

Defense Civilian Personnel Data System (DCPDS) User Documentation for Oracle Release 12 (R12)

Introduction

The Oracle R12 upgrade is a life cycle upgrade required to stay current with the Oracle product that is core to DCPDS. The purpose of this document is to provide users information about scheduling concurrent Manager Processes prior to the R12 upgrade. In addition, this document lets user know what screen modifications have been introduced with R12.

Concurrent Manager Processes Scheduled with an Execution date later than 25 May 2011

We ask that all users review their scheduled Concurrent Manager Process Request for any pending Concurrent Manager Jobs that are sitting in the Queue with a future request/process date. These would include any concurrent process jobs that generate an RPA. These processes can be viewed in DCPDS using the View Request functionality. CPMS recommends that all scheduled processes with a request/process data later than 25 May 2011 be completed or re-submitted after the R12 upgrade. Any scheduled concurrent manager process with an execution data later than 25 May 2011 will be deleted. If you are not able to complete (process/execute), the concurrent manager process by 25 May 2011, we recommend that you wait until after the R12 upgrade to execute your Mass Process, this does not prevent you from establishing previews just don't execute until after R12 has been applied. If it happens that some of your Concurrent Manager Processes are deleted in the process they can be re-submitted once your DCPDS system is made available to you with the R12 upgrade. However, there will not be any type of process log created to indicate which jobs were deleted, so review of your pending concurrent manager process jobs should be accomplished prior to 25 May 2011.

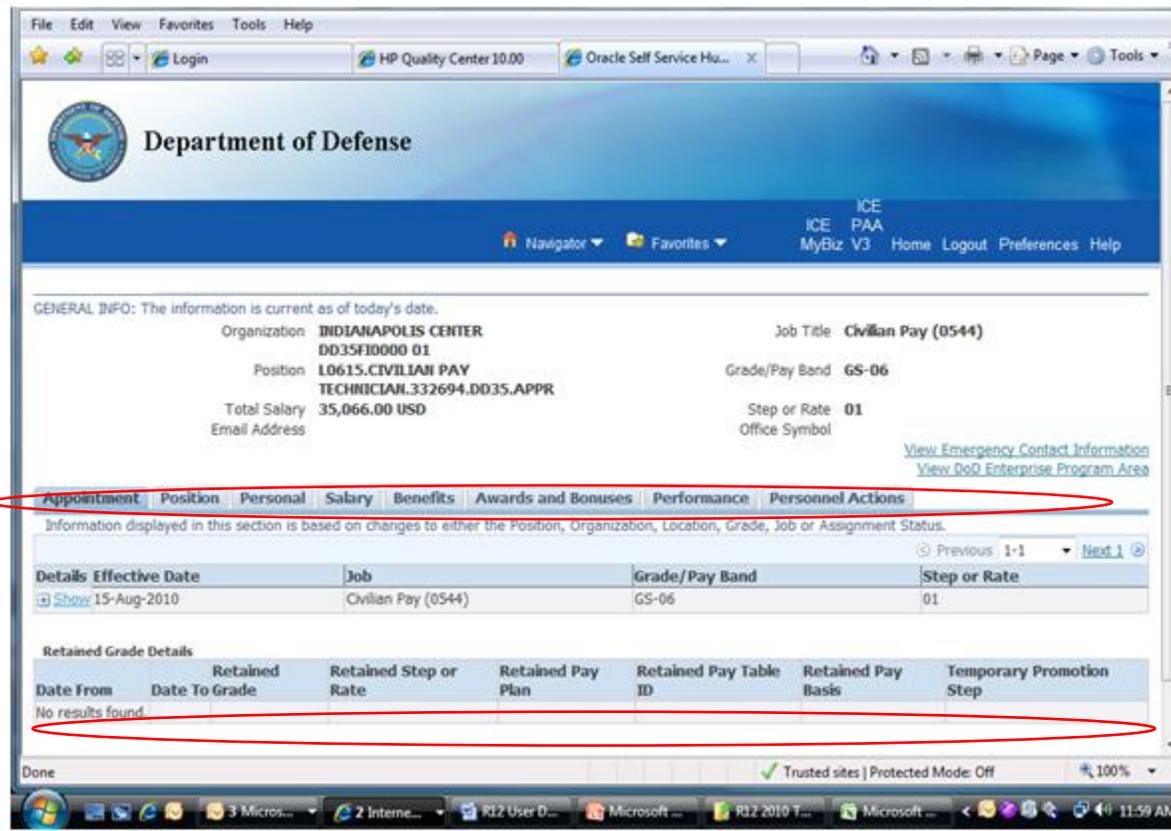
Screen Changes

This section of the document provides R12 screen changes. R12 introduces neither new code nor modifications to existing DCPDS functionality. There are a few places in DCPDS where you will see new buttons, columns, links and/or data elements. The fact that you see a new column or data element does not mean that they are being used by DCPDS; it simply means that R12 introduced a few new data fields, columns, buttons and/or links. You may also notice that a link that once existed at the top and bottom of

a page, now simply exists only at the top of the page or tabs that were located on the right side of the page in 11i are now on the left side of the page with R12.

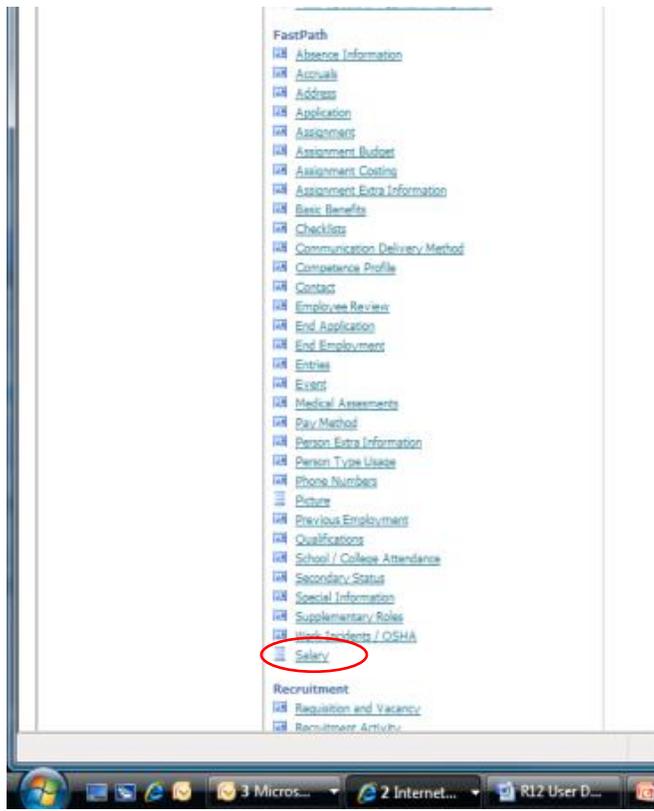
1. Tabs

Tabs within self service have a new look. They look more like tabs and not links, however they are no longer available at top and bottom of page. With R12 they only appear at the top of the page.



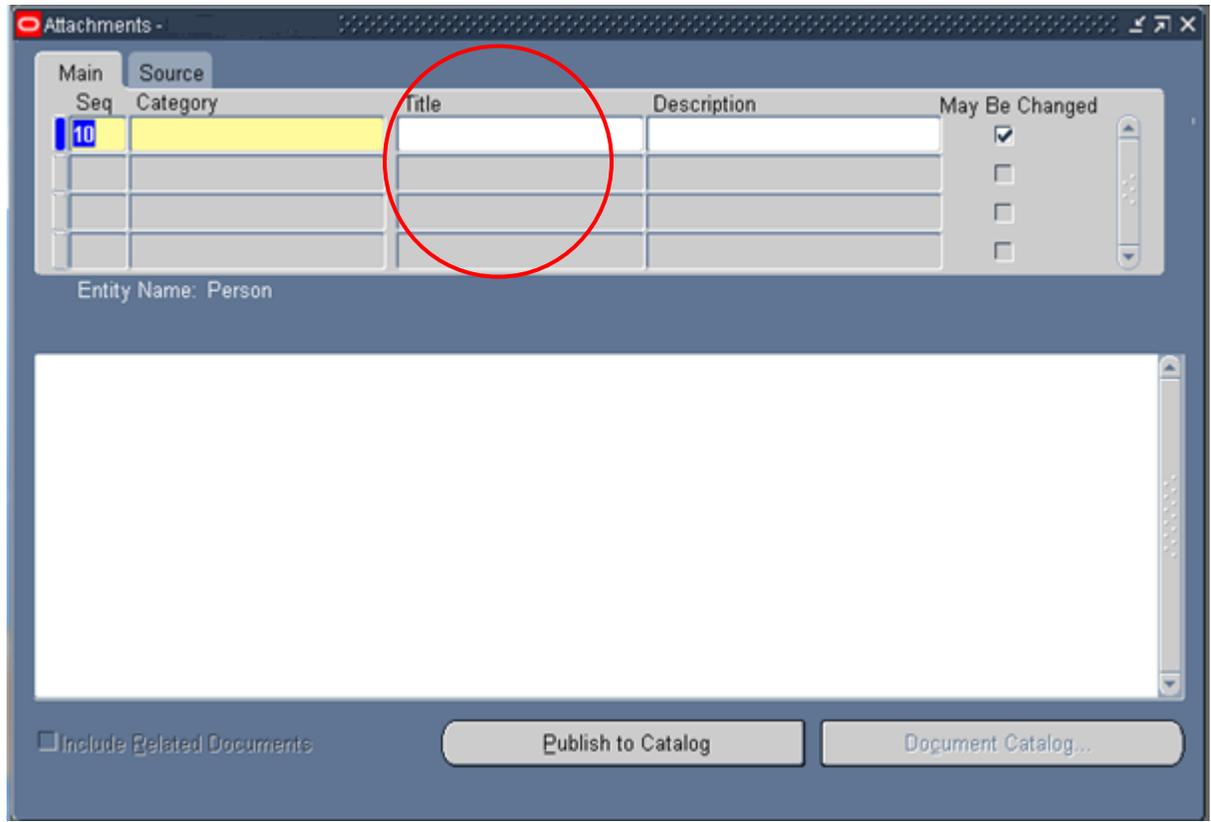
2. New Salary Field

Under the US Federal HR Manager Responsibility there is the FastPath menu item. Under FastPath in R12 there is a new Salary data field this is not a salary field we will be using in DCPDS.



3. New Column

Responsibilities with access to the paper clip from the employee record will see a new column called 'Title'. The title does not provide a LOV. We will not be using this data field at this time.



4. Vacancy Data Field

Responsibilities with access to the person record will see a new data field called 'Vacancy' that can be found under the employee Assignment tab. This data field is not being updated in DCPDS.

The screenshot shows a software window titled "Assignment(AIF)". It contains several data fields organized into sections. The top section includes Organization (902 MISSION SUPPORT GP), Job (0802.Engineering Technical (0802)), Grade (GS-12), Location (485635029), Group, Position (9S442.SUPV ENGINEERING TECH.449638.A), Payroll (Biweekly), and Status (Active Appointment). The Vacancy field is circled in red. Below this are fields for Assignment Number (275572), Assignment Category, Collective Agreement, and Employee Category. A tabbed interface is visible with tabs for Salary Information, Supervisor, Probation & Notice Period, Standard Conditions, and Statutory Information. The Salary Information section includes Salary Basis, Review Salary (Every), and Review Performance (Every). The Effective Dates section shows From (12-SEP-2010) and To. At the bottom are buttons for Entries, Extra Information, and Others...

5. Print Option for Processes and Reports

Responsibilities with access to Processes and Reports will see a new button titled 'Delivery Opts' when running a report. This option is blocked from external use, continue to print as you did prior to R12 which would be your Options button.

Submit Request

Run this Request... Copy...

Name: **Request for Personnel Action**

Operating Unit: _____

Parameters: _____

Language: **American English** Language Settings... Debug Options

At these Times...
Run the Job: **As Soon as Possible** Schedule...

Upon Completion...
 Save all Output Files

Layout: _____ Options...

Notify: _____

Print to: **0-Default** Delivery Opts

Help (C) Submit Cancel

Deliver to...

IPP Printer | Email | Fax | FTP

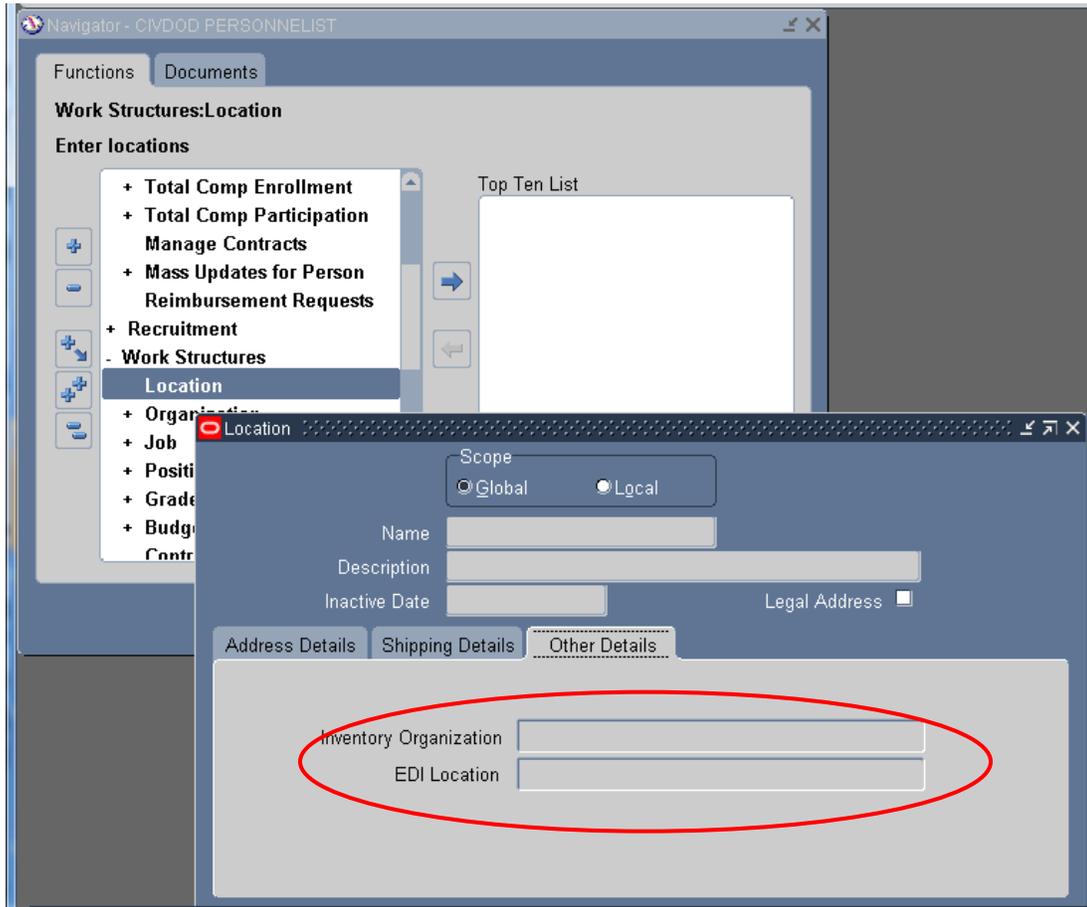
Printers:	Username:	Password:	Copies:	Orientation:	For Language:
_____	_____	_____	1	Portrait	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Help OK Cancel

Help (C) Submit Cancel

6. Tax Code

Responsibilities with access to the Work Structure>Location menu item will notice that under the Other Details tab the 'Tax Code' is no longer available, we were not updating this value in DCPDS, no impact to DCPDS.



7. Query Employee Name

A responsibility that is able to access the People window will see that they can no longer query using a blind query the '%' from the people window. If you are querying a person's name you must enter at least two or more letters of the person's name, (first or last) or you will receive the error below.

The screenshot shows the 'People' window with an error dialog box. The error message is: "Please fill in selective criteria in at least one of the following fields for performance reasons: Name: Last, Name: First, Employee Number, Social Security". The 'Last' field in the Name section is circled in red.

Name

Last %

First

Title

Prefix

Suffix

Middle

Gender: Unknown ...

Action

Person Type for Action

Person Types

Identification

Social Security

Personal | Employment | Office Details | App...

Birth Date

Town of Birth

Region of Birth

Country of Birth

Effective Dates

From To Latest Start Date []

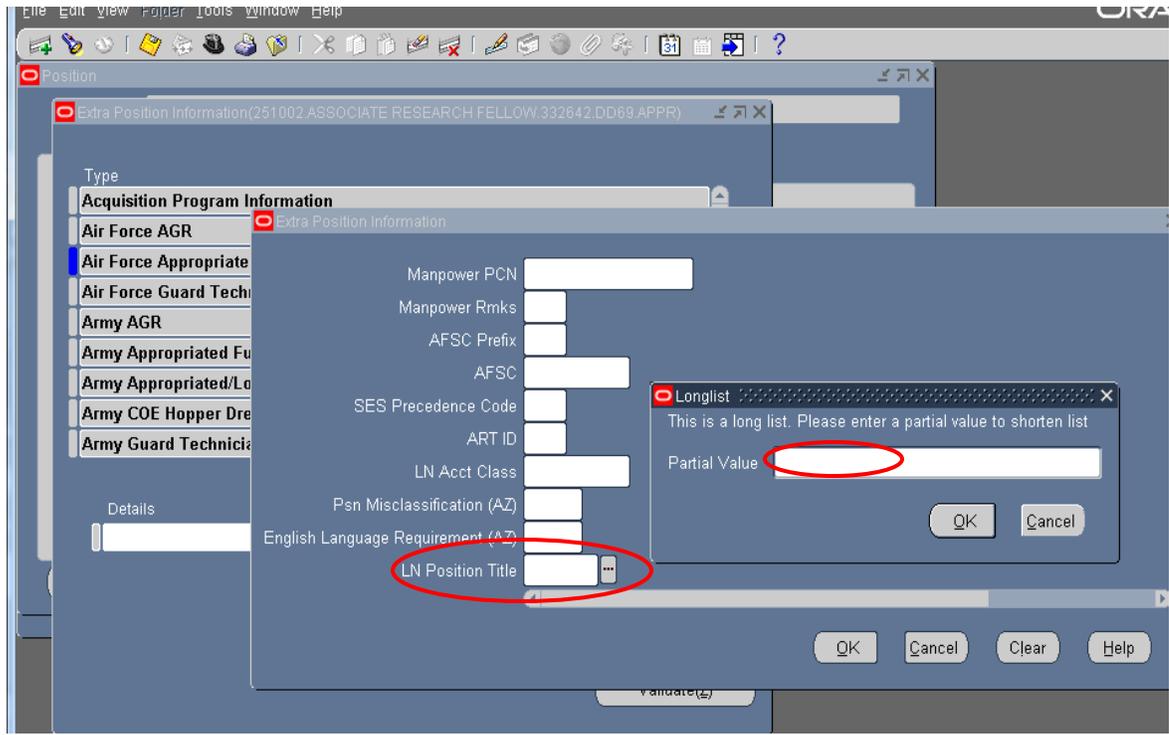
Address | Assignment | Extra Information | Special Info | Others...

Error

Please fill in selective criteria in at least one of the following fields for performance reasons: Name: Last, Name: First, Employee Number, Social Security

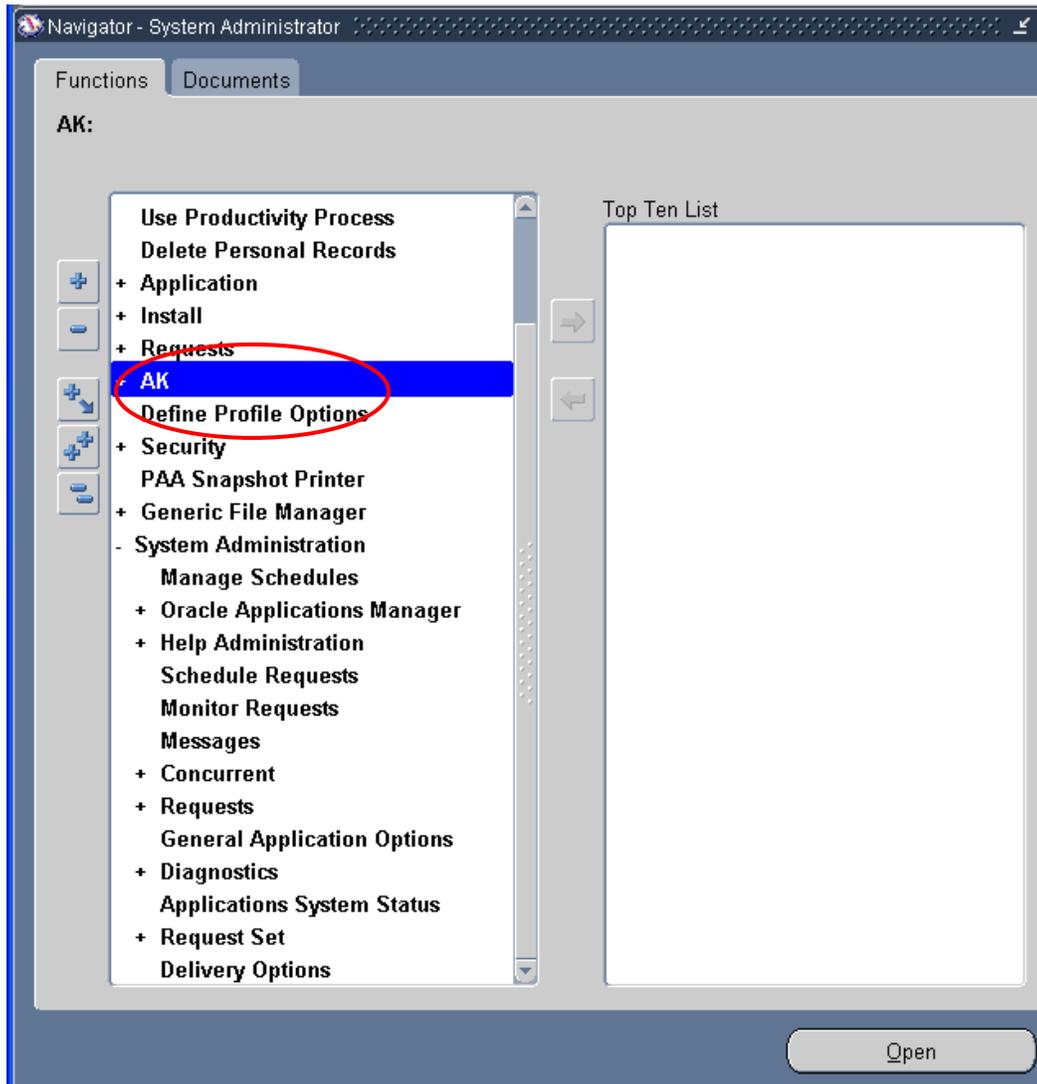
OK

This query change also occurs within the position. Position>Description>Extra Information>Air Force Appropriated/Local National>LN Position Title. The user must know some of the position title to include in the long list search window.



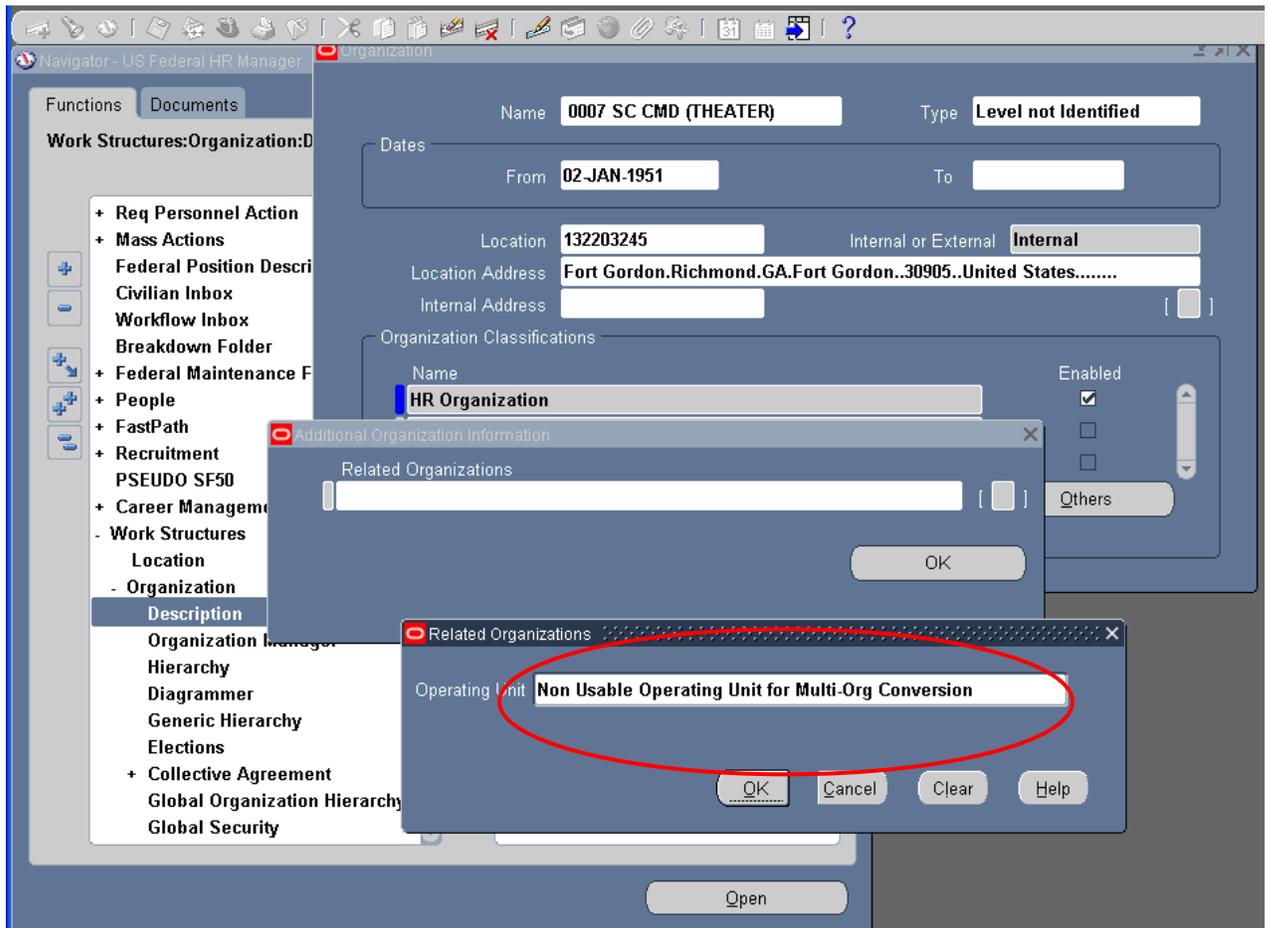
8. System Administrator Responsibility

The System Administrator responsibility was given additional menu items. These menu items are in relation to debugging problems for problem reporting.

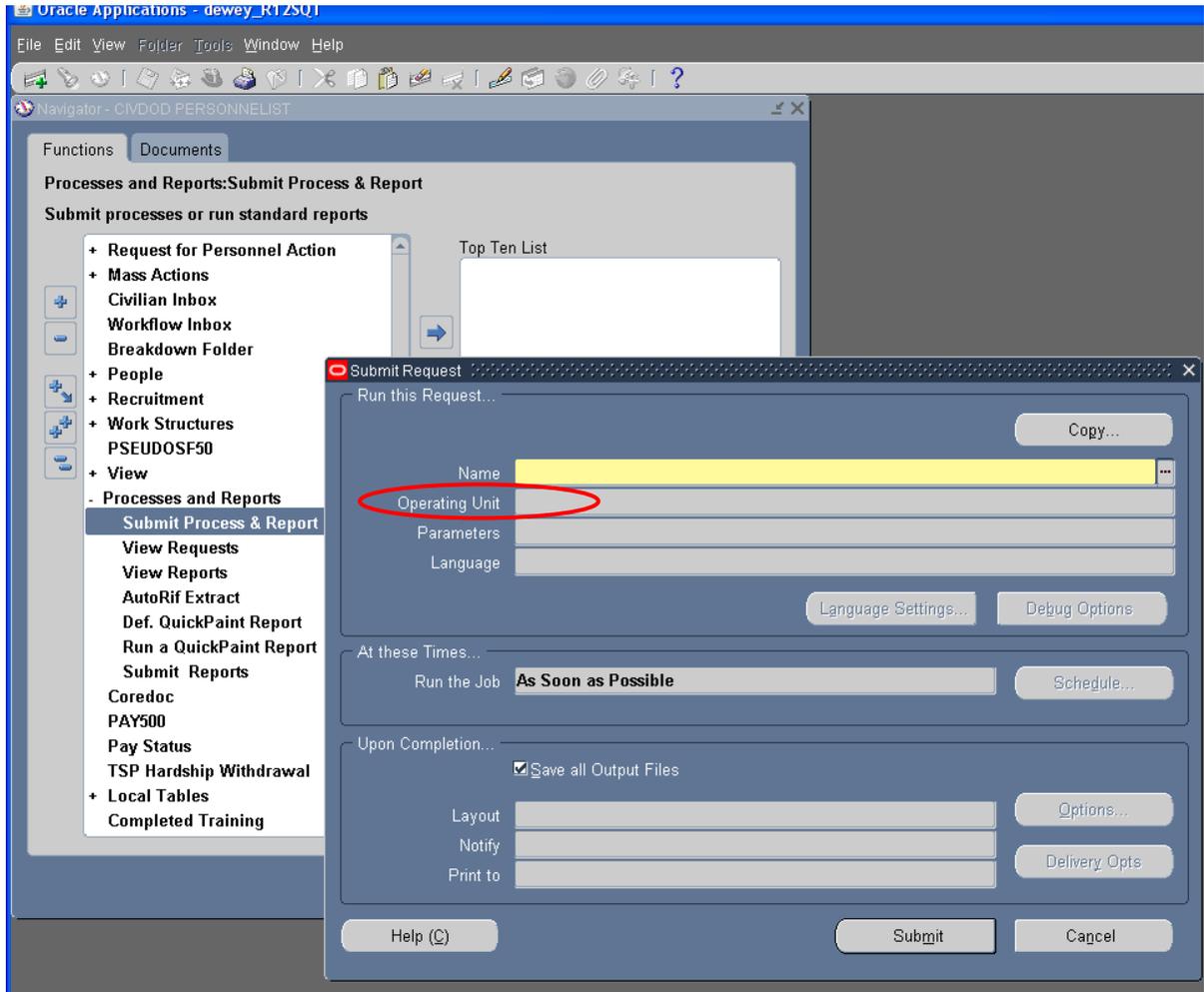


Operating Unit Data Field

A responsibility with access to Work Structure will have access to a new value on the LOV for the Operating Unit data field. We don't anticipate anyone will be using this field as we don't have any Multiple-Organization units. The Operating Unit data field can be found using the following navigation: Work Structures>Organization>Description>HR Organization>Others Button> Related Organizations> Click in the Related Organizations data field and the Operating Unit data field will populate, here you will find the new LOV.



The Operating Unit data field can also be found on the Processes and Reports screen but is not active as we do not have any multiple organization unit setups.



9. Tab Location

When viewing My Work Place or My Biz main screen you will see that the tabs are now on the left hand side of the screen. In 11i the tabs were located on the right had side.

Performance Appraisal Application (PAA) Version 3.0

[PAA Main Page](#) [Provide Guest Feedback](#)

Performance Appraisal Application Main Page

Warning: The Performance Appraisal Application is designated for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, and track the status of a plan.

You can also search for completed plans by selecting the "Show Completed Plans/Appraisals" link located at the bottom of this page.

To create a Performance Plan:

- Select "Choose a Plan Type"
- Select "Appraisal Plan Type"
- Select the "Go" button

To complete other actions described above:

- Select an option from the Action column
- Select the "Go" button

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:

Records Displayed:

Create New Plan:

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
PPM			2010	338887	09-Mar-2010	NSPS Approved	Pending PFM Approval	View	<input type="button" value="Go"/>
PPM			2010	345177	04-Mar-2010	NSPS Approved	Pending PFM Approval	View	<input type="button" value="Go"/>
PPM			2010	345601	09-Mar-2010	NSPS Approved	Pending PFM Approval	View	<input type="button" value="Go"/>
PPM			2010	345640	04-Mar-2010	NSPS Approved	Pending PFM Approval	View	<input type="button" value="Go"/>
PPM			2010	346104	11-Mar-2010	NSPS Approved	Pending PFM Approval	View	<input type="button" value="Go"/>