

**Self Service ‘MyBiz (LN)’
Module III, Chapter 2
Accessing My Information**

Introduction

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

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Accessing ‘My Information’ – General Information

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

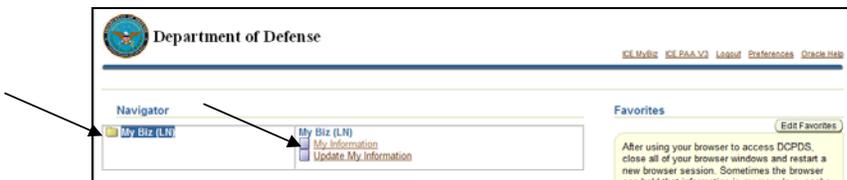


Figure 1

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

The following section displays the summary as of today's date.		Job Title	Language Specialist (1040)
Organization	22D SUPPORT GP AUG ARBAWJEN99 01	Grade	XZ-02
Position	09048.LEAH.AR.LN.IT INTERPRETER.721476.ARBA.LN		
Total Salary	2,197.26	View Emergency Contact Information	

Figure 2

Show/Hide Information

Show

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

Effective Date	Assignment Number	Positions	Organization	Location Code	Grade	Job Title	Assignment Status
 30-May-2008	473023	09048.LEAH.AR.LN.IT INTERPRETER.721476.ARBA.LN	22D SUPPORT GP AUG ARBAWJEN99 01	IT940000 - Vicenza, Italy	XZ-02	Language Specialist (1040)	Temporary Appointment NTE

Figure 3

Hide

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

Effective Date	Assignment Number	Positions	Organization	Location Code	Grade	Job Title	Assignment Status
 30-May-2008	473023	09048.LEAH.AR.LN.IT INTERPRETER.721476.ARBA.LN	22D SUPPORT GP AUG ARBAWJEN99 01	IT940000 - Vicenza, Italy	XZ-02	Language Specialist (1040)	Temporary Appointment NTE
Work Schedule		F - Full-Time	Pay Rate Determinant		0 - Regular Rate		
WGI Due Date		01-Feb-2010	WGI Pay Date		Not Assigned to Key Emergency Employee Position		
Last Equivalent Increase		10-Jan-2008	Key Emergency Essential Empl		Not Applicable		
Tenure		None - No Tenure Group	Annuitant Indicator		Not Applicable		
Assignment NTE Start Date		10-Jan-2008	Assignment NTE Date		12-Dec-2009		
Leave Without Pay Start Date			Leave Without Pay End Date				
Date Arrived Personnel Office		10-Jan-2008	Email Address				
Weekly Hours		40.00	Pay Protection				
Dr Paternity LV Ends			Dr Maternity LV Ends				
Unpaid Absence NTE			Tariff/Full-Time Hours				
Temp Reasmt NTE							

Figure 4

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

Appointment Tab contains your current appointment information.

Effective Date	Assignment Number	Positions	Organization	Location Code	Grade	Job Title	Assignment Status
30-May-2008	473023	09048 LEAH AR LN IT INTERPRETER 721476 ARBA LN	22D SUPPORT GP AUG ARBAWJBN99 01	IT9400000 - Vicenza, Italy	XZ-02	Language Specialist (1040)	Temporary Appointment NTE

Work Schedule: F - Full-Time
WGI Due Date: 01-Feb-2010
Last Equivalent Increase: 10-Jan-2008

Pay Rate Determinant: 0 - Regular Rate
WGI Pay Date: Not Assigned to Key Emergency
Key Emergency Essential Empl: Employee Position

None - No Tenure Group
Annuitant Indicator: Not Applicable
Assignment NTE Date: 12-Dec-2009
Leave Without Pay End Date: Not Applicable
Email Address: Not Applicable
Pay Protection: Not Applicable
Di Maternity LV Ends: 10-Jan-2008
Tariff/Full-Time Hours: 40.00

Figure 5

Position Tab contains your position information.

Effective Date	Assignment Number	Position	Organization	Location	Valid Grade	Job
10-Jan-2008	473023	09048 LEAH AR LN IT INTERPRETER 721476 ARBA LN	22D SUPPORT GP AUG ARBAWJBN99 01	IT9400000 - Vicenza, Italy	XZ-02	Language Specialist (1040)

LN Position Title: Impiegato
Target Grade: XZ-02
Supervisory Status: Non-Supervisory
Work Schedule: F - Full-Time
Play Basis: PM - Per Month
FLSA Category: E - Exempt
Bargaining Unit Status: 777 - Eligible But Not in A Bargaining Unit
Pay Table ID: L170 Oracle Federal Italy Pay Table (LN) No. L170
Position Sensitivity: Nonsensitive (NS) National Security
Security Access: Risk

Office Symbol: WJBN99
Supervisory Diff Eligibility: Language Required
Position Occupied: Excepted Service
Language Required: YY - Not Applicable
Drug Test: Poan Not Req Drug Test
Training Program ID: Intelligence Position Ind
Key Emergency Essential: LN Position Not Contingency-Essential
Non-Defense Civilian Intelligence Personnel System
LEO Position Indicator: No Applicable Program

Figure 6

Personal Tab contains your specific personnel information.

Effective Date	Person Type
02-Aug-2008	Employee Ex-applicant

Figure 7

Salary Tab contains the employee's pay related information.

Effective Date	Assignment Number	Basic Pay	Locality Pay	Adjusted Basic Pay	Other Pay	Total Pay	Locality Percentage
02-Aug-2008	473023	854.75		2,098.26		2,197.26	0

Figure 8

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

Appointment	Position	Personal	Salary	Awards And Bonuses	Performance	Personnel Actions
The following section displays detailed historical information through today's date						
LN Award Details						
Effective Date	Assignment Number	Award Type	Amount or Hours	Tangible Benefit Dollars	Date Award Earned	Award Agency
No results found.						
Bonus Details						
Effective Date	Assignment Number	Bonus Type	Bonus Amount	Expiration Date		
No results found.						

Figure 9

Performance Tab displays your performance appraisal information.

Appointment	Position	Personal	Salary	Awards And Bonuses	Performance	Personnel Actions
The following section displays detailed historical information through today's date						
Details: Appraisal Type						
				Rating of Record	Date Effective	
Show						
Appointment	Position	Personal	Salary	Awards And Bonuses	Performance	Personnel Actions

Figure 10

Personnel Actions Tab displays your personnel notifications.

Appointment	Position	Personal	Salary	Awards And Bonuses	Performance	Personnel Actions
The following section displays detailed personnel information. Note: For appropriated employees, only those Personnel Notifications processed on or after 23 Sept 2007 are available for viewing. For non-appropriated fund and local national employees only those Personnel Notifications processed on or after 23 March 2008 are available for viewing.						
View NPAs View Selected						
Select All Select None						
Select Effective Date	First NOA	First NOA Description	Second NOA	Second NOA Description	Approval Date	
<input type="checkbox"/> 02-Aug-2008	994	Change in Allowance			29-Oct-2008	
<input type="checkbox"/> 30-May-2008	292	RTD			29-Oct-2008	
<input type="checkbox"/> 01-May-2008	460	LWOP NTE 30-MAY-2008			29-Oct-2008	
<input type="checkbox"/> 10-Jan-2008	171	Exc Appt NTE 12-DEC-2009			28-Oct-2008	
Appointment	Position	Personal	Salary	Awards And Bonuses	Performance	Personnel Actions

Figure 11

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

Deleted: click in

Appointment	Position	Personal	Salary	Awards And Bonuses	Performance	Personnel Actions
The following section displays detailed personnel information. Note: For appropriated employees, only those Personnel Notifications processed on or after 23 Sept 2007 are available for viewing. For non-appropriated fund and local national employees only those Personnel Notifications processed on or after 23 March 2008 are available for viewing.						
View NPAs View Selected						
Select All Select None						
Select Effective Date	First NOA	First NOA Description	Second NOA	Second NOA Description	Approval Date	
<input checked="" type="checkbox"/> 02-Aug-2008	994	Change in Allowance			29-Oct-2008	
<input type="checkbox"/> 30-May-2008	292	RTD			29-Oct-2008	
<input type="checkbox"/> 01-May-2008	460	LWOP NTE 30-MAY-2008			29-Oct-2008	
<input type="checkbox"/> 10-Jan-2008	171	Exc Appt NTE 12-DEC-2009			28-Oct-2008	
Appointment	Position	Personal	Salary	Awards And Bonuses	Performance	Personnel Actions

Figure 12

Select 'Open'

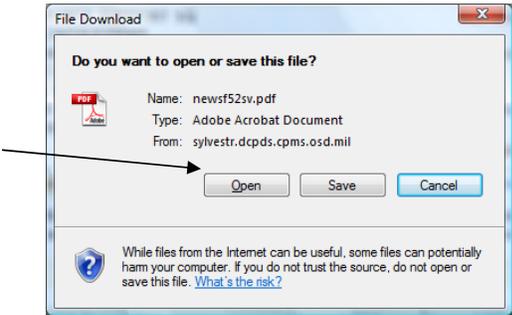


Figure 13

The NPA displays.

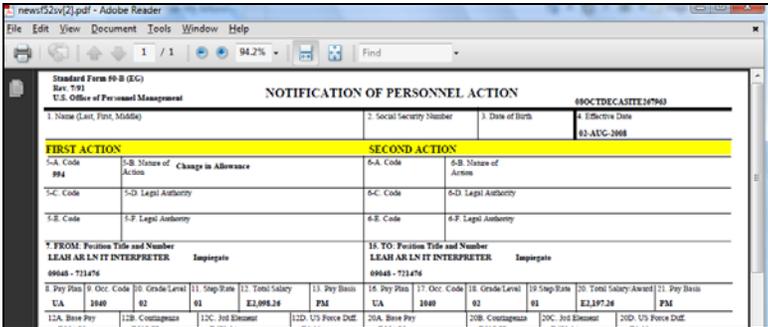


Figure 14