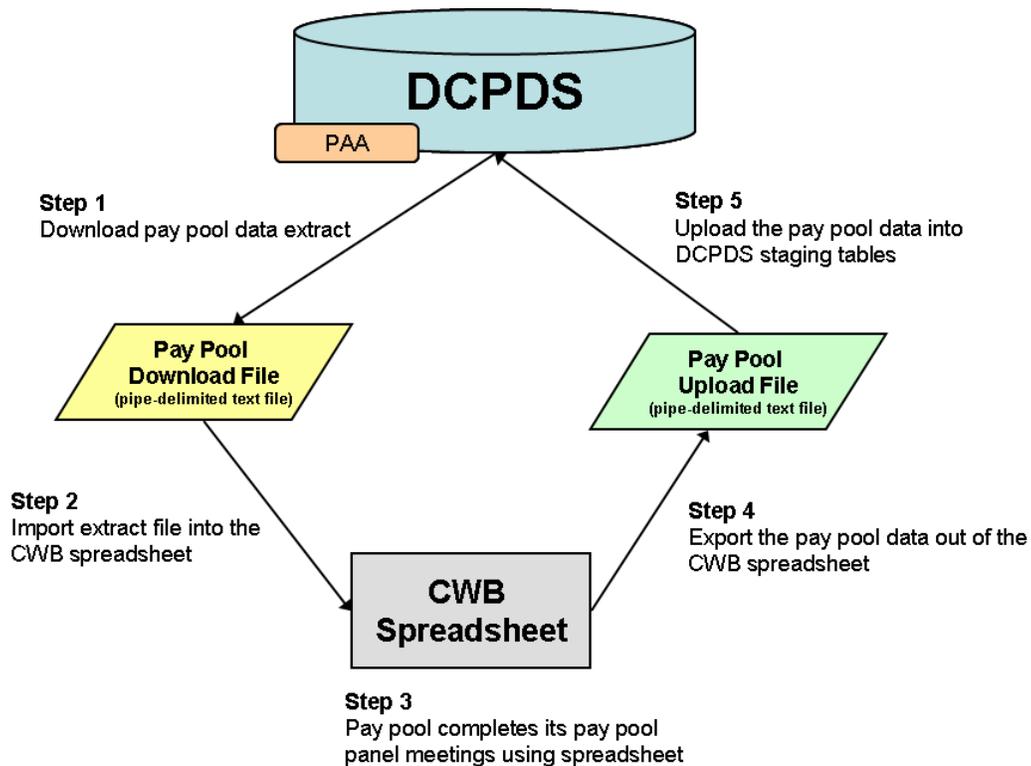
This guide is structured into four sections:

- **CWB Extract Files** – This section walks you through the process of extracting a CWB extract file from DCPDS and saving it on your computer.
- **Loading NSPS Payout Files** – This section describes how to upload a CWB payout file (the data file that is exported out of the CWB) back into DCPDS. This file contains the final certified ratings, shares, and payout information for each member of the pay pool.
- **Reconciling Mismatches Between the PAA and CWB** – This section describes the process of reconciling rating mismatches between the PAA and CWB and specifically addresses the tools that are available to help you identify and fix those mismatches.
- **Finalizing Appraisals in the PAA and NSPS Payouts** – This section describes how appraisals are finalized in the PAA and how the NSPS payouts are processed.

Introduction

Organizations use two applications to complete the NSPS performance appraisal and payout distribution process. The first is an online tool, the Performance Appraisal Application (PAA), which is accessed via DCPDS Self Service (MyBiz/MyWorkplace). Employees and rating officials use the PAA to create and maintain their performance plans. Also, rating officials use it to enter their recommended performance ratings, shares, and payout distribution.

The second application is Compensation Workbench (CWB). CWB imports a data file from DCPDS containing pay pool employees' personnel information (e.g., name, employee ID, pay pool ID, occupational series, pay band, etc.), as well as job objective data (weights, ratings, etc.) and the recommended shares and payout distribution from the PAA. The pay pool panel uses CWB to reconcile Annual and Mock performance ratings, shares, and payout distributions. The results of this reconciliation process are uploaded into DCPDS. Finally, the Annual information is used to create the pay transactions that will be effective the first full pay period in January. This downloading and uploading process is accomplished via a special DCPDS interface that is described in this user guide and accessible by designated HR practitioners, pay pool managers, and pay pool administrators. The complete process is summarized in the graphic below.



CWB Extract Files

Overview

In order to use the Compensation Workbench (CWB) during your Annual and Mock pay pool panel meetings, it must first be populated with information about the members of the pay pool. This information is contained in the CWB extract file. If you are extracting a file for the purposes of Mock you must indicate in your extract process that the file is to pull Mock data by selecting 'Yes' from the LOV for the Mock Data element. This file includes the employees' personnel information (e.g., name, employee ID, pay pool ID, occupational series, pay band, etc.), job objective data (weights, ratings, etc.), and the recommended shares and payout distribution from the PAA. If the file is pulled for Mock purposes the data will be extracted from the Mock Pay Pool Info tab within the PAA. The Mock information will only be available from Feb 1 – Aug 31 and purged on Sep 1. Employees who are temporarily reassigned to non-NSPS position and are occupying that non-NSPS position on the last day of the rating cycle *are* included in the CWB extract process. The employee's salary is included in the CWB but their performance payout should be calculated manually. The first data element in each employee's record is their last name, as you can see in the sample file below. Gerald Meltzer is the first employee in the file. A complete list of extracted data elements is in Attachment 1.

Also included are the PRA Prime and Pay Pool Manager names. If these names have not been assigned in DCPDS prior to CWB Extract File, at the time the CWB spreadsheet is certified these names will be blank. If the PRA Prime name was not assigned in DCPDS it will have to be assigned in the CWB pop up window. If the Pay Pool Manager was not assigned in DCPDS the CWB Upload process will fail. The Pay Pool Manager will have to be manually assigned in the CWB pop up window as well as in the DCPDS prior to the CWB Upload process. If the Pay Pool Manager name is entered manually in CWB it must match the name in DCPDS.

This file is a pipe-delimited data file, which means that each piece of data is separated by a | or a "pipe."

```

Armbruster|Caryn K|466945|31652|CPMSTEST-AA|YA|3|346|A|621767F|w1B0AA|95549||Isham, Leslie Q
Ballam|Kris H|466965|31656|CPMSTEST-AA|YA|3|346|A|621766F|w1B0AA|98200||Old, Ed K||4|4|9/26/
Chiarella|Isaura O|464566|31278|CPMSTEST-AA|YA|3|346|A|621767F|w1B0AA|90471||Old, Ed K||3.2|
Dripps|Timmy B|464383|31239|CPMSTEST-AA|YA|3|346|A|621764F|w1B0AA|106187||Isham, Leslie Q||3
Kroells|Chantel P|467176|31604|CPMSTEST-AA|YA|3|346|A|621767F|w1B0AA|111339||Old, Ed K||2.8|
Popescu|William Q|467009|31666|CPMSTEST-AA|YA|3|346|A|621767F|w1B0AA|93974||Old, Ed K||2.6|3
Alvarenga|Mervin W|466710|33836|CPMSTEST-BB|YA|3|301|A|62179G|w1B0AA|121549||Escovedo, Delma
Corda|Cliff C|467162|31602|CPMSTEST-BB|YA|2|301|A|62179G|w1B0AA|89203||Pigman, Emory U||2.95
Everheart|Barry M|466887|33770|CPMSTEST-BB|YA|3|301|A|62179G|w1B0AA|105022||Escovedo, Delmar
Fedalen|Hai T|467390|31635|CPMSTEST-BB|YA|3|301|A|62179G|w1B0AA|106654||Escovedo, Delmar M||
Mormon|Monty O|466930|31646|CPMSTEST-BB|YA|3|301|A|62179G|w1B0AA|97314||Escovedo, Delmar M||
Occhipinti|Levi P|466860|33760|CPMSTEST-BB|YB|2|318|C|62179G|w1B0AA|42002||Tupick, Harland K
Scheffer|Louis S|466904|33776|CPMSTEST-BB|YA|3|301|A|62179G|w1B0AA|99127||Pigman, Emory U||4
Stiebel|Kelley X|467630|33263|CPMSTEST-BB|YA|3|301|A|62179G|w1B0AA|93387||Pigman, Emory U||3
Strength|Lorita M|467188|31606|CPMSTEST-BB|YA|3|301|A|62179G|w1B0AA|101835||Tupick, Harland
Tupick|Harland K|468210|29365|CPMSTEST-BB|YA|3|301|A|62179G|w1B0AA|111355||M2MDEFAULT, Army
Barletta|Tomas K|465566|32838|CPMSTEST-BB|YC|3|1102|P|A1CB|w4QSAA|129012||Haymaker, Esmerald
Bularz|Kevin Q|466486|33880|CPMSTEST-BB|YA|3|1102|P|621733C|w1B0AA|130116||Haymaker, Esmerald
Enderle|Isaiah S|466736|33840|CPMSTEST-BB|YA|3|1102|P|A1C|w4QSAA|113931||Haymaker, Esmeralda
Eutsler|Alexander H|466855|33758|CPMSTEST-BB|YA|3|1150|A|621730C|w1B0AA|117496||Howson, Kent
Franceschi|Benjamin |467637|33264|CPMSTEST-BB|YA|3|301|A|621732C|w1B0AA|111288||Howson, Kent
Galindez|Johnathon |466575|32554|CPMSTEST-BB|YA|3|1102|P|A1|w6A804|87986||Haymaker, Esmerald
Heckendorf|Rusty U|464855|31130|CPMSTEST-BB|YA|3|1102|P|A1|w6A804|87683||Haymaker, Esmeralda
Hibbetts|Seth W|468294|29321|CPMSTEST-BB|YA|3|1102|P|A1|w6A804|77018||Haymaker, Esmeralda P|
Hogancamp|Sheron E|464603|29067|CPMSTEST-BB|YA|3|1102|P|A1|w6A804|127717||M2MDEFAULT, Army A
Howson|Kent |466882|33768|CPMSTEST-BB|YA|3|301|A|621731C|w1B0AA|122403||M2MDEFAULT, Army A||
Jephson|Quincy L|466874|33765|CPMSTEST-BB|YB|2|303|T|621733C|w1B0AA|52169||M2MDEFAULT, Army
Leanos|Blythe |467055|31676|CPMSTEST-BB|YA|3|301|A|621732C|w1B0AA|115521||Howson, Kent|||9/
Mamorani|Kevin R|465339|28909|CPMSTEST-BB|YA|3|1102|P|A1CA|w4QSAA|130211||M2MDEFAULT, Army A|
Meddaugh|Iwan Y|466624|33821|CPMSTEST-BB|YA|3|1150|A|621732C|w1B0AA|130116||Howson, Kent|||9
Nimi|Lucien T|468287|29318|CPMSTEST-BB|YA|3|1102|P|A1|w6A804|94570||Haymaker, Esmeralda P||
Orkin|winfred Z|464468|33048|CPMSTEST-BB|YA|3|1102|P|A1CA|w4QSAA|106853||M2MDEFAULT, Army A|
Pardini|Gregorio N|466506|33792|CPMSTEST-BB|YA|3|1102|P|621732C|w1B0AA|117331||M2MDEFAULT, A
Plotnik|Stefan W|466908|33778|CPMSTEST-BB|YA|3|1102|P|621732C|w1B0AA|108485||M2MDEFAULT, Arm
    
```

Note: If your download includes employee records that contains mock data there will be a data element at the end of the employee record indicating the data is mock.

```

e|4|0|4|
|SQT11|MOCK
|SQT11|MOCK
|SQT11|MOCK
    
```

CWB Extract File Step-by-Step Process

Step 1: Log into MyBiz/MyWorkplace (i.e., DCPDS).

Step 2: Select your responsibility from the navigator.

Based on your responsibility, you may see the following options in the navigator:

- CIV Pay Pool Manager
- CIV Alternate Pay Pool Manager
- CIV Pay Pool Administrator
- CIV Alternate Pay Pool Administrator



The screenshot shows the Department of Defense MyBiz interface. At the top left is the Department of Defense logo. To its right is the text "Department of Defense". In the top right corner, there are links for "MyBiz Suggestions", "Logout", "Preferences", and "Oracle Help". Below the header is a "Navigator" section with a tree view. The "CIV Pay Pool Administrator" option is highlighted with a red box. To the right of the tree view is a list of sub-options: "Manage Pay Pool Members", "Manage Pay Pool IDs", "Manage Employee Pay Pool ID", "Request CWB Extract File", "NSPS Appraisal Administration", "View Previous Requests", and "Load NSPS Payout Files". To the right of the Navigator is a "Favorites" section with an "Edit Favorites" button and a text box containing instructions about browser sessions and a "Click here" link.

Step 3: Select Request CWB Extract File from the menu.



The screenshot shows the Department of Defense MyBiz interface. At the top left is the Department of Defense logo. To its right is the text "Department of Defense". In the top right corner, there are links for "MyBiz Suggestions", "Logout", "Preferences", and "Oracle Help". Below the header is a "Navigator" section with a tree view. The "Request CWB Extract File" option is highlighted with a red box. To the right of the tree view is a list of sub-options: "Manage Pay Pool Members", "Manage Pay Pool IDs", "Manage Employee Pay Pool ID", "Request CWB Extract File", "NSPS Appraisal Administration", "View Previous Requests", and "Load NSPS Payout Files". To the right of the Navigator is a "Favorites" section with an "Edit Favorites" button and a text box containing instructions about browser sessions and a "Click here" link.

Step 4: Complete the CWB Download Payout Data form and select Submit Request.

The screenshot shows the 'CWB Download Payout Data' form within the Department of Defense system. At the top left is the Department of Defense logo. The page title is 'CWB Download Payout Data'. Below the title, there is a note: '* Indicates required field'. On the right side, there are two buttons: 'Cancel' and 'Submit Request'. The form contains four main input areas:

- '* Process Name': A text input field with a note: 'TIP Recommend Name be Unique.'
- '* Mock Pay Pool Data': A dropdown menu currently set to 'Yes'.
- '* PP Id Segment1': A text input field with a flashlight icon for searching.
- '* Pay Pool Cycle Closeout Date': A dropdown menu.

 At the bottom of the form area, there are navigation links: 'ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences'. A link 'About this Page' is located at the bottom left of the form area.

Process Name – Enter a unique process name and write this name down. One way to ensure the name is unique is to name it the Pay Pool ID and the date (e.g., ArmySMO15Oct).

Mock Pay Pool Data – If downloading data for Annual Appraisals select ‘No’ from the LOV; If you are downloading for the purposes of Mock, select ‘Yes’ from the LOV this will supply data from the Mock Pay Pool Info tab within the PAA.

PP Id Segment 1 – Enter the first segment of the pay pool identifier (e.g., ArmySMO555). You can search for your identifier by selecting the flashlight icon. On the search page, select “Go” to retrieve the list of your pay pool IDs. If you are responsible for one pay pool, then only one ID will be listed after your select “Go”.

Pay Pool Cycle Closeout Date – Select the end of your pay pool’s rating cycle from the drop-down list. The options are 30-SEP-2007, 31-OCT-2007 or 30-SEP-2008. This is important as it tells the system the “as of” date to pull salary and position information.

Step 5: Wait for the extract file to be generated.

After you select the Submit Request button in Step 4, the requests screen appears. Select the Refresh button until the Phase changes to “Completed”.

CWB Extract/Upload



Department of Defense

[MyBiz](#) [Suggestions](#) [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#) [Oracle Help](#)

Requests

TIP: Click "Refresh" to update the phase of the process execution

Request ID	Status	Process Name	Phase	Output
4753112	✓	ArmySMOOct15 (CIV NSPS Download Payout Data)	Pending	

Right click on the Output Icon and select Save Target As to download extract file or Open Link in New Window to view extract file prior to downloading. The file must be saved as a text file in order to be imported into the CWB spreadsheet. 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". Click on Save. The file should be saved in the same sub-directory as the CWB spreadsheet.

Step 6: Save the extract file to your computer.

Once the Phase changes to “Completed,” an icon appears in the Output column.

Department of Defense

MyBiz Suggestions | Diagnostics | Home | Logout | Preferences | Oracle Help

Requests

Refresh TIP: Click "Refresh" to update the phase of the process execution

Request ID	Status	Process Name	Phase	Output
4753112	✓	ArmySMOOct15 (CIV NSPS Download Payout Data)	Completed	

Right click on the Output Icon and select Save Target As to download extract file or Open Link in New Window to view extract file prior to downloading. The file must be saved as a text file in order to be imported into the CWB spreadsheet. 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", Click on Save. The file should be saved in the same sub-directory as the CWB spreadsheet.

To save your extract file, right-click on the output icon and select “Save Target As...” and save the extract file in the same location as your CWB spreadsheet. The system auto-populates a default file name. It is recommended that you change the file name to be something more descriptive.

Note: If this is a Mock extract you may want to add the word mock into your file name.

Department of Defense

MyBiz Suggestions | Diagnostics | Home | Logout | Preferences | Oracle Help

Requests

Refresh TIP: Click "Refresh" to update the phase of the process execution

Request ID	Status	Process Name	Phase	Output
4753112	✓	ArmySMOOct15 (CIV NSPS Download Payout Data)	Completed	

Right click on the Output Icon and select Save Target As to download extract file or Open Link in New Window to view extract file prior to downloading. The file must be saved as a text file in order to be imported into the CWB spreadsheet. 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", Click on Save. The file should be saved in the same sub-directory as the CWB spreadsheet.

- Open Link
- Open Link in New Window
- Save Target As...
- Print Target
- Show Picture
- Save Picture As...
- E-mail Picture...
- Print Picture...
- Go to My Pictures
- Set as Background
- Set as Desktop Item...
- Cut
- Copy
- Copy Shortcut
- Paste
- Add to Favorites...
- Convert to Adobe PDF
- Convert to existing PDF
- Properties

MyBiz Suggestions | Diagnostics | Home | Logout | Preferences | Oracle Help

About this Page

Viewing Previous Extract Requests

The Extract process can be executed as often as needed to ensure pay pool panels have up-to-date employee information. Extracted files are available for 48 hours inside of DCPDS. If you wish to view previous Extract files that you have generated within this 48 hour time frame, first select “View Previous Requests” from the Navigator.

Department of Defense

MyBiz Suggestions Logout Preferences Oracle Help

Navigator

- CIV NSPS Process Administrator
- CIV Pay Pool Administrator
 - Manage Pay Pool Members
 - Manage Pay Pool IDs
 - Manage Employee Pay Pool ID
 - Request CWB Extract File
 - NSPS Approval Administration
 - View Previous Requests**
 - Load NSPS Payout Files

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](#)

Next, to save a previously requested extract file, right-click on the appropriate output icon and select “Save Target As...” and save the extract file in the same location as your CWB spreadsheet.

Department of Defense

MyBiz Suggestions Diagnostics Home Logout Preferences Oracle Help

Requests

View Last 24 hours Go

Refresh TIP: Click "Refresh" to update the phase of the process execution

Request ID	Status	Process Name	Phase	Output
4753112	✓	ArmySMOOct15 (CIV NSPS Download Payout Data)	Completed	
4753111	✓	ArmySMO555 (CIV NSPS Download Payout Data)	Completed	
4753102	✓	ArmySMO15OCT (CIV NSPS Download Payout Data)	Completed	

Right click on the Output Icon and select Save Target As to download extract file or Open Link in New Window to view extract file prior to downloading. The file must be saved as a text file in order to be imported into the CWB spreadsheet. 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", Click on Save. The file should be saved in the same sub-directory as the CWB spreadsheet.

About this Page

MyBiz Suggestions | Diagnostics | Home | Logout | Preferences | Oracle Help

Loading NSPS Payout Files

Overview

Once your pay pool data is finalized and you are ready to upload the data into DCPDS, your pay pool manager must certify that the data is final and correct. By selecting the certify results checkbox in Step 7 on the Instructions worksheet of CWB, the pay pool manager is certifying that these conditions are true. Once the data is certified, the data can be exported out of the CWB spreadsheet. To export the data out of the spreadsheet, select the Export button on the custom menu. Save the file onto your computer. Now, the file can be uploaded to DCPDS. The file name appears in the format “first 10 characters of the pay pool ID” + “date” + “export” (i.e., navy01nsps31DEC2007export.txt).

Loading NSPS Payout Files Step-by-Step Process

Step 1: Log into MyBiz/MyWorkplace (i.e., DCPDS)

Step 2: Select your responsibility from the navigator.

Based on your responsibility, you may see the following options in the navigator:

- CIV Pay Pool Manager
- CIV Alternate Pay Pool Manager
- CIV Pay Pool Administrator
- CIV Alternate Pay Pool Administrator

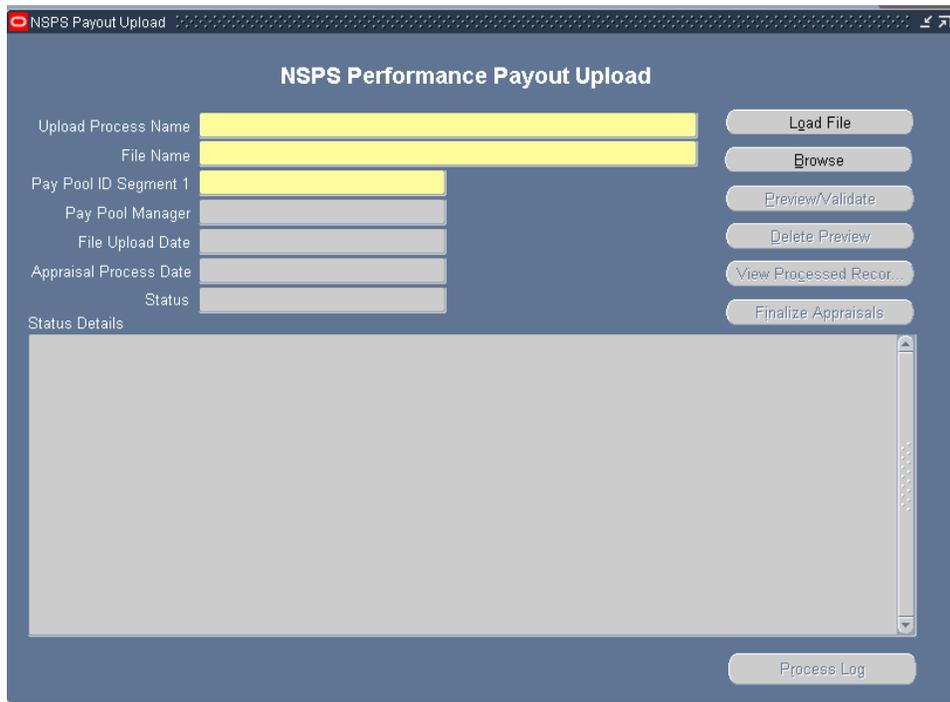


The screenshot shows the Department of Defense MyBiz/MyWorkplace interface. At the top left is the Department of Defense logo and the text "Department of Defense". At the top right are links for "MyBiz Suggestions", "Logout", "Preferences", and "Oracle Help". Below the header is a "Navigator" section with a tree view. The "CIV Pay Pool Administrator" option is highlighted with a red box. To the right of the Navigator is a "Favorites" section with an "Edit Favorites" button and a message box that reads: "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](#)".

Step 3: Select Load NSPS Payout Files from the menu.



Step 4: Complete the first three fields in the NSPS Performance Payout Upload form. The process is the same for Annual and Mock uploads. If the row of data contains Mock data, the last data element within the row will be 'Mock'.



Upload Process Name – Enter a unique process name that begins with “CWB” (i.e., CWBupload); Upload Process Name should not exceed 24 characters.

File Name – Select the Browse button to locate the CWB export file on your computer. The file path and name should not exceed 240 characters.

Be careful not to select your CWB extract file that is probably in the same folder!

Pay Pool ID Segment 1 – Enter the first segment of the pay pool identifier (e.g., ArmySMO555), or click in the Pay Pool ID Segment 1 field and then use the LOV to select the appropriate pay pool ID



You do not have to complete the Appraisal Process Date field. This field is only used by the HR community when the appraisals are finalized.

Step 5: Select the Load File button.

When the load file button is selected, the Pay Pool Manager field is populated with the pay pool manager's name from the CWB. If the Pay Pool Manager's name from the CWB matches the Pay Pool Manager in DCPDS, then the Preview/Validate button will become active. If this button becomes active, continue to step 6.

The upload process will only allow for one file upload per pay pool. This file can be modified and re-loaded as many times as necessary. If the user attempts to create a new process using a different process name, the user will be given a warning that an upload process already exists for that pay pool, and the user will be given a couple of options on how to deal with uploading a new or modified version of the upload file.

The Mock Upload Process is complete once the user uploads the file. The Preview edits and warning messages do not apply to the Mock process.

When you select Load File and again when you select on the Finalize Appraisals button, the process will validate the values provided in the CWB export files for Element 2 % (ELEMENT_2_PCTG), GPI % (GPI PCTG), and the rate range increase % (RATE_RNG_PCTG) against values stored in a DCPDS table. If the values don't match at the time the Load File button is selected then the upload will fail and an error message will be provided. If the values don't match at the time the Finalize Appraisals button is selected the process will fail and the user will receive an error message. The user must make the corrections in the CWB spreadsheet Fund tab and re-export the file from CWB. Initially the DCPDS table will provide the default value identified in the CWB spreadsheet if these values are changed prior to the payout the DCPDS values will be changed accordingly

CWB Extract/Upload

NSPS Payout Upload

NSPS Performance Payout Upload

Upload Process Name:

File Name:

Pay Pool ID Segment 1:

Pay Pool Manager:

File Upload Date:

Appraisal Process Date:

Status:

Status Details

File loaded SUCCESSFULLY!
Number of Records in Upload File..4
Total Records Uploaded..4
Total Region ID Warnings..0
Total Upload Errors..0
Select the PROCESS LOG button to view details.
Select the PREVIEW/VALIDATE button to preview records and review alert messages.17-SEP-2009 11:49:09:AM

If the Preview/Validate button does not become active, it could be that the Pay Pool Manager's name from the CWB does not match the Pay Pool Manager's name in DCPDS (this includes not having a pay pool manager assigned to the pay pool in DCPDS). To select the appropriate pay pool manager name, select the LOV in the Pay Pool Manager field.

Pay Pool Manager

Next, select the pay pool manager's name and select OK. Finally, click inside the status details box and the Preview/Validate button should activate. Go to Step 6.

If names do not appear in the LOV, then your pay pool does not have a pay pool manager assigned to it. This must be accomplished using the manage pay pool ID module.

CWB Extract/Upload

The screenshot shows the Oracle Applications interface for 'NSPS Performance Payout Upload'. The main window title is 'Oracle Applications - natasha_NSP55QT'. The application title is 'NSPS Payout Upload'. The main heading is 'NSPS Performance Payout Upload'. The interface includes several input fields and buttons:

- Upload Process Name: **CWBsdfsd** (Buttons: Load File)
- File Name: **C:\Documents and Settings\baconsa\Desktop\paypool\ANDY102OCT** (Buttons: Browse)
- Pay Pool ID Segment 1: **ANDY1** (Buttons: Preview/Validate)
- Pay Pool Manager: **Bowling, Mike** (Buttons: Delete Preview)
- File Upload Date: **04-OCT-2007**
- Appraisal Process Date: **Pay Pool Manager/Administrator**
- Status: **Status**

Below the input fields, there is a 'Status Details' section with a search bar containing 'Maggelon, Luke%'. A table displays the search results:

Name	Responsibility	Pay Pool ID
Maggelon, Luke	CIV Pay Pool Manager	ANDY1

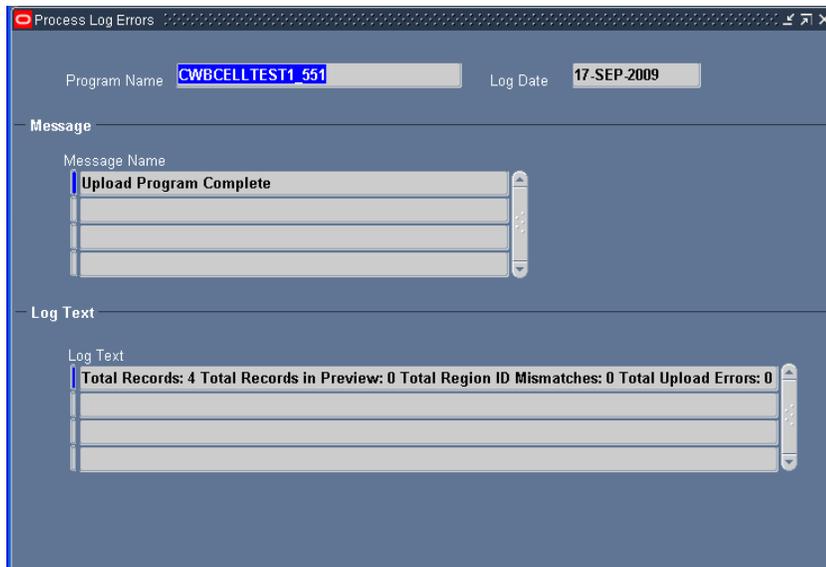
Summary statistics on the left side of the status details window:

- File loaded SUCCESS
- Number of Records in
- Total Records Uploade
- Total Region ID Errors.
- Total Upload Errors..0
- See Process Log for De
- Preview records to val
- Preview Records Delet

Buttons at the bottom of the status details window: End, OK, Cancel.

Step 6: Review the Status Details.

The Status Details region is populated with information when the Load File (See pg 15), Preview/Validate button is executed. Depending on the button that was executed you may see information associated with the number of records in the upload file, the number of records loaded successfully, the number of records with region errors, the number of records with mismatch warnings or the number of records that were deselected in the preview. See Attachment 2 for messages associated with the upload process. For any information provided in the Status Details region there is also a process log available. The process log provides additional employee information for the records included in the Status Details counts. All error and warning messages should be reviewed to determine if further action is required.

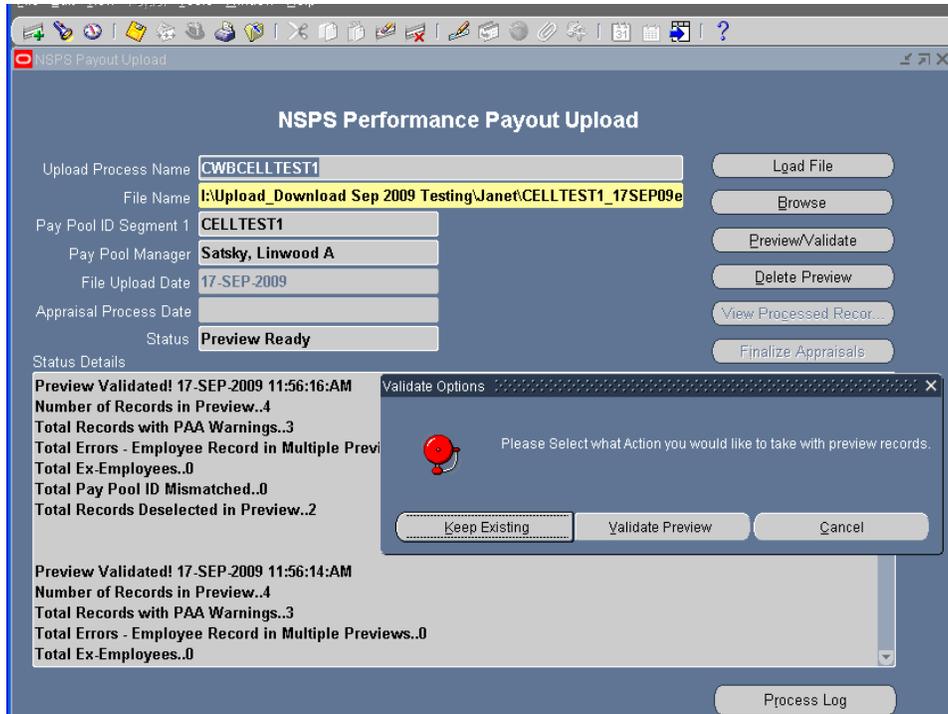
**Step 7: Select the Preview/Validate button and view records included in the upload file**

This preview screen shows you the data that is loaded from the CWB export file. Mismatches, such as a rating mismatch between the PAA and CWB, are indicated in the Alert Message column. To view the entire text of the alert message, select CTRL-E while your cursor is in an alert message cell. In addition to alert messages the user will receive details on specially situated employees.

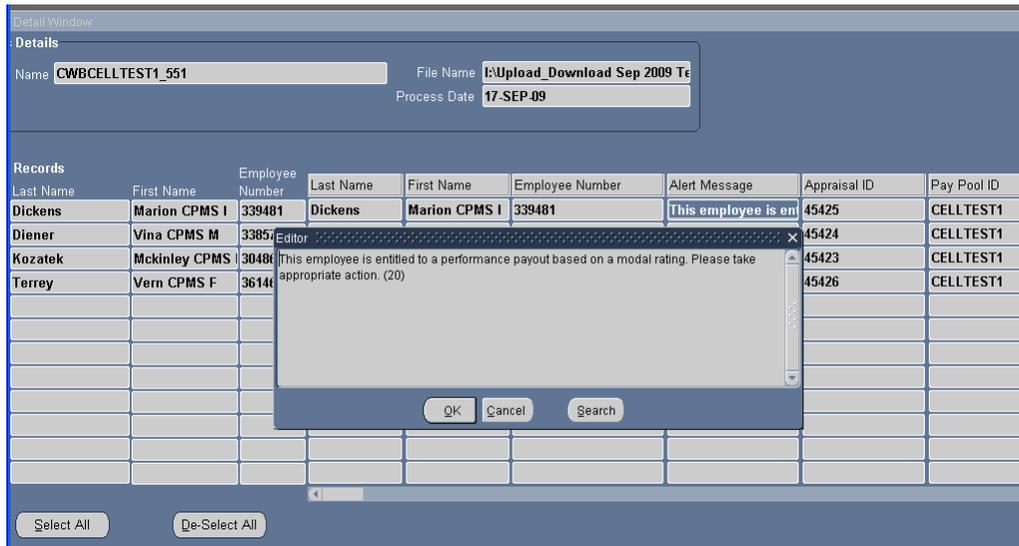
If during this process you wish to delete a preview and start over, select the Delete Preview button. You can also load another file and choose to replace the existing preview.

As a part of the preview analysis a user has the ability to 'Select' all or a smaller group of records included in the preview screen. For example: If there were 10 employees that loaded successfully but one employee no longer belongs to the pay pool, this

CWB Extract/Upload



A complete listing of Alert Messages and Warnings are included in Attachment 5.



The Finalize Appraisals button is not available to the pay pool manager or pay pool administrator responsibilities. The responsibility to finalize appraisals lies with your HR office.

Reconciling Mismatches Between the PAA and CWB before Finalize Appraisals has been Executed

Overview

If changes are requested by the Pay Pool Manager prior to executing the Finalize Appraisals button the rating official can return the appraisal to the PPM by selecting the 'Resubmit to PPM' button inside the PAA. This will change the status back to Pending PPM Approval.

Reconciling Mismatches Step-by-Step

Step 1: Log into DCPDS

Step 2: Select your responsibility from the navigator.

Based on your responsibility, you may see the following options in the navigator:

- CIV Pay Pool Manager
- CIV Alternate Pay Pool Manager
- CIV Pay Pool Administrator
- CIV Alternate Pay Pool Administrator



Department of Defense

[ICE.MvBiz](#) [ICE.PAA.V3](#) [Diagnostics](#) [Logout](#) [Preferences](#) [Oracle Help](#)

Navigator

- CIV Pay Pool Manager**
- CIVDOD CWB Upload Administrator
- CIVDOD Performance Management Administrator - PAA V3
- My Biz
- My Workplace
- System Administrator

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

Step 3: Select Appraisal Administration V3 from the menu.

Department of Defense

ICE MyBiz ICE PAA V3 Diagnostics Logout Preferences Oracle Help

Navigator

- 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
- CIVDOD CWB Upload Administrator
- CIVDOD Performance Management Administrator - PAA V3
- My Biz
- My Workplace
- System Administrator

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

Step 4: Search for the employee whose appraisal status needs to be changed.

There are several ways to find an employee, but the easiest way to find a single employee is to type in the employee's last name and first name and select the flashlight icon. This will search the database for that employee. You can also search for all employees that are rated by the rating official by entering in the last name and first name into the Rating Official field.

Performance Appraisal Application (PAA) Version 3.0

ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences

List of Plans/Appraisals

Search for appraisals in order to delete an appraisal, close an appraisal, update an appraisal, or track the progress of an appraisal. The Rating Official and Employee Name searches are not limited to your Pay Pool. However, when you click the Find button - only appraisals in your pay pool will be displayed.

TIP Please enter a Rating Official or Employee Name then click the 'Find' button.

Rating Official

Employee Name

Current PAA Status

Appraisal Year

Rating Official	Employee Name	Appraisal Effective Date	Appraisal Period	Start Date	Appraisal Period End Date	Plan	Status	Current PAA Status	Appraisal ID	Owner	Action
No search conducted.											

A results screen then appears. To select the employee, select the Quick Select icon. This action populates the correct full name in the Employee Name field.

Search and Select: Employee Name

[Cancel](#) [Select](#)

Search

Select a field to 'Search By'. Next, enter a value in the text field. Partial searches must begin with the first few characters of the search field followed by the '%'; e.g., Smi% or 02%. The most common naming convention for Full Name is last name, first name, and middle initial. For best results, enter last name followed by the % and first name followed by the %, e.g. Smith% John%. Select the "Go" button. Select the 'Quick Select' icon next to your selection.

Search By Employee Name Farris, DF-S [Go](#)

Results

Select	Quick Select	Employee Name	Employee Number	Organization Name	Person Type	Pay Schedule-Pay Band	Job Name
<input type="radio"/>		Farris, DF-Sam	473152	DoD Education Activity (DoDEA) DD16HE125401	Employee.Ex-applicant	YA-02	0201.Human Resources Specialist (NSPS)

Select the Find button. This action populates the table with the active plans for that employee.



Performance Appraisal Application (PAA)

Version 3.0

[ICE MyBiz](#) [ICE PAA V3](#) [Home](#) [Logout](#) [Preferences](#)

List of Plans/Appraisals

Search for appraisals in order to delete an appraisal, close an appraisal, update an appraisal, or track the progress of an appraisal.

The Rating Official and Employee Name searches are not limited to your Pay Pool. However, when you click the Find button - only appraisals in your pay pool will be displayed.

TIP Please enter a Rating Official or Employee Name then click the 'Find' button.

Rating Official

Employee Name

Current PAA Status

Appraisal Year

[Clear](#) [Find](#)

Rating Official	Employee Name	Appraisal Effective Date	Appraisal Period Start Date	Appraisal Period End Date	Plan Status	Current PAA Status	Appraisal ID	Owner	Action
Farris, DF-Kollyn	Farris, DF-Sam	01-Jan-2010	02-Oct-2008	30-Sep-2009	Approved	Pending PPM Approval	44597	PPM	Update <input type="text"/> Go

Step 5: Change the appraisal status from Pending PPM Approval to PPM Returned for Change.

To change the appraisal status, identify the employee and select the Go button.

Performance Appraisal Application (PAA)
Version 3.0

ICE MyBiz ICE PAA V3 Home Logout Preferences

List of Plans/Appraisals
Search for appraisals in order to delete an appraisal, close an appraisal, update an appraisal, or track the progress of an appraisal.
The Rating Official and Employee Name searches are not limited to your Pay Pool. However, when you click the Find button - only appraisals in your pay pool will be displayed.

TIP Please enter a Rating Official or Employee Name then click the 'Find' button.

Rating Official: Sheeks, CPMSRolando K
Employee Name:
Current PAA Status:
Appraisal Year: ALL

Rating Official	Employee Name	Appraisal Effective Date	Appraisal Period Start Date	Appraisal Period End Date	Plan Status	Current PAA Status	Appraisal ID	Owner	Action
Sheeks, CPMSRolando K	Casilla, CPMSMaragaret P	01-Jan-2010	01-Oct-2008	30-Sep-2009	Approved	PPM Returned for Change	45316	Sheeks, CPMSRolando K	Update <input type="button" value="Go"/>
Sheeks, CPMSRolando K	Eatmon, CPMSKimberlie	01-Jan-2010	01-Oct-2008	30-Sep-2009	Approved	PPM Returned for Change	45318	Sheeks, CPMSRolando K	Update <input type="button" value="Go"/>
Sheeks, CPMSRolando K	Goettle, CPMSKirby	01-Jan-2010	01-Oct-2008	30-Sep-2009	Approved	Approved by PPM	45320	PPM	Update <input type="button" value="Go"/>

Change the Appraisal Status field from Pending PPM Approval to PPM Returned for Change, and select the Update button. The employee's rating official is now able to modify the employee's appraisal, including ratings and assessments.

Performance
Version 3.0

ICE MyBiz ICE PAA V3 Home Logout Preferences

Change Plans/Appraisals

- * Rating Official
- * Higher Level Reviewer
- Employee Name
- Appraisal ID
- Appraisal Type
- Appraisal Effective Date
- Appraisal Period Start Date
- Appraisal Period End Date
- * Current PAA Status: **PPM Returned for Change**
- Plan Status: Approved

Completed
Deleted
Interim Pending HLR Approval
Interim Returned for Change
Interim Review Approved by HLR
Interim Review Completed
Interim in Progress
PPM Returned for Change
Pending PPM Approval
Plan Approved
Plan Pending HLR Review
Plan Returned for Change
Plan Reviewed by HLR
Plan in Progress
Spec Purpose Approved by PPM
Spec Purpose HLR Returned for Review
Spec Purpose PPM Returned for Change
Spec Purpose Pending HLR Approval
Spec Purpose Pending PPM Approval
Spec Purpose in Progress

[Return to Performance Management Administrator](#)

Step 6: Required changes have been made and appraisal status is changed to Pending PPM Approval.

Once the ratings and/or assessments are changed, the rating official can select the Resubmit to PPM button to change the status of the appraisal to Pending PPM Approval.

Or

Once the rating official required changes have been confirmed, the above responsibilities can also manually change the status to Pending PPM Approval using the Appraisal Administration V3 as described in Steps 1-5.



NSPS PAA - Rating Official

[Transfer to Employee](#) [Track Progress](#) [Return to Main Page](#)

Employee Information

Employee Name **Farris, DF-Sam**
[▶ Show Employee Details](#)

Plan Interim Reviews **Annual Appraisal** Other Assessments Reports/Forms Manage Guest Participants
Assessments and Ratings Shares and Payout Distribution **Approvals and Acknowledgments**

Approvals and Acknowledgments

This screen provides information regarding the status of your employee's Appraisal.

If the 'Start' button is active, select it to complete the process.

Select 'Show' to see the detailed information about the status of your Annual Appraisal.

[Need Help?](#)

Details	Tasks	Status	Action
▶ Show	Step 1: Rating Official - Request or Document Higher Level Review	Completed	
▶ Show	Step 2: Higher Level - Review	Completed	
▶ Show	Step 3: Pay Pool - Review	PPM Returned for Change	Resubmit To PPM
▶ Show	Step 4: Rating Official - Document Communication to Employee	Not Started	Step 3 must be completed

Repeat steps 1-6 for each mismatch.

Step 7: Confirm that all mismatches have been corrected by re-previewing/validating your CWB upload data.

To confirm that you have correctly resolved every mismatch, you need to select the Preview/Validate button and select the 'Validate' button. When all the mismatches have been resolved, you should not receive any mismatch alert messages. You are now ready to have your HR office finalize your appraisals.

The screenshot shows the 'NSPS Performance Payout Upload' window. The main form contains the following fields:

- Upload Process Name: **CWBCELLTEST1**
- File Name: **I:\Upload_Download Sep 2009 Testing\Janet\CELLTEST1_17SEP09e**
- Pay Pool ID Segment 1: **CELLTEST1**
- Pay Pool Manager: **Satsky, Linwood A**
- File Upload Date: **17-SEP-2009**
- Appraisal Process Date: [Empty]
- Status: **Preview Ready**

Buttons on the right include: Load File, Browse, Preview/Validate, Delete Preview, View Processed Record..., and Finalize Appraisals.

The 'Validate Options' dialog box is open, displaying the following text:

Validate Options
Please Select what Action you would like to take with preview records.

Buttons in the dialog: **Keep Existing** (highlighted with a red box), Validate Preview, and Cancel.

Below the dialog, the 'Status Details' section shows:

Preview Validated! 17-SEP-2009 11:56:16:AM
 Number of Records in Preview..4
 Total Records with PAA Warnings..3
 Total Errors - Employee Record in Multiple Previews..0
 Total Ex-Employees..0
 Total Pay Pool ID Mismatched..0
 Total Records Deselected in Preview..2

Finalizing Appraisals in the PAA and Payouts

Overview

Once you have resolved all the mismatches between the PAA and CWB, your servicing HR office will finalize the appraisals for your pay pool. This is done after January 1 of the payout year. When the appraisals are finalized, the following actions take place:

- The appraisal statuses for your pay pool's employees change from Pending PPM Approval to Approved by PPM in the PAA. The appraisals are now available to the rating officials.
- The rating of record from the CWB upload file is populated into DCPDS (into the US Federal Appraisal SIT).

Your servicing HR office processes several pay adjustments during the first full pay period in January. The basic order in which these are processed is:

- Rate range adjustment and Local Market Supplement changes
- Salary increase from the CWB
- Bonus from the CWB

NSPS employees without a rating of record receive a salary increase equal to the full amount of the January Government-wide base pay increase.

Reconciling Mismatches Between the PAA and CWB after Finalize Appraisals has been Executed

Overview

If the data from the CWB spreadsheet does not match the PAA, the appropriate rating official will need to be notified to correct the records in the PAA. If mismatches are not reconciled, the final DD Form 2906 is not generated for the employee. However, *mismatches between the CWB and PAA do not prevent the employee's rating of record from flowing to DCPDS and the employee's payout from being processed.*

To allow a rating official to modify an employee's ratings in the PAA following the Finalize Appraisals process, a few things must occur.

1. If the plan is not approved, i.e., Plan Status equals 'Pending' and the Current PAA Status equals 'Plan Reviewed by HLR' and the Finalize Appraisals process is executed, the statuses will not change. The rating official will have the ability to update the appraisal data. In the case of this plan, the rating official has to 'Communicate' the plan to employee in order for the Plan Status to equal 'Approved'. The rating official will then have to complete the PAA to the point where the Current PAA Status equals 'Pending PPM Approval' (assign job objective ratings, enter rating official assessment, obtain employee assessment, obtain HLR approval, etc). When the Current PAA status is 'Pending PPM Approval', then the CIVDOD Performance Management Administrator - PAAV3 responsibility can change the Current PAA Status to 'PPM Returned for Change'. The PAA will then be returned to the rating official and the 'Validate' button will be available under Step 3 of the Annual Appraisal > Approvals and Acknowledgments tab. Once the rating official completes the PAA and validates the process by selecting the 'Validate' button, the Current PAA Status will then equal 'Approved by PPM'
2. Note: The 'Validate' button will only be visible if the Finalize Appraisal process was executed and the Current PAA Status equals 'PPM Returned for Change'.

Reconciling Mismatches Step-by-Step

Step 1:

The rating official must accomplish all mismatches, PAA and CWB match and the Current PAA Status must equal Pending PPM Approval.

Step 2: **Log into DCPDS**

Step 3: Select CIVDOD Performance Management Administrator – PAA V3 responsibility from the navigator.



Navigator

- [-] CIVDOD Performance Management Administrator - PAA V3
 - [-] My Biz
 - [-] My Workplace
 - [-] PAA Corrections Administrator - Final Appraisal

CIVDOD Performance Management Administrator - PAA V3

- [-] SuperUser
- [-] Apply Action(s) to Multiple Employees (PAA)
- [-] PAA Transfer Request
- [-] View/Print Employee Appraisal Info
- [-] Delegate PAA Trusted Agent Authorization

NSPS Performance Management Reports - PAA V3

- [-] View/Print Reports
- [-] View Previous Reports
- [-] QC Reports

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

Step 4: Select SuperUser from the menu.



Navigator

- [-] CIVDOD Performance Management Administrator - PAA V3
 - [-] My Biz
 - [-] My Workplace
 - [-] PAA Corrections Administrator - Final Appraisal

CIVDOD Performance Management Administrator - PAA V3

- [-] SuperUser
- [-] Apply Action(s) to Multiple Employees (PAA)
- [-] PAA Transfer Request
- [-] View/Print Employee Appraisal Info
- [-] Delegate PAA Trusted Agent Authorization

NSPS Performance Management Reports - PAA V3

- [-] View/Print Reports
- [-] View Previous Reports
- [-] QC Reports

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

Step 5: Search for the employee whose appraisal status needs to be changed.

There are several ways to find an employee, but the easiest way to find a single employee is to type in the employee's last name and first name and select the flashlight icon. This will search the database for that employee. You can also search for all employees that are rated by the rating official by entering in the last name and first name into the Rating Official field.



Performance Appraisal Application (PAA)

Version 3.0

[ICE MyBiz](#) [ICE PAA V3](#) [Home](#) [Logout](#) [Preferences](#)

List of Plans/Appraisals

Search for appraisals in order to delete an appraisal, close an appraisal, update an appraisal, or track the progress of an appraisal.

TIP Please enter a Rating Official or Employee Name then click the 'Find' button.

Rating Official

Employee Name

Current PAA Status

Appraisal Year ALL

Rating Official	Employee Name	Appraisal Effective Date	Appraisal Period Start Date	Appraisal Period End Date	Plan Status	Current PAA Status	Appraisal ID	Owner	Action
No search conducted.									

A results screen then appears. To select the employee, select the Quick Select icon. This action populates the correct full name in the Employee Name field.

Search and Select: Employee Name

Search

Select a field to 'Search By'. Next, enter a value in the text field. Partial searches must begin with the first few characters of the search field followed by the '%'; e.g., Smi% or 02%. The most common naming convention for Full Name is last name, first name, and middle initial. For best results, enter last name followed by the % and first name followed by the %, e.g. Smith% John%. Select the "Go" button. Select the 'Quick Select' icon next to your selection.

Search By

Results

	Quick Select	Employee Name	Employee Number	Organization Name	Person Type	Pay Schedule-Pay Band	Job Name
<input type="radio"/>		Eatmon, Alba U	394202	137 SWN SQ NGAFB61SFPVH01	AGR Employee	MC-35	0001.AGR
<input type="radio"/>		Eatmon, CPMSBernard D	462360	Document Auto & Production Svc DD07Z00000 01	Employee	YB-02	0303.General Support (NSPS)
<input type="radio"/>		Eatmon, CPMSKimberlie	467263	USA ARMAMENT RESEARCH & DEV CENTER ARXRW4MK03 01	Employee	YF-03	0801.Engineering (NSPS)

Select the Find button. This action populates the table with the active plans for that employee.



Performance Appraisal Application (PAA)

Version 3.0

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List of Plans/Appraisals

Search for appraisals in order to delete an appraisal, close an appraisal, update an appraisal, or track the progress of an appraisal.

TIP Please enter a Rating Official or Employee Name then click the 'Find' button.

Rating Official

Employee Name

Current PAA Status

Appraisal Year ALL

Rating Official	Employee Name	Appraisal Effective Date	Appraisal Period Start Date	Appraisal Period End Date	Plan Status	Current PAA Status	Appraisal ID	Owner	Action
No search conducted.									

Step 6: Change the appraisal status from Pending PPM Approval to PPM Returned for Change.

To change the appraisal status for an employee, identify the employee and select the Go button.

Change the Appraisal Status field from Pending PPM Approval to PPM Returned for Change, and select the Update button. The employee’s rating official is now able to modify the employee’s appraisal, including ratings and assessments.

Step 7: Rating official to complete process.

Once all mismatches have been accomplished and the PAA and CWB match, the rating official will select the Validate button located under the Annual Appraisal > Approvals and Acknowledgments tab, Step 3.



Performance Appraisal Application (PAA)

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NSPS PAA - Rating Official

[Transfer to Employee](#) [Track Progress](#) [Return to Main Page](#)

Employee Information

Employee Name **Eatmon, CPMSKimberlie**

[▶ Show Employee Details](#)

[Plan](#) [Interim Reviews](#) **[Annual Appraisal](#)** [Other Assessments](#) [Reports/Forms](#) [Manage Guest Participants](#)

[Assessments and Ratings](#) [Shares and Payout Distribution](#) **[Approvals and Acknowledgments](#)**

Approvals and Acknowledgments

This screen provides information regarding the status of your employee's Appraisal.

If the 'Start' button is active, select it to complete the process.

Select 'Show' to see the detailed information about the status of your Annual Appraisal.

[Need Help?](#)

Show All Details Hide All Details			
Details	Tasks	Status	Action
▶ Show	Step 1: Rating Official - Request or Document Higher Level Review	Completed	
▶ Show	Step 2: Higher Level - Review	Completed	
▶ Show	Step 3: Pay Pool - Review	PPM Returned for Change	Validate
▶ Show	Step 4: Rating Official - Document Communication to Employee	Not Started	Step 3 must be completed

The Current PAA Status changes from PPM Returned for Change to Approved by PPM.

Important: To become familiar with the columns, select the 'Need Help?' link.

Plans/Appraisals In Progress

TIP Only Employees that have a plan in progress are listed below.

Show Me Appraisal Year Create New Plan
--Choose a Plan Type--

Table Size Previous 10 11-20 Next 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Eatmon, CPMSKimberlie	PPM	Sheeks, CPMSRolando K	2010	45318	01-Jun-2009	NSPS	Approved	Approved by PPM	Update <input type="button" value="Go"/>
McMurry, CPMSVal B	PPM	Sheeks, CPMSRolando K	2010	45319	01-Jun-2009	NSPS	Approved	Approved by PPM	Update <input type="button" value="Go"/>

Annual Appraisal > Approvals and Acknowledgments Step 4 is available for the Rating Official to Document Communication to Employee.



Performance Appraisal Application (PAA)

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NSPS PAA - Rating Official

Employee Information

Employee Name **Eatmon, CPMSKimberlie**

[▶ Show Employee Details](#)

Plan | Interim Reviews | **Annual Appraisal** | Other Assessments | Reports/Forms | Manage Guest Participants

Assessments and Ratings | Shares and Payout Distribution | **Approvals and Acknowledgments**

Approvals and Acknowledgments

This screen provides information regarding the status of your employee's Appraisal. Select 'Show' to see detailed information about the status of your employee's Appraisal.

[Need Help?](#)

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Action
▶ Show	Step 1: Rating Official - Request or Document Higher Level Review	Completed	
▶ Show	Step 2: Higher Level - Review	Completed	
▶ Show	Step 3: Pay Pool - Review	Completed	
▶ Show	Step 4: Rating Official - Document Communication to Employee	Not Started	<input type="button" value="Start"/>

Repeat steps 1-7 for each mismatch.

- If there are mismatches between the PAA and the CWB and the Current PAA Status equals Pending PPM Approval, the employee's Current PAA Status will be changed to PPM Returned for Change. When all mismatches are accomplished and the PAA and CWB match, the rating official will select the Validate button located under the Annual Appraisal > Approvals and Acknowledgments tab, Step 3. This will change the Current PAA Status from PPM Returned for Change to Approved by PPM.

Attachment 1 – CWB Extract File Data Elements

Line No.	Data Element (from DCPDS and the PAA)
1	Last Name
2	First Name
3	Employee Number
4	Appraisal_ID
5	Pay Pool ID
6	Pay Schedule
7	Pay Band
8	Occ Code
9	Occ CAT Code
10	Org Structure ID
11	UIC/PAS
12	Basic Salary?
13	LMS Indicator
14	Retained Pay Flag
15	Rating Official
16	Sub Pay Pool Mgr
17	Average Score
18	Recommended Rating
19	Extract Date
20	Pay Pool Manager
21	Performance Review Authority
22	Appraisal Cycle Closeout Date
23	Recommended Shares
24	Salary Split
25	Obj 1 ID
26	Obj 1 No.
27	Obj 1 Title
28	Obj 1 Weight Used
29	Obj 1 Rating
30	Obj 1 CFI
31	Obj 1 Adj Rating
32	Obj 2 ID
33	Obj 2 No.
34	Obj 2 Title
35	Obj 2 Weight Used
36	Obj 2 Rating
37	Obj 2 CFI
38	Obj 2 Adj Rating
39	Obj 3 ID
40	Obj 3 No.
41	Obj 3 Title
42	Obj 3 Weight Used
43	Obj 3 Rating
44	Obj 3 CFI
45	Obj 3 Adj Rating
46	Obj 4 ID
47	Obj 4 No.
48	Obj 4 Title
49	Obj 4 Weight Used

Line No.	Data Element (from DCPDS and the PAA)
50	Obj 4 Rating
51	Obj 4 CFI
52	Obj 4 Adj Rating
53	Obj 5 ID
54	Obj 5 No.
55	Obj 5 Title
56	Obj 5 Weight Used
57	Obj 5 Rating
58	Obj 5 CFI
59	Obj 5 Adj Rating
60	Obj 6 ID
61	Obj 6 No.
62	Obj 6 Title
63	Obj 6 Weight Used
64	Obj 6 Rating
65	Obj 6 CFI
66	Obj 6 Adj Rating
67	Obj 7 ID
68	Obj 7 No.
69	Obj 7 Title
70	Obj 7 Weight Used
71	Obj 7 Rating
72	Obj 7 CFI
73	Obj 7 Adj Rating
74	Obj 8 ID
75	Obj 8 No.
76	Obj 8 Title
77	Obj 8 Weight Used
78	Obj 8 Rating
79	Obj 8 CFI
80	Obj 8 Adj Rating
81	Obj 9 ID
82	Obj 9 No.
83	Obj 9 Title
84	Obj 9 Weight
85	Obj 9 Rating
86	Obj 9 CFI
87	Obj 9 Adj Rating
88	Obj 10 ID
89	Obj 10 No.
90	Obj 10 Title
91	Obj 10 Weight
92	Obj 10 Rating
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Warning: Starting Base Salary Mismatch - DCPDS value is <insert Basic Salary as of Appraisal Period End Date (date contained in the upload file)>. Please review payout information for accuracy (6)41

Warning: Higher Level Review not completed. Current Appraisal Status is <insert APPRAISAL_STATUS>. PAA record will not be updated (7).....42

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Error: Employee is also included in the preview records for the <insert the Pay Pool ID Segment 1 value of the other preview>. Please contact <insert Pay Pool Manager’s name from the upload file of the other preview> to resolve (8)44

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Error: A mismatch exists between one or more Obj Titles in the PAA record. Mismatches exist in Job Obj Title <insert the Job Objective Title for each

mismatch separated by a comma>. PAA values are <insert the corresponding PAA value for each mismatch separated by a comma>. (13)49

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Error: A mismatch exists between one or more Obj Weights % in the PAA record. Mismatches exist in Job Obj Numbers <insert the Job Objective Numbers for each mismatch separated by a comma>. PAA values are <insert the corresponding PAA value for each mismatch separated by a comma>. (16)52

Error: A mismatch exists between one or more Obj Ratings in the PAA record. Mismatches exist in Job Obj Numbers <insert the Job Objective Numbers for each mismatch separated by a comma>. PAA values are <insert the corresponding PAA value for each mismatch separated by a comma>. (17)53

Error: A mismatch exists between one or more Contributing Factor Impact values in the PAA record. Mismatches exist in Job Obj Numbers <insert the Job Objective Numbers for each mismatch separated by a comma>. PAA values are <insert the corresponding PAA value for each mismatch separated by a comma>. (18)54

Error: A mismatch exists between one or more Obj Adjusted Rating values in the PAA record. Mismatches exist in Job Obj Numbers <insert the Job Objective Numbers for each mismatch separated by a comma>. PAA values are <insert the corresponding PAA value for each mismatch separated by a comma>. (19).....55

Error: The employee is entitled to a Modal rating. Please take appropriate action. (20)56

Error: The employee is entitled to a performance payout based on a modal rating. Their pay pool ID changed.<Insert the pay pool ID value from the employee’s Assignment EIT as of the appraisal effective date> Please contact <insert Pay Pool Manager’s name associated with the employee’s new pay pool ID> and provide appropriate modal rating information. (21)56

Error: A mismatch exists with the number of Shares in the PAA record. PAA values is <PAA value for Shares>. (22).....57

Error: A mismatch exists between the Salary Increase% and Bonus% in the PAA record. Values are Salary Increase% <insert corresponding PAA value for Salary Increase%>, bonus% <insert corresponding PAA value for Bonus%>. (23).....57

Error: Data Type Mismatch (1)

Cause: Data type mismatches on any column.

Example: Upload file includes alpha characters where it is expecting numeric characters

Action Required		Yes
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	No
	Performance Payouts will process	No

Action Required:

1. Check and correct source data in CWB
2. Create new upload file.
3. Delete current upload file in DCPDS preview by selecting the “Delete Preview” button
4. Upload the corrected CWB export file
5. Select “Preview/Validate” to verify warning message is cleared

Warning: Individual has become an Ex-Employee, therefore, not entitled to a performance payout (2)

Cause: The employee was under NSPS as of the end of the rating cycle and was eligible for a payout; however, at the time the file was uploaded, the employee had become an ex-employee.

Example: The employee was under NSPS as of the end of the rating cycle and was eligible for a payout but separates or retires before the effective date of the payout.

Action Required		Yes
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	No
	Performance Payouts will process	No

Action Required:

Communicate appraisal/performance rating to gaining rating official and HR. Employee may also be considered for an award under Chapter 45.

Warning: Individual has become an Ex-Employee (3)

Cause: The employee was under NSPS as of the end of the rating cycle and was not eligible for a payout; however, at the time the file was uploaded, the employee had become an ex-employee.

Example: The employee was under NSPS as of the end of the rating cycle but was not eligible for a performance payout and separates or retires before the effective date of the payout.

Action Required		No ¹
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	No
	Performance Payouts will process	No

¹ Employee may be entitled to an award under Chapter 45.

Warning: Employee is no longer covered by NSPS, therefore, not entitled to a performance-based payout (4)

Cause: The employee was under NSPS as of the end of the rating cycle and was eligible for a payout; however, at the time the file was uploaded the employee was no longer under NSPS.

Example: The employee was under NSPS as of the end of the rating cycle and was eligible for a payout, but moves to a non-NSPS (e.g., GS) position before the effective date of the payout.

Action Required		No ¹
If no action is taken:	PAA will update	Yes
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts will process	No ²

¹ Do not deselect this record if employee is entitled to a rating. PAA record and appraisal area in employee's record will be updated.

² Performance payouts will not process if the employee is no longer NSPS on the effective date of the performance payout; however, employee may be entitled to an award under Chapter 45.

Warning: Employee is on a temporary assignment to a non-NSPS position. Only bonus actions can be processed if the employee remains on the NSPS position at the time of payout any performance-based pay increases will be processed once the employee returns to an NSPS position. (4.1)

Cause: The employee is temporarily assigned to a non-NSPS position.

Example: Employee is permanently assigned to a YA-02 position but has been temporarily promoted to a GS-14 position before the effective date of the payout.

Action Required		No ¹
If no action is taken:	PAA will update	Yes
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts will process	Yes ²

¹ Do not deselect this record if employee is entitled to a rating. PAA record and appraisal area in employee's record will be updated.

² Bonus Only. Any performance -based pay increases will be processed once the employee returns to an NSPS position. Employees who are temporarily promoted to non-NSPS position and are occupying that non-NSPS position on the last day of the rating cycle *are* included in the CWB extract process. The employee's salary should not be included in the CWB and their performance payout should be calculated manually.

Warning: Employee was on a temporary assignment to a non-NSPS position but returned to their permanent NSPS position after 30 Sep but prior to payout effective date. Contact your personnel office for assistance in determining the employee's performance increase if applicable. (4.2)

Cause: The employee was temporarily assigned to a non-NSPS position but has returned to his/hers permanent NSPS position after 30 Sep but prior to payout.

Example: Employee was temporarily assigned to a GS-14 position but has been returned to his YA-02 permanent NSPS position after 30 Sep but prior to the payout effective date.

Action Required		No ¹
If no action is taken:	PAA will update	Yes
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts if applicable will be based on temporary assignment salary	Yes ²

¹ Do not deselect this record if employee is entitled to a rating. PAA record and appraisal area in employee's record will be updated.

Warning: Segment 1 Pay Pool ID Mismatch - DCPDS value is <insert Segment 1 of the Pay Pool ID in the employee’s Assignment EIT>. Please assure rating information is provided to the gaining pay pool (5)

Cause: Segment 1 of the Pay Pool ID in the upload file does not match Segment 1 of the Pay Pool ID value in the employee assignment record in DCPDS. Note: Segment 1 is the highest level of the pay pool, additional segments represent sub-pay pools. This warning alerts the user of situations that may warrant closer review of the distribution of pay pool funds.

Example: Segment 1 is CE1W2SF in the employee record but is CE1W3SF in the upload file.

Action Required		Yes
If no action is taken:	PAA will update	Yes
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts will process	No

Action Required:

Do not deselect this record if employee is entitled to a rating. PAA record and appraisal area in employee's record will be updated.

Performance payouts will not process if the Pay Pool ID Segment 1 in the spreadsheet and Pool ID Segment 1 in employee's record do not match on the effective date of the performance payout. Notify gaining pay pool.

Warning: Starting Base Salary Mismatch - DCPDS value is <insert Basic Salary as of Appraisal Period End Date (date contained in the upload file)>. Please review payout information for accuracy (6)

Cause: The employee’s base pay that was included in the upload file does not match the base pay that existed at the end of the rating cycle. This condition looks for situations where an employee’s base pay at the end of the rating cycle may have changed as a result of a retroactive personnel action that either increased or decreased the employee’s base pay.

Example: At the time the data was extracted for the CWB, the employee’s base pay as of the end of the rating cycle was \$50,000. At the time of the upload, the base pay as of the end of the rating cycle was \$52,500 due to a retroactive personnel transaction with an effective date prior to the end of the rating cycle.

Action Required		Yes
If no action is taken:	PAA will update	Yes
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts will process	Yes ¹

¹ The payout information from the CWB will be incorrect, as the salary used was wrong. Follow the action plan below to correct the situation.

Action Required:

Prior to Component deadline:

1. Request new extract file from DCPDS
2. Un-certify CWB (remove check from certify box)
3. Import that employee’s record (only) into the CWB.
4. Pay pool fund will be recalculated; payouts may need to be adjusted.
5. Validate and certify CWB
6. Create new upload file
7. Delete current upload file in DCPDS preview by selecting the “Delete Preview” button
8. Upload corrected CWB export file
9. Select “Preview/Validate” to verify warning message is cleared

After Component deadline:

Do not recalculate entire pay pool. Work with HR office to correct payout actions for the affected employee.

Warning: Higher Level Review not completed. Current Appraisal Status is <insert APPRAISAL_STATUS>. PAA record will not be updated (7)

Cause: This condition alerts the user that the appraisal has not been approved by the Higher Level Reviewer (HLR) and affords them the opportunity to request higher level approval prior to finalizing the appraisal.

Example: The appraisal has not been approved by the Higher Level Reviewer

Action Required		Yes
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts will process	Yes

Action Required:

Before "Finalize Appraisal" has been accomplished in DCPDS:

1. Return appraisal to rating official (see [Appendix I](#) for instructions)
2. Notify rating official to request or document Higher Level Approval and resubmit recommended rating to pay pool.

After "Finalize Appraisal" has been accomplished in DCPDS:

1. Appraisal will be automatically return to rating official
2. Notify rating official to complete the steps to finalize appraisal (see [Appendix II](#) for instructions)

Warning: Please review the PAA record to assure all necessary changes have been made. Current Appraisal Status is Pay Pool Manager Returned for Review (PPMRFR)(7a).

Cause: The appraisal data in the PAA does not match the appraisal data in the CWB and the Rating Official has not made the necessary changes.

Example: The pay pool manager returned an employee’s appraisal to the Rating Official for a change, but the rating official never re-submitted the appraisal back to the pay pool.

Action Required		Yes
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts will process	Yes

Action Required:

Before "Finalize Appraisal" has been accomplished in DCPDS:

3. Return appraisal to rating official (see [Appendix I](#) for instructions)
4. Notify rating official to make the necessary changes and select the Resubmit to PPM button.

After "Finalize Appraisal" has been accomplished in DCPDS:

3. Appraisal will be automatically return to rating official
4. Notify rating official to complete the steps to finalize appraisal (see [Appendix II](#) for instructions)

Error: Employee is also included in the preview records for the <insert the Pay Pool ID Segment 1 value of the other preview>. Please contact <insert Pay Pool Manager’s name from the upload file of the other preview> to resolve (8)

Cause: This error is raised when an employee’s appraisal record is associated with payouts for multiple pay pools.

Example: Employee is included in Preview for pay pool ABC and also included in Preview for pay pool XYZ

Action Required		Yes
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	No
	Performance Payouts will process	No

Action Required: Determine which pay pool is correct.

If employee should be in your preview, notify HR or the manager/administrator of the erroneous pay pool to ensure employee is deleted or deselected from the other preview

If employee should not be in your preview:

Prior to Component deadline:

1. Un-certify CWB (remove check from certify box)
2. Delete that employee’s record (delete their row in the pay pool panel worksheet) from the CWB
3. Pay pool fund will be recalculated; payouts may need to be adjusted.
4. Validate and certify CWB
5. Create new upload file
6. Delete current upload file in DCPDS preview by selecting the “Delete Preview” button
7. Upload corrected CWB export file
8. Validate preview to verify warning message is cleared

After Component deadline:

Do not recalculate entire pay pool. Ensure employee is de-selected from the erroneous preview so it does not affect the employee’s PAA, Appraisal SIT or Performance Payout.

Warning: No PAA appraisal record exists for the employee (9)

Cause: The employee does not have an appraisal record for that effective date.

Examples:

1. Paper appraisal is being used.
2. PAA is being used but appraisal dates are incorrect

Action Required		Yes if using PAA
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts will process	Yes

Action Required:

If PAA is being used, verify appraisal cycle and effective dates.

1. Correct appraisal period and/or appraisal effective dates using the NSPS Appraisal Administration tool (see [Appendix I](#) for instructions)
2. Validate preview to verify warning message is cleared

Warning: Appraisal Status equals Closed or Deleted for appraisal ID (10)

Cause: An appraisal record existed at the time of the extract but has subsequently been closed or deleted.

Example: An appraisal record existed at the time of the extract but has subsequently been closed or deleted.

Action Required		Yes if using PAA
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts will process	Yes

Action Required:

If the closed appraisal should still be used for this cycle:

1. Reactivate appraisal using the Appraisal Administrator responsibility (see [Appendix I](#) for instructions)
2. Verify that RO has completed all necessary steps for submitting recommended ratings to pay pool
3. Validate preview to verify warning message is cleared

If the closed appraisal is being replaced with paper one, no action required.

Error: Appraisal ID in upload file has been closed or deleted. System will use Appraisal ID: <insert new Appraisal ID> (11)

Cause: The employee or Rating Official initiated a Performance Plan / Appraisal and that was the appraisal that existed at time of the extract, but the record was subsequently closed or deleted. However, an additional Performance Plan / Appraisal was created with the same Appraisal Effective Date. This warning message alerts the user that the system will update a different appraisal than the one that was downloaded; it is an opportunity for the user to make sure that the appropriate appraisal gets updated.

Example: Appraisal that existed at time of the extract was closed or deleted. However, another Performance Plan / Appraisal was created with the same Appraisal Effective Date.

Action Required		Yes
If no action is taken:	PAA will update	Yes ¹
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts will process	Yes

¹ The system will update a different appraisal than the one that was loaded into the CWB

Action Required: Verify that the active appraisal is the correct one.

Warning: Number of Objectives in the upload file does not match the number of objectives in the PAA Record(12)

Cause: The number of objectives in the upload file does not match the number of objectives in the PAA.

Example: Performance objectives were added or removed from the Performance Plan / Appraisal after the extract file was loaded into the CWB.

Action Required		Yes
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts will process	Yes

Action Required:

Before Finalize Appraisals has been accomplished in DCPDS:

1. Return appraisal to rating official (see [Appendix I](#) for instructions)
2. Notify rating official to correct the performance objectives and resubmit recommended rating to pay pool.
3. Validate preview to verify warning message is cleared

After "Finalize Appraisal" has been accomplished in DCPDS:

1. Appraisal will be automatically return to rating official
2. Notify rating official to correct the performance objectives and complete the steps to finalize appraisal (see [Appendix II](#) for instructions)

Error: A mismatch exists between one or more Obj Titles in the PAA record. Mismatches exist in Job Obj Title <insert the Job Objective Title for each mismatch separated by a comma>. PAA values are <insert the corresponding PAA value for each mismatch separated by a comma>. (13)

Cause: If one or more Objective titles in the upload file do not match the Objective Titles in the PAA.

Example: One or more Objective titles in the upload file do not match the corresponding Objective Titles in the PAA

Action Required		Yes
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts will process	Yes

Action Required:

Before Finalize Appraisals has been accomplished in DCPDS:

1. Return appraisal to rating official (see [Appendix I](#) for instructions)
2. Notify rating official to correct the performance objectives and resubmit recommended rating to pay pool.
3. Validate preview to verify warning message is cleared

After Finalize Appraisals has been accomplished in DCPDS:

1. Appraisal will be automatically return to rating official
2. Notify rating official to correct the performance objectives and complete the steps to finalize appraisal (see [Appendix II](#) for instructions)

Error: Average Score mismatch - PAA value is <insert PAA Average Score value>. Please review and correct all rating information in the PAA record. (14)

Cause: Average Score in the upload file does not match the Average Score in the PAA.

Example: Average Score in the upload file equals 4.4; the Average Score in the PAA equals 4.6

Action Required		Yes
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts will process	Yes

Action Required:

Before Finalize Appraisals has been accomplished in DCPDS:

1. Return appraisal to rating official (see [Appendix I](#) for instructions)
2. Notify rating official to correct the performance ratings and resubmit recommended rating to pay pool.
3. Validate preview to verify warning message is cleared

After Finalize Appraisals has been accomplished in DCPDS:

1. Appraisal will be automatically return to rating official
2. Notify rating official to correct the performance ratings and complete the steps to finalize appraisal (see [Appendix II](#) for instructions)

Error: Rating Mismatch - PAA value is <insert PAA Rating value>. Please review and correct all rating information in the PAA record. (15)

Cause: Rating in the upload file does not match the Recommended Rating in the PAA.

Example: The Rating in the upload file equals 4; the Recommended Rating in the PAA equals 3

Action Required		Yes
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts will process	Yes

Action Required:

Before Finalize Appraisals has been accomplished in DCPDS:

1. Return appraisal to rating official (see [Appendix I](#) for instructions)
2. Notify rating official to correct the performance ratings and resubmit recommended rating to pay pool.
3. Validate preview to verify warning message is cleared

After Finalize Appraisals has been accomplished in DCPDS:

1. Appraisal will be automatically return to rating official
2. Notify rating official to correct the performance ratings and complete the steps to finalize appraisal (see [Appendix II](#) for instructions)

Error: A mismatch exists between one or more Obj Weights % in the PAA record. Mismatches exist in Job Obj Numbers <insert the Job Objective Numbers for each mismatch separated by a comma>. PAA values are <insert the corresponding PAA value for each mismatch separated by a comma>. (16)

Cause: One or more Objective Weights in the upload file do not match the Objective Weight values in the PAA.

Example: The “Objective Weight %” for Objective Number 1 in the upload file equals 25; the Objective Weight %” for Objective Number 1 in the PAA equals 35

Action Required		Yes
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts will process	Yes

Action Required:

Before Finalize Appraisals has been accomplished in DCPDS:

1. Return appraisal to rating official (see [Appendix I](#) for instructions)
2. Notify rating official to correct the objective weights and resubmit recommended rating to pay pool.
3. Validate preview to verify warning message is cleared

After Finalize Appraisals has been accomplished in DCPDS:

1. Appraisal will be automatically return to rating official
2. Notify rating official to correct the objective weights and complete the steps to finalize appraisal (see [Appendix II](#) for instructions)

Error: A mismatch exists between one or more Obj Ratings in the PAA record. Mismatches exist in Job Obj Numbers <insert the Job Objective Numbers for each mismatch separated by a comma>. PAA values are <insert the corresponding PAA value for each mismatch separated by a comma>. (17)

Cause: One or more Objective Ratings in the upload file do not match the Objective Rating values in the PAA.

Example: The “Objective Rating” for Objective Number 1 in the upload file equals 3; the Objective Rating” for Objective Number 1 in the PAA equals 4

Action Required		Yes
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts will process	Yes

Action Required:

Before Finalize Appraisals has been accomplished in DCPDS:

1. Return appraisal to rating official (see [Appendix I](#) for instructions)
2. Notify rating official to correct the performance objectives and resubmit recommended rating to pay pool.
3. Validate preview to verify warning message is cleared

After "Finalize Appraisal" has been accomplished in DCPDS:

1. Appraisal will be automatically return to rating official
2. Notify rating official to correct the performance objectives and complete the steps to finalize appraisal (see [Appendix II](#) for instructions)

Error: A mismatch exists between one or more Contributing Factor Impact values in the PAA record. Mismatches exist in Job Obj Numbers <insert the Job Objective Numbers for each mismatch separated by a comma>. PAA values are <insert the corresponding PAA value for each mismatch separated by a comma>. (18)

Cause: One or more Objective Contributing Factors in the upload file do not match the Objective Contributing Factor values in the PAA.

Example: The “Contributing Factor Impact” for Objective Number 1 in the upload file equals +1; the “Contributing Factor Impact” for Objective Number 1 in the PAA equals 0.

Action Required		Yes
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts will process	Yes

Action Required:

Before Finalize Appraisals has been accomplished in DCPDS:

1. Return appraisal to rating official (see [Appendix I](#) for instructions)
2. Notify rating official to correct the contributing factors and resubmit recommended rating to pay pool.
3. Validate preview to verify warning message is cleared

After "Finalize Appraisal" has been accomplished in DCPDS:

1. Appraisal will be automatically return to rating official
2. Notify rating official to correct the contributing factors and complete the steps to finalize appraisal (see [Appendix II](#) for instructions)

Error: A mismatch exists between one or more Obj Adjusted Rating values in the PAA record. Mismatches exist in Job Obj Numbers <insert the Job Objective Numbers for each mismatch separated by a comma>. PAA values are <insert the corresponding PAA value for each mismatch separated by a comma>. (19)

Cause: One or more Objective Adjusted Ratings in the upload file do not match the Objective Adjusted Rating values in the PAA.

Example: The “Objective Adjusted Rating” for Objective Number 1 in the upload file equals 3; the “Objective Adjusted Rating” for Objective Number 1 in the PAA equals 4

Action Required		Yes
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts will process	Yes

Action Required:

Before Finalize Appraisals has been accomplished in DCPDS:

1. Return appraisal to rating official (see [Appendix I](#) for instructions)
2. Notify rating official to correct the performance ratings and resubmit recommended rating to pay pool.
3. Validate preview to verify warning message is cleared

After Finalize Appraisals has been accomplished in DCPDS:

1. Appraisal will be automatically return to rating official
2. Notify rating official to correct the performance ratings and complete the steps to finalize appraisal (see [Appendix II](#) for instructions)

Error: The employee is entitled to a Modal rating. Please take appropriate action. (20)

Cause: The employee was not assigned a rating during the appraisal cycle due to a special situation.

Example: The employee performed 100% union duties or the employee was on LWOP (Mil or Wkrs Comp) and did not serve at least 90 days of service under the performance plan assigned.

Action Required		Yes
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	No
	Performance Payouts will process	No

Action Required:

1. The Modal rating must be calculated in the CWB for the pay pool. Notify the rating official to submit the request(s) for personnel action if appropriate.

Error: The employee is entitled to a performance payout based on a modal rating. Their pay pool ID changed.<Insert the pay pool ID value from the employee’s Assignment EIT as of the appraisal effective date> Please contact <insert Pay Pool Manager’s name associated with the employee’s new pay pool ID> and provide appropriate modal rating information. (21)

Cause: The employee was not assigned a rating during the appraisal cycle due to a special situation.

Example: The employee performed 100% union duties or the employee was on LWOP (Mil or Wkrs Comp) and did not serve at least 90 days of service under the performance plan assigned and has moved to a new pay pool as of the effective date of the payout.

Action Required		Yes
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	No
	Performance Payouts will process	No

Action Required:

1. The Modal rating must be calculated in the CWB for the losing pay pool. Notify the gaining rating official to submit their request(s) for personnel action if appropriate.

Error: A mismatch exists with the number of Shares in the PAA record. PAA values is <PAA value for Shares>. (22)

Cause: the number of Shares in the PAA do not match the number of Shares in the CWB.

Example: The number of Shares in the PAA record is 4 and the number of Shares in the CWB is 3.

Action Required		Yes
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts will process	Yes

Action Required:

Before Finalize Appraisals has been accomplished in DCPDS:

4. Return appraisal to rating official (see [Appendix I](#) for instructions)
5. Notify rating official to correct the number of Shares and resubmit to pay pool.
6. Validate preview to verify warning message is cleared

After Finalize Appraisals has been accomplished in DCPDS:

3. Appraisal will be automatically return to rating official
4. Notify rating official to correct the number of Shares and complete the steps to finalize appraisal (see [Appendix II](#) for instructions)

Error: A mismatch exists between the Salary Increase% and Bonus% in the PAA record. Values are Salary Increase% <insert corresponding PAA value for Salary Increase%>, bonus% <insert corresponding PAA value for Bonus%>. (23)

Cause: the Salary Increase% and Bonus% in the PAA does not match the Salary Increase% and Bonus% increase in the CWB.

Example: The Salary Increase% is 70% and the Bonus% is 30% in the PAA record and the Salary Increase% is 55% and the Bonus% is 45% in the CWB.

Action Required		Yes
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts will process	Yes

Action Required:

Before Finalize Appraisals has been accomplished in DCPDS:

7. Return appraisal to rating official (see [Appendix I](#) for instructions)
8. Notify rating official to correct the Salary Increase% and Bonus% in the PAA and resubmit to the pay pool.
9. Validate preview to verify warning message is cleared

After Finalize Appraisals has been accomplished in DCPDS:

5. Appraisal will be automatically return to rating official
6. Notify rating official to correct the Salary Increase% and Bonus% in the PAA and complete the steps to finalize appraisal (see [Appendix II](#) for instructions)

Appendix I – Performance Appraisal Administration

Correcting PAA dates

1. Use either the CIVDOD Performance Management Administrator – PAA V3 or CIV Pay Pool Manager/CIV Pay Pool Administrator responsibility in DCPDS
2. Search for appraisals by employee and/or rating official name
3. Locate appraisal and select Update
4. Change appraisal date(s)
5. Save changes by selecting Update again

Reactivating closed or deleted appraisals

1. Use either the CIVDOD Performance Management Administrator - PAA V3 or CIV Pay Pool Manager/CIV Pay Pool Administrator or Alternate responsibility in DCPDS
2. Search for appraisals by employee and/or rating official name
3. Locate closed or deleted appraisal and select Update
4. Change appraisal status to Ongoing
5. Save changes by selecting Update again
6. Notify rating official to complete any unfinished steps and submit recommended ratings

Transferring appraisals back to rating official for correction

If the Current PAA Status equals anything other than “Pending Approval” or “Pending PPM Approval”, rating official already has access to the appraisal for correction.

If the Current PAA Status equals “Pending Approval”, notify HLR to complete approval process or return appraisal to rating official. If HLR is unavailable to return appraisal to rating official:

1. Use either the CIVDOD Performance Management Administrator – PAA V3 or CIV Pay Pool Manager/CIV Pay Pool Administrator or Alternate responsibility in DCPDS
2. Search for appraisals by employee and/or rating official name
3. Locate appraisal and select Update
4. Change Current PAA Status to "PPM Returned for Change"
5. Save changes by selecting Update again
6. Notify rating official to document HLR approval and submit the recommended ratings

If the Current PAA Status equals “Pending PPM Approval”

1. Use either the CIVDOD Performance Management Administrator - PAA V3 or CIV Pay Pool Manager/CIV Pay Pool Administrator or Alternate responsibility in DCPDS
2. Search for appraisals by employee and/or rating official name
3. Locate appraisal and select Update
4. Change the Current PAA Status to "PPM Returned for Change"
5. Save changes by selecting Update again
6. Notify rating official to correct the appraisal and resubmit the recommended ratings

Appendix II – Post-Finalization Instructions

After the Finalize Appraisals process is completed in DCPDS, any appraisals that still contained erroneous data or where not submitted to the PPM will be returned to the rating official:

1. Rating official must complete any missing steps and correct any appraisal information as necessary to match what was submitted in the preview.
2. Rating official selects the “Validate” button to verify that the appraisal now matches what was submitted in the preview. Error messages will appear if appraisal still contains mismatching data or necessary steps are incomplete.
3. Once all mismatches are fixed and missing steps are complete, the Validate button will change the appraisal status to “Approved by PPM”. Rating official can then communicate the appraisal to the employee and complete the appraisal in the PAA.

Attachment 3 – List of Plan/Appraisal Statuses

The following is a list of all plan and appraisal statuses in the PAA.

Plan Status	Description
Approved	Performance Plan has been approved by the Higher Level Reviewer and communicated to the employee and any subsequent changes have also been approved.
Modified	An approved Performance Plan has been changed and the changes have not been approved.
Pending	Performance Plan has been initiated and saved but not approved.
Current PAA Status	Description
Plan in Progress:	Performance Plan has been started but not yet approved or original Performance Plan was approved and Job Objectives have been modified but not yet re-approved.
Plan Pending HLR Review:	Performance Plan has been approved by Rating Official but not by Higher Level Reviewer.
Plan Returned for Change:	Higher Level Reviewer has requested the Performance Plan be modified.
Plan Approved by HLR:	Higher Level Reviewer has approved the Performance Plan.
Plan Approved:	Performance Plan has been approved by Rating Official and Higher Level Reviewer(or modified Job objectives have been re-approved) and acknowledged by employee.
Interim in Progress:	Interim Review has been started but not yet approved.
Interim Pending HLR Review:	Interim Review has been approved by Rating Official but not by Higher Level Reviewer.
Interim Returned for Change:	Higher Level Reviewer has requested the Interim Review be modified.
Interim Review Completed	Interim Review has been approved by Rating Official and Higher Level Reviewer and acknowledged by employee.
Appraisal Pending HLR Review:	Annual Appraisal has been approved by Rating Official but not by Higher Level Reviewer.
Appraisal Returned for Change:	Higher Level Reviewer has requested the Annual Appraisal be modified.
Pending PPM Approval:	Annual Appraisal has been approved by Rating Official and higher Level Reviewer but not by Pay Pool Manager.

PPM Returned for Change:	Pay Pool Manager has requested the Annual Appraisal be modified.
Approved by PPM:	Annual Appraisal has been approved by Rating Official, Higher Level Reviewer, and Pay Pool Manager. An unapproved performance plan has been deleted by rating official.
Appraisal Completed:	Annual Appraisal has been approved by Rating Official, Higher Level Reviewer, and Pay Pool Manager, and acknowledged by employee.
Closeout in Progress:	Closeout Assessment has been started by not yet approved.
Closeout Completed:	Closeout Assessment has been approved by Rating Official and acknowledged by employee.

Attachment 4 – CWB Upload File Data Elements

Line No.	DCPDS Upload Table Column Heading
1	LAST_NAME
2	FIRST_NAME
3	EMPLOYEE_NUMBER
4	APPRAISAL_ID
5	PAY_POOL_ID
6	WILDCARD 1
7	PAY_SCHEDULE
8	PAY_BAND
9	OCC_CODE
10	OCC CAT ID
11	ORG STRUCTURE ID
12	UIC/PAS CODE
13	END CYCLE BASE_SALARY
14	LMS INDICATOR
15	RETAINED_PAY_FLAG
16	RATED_ELIG
17	MODAL RATING
18	INCL_SALARY_PAY_POOL
19	PAYOUT_ELIGIBILITY
20	PAYOUT ELIGIBLE
21	SPECIALY SITUATED CONDITION
22	WILDCARD 2
23	RATING_OFFICIAL
24	SUB_PAY_POOL_MGR
25	WILDCARD 3
26	AVERAGE_SCORE
27	RATING
28	SHARES
29	PAYOUT_AMT
30	SALARY_INCR_DOLLARS
31	SALARY_INCR_PCTG
32	PRO_RATE_SALARY_INCR_PCTG
33	PRO_RATED_SALARY_INCR_DOLLARS
34	CTRL_PT_DOLLARS
35	ALLOW_OVER_CTRL_PT
36	WILDCARD 4
37	PAY_BAND_MAX
38	ADJ_SALARY_INCR_DOLLARS
39	EPI_SALARY

Line No.	DCPDS Upload Table Column Heading
40	OAR_SALARY
41	NEW_BASE_SALARY
42	WILDCARD 5
43	LMS CODE
44	NEW LMS PERCENT
45	NEW LMS AMOUNT
46	NEW ADJ BASIC PAY
47	CARRYOVER DOLLARS
48	BONUS_DOLLARS
49	TOTAL BONUS DOLLARS
50	BONUS_PCTG
51	PRO_RATE_BONUS_PCTG
52	PRO_RATED_BONUS_DOLLARS
53	EPI_BONUS
54	OAR_BONUS
55	WILDCARD 6
56	WILDCARD 7
57	OBJ_ONE_ID
58	OBJ_ONE_NUMBER
59	OBJ_ONE_TITLE
60	OBJ_ONE_WEIGHT_USED
61	OBJ_ONE_RATING
62	OBJ_ONE_CONTFACT
63	OBJ_ONE_ADJUSTED_RATING
64	OBJ_TWO_ID
65	OBJ_TWO_NUMBER
66	OBJ_TWO_TITLE
67	OBJ_TWO_WEIGHT_USED
68	OBJ_TWO_RATING
69	OBJ_TWO_CONTFACT
70	OBJ_TWO_ADJUSTED_RATING
71	OBJ_THREE_ID
72	OBJ_THREE_NUMBER
73	OBJ_THREE_TITLE
74	OBJ_THREE_WEIGHT_USED
75	OBJ_THREE_RATING

Line No.	DCPDS Upload Table Column Heading
76	OBJ_THREE_CONTRACT
77	OBJ_THREE_ADJUSTED_RATING
78	OBJ_FOUR_ID
79	OBJ_FOUR_NUMBER
80	OBJ_FOUR_TITLE
81	OBJ_FOUR_WEIGHT_USED
82	OBJ_FOUR_RATING
83	OBJ_FOUR_CONTRACT
84	OBJ_FOUR_ADJUSTED_RATING
85	OBJ_FIVE_ID
86	OBJ_FIVE_NUMBER
87	OBJ_FIVE_TITLE
88	OBJ_FIVE_WEIGHT_USED
89	OBJ_FIVE_RATING
90	OBJ_FIVE_CONTRACT
91	OBJ_FIVE_ADJUSTED_RATING
92	OBJ_SIX_ID
93	OBJ_SIX_NUMBER
94	OBJ_SIX_TITLE
95	OBJ_SIX_WEIGHT_USED
96	OBJ_SIX_RATING
97	OBJ_SIX_CONTRACT
98	OBJ_SIX_ADJUSTED_RATING

Line No.	DCPDS Upload Table Column Heading
99	OBJ_SEVEN_ID
100	OBJ_SEVEN_NUMBER
101	OBJ_SEVEN_TITLE
102	OBJ_SEVEN_WEIGHT_USED
103	OBJ_SEVEN_RATING
104	OBJ_SEVEN_CONTRACT
105	OBJ_SEVEN_ADJUSTED_RATING
106	OBJ_EIGHT_ID
107	OBJ_EIGHT_NUMBER
108	OBJ_EIGHT_TITLE
109	OBJ_EIGHT_WEIGHT_USED
110	OBJ_EIGHT_RATING
111	OBJ_EIGHT_CONTRACT
112	OBJ_EIGHT_ADJUSTED RATING
113	OBJ_NINE_ID
114	OBJ_NINE_NUMBER
115	OBJ_NINE_TITLE
116	OBJ_NINE_WEIGHT_USED
117	OBJ_NINE_RATING
118	OBJ_NINE_CONTRACT
119	OBJ_NINE_ADJUSTED_RATING
120	OBJ_TEN_ID
121	OBJ_TEN_NUMBER

Line No.	DCPDS Upload Table Column Heading
122	OBJ_TEN_TITLE
123	OBJ_TEN_WEIGHT_USED
124	OBJ_TEN_RATING
125	OBJ_TEN_CONTRACT
126	OBJ_TEN_ADJUSTED_RATING
127	REGION_ID
128	APPRAISAL_EFFECTIVE_DATE
129	MOCK DATA
130	ASSIGNED MODAL RATING
131	MODAL BASE SALARY INCREASE PCT
132	MODAL BASE SALARY INCREASE
133	PROPRATED MODAL SALARY INCREASE PCT
134	PROPRATED BASE SALARY INCREASE AMOUNT
135	MODAL BASE SALARY INCREASE AMT
136	FINAL BASE SALARY AFTER MODAL PAYOUT
137	ELEMENT_1_PCTG
138	ELEMENT_1_DOLLARS
139	ELEMENT_2_PCTG
140	ELEMENT_2_DOLLARS
141	ELEMENT_3_PCTG
142	ELEMENT_3_DOLLARS
143	GPI_PCTG
144	RATE_RNG_PCTG

Line No.	DCPDS Upload Table Column Heading
145	SHARE_VALUE_TYPE
146	SHARE_VALUE
147	CARRYOVER_DOLLARS
148	YG02_MAX
149	YG03_MAX
150	YJ04_MAX
151	EPI_SALARY_DOLLARS
152	EPI_BONUS_DOLLARS
153	OAR_SALARY_DOLLARS
154	OAR_BONUS_DOLLARS
155	APPRAISAL_CYCLE_CLOSEOUT_DATE
156	CERTIFIED_DATE
157	PAY_POOL_MANAGER
158	EMPLOYEE_COUNT
159	VERSION_NUMBER
160	PAY POOL MODAL RATING
161	RATING THREE MODAL PERCENT
162	RATING FOUR MODAL PERCENT
163	RATING FIVE MODAL PERCENT

Attachment 5 – List of NSPS Performance Payout Upload Errors and Process Log Messages

Process log messages are generated at various stages of the NSPS Performance Payout Upload process. They are generated at the time of the upload, upon Preview/Validate and during the Finalize Appraisal process.

The following is a list of events process log Message Names associated with selecting the Load File button.

Upload Errors 70

Upload File Error - please check the file format and data in your file 70

*Error: The CWB export did not contain a Pay Pool Manager’s name. The file must contain a Pay Pool Manager name. Please assign a Pay Pool Manager and reload the file.*70

The values for Remaining GPI (Element 2), GPI, or Rate Range Adjustment is incorrect. Valid values are <insert values from DCPDS table>. 70

Pay Pool ID Segment 1 does not match values in upload file 71

Region ID Mismatch..... 71

Process Log Messages..... 72

Employee transferred to <insert the name of the physical regional database, e.g., Air Force, Army, Navy, WHS, DLA, etc.> regional database. Please assure appraisal information is provided to the gaining pay pool manager or HR professional..... 72

Region ID Mismatch: Please assure this record is uploaded to the appropriate DCPDS database 72

Upload Program Complete 73

Upload Program Error 73

Validation – Preview Complete..... 73

Final PAA Returned for Change 74

Final PAA not updated 74

Final PAA Appraisal Status 74

Appraisal SIT Status 75

Upload Errors

Upload File Error - please check the file format and data in your file

Message is displayed on upload

Cause: User selected the wrong file or Upload file format is incorrect.

Example: User selected the DCPDS extract file and not the CWB export file when loading the preview.

Action Required:

1. Select the correct or modified CWB export file for the pay pool
2. Select the "Load File" button

Error: The CWB export did not contain a Pay Pool Manager's name. The file must contain a Pay Pool Manager name. Please assign a Pay Pool Manager and reload the file.

Cause: The CWB upload file did not contain a pay pool manager name or the pay pool manager in the CWB upload file does not match the pay pool manager name stored in DCPDS. The names must match for the upload to be successful. If there is a pay pool manager name stored in DCPDS at the time of download, that pay pool manager name will download and generate in the CWB spreadsheet when the CWB spreadsheet is certified.

Example: The pay pool manager stored in DCPDS is Smith, John. The pay pool manager name was changed at the time the CWB was certified to Col, Smith, John.

Action Required:

1. Select the correct pay pool manager name from the list of values provided in the upload process, found in the Pay Pool Manager data field.
2. If there is no list of values provided in the Pay Pool Manager data field this would mean that no pay pool manager has been assigned in DCPDS. This must be accomplished using the 'Manage Pay Pool ID' form.

The values for Remaining GPI (Element 2), GPI, or Rate Range Adjustment is incorrect. Valid values are <insert values from DCPDS table>.

Message is displayed on Upload

Cause: Values for Remaining GPI (Element 2), GPI, or Rate Range Adjustment do not match the values in the DCPDS validation table

Example: CWB Export file Remaining GPI (Element 2) value is 2.5 and the DCPDS value is 1.16

Action Required:

Ensure the correct funding values are identified in your upload file, otherwise upload will continue to fail

Pay Pool ID Segment 1 does not match values in upload file

Message is displayed on Upload

Cause: The Pay Pool ID Segment 1 value entered on the upload screen does not match the Segment 1 portion of the value in the CWB export file being staged.

Example: J.W. Smith is the Pay Pool Manager for pay pool ABC and for pay pool DEF. J.W. typed in ABC on the in the Pay Pool ID Segment 1 on the upload screen, but he mistakenly tried to load pay pool DEF's CWB export file.

Action Required:

1. Correct the Pay Pool ID Segment 1 value entered on the upload screen
- OR
2. Select “Load File” button and select the correct CWB export file (for the pay pool matching the value input on the screen).

Region ID Mismatch

Validation occurs on upload

Cause: The region ID identified for this employee record does not exist on the data base.

Example: A pay pool may consist of employees that reside on separate databases. Pay pool 123 may have employees from Region 11 and Region 12. The CWB spreadsheet will include all employees. When the CWB Export File is uploaded to database for Region 11 all records that belong to Region 12 will reject. When the CWB Export Files is uploaded to Region 12 all records that belong to Region 11 will reject.

Action Required		No
If no action is taken:	PAA will update for appropriate employee(s)	Yes
	Appraisal Data in Employee Record will update for appropriate employee(s)	Yes
	Performance Payouts will process for appropriate employee(s)	Yes

Process Log Messages

Messages displayed in Process Log

Employee transferred to <insert the name of the physical regional database, e.g., Air Force, Army, Navy, WHS, DLA, etc.> regional database. Please assure appraisal information is provided to the gaining pay pool manager or HR professional

Message is displayed in Process Log on upload

Cause: Employee is now an ex-employee, separated sometime between the day after the appraisal period end date and the appraisal effective date (normally between 1 Oct and 1 Jan) but transferred to another Region.

Example: YA-02 DLA employee transfers to a YA-02 position with Navy on 25 Nov 07.

Action Required		Yes
If no action is taken:	PAA will update for affected employee(s)	No
	Appraisal Data in Employee Record will update for affected employee(s)	Not in gaining region
	Performance Payouts will process for affected employee(s)	No

Action Required:

Ensure the gaining rating official, pay pool manager or HR professional has the appraisal information.

Region ID Mismatch: Please assure this record is uploaded to the appropriate DCPDS database

Message is displayed in Process Log on upload

Cause: Employee is not on the DCPDS (Region) database the file is being uploaded to, but is on another database (Region).

Example: A pay pool with members from multiple regions, i.e., a DeCA pay pool which includes employees serviced by DeCA and by Army.

Action Required		Yes
If no action is taken:	PAA will update for affected employee(s)	No
	Appraisal Data in Employee Record will update for affected employee(s)	No
	Performance Payouts will process for affected employee(s)	No

Action Required:

Provide copy of the CWB export file to the Region which services the employee.

Upload Program Complete

Message is displayed in Process Log. Validation occurs on upload

Cause: CWB file is uploaded and summary is provided.

Example: Message provides the number of records that were loaded successfully and those that failed.

Action Required		No
If no action is taken:	PAA will update for uploaded employee record(s)	Yes
	Appraisal Data in Employee Record will update for affected employee(s)	Yes
	Performance Payouts will process for affected employee(s)	Yes

Upload Program Error

Message is displayed in Process Log. Validation occurs on upload

Cause: Records in the CWB file upload failed.

Example: Message provides employee name and reason for upload error.

Validation – Preview Complete

Validation occurs with the execution of the Preview/Validate or Finalize Appraisals button

Cause: Provides an overall status of the Preview/Validation process

Example: Total Records: 8 total Region ID Errors: 0 Total Ex-Employees: 0 Error Records: 1

Final PAA Returned for Change

Validation occurs when Finalize Appraisals is selected

Cause: Appraisal data mismatches were found when comparing data in the PAA and CWB.

Example: A list of employees where the status of the PAA record was changed to Returned for Review due to mismatches. Job Obj Title for Job Obj 3 in the PAA read ‘Test’ the Job Obj Title for Job Obj 3 in the CWB read ‘Test Plan’.

Action Required		Yes
If no action is taken:	PAA will update for uploaded employee record(s)	No
	Appraisal Data in Employee Record will update for affected employee(s)	Yes
	Performance Payouts will process for affected employee(s)	Yes

Action Required: Ensure PAA appraisal data matches CWB appraisal data.

Final PAA not updated

Validation occurs when Finalize Appraisals is selected

Cause: Current PAA Status was not equal to ‘Pending Pay Pool Manager Approval’ prior to the finalizing the appraisal process.

Example: The Current PAA Status was equal to ‘Pending HLR Approval’ prior to finalizing the appraisal process.

Action Required		Yes
If no action is taken:	PAA will update for uploaded employee record(s)	No
	Appraisal Data in Employee Record will update for affected employee(s)	No
	Performance Payouts will process for affected employee(s)	Yes

Action Required: Ensure PAA appraisal is completed and data matches all values updated in the CWB.

Final PAA Appraisal Status

Validation occurs when Finalize Appraisals is selected

Cause: The Finalize Appraisals button has been executed.

Example: A summary count of PAA record updates e.g., Total Records: 3 PAA record Updated: 2, PAA Records Returned for Change 1.

Action Required: No

Appraisal SIT Status

Validation occurs with Finalize Appraisals

Cause: CWB file is finalized and summary is provided.

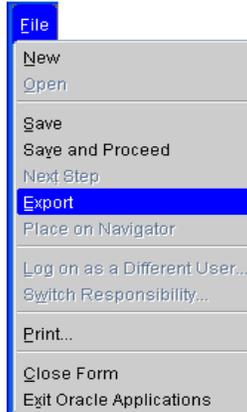
Example: Message provides the number of records that had a successful SIT update and the number of records that were not updated.

Action Required		No
If no action is taken:	SIT will update for records with no errors identified	Yes
	Appraisal Data in Employee Record will update for successful employee record(s)	Yes
	Performance Payouts will process for all affected employee(s)	Yes

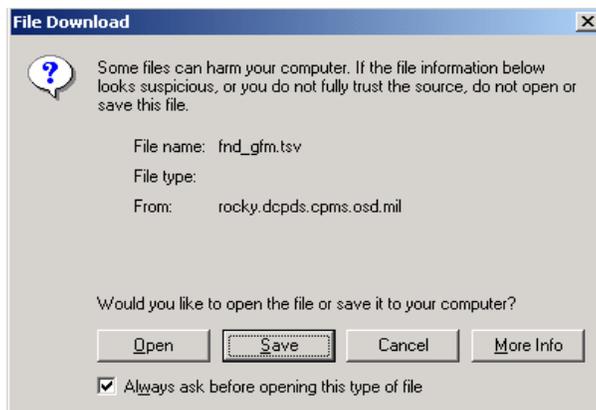
Attachment 6 – Exporting the Preview Screen

The following steps allow export of a Preview screen to an Excel spreadsheet.

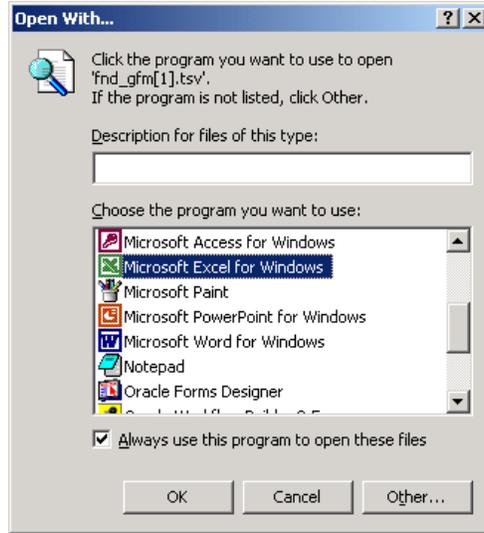
Step 1: Select File from the menu and then select Export.



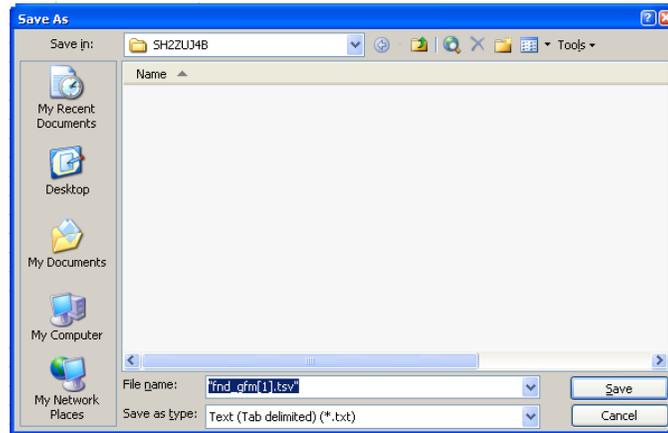
Step 2: Select Open. Hint: If the File Download window immediately disappears from your screen, hold the Control key when you select Export.



Step 3: Selecting Open displays the following screen advising that the 'TSV' file extension is unknown. Scroll down and highlight Microsoft Excel, then select OK. The file will open in Excel.



Step 4: To save the Excel file, select the Save button on the toolbar.



Step 5: Identify the file location, give the file a unique name, and change 'Save as type' to Microsoft Excel.

