

Department of Defense National Security Personnel System



Mock NSPS Compensation Workbench Extract Quick Reference Guide for Pay Pool Managers and Pay Pool Administrators



Quick Reference Guide

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Purpose

The Defense Civilian Personnel Data System (DCPDS) is the data system containing human resource data for civilian personnel in the Department of Defense. This Quick Reference Guide introduces you to the basic navigation steps and screens necessary to obtain a DCPDS extract file to be used with the Compensation Workbench (CWB) spreadsheet. The extract file will contain a list of the employees in the designated pay pool, their personnel data (e.g., name, pay schedule, pay band, salary, etc.) as well as appraisal rating information from the PAA. This process will be used for 2007 mock payouts.

Who should use this guide?

This guide is for NSPS Pay Pool Administrators or Pay Pool Managers that have been assigned the CIVDOD Pay Pool Administrator or CIVDOD Pay Pool Manager responsibility in DCPDS.

Extract File Process

Step 1. Log into Self Service by entering Username and Password.

Login



OFFICIAL U.S. GOVERNMENT SYSTEM FOR AUTHORIZED USE ONLY
WARNINGWARNING***WARNING***WARNING***

Unauthorized access to this US Government computer system and software is prohibited by Title 18, US Code, Section 1030, "Fraud and Related Activity in connection with Computers." Unauthorized use is a felony, which is punishable by a \$10,000 fine and up to ten years in jail. Do not discuss, enter, transfer, process, or transmit data of greater sensitivity than sensitive-unclassified. Using this system constitutes consent to security testing and monitoring.

Privacy Act Statement

Authorities: 5 USC 301, Department Regulations; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; and Executive Order 9397.

Purposes:

- To authenticate the identity of individuals seeking access to their personnel data for purposes of ensuring that only authorized persons may process applications and view data pertaining to them.
- To permit authorized individuals to view their data for purpose of verifying its accuracy and to update the data when it is not current or is inaccurate.
- To audit user access to ensure that access is only granted to users that are authorized access to the information.

Routine Uses: To a Federal, state, or local agency, as necessary and when the intended disclosure is for a purpose compatible with the purpose for which the information was collected, on personnel and related matters involving the individual about whom the information pertains.

Disclosure: Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If your request is terminated, you will not be able to view and verify your data and you will not be able to update your data via this website.

Username

Password

Step 2. Select the appropriate role. (CIVDOD Pay Pool Administrator or CIVDOD Pay Pool Manager).

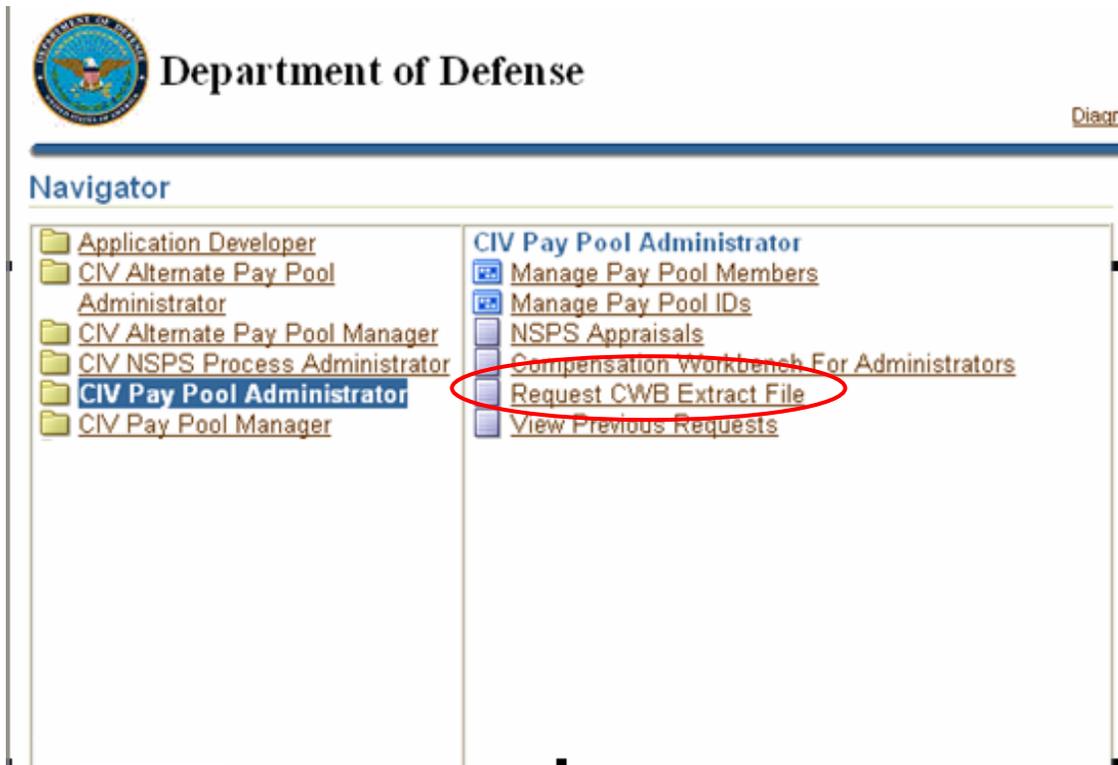


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Navigator

<ul style="list-style-type: none"><input type="checkbox"/> Application Developer<input type="checkbox"/> CIV Alternate Pay Pool Administrator<input type="checkbox"/> CIV Alternate Pay Pool Manager<input type="checkbox"/> CIV NSPS Process Administrator<input type="checkbox"/> CIV Pay Pool Administrator<input type="checkbox"/> CIV Pay Pool Manager	<p>Please select a responsibility.</p>
--	--

Step 3. Select 'Request CWB Extract' to begin the download process.



The screenshot displays the Department of Defense Navigator interface. At the top left is the Department of Defense seal, followed by the text "Department of Defense". A "Diagnose" link is visible in the top right corner. Below the header is a "Navigator" section containing a list of roles and their associated functions. The "CIV Pay Pool Administrator" role is selected, and its functions are listed on the right. The "Request CWB Extract File" option is circled in red.

Role	Function
Application Developer	
CIV Alternate Pay Pool Administrator	
CIV Alternate Pay Pool Manager	
CIV NSPS Process Administrator	
CIV Pay Pool Administrator	Manage Pay Pool Members
CIV Pay Pool Manager	Manage Pay Pool IDs
	NSPS Appraisals
	Compensation Workbench For Administrators
	Request CWB Extract File
	View Previous Requests

Step 4. Input a unique 'Process Name'. Make record of this name, this will be your identifier when you go in to 'View Previous Request' displayed in Step 2 of Viewing Previous Request, below. One method of assuring that the process name is unique is to include the Pay Pool ID and the date.

CWB Download Payout Data - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://barney.dcpds.cpmc.osd.mil:8002/OA_HTML/RF.jsp?function_id=1021651&resp_id=518188&resp_appl_id=8301&security_group_id=0&lang_co Go Links

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CWB Download Payout Data

* Indicates required field

* Process Name TIP Recommend Name be Unique.

* PP Id Segment1

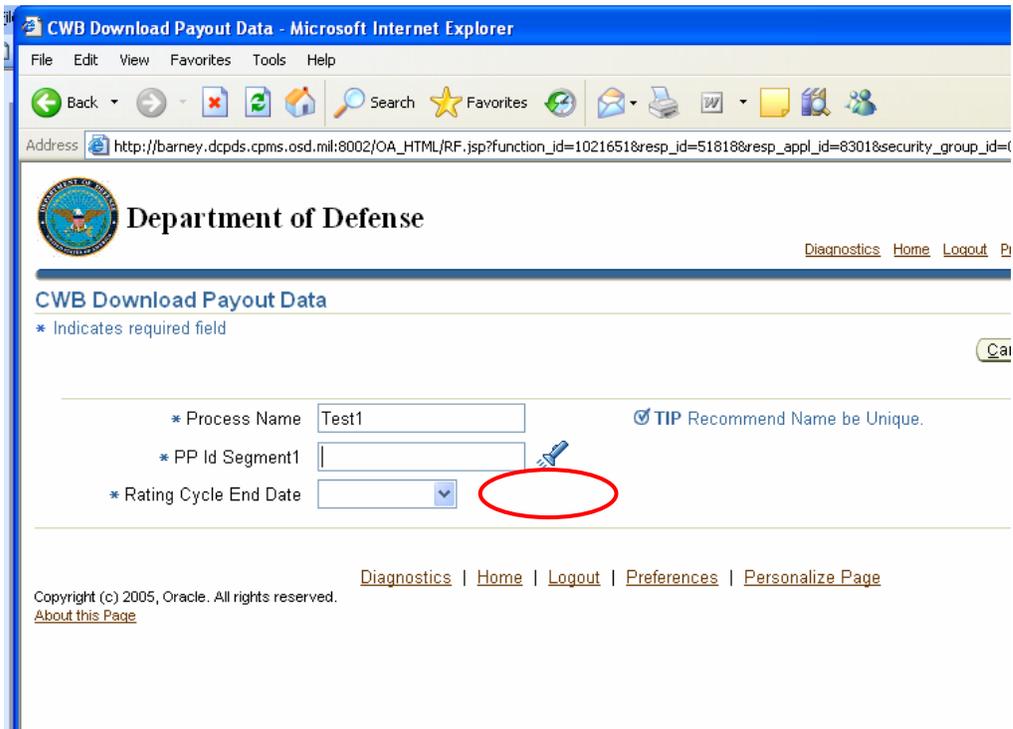
* Rating Cycle End Date

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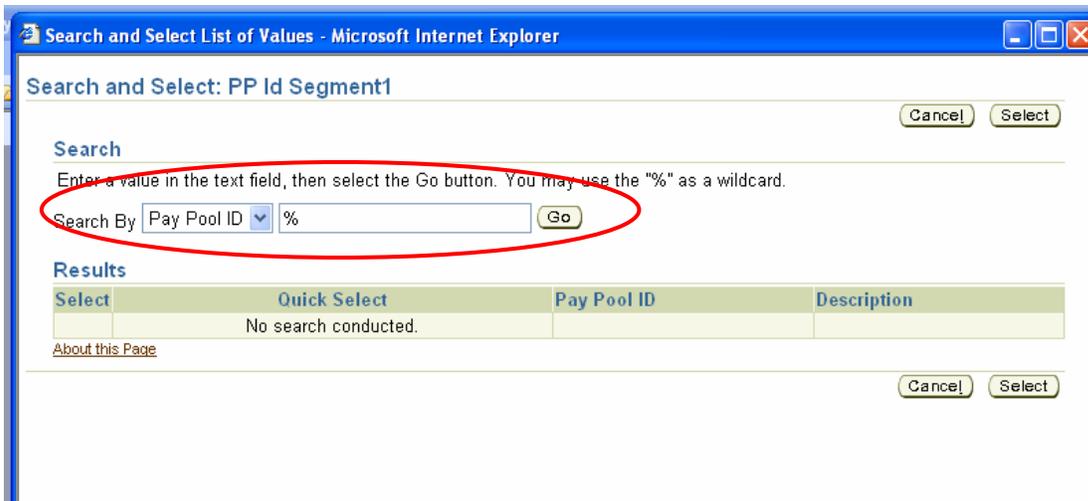
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Step 5. Input Segment1 of your Pay Pool ID in the text box titled 'PP Id Segment1', if you are unsure of the Pay Pool ID Segment1 click on the flashlight icon, this will provide search capability. Segment1 of the Pay Pool ID will provide all records for all employees including those that are in any sub pay pools.

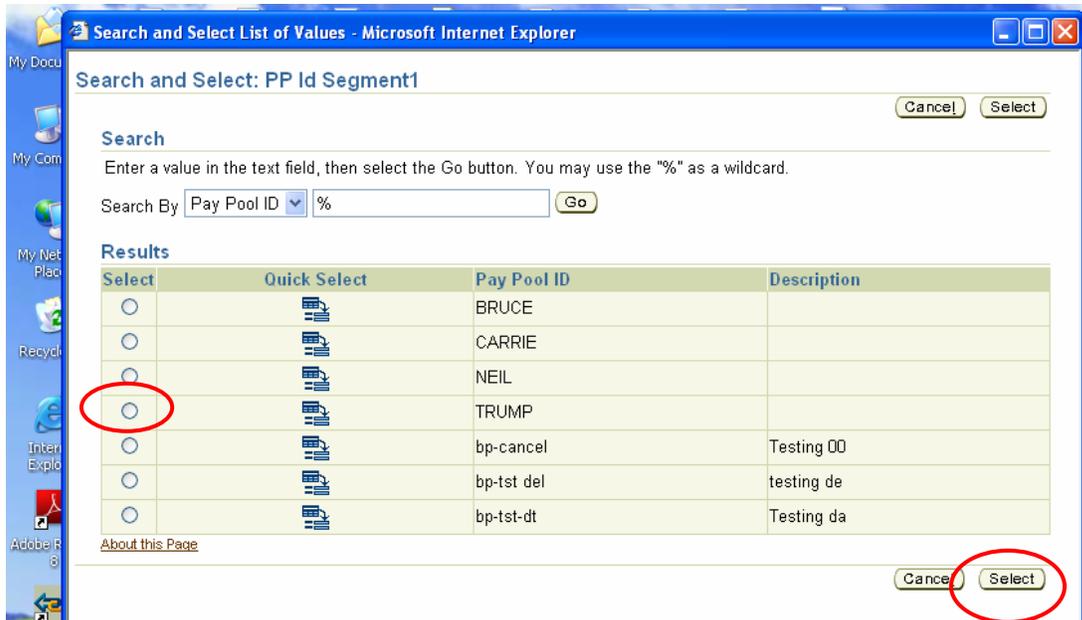
Note: You will only be able to retrieve data for Pay Pools where you are assigned as a Pay Pool Manager or the Pay Pool Administrator.



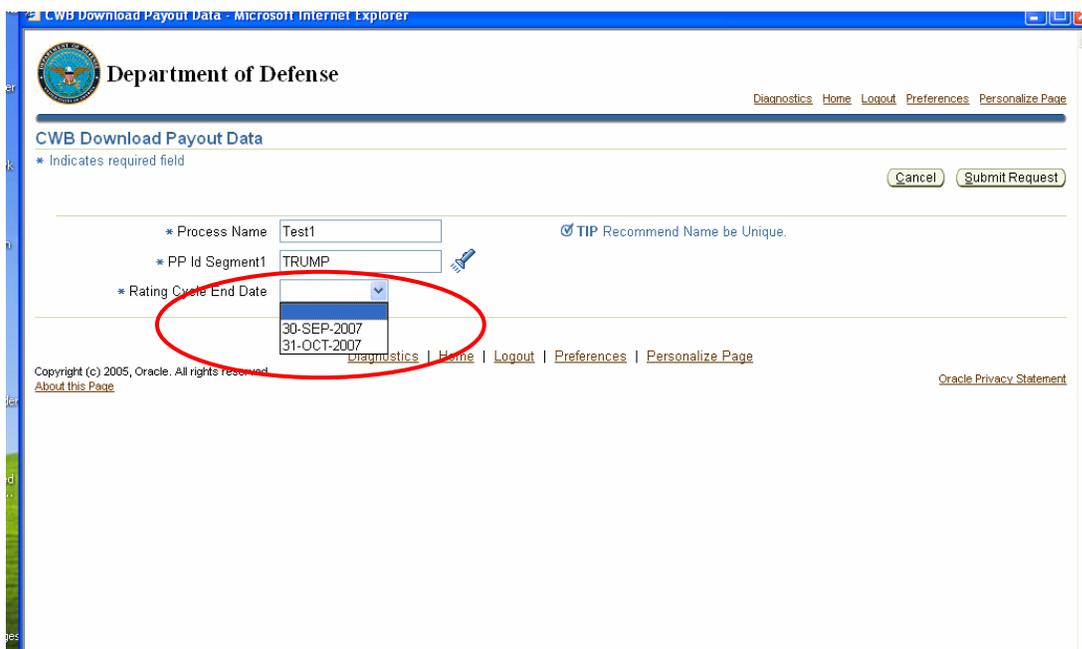
Step 5a. You can type in a partial name, the % sign or click in the text box and hit enter. All three options will provide a list of Pay Pool IDs. If you type in a partial name or use the % sign you must click on the 'Go' button to execute your search.



Step 5b. Once you determine the Pay Pool ID Segment1 you will be using click in the radio button in the select column and click on the Select button.



Step 6. Select the appropriate Rating Cycle End Date from the drop down list provided in the text box.



Step 7. Click on the 'Submit Request' button to execute the process.

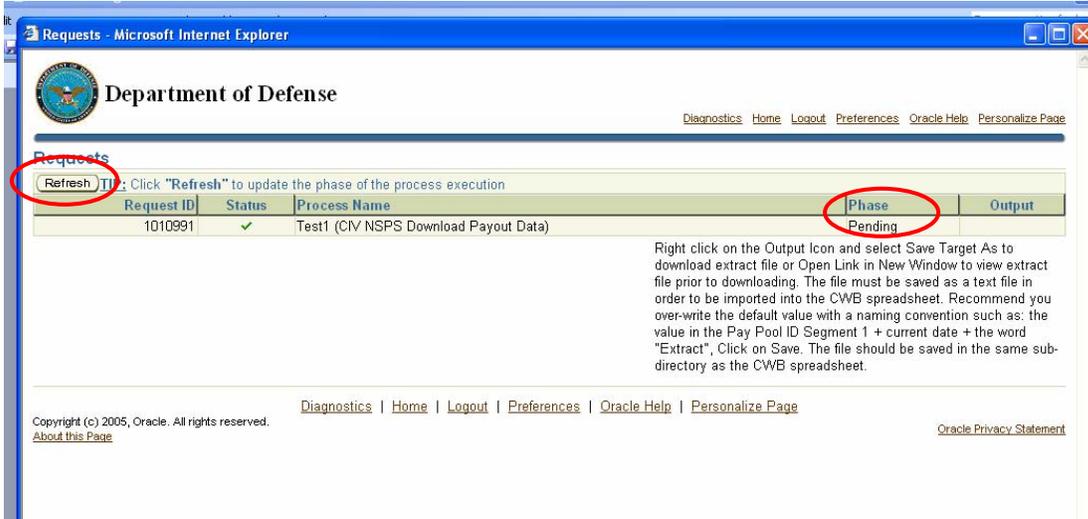
The screenshot shows a web browser window titled "CWB Download Payout Data - Microsoft Internet Explorer". The page header includes the Department of Defense logo and the text "Department of Defense". Navigation links for "Diagnostics", "Home", "Logout", "Preferences", and "Personalize Page" are visible. The main heading is "CWB Download Payout Data" with a note: "* Indicates required field".

Form fields include:

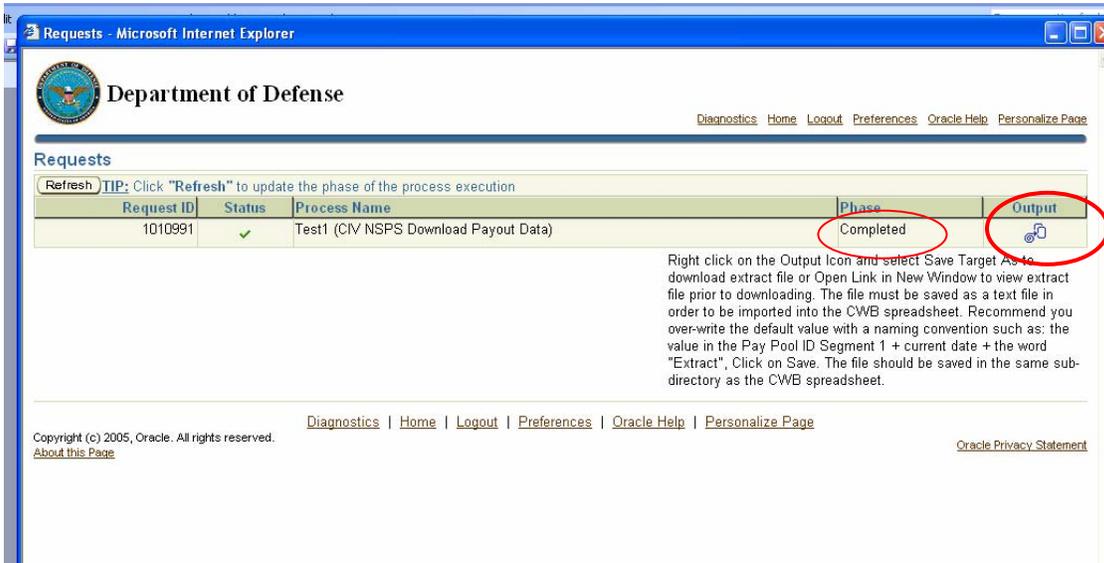
- * Process Name: Text input containing "Test1".
- * PP Id Segment1: Text input containing "TRUMP".
- * Rating Cycle End Date: A dropdown menu with a date picker showing "30-SEP-2007" and "31-OCT-2007".

Additional elements include a checked checkbox for "TIP Recommend Name be Unique", a "Cancel" button, and a "Submit Request" button which is circled in red. Footer text includes "Copyright (c) 2005, Oracle. All rights reserved." and "Oracle Privacy Statement".

Step 8. You are now at the 'Requests screen'. Here you can monitor the status of your requests. Click on the 'Refresh' button until the Phase reflects 'Completed'. Once the process has completed the Output icon is made available and your data is ready for downloading.



Step 9. Right click on the Output Icon and select 'Save Target As' to download extract file or select 'Open Link in New Window' to view extract file prior to downloading.



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

quest ID	Status	Process Name	Phase	Output
1010991	✓	Test1 (CIV NSPS Download Payout Data)	Completed	

Right click on the Output link or download extract file or Open file prior to downloading. The order to be imported into the over-write the default value with value in the Pay Pool ID Segr "Extract", Click on Save. The directory as the CWB spread:

- 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...
- Properties

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Step 9a. 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. This completes you extract download process.

Requests - Microsoft Internet Explorer

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Requests

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

Request ID	Status	Process Name	Phase	Output
1010991	✓	Test1 (CIV NSPS Download Payout Data)	Completed	

Right click on the Output icon and select Save Target As to link in New Window to view extract must be saved as a text file in VB spreadsheet. Recommend you a naming convention such as: the nt 1 + current date + the word e should be saved in the same sub- eet.

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Save As

Save in: Desktop

My Recent Documents

Desktop

My Documents

My Computer

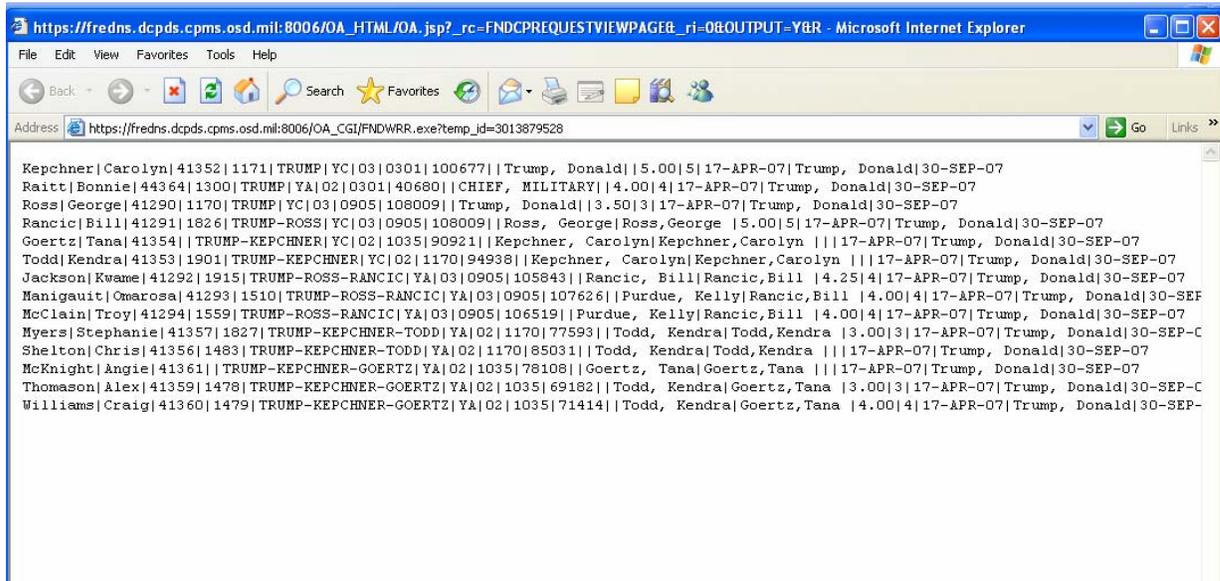
My Network

File name: IV NSPS Download Payout Data_170407.txt

Save as type: Text Document

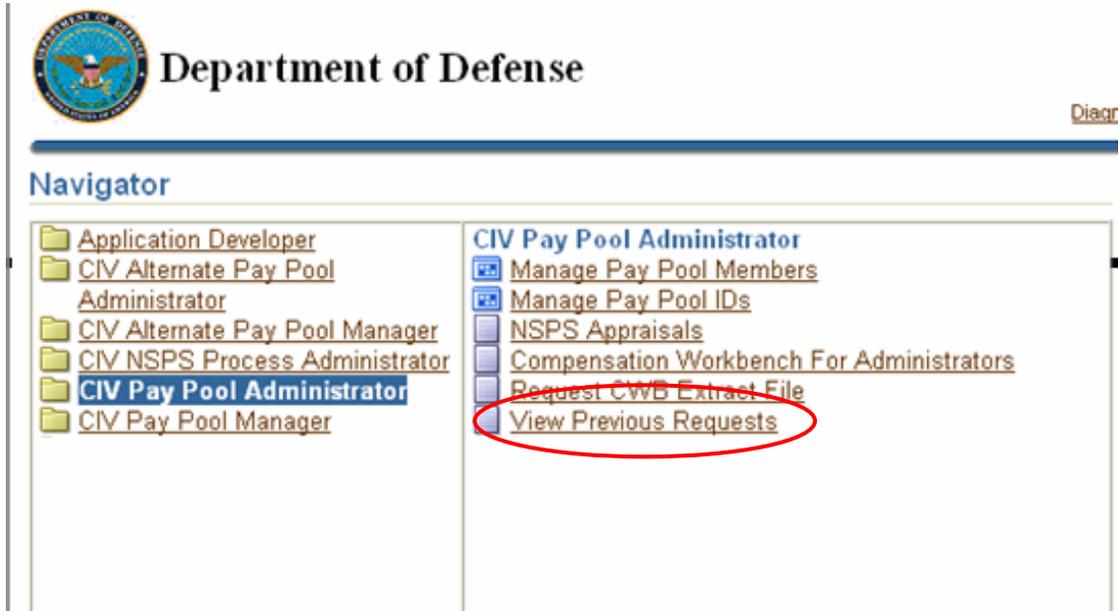
Save Cancel

Extract File Sample:

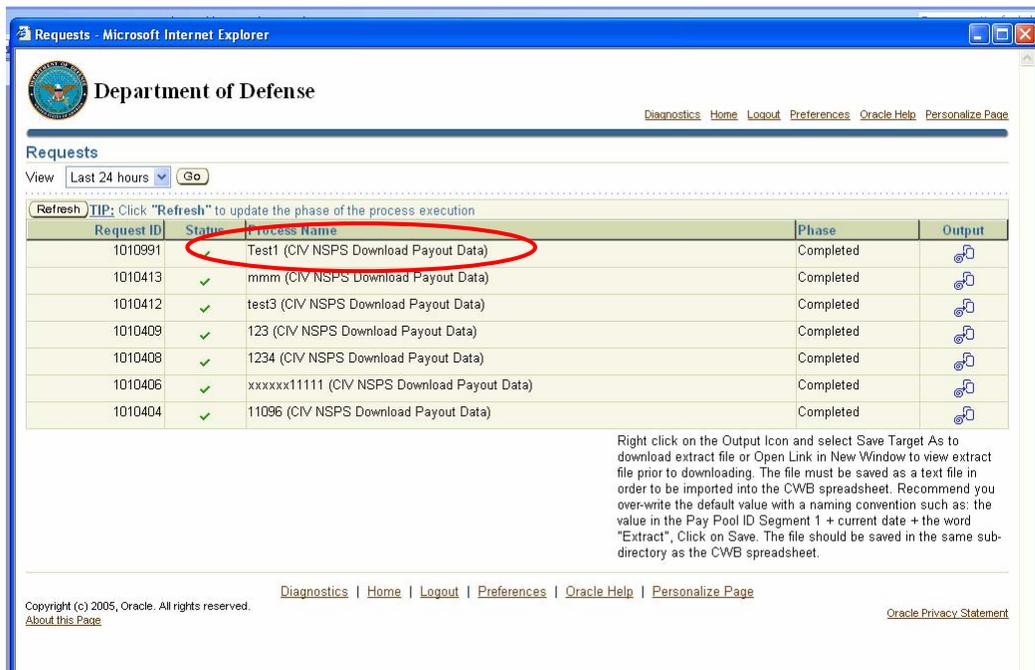


View Previous Requests

Step 1. Select 'View Previous Requests.'



Step 2. Select the Process Name you wish to view. The process name was given in Step 4 above when describing steps to 'Requesting CWB Extract File'.



Step 3. If you do not know the name of your file click on the drop down menu provided under 'View'. Select on of the views and click on the 'Go' button.

Department of Defense

Requests

View: Last 24 hours [Go]

Refresh to update the phase of the process execution

ID	Status	Process Name	Phase	Output
	✓	Test1 (CIV NSPS Download Payout Data)	Completed	[Output Icon]
	✓	mmm (CIV NSPS Download Payout Data)	Completed	[Output Icon]
1010412	✓	test3 (CIV NSPS Download Payout Data)	Completed	[Output Icon]
1010409	✓	123 (CIV NSPS Download Payout Data)	Completed	[Output Icon]
1010408	✓	1234 (CIV NSPS Download Payout Data)	Completed	[Output Icon]
1010406	✓	xxxxxx11111 (CIV NSPS Download Payout Data)	Completed	[Output Icon]
1010404	✓	11096 (CIV NSPS Download Payout Data)	Completed	[Output Icon]

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.

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This is a view of Completed processes.



Requests - Microsoft Internet Explorer

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Requests

View Completed Go

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

Request ID	Status	Process Name	Phase	Output
1010991	✓	Test1 (CIV NSPS Download Payout Data)	Completed	
1010413	✓	mmm (CIV NSPS Download Payout Data)	Completed	
1010412	✓	test3 (CIV NSPS Download Payout Data)	Completed	
1010409	✓	123 (CIV NSPS Download Payout Data)	Completed	
1010408	✓	1234 (CIV NSPS Download Payout Data)	Completed	
1010406	✓	xxxxxx11111 (CIV NSPS Download Payout Data)	Completed	
1010404	✓	11096 (CIV NSPS Download Payout Data)	Completed	
1008174	⚠	NSPS Mass Update Process	Completed	

Considerations

Extract/Download. Having multiple performance plans/appraisal records increases the chance that the wrong record will be updated. Where multiple performance plans/appraisals exist or dates are questionable, contact the Rating Official to determine the appropriate action to take.

The extract process will pull in the data for an employee who receives an Early Annual Appraisal as long as the appraisal effective date is 01 Jan 2008 and the employee was in the pay pool at the end of the rating cycle.

If the employee has two performance plans/appraisals effective 01 Jan 2008 and one has a recommended rating and the other does not, the extract process will download data from the one that has a recommended rating. If both performance plans/appraisals have a rating, the extract process will populate the recommended rating of record from the most recently created performance plan/appraisal record with an effective date of 01 Jan 08.

If the employee has performance plans/appraisals with effective dates other than 01 Jan 2008, the extract process will not download the recommended rating and appraisal ID for those records. Only appraisals with effective date of 01 Jan 08 will be used in this process.

Assistance. If you experience difficulties with the Extract process, contact your HR specialist.