

**Self Service ‘MyBiz’
Module I, Chapter 2
Accessing My Information**

Introduction

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

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Accessing ‘My Information’ - General Information

After logging into the Defense Civilian Personnel Data System (DCPDS) Portal, select ‘MyBiz’,  [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.



Figure 2

Show/Hide Information

Show

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

Details	Appraisal Start Date	Appraisal Type	Rating of Record	Date Effective
	31-Mar-2005	Annual Appraisal	Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Equiv	01-Jun-2005

Figure 3

Hide

Once you finish viewing the information, select  to close the folder.

Details	Appraisal Start Date	Appraisal Type	Rating of Record	Date Effective
	31-Mar-2005	Annual Appraisal	Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Equiv	01-Jun-2005
Date Effective		01 Jun-2005		Date Due
Date Initial Appraisal Due				Unit
Organization Structure ID		SPR		Office Symbol
Pay Plan/Pay Schedule		GS		Grade/Pay Band
Optional Information		89898888		

Figure 4

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

Appointment Tab contains your current appointment information.

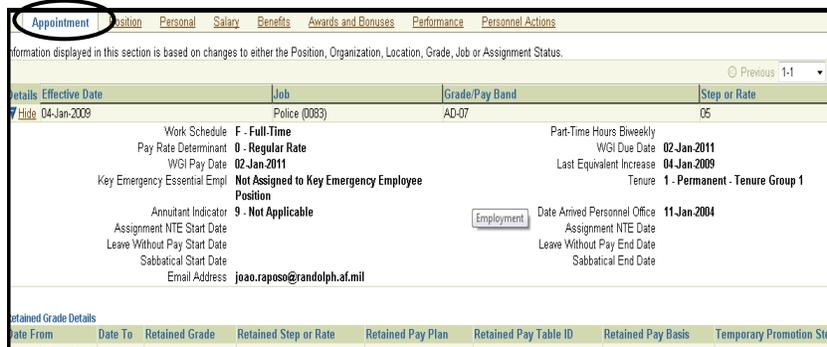


Figure 5

Position Tab contains your position information.

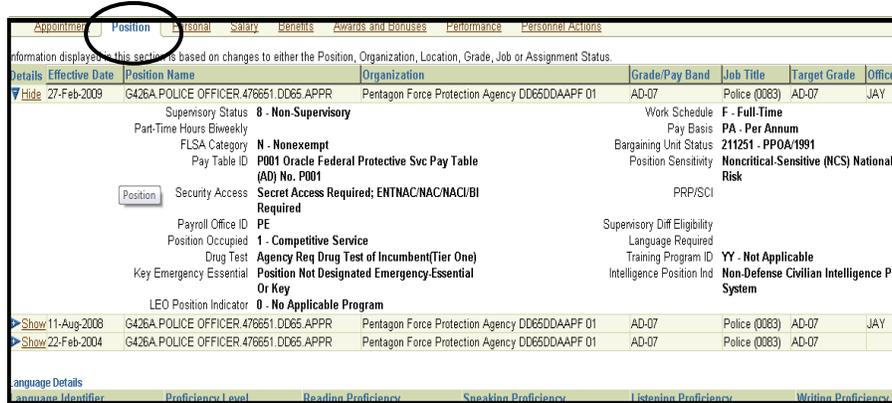


Figure 6

Personal Tab contains your specific personnel information.



Figure 7

Salary Tab contains your pay related information.

Details	Effective Date	Basic Pay	Locality Pay	Adjusted Basic Pay	Other Pay	Total Pay	Locality Percentage
Show	04-Jan-2009	53,379.00	12,331.00	65,710.00		65,710.00	23.1

Figure 8

Benefits Tab contains your benefits related information.

Details	Start Date	Health Plan	Enrollment	Premium Conversion
Show	22-Mar-2004	Federal Employee Health Benefits Special Code (ZZ)	Enrollment Waived/Cancelled (Y)	Pre Tax

Details	Start Date	Amount	Rate	Status	Status Date
Show	09-Jan-2005		10	Y - Elected To Contribute	09-Jan-1995

Figure 9

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

Date Award Earned	Award Type	Amount or Hours
03-Feb-2006	Time Off Award	9
01-Jun-2005	Performance Award	2000
11-Dec-2003	Staff and Staff Team	
07-Feb-2005	Time Off Award	9
23-Dec-2003	Time Off Award	9
03-Nov-2003	Notable Achievement Award	500
01-Jun-2003	Performance Award	1600
06-Jan-2003	Time Off Award	9
01-Jun-2002	Performance Award	1600

Figure 10

Performance Tab displays your performance appraisal information.

Details	Appraisal Start Date	Appraisal Type	Rating of Record
Show	31-Mar-2005	Annual Appraisal	Valued Perf, Acceptable, Fully Succ, Pass, Sat, Success
Show	31-Mar-2004	Annual Appraisal	Valued Perf, Acceptable, Fully Succ, Pass, Sat, Success
Show	31-Mar-2003	Annual Appraisal	Valued Perf, Acceptable, Fully Succ, Pass, Sat, Success
Show	31-Mar-2002	Annual Appraisal	Valued Perf, Acceptable, Fully Succ, Pass, Sat, Success
Show	01-Jun-2001	Annual Appraisal	Valued Perf, Acceptable, Fully Succ, Pass, Sat, Success
Show	01-Jun-2000	Annual Appraisal	Valued Perf, Acceptable, Fully Succ, Pass, Sat, Success
Show	01-Jun-1999	Annual Appraisal	Role Model, Exceptional, Outstanding, Superior, Success
Show	01-Jun-1998	Annual Appraisal	Valued Perf, Acceptable, Fully Succ, Pass, Sat, Success
Show	01-Jun-1997	Annual Appraisal	Exc Expec, Exc Full Succ, Excel, High-Succ, High Effect
Show	01-Sep-1996	Annual Appraisal	Exc Expec, Exc Full Succ, Excel, High-Succ, High Effect

Figure 11

Personnel Actions Tab displays your personnel notifications.

Select Effective Date	First NOA	First NOA Description	Second NOA	Second NOA Description
<input type="checkbox"/> 04-Jan-2009	893	Reg WRI		

Figure 12

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

Select Effective Date	First NOA	First NOA Description	Second NOA	Second NOA Description
<input checked="" type="checkbox"/> 04-Jan-2009	893	Reg WRI		

Figure 13

Select 'Open'



Figure 14

The NPA displays.

NOTIFICATION OF PERSONNEL ACTION											
1. Name (Last, First, Middle)						2. Social Security Number		3. Date of Birth		4. Effective Date 01-04-2009	
FIRST ACTION						SECOND ACTION					
5-A. Code 893			5-B. Nature of Action Reg WRI			6-A. Code			6-B. Nature of Action		
5-C. Code ZLM			5-D. Legal Authority 10 U.S.C. SEC 2164			6-C. Code			6-D. Legal Authority		
5-E. Code			5-F. Legal Authority			6-E. Code			6-F. Legal Authority		
7. FROM: Position Title and Number POLICE OFFICER G426A - 476651						15. TO: Position Title and Number POLICE OFFICER G426A - 476651					
8. Pay Plan AD		9. Occ. Code 0083		10. Grade or Level 07		11. Step or Rate 04		12. Total Salary \$58,345.00		13. Pay Basis PA	
16. Pay Plan AD		17. Occ. Code 0083		18. Grade or Level 07		19. Step or Rate 05		20. Total Salary/Award \$65,710.00		21. Pay Basis P/	
12A. Basic Pay \$49,199.00		12B. Locality Adj. \$9,146.00		12C. Adj. Basic Pay \$58,345.00		12D. Other Pay		20A. Basic Pay \$53,379.00		20B. Locality Adj. \$12,331.00	
								20C. Adj. Basic Pay \$65,710.00		20D. Other Pay	
14. Name and Location of Position's Organization 60D 65 DDAAPF 943110 PENTAGON FORCE PROTECTION AGENCY PENTAGON POLICE DIRECTORATE OPERATIONS DIVISION OPERATIONS RELIEFS WASHINGTON, DC						22. Name and Location of Position's Organization A60D 65 DDAAPF 943110 PENTAGON FORCE PROTECTION AGENCY PENTAGON POLICE DIRECTORATE OPERATIONS DIVISION OPERATIONS RELIEFS WASHINGTON, DC					

Figure 15