

Pay Pool QC Reports

Issue Date: Sep 2009

These reports were created to assist the CIVDOD Performance Management Administrator – PAAV3 responsibility in identifying NSPS and DCIPS employees that are assigned to multiple pay pools and those employees that have not been assigned to a pay pool. All NSPS and DCIPS employees should be assigned to a pay pool. These reports are designed to look at all NSPS and DCIPS employees. The records the reports take into consideration can be modified by identifying additional selection criteria. Use of additional selection criteria is explained below.

Step 1 – Ensure the user is assigned the **CIVDOD Performance Management Administrator – PAAV 3 responsibility**. This responsibility is normally given to HR type employees.

Department of Defense

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- CIVDOD Demo Process Administrator
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- CIVDOD MANAGER
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- CIVDOD Performance Management Administrator - PAA V3**
- CIVDOD PERSONNELIST
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- HR Professional V4.0 Standard
- Mod-to-Mod Administrator
- Mod-to-Mod Personnelist
- My Workplace
- US Benefits Manager
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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](#)

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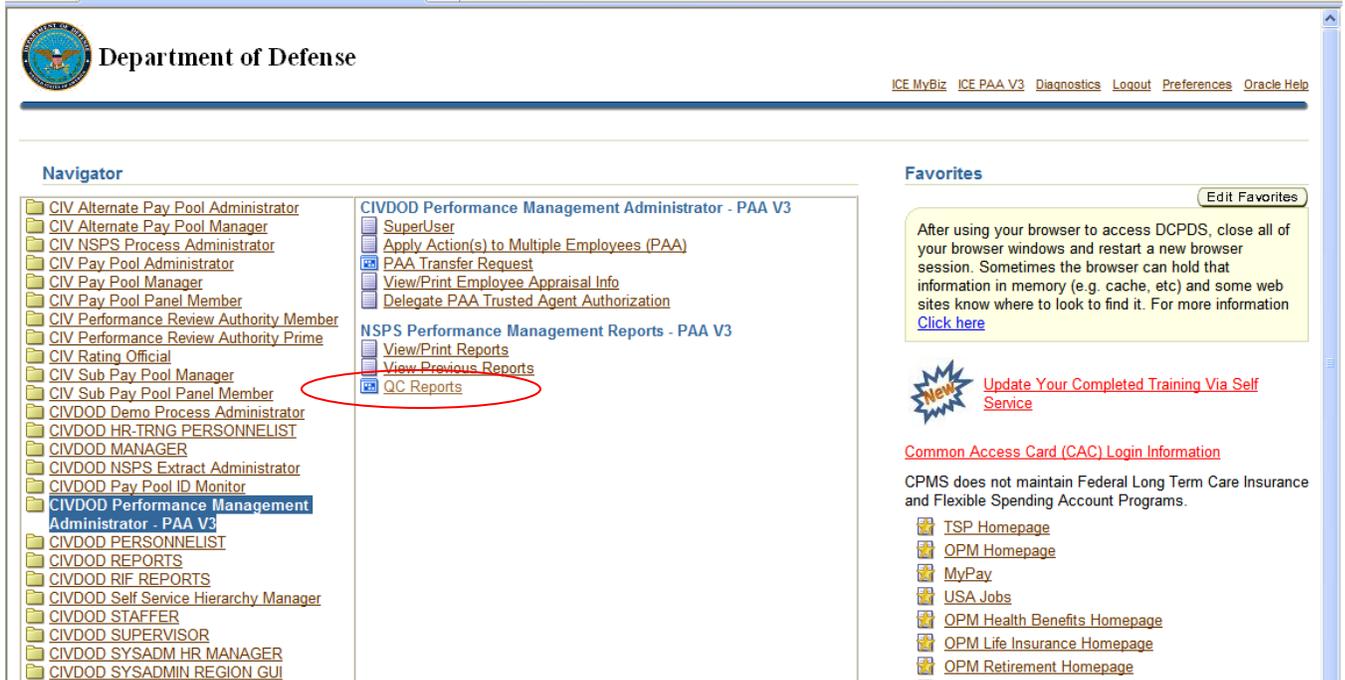
CPMS does not maintain Federal Long Term Care Insurance and Flexible Spending Account Programs.

- TSP Homepage
- OPM Homepage
- MyPay
- USA Jobs
- OPM Health Benefits Homepage
- OPM Life Insurance Homepage
- OPM Retirement Homepage
- CPMS Homepage
- Federal Long Term Care Insurance Program
- Flexible Spending Account

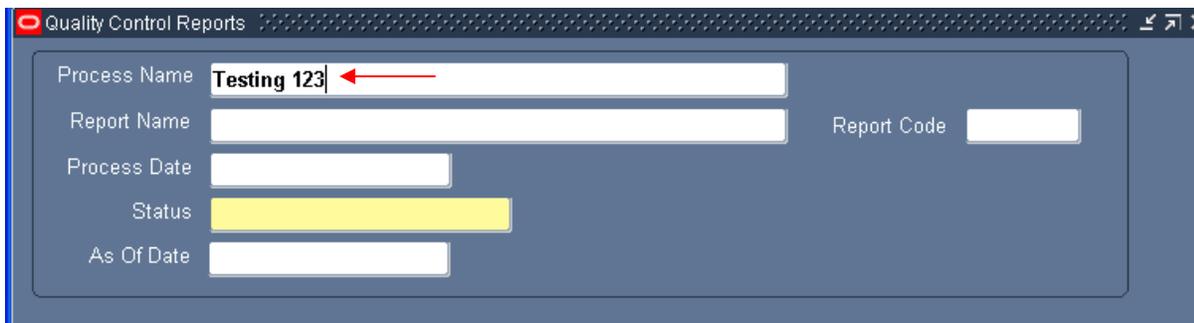
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Step 2 – Select ‘QC Reports’ under the ‘NSPS Performance Management Reports – PAA V3’ menu item.

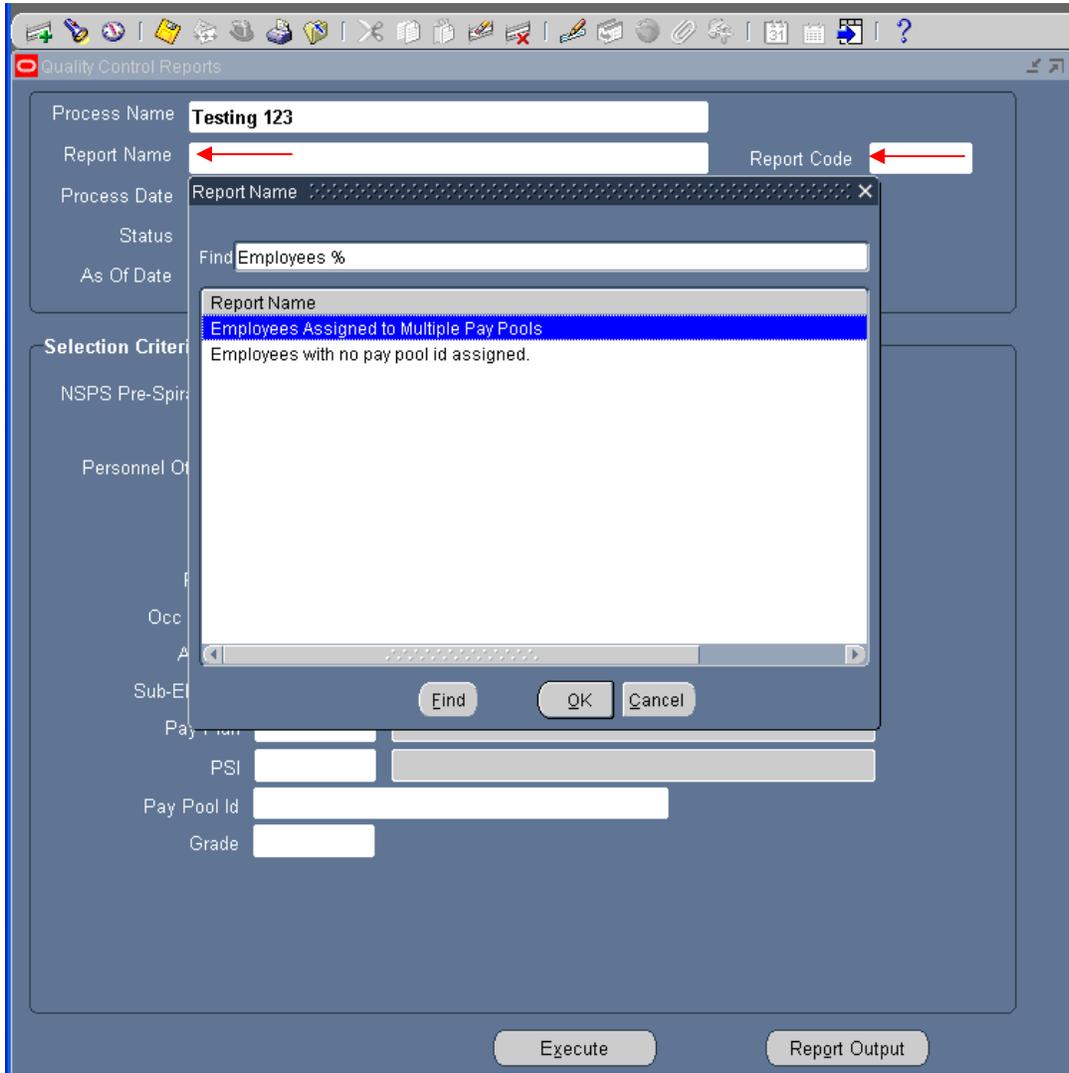


Step 3 – This screen provides the first portion of the report. The first entry required is the **Process Name**. Enter a unique identifier for your mass process in the ‘Process Name’ field. This name is used solely to identify the QC report; it is not used anywhere else in the application. After you save your process under that name it cannot be changed, but you can begin a new process and assign a different name to run additional reports.



Step 4 – Identify the report you want to run by entering the **Report Name**. You can select the Report Name from the List of Values or type it in. There are only two reports available to this responsibility, ‘Employees Assigned to Multiple Pay Pools’ and ‘Employees with no pay pool id assigned’.

Once the Report Name is selected, the **Report Code data field** will systematically generate a code. This report Code is for report tracking purposes only.



Step 5 – Enter a **Process Date**, this data field is mandatory. Select the date in which you want the report to process. This should be a current or future date.

Status - Do not enter anything in this data field. The system will automatically generate the current status of your report. Below are the different statuses and their definitions:

Unprocessed —Displays as the initial stage of the mass process

Processed — Displays after the report has been executed and saved

Error— Displays when problems are encountered during the execution process



The screenshot shows a web browser window titled "Quality Control Reports". The interface includes the following fields:

- Process Name: **Testing 123**
- Report Name: **Employees Assigned to Multiple Pay Pools**
- Report Code: **PA001**
- Process Date: A date selection field with a red arrow pointing left and a dropdown menu icon.
- Status: A yellow bar with a red arrow pointing left.
- As Of Date: An empty date selection field.

Step 6 – Enter an **As of Date**, this data field is mandatory. These reports allow you to review data as of a specific date, for example: today is 6-Oct-2009 but you want to see employees that were assigned to your pay pool as of 30-Sep2009. You would enter 30-Sep-2009 in the 'As of Date'. You can select the date and time from the List of Values or you can manually type in the date and time.



The screenshot shows the same "Quality Control Reports" interface as above, but with the "As of Date" field populated with the date and time: **27-AUG-2009 00:00:00**.

Step 7 - Enter additional **Selection Criteria**. Providing additional Selection Criteria helps narrow your search and narrowing your search helps the system's performance. You must select **at least 2 data elements**. The Personnel System Indicator (PSI) and Pay Pool Id data elements do not count towards the 2 selection requirement. The more criteria you identify, the narrower the search for employees will be and the fewer employee records will be retrieved. There is no limit to the number of criteria you can enter.

The screenshot shows a web-based interface for generating reports. At the top, the window title is "Quality Control Reports". Below this, there are several input fields for report configuration:

- Process Name:
- Report Name:
- Report Code:
- Process Date:
- Status:
- As Of Date:

Below these fields is a section titled "Selection Criteria" enclosed in a red border. It contains a list of data elements, each with a text input field and a greyed-out dropdown menu:

- NSPS Pre-Spiral Flag
- SOID
- Personnel Office ID
- UIC
- PAS
- Region
- Occ Series
- Agency
- Sub-Element
- Pay Plan
- PSI
- Pay Pool Id
- Grade

At the bottom of the "Selection Criteria" section, there are two buttons: "Execute" and "Report Output".

Step 8 - Establish your report criteria. In this report example we are looking for employees that are assigned to an NSPS position but do not have a pay pool ID assigned. We narrow the search by identifying the Servicing Office ID (SOID), Agency and the Personnel System Indicator (PSI). The PSI was identified because the user wanted to see only NSPS employees. The two required fields were the SOID and Agency.

Quality Control Reports

Process Name

Report Name Report Code

Process Date

Status

As Of Date

Selection Criteria

NSPS Pre-Spiral Flag	<input type="text" value=""/>	<input type="text" value=""/>
SOID	<input type="text" value="QK"/>	<input type="text" value="RSC Navy NW, Bremerton WA"/>
Personnel Office ID	<input type="text" value=""/>	<input type="text" value=""/>
UIC	<input type="text" value=""/>	<input type="text" value=""/>
PAS	<input type="text" value=""/>	<input type="text" value=""/>
Region	<input type="text" value=""/>	<input type="text" value=""/>
Occ Series	<input type="text" value=""/>	<input type="text" value=""/>
Agency	<input type="text" value="NV"/>	<input type="text" value="Department of the Navy"/>
Sub-Element	<input type="text" value=""/>	<input type="text" value=""/>
Pay Plan	<input type="text" value=""/>	<input type="text" value=""/>
PSI	<input type="text" value="01"/>	<input type="text" value="National Security Personnel System (NSPS)"/>
Pay Pool Id	<input type="text" value=""/>	<input type="text" value=""/>
Grade	<input type="text" value=""/>	<input type="text" value=""/>

Note: There is a problem with the execution button (TD 14661), Workaround to this problem is to save your process prior to Step 9. The fix date for this problem has been targeted for 11 Oct 09.

Step 9 – Click on the ‘Execute’ button to kick off the report. Once the ‘Execute’ button is selected you will receive pop up window reflected below. This tells you that the report was successfully submitted. If you don’t receive this pop up you will receive an error message on the screen that tells you the report failed. If the execution is successful, the Request ID will be provided in the pop up screen and this ID is used for tracking purposes within DCPDS.

The screenshot shows a web application window titled "Quality Control Reports". The interface includes several input fields and buttons. A pop-up window is overlaid on the form, displaying a success message.

Quality Control Reports

Process Name:

Report Name: Report Code:

Process Date:

Status: **Unprocessed**

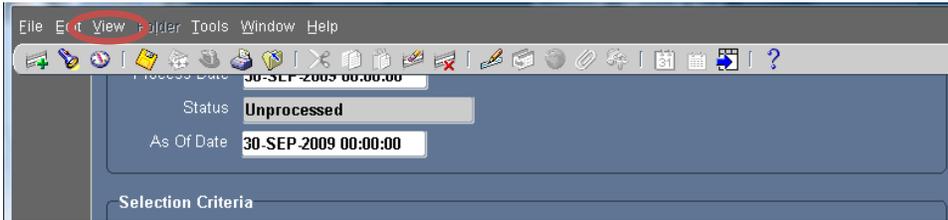
As Of Date:

Selection Criteria

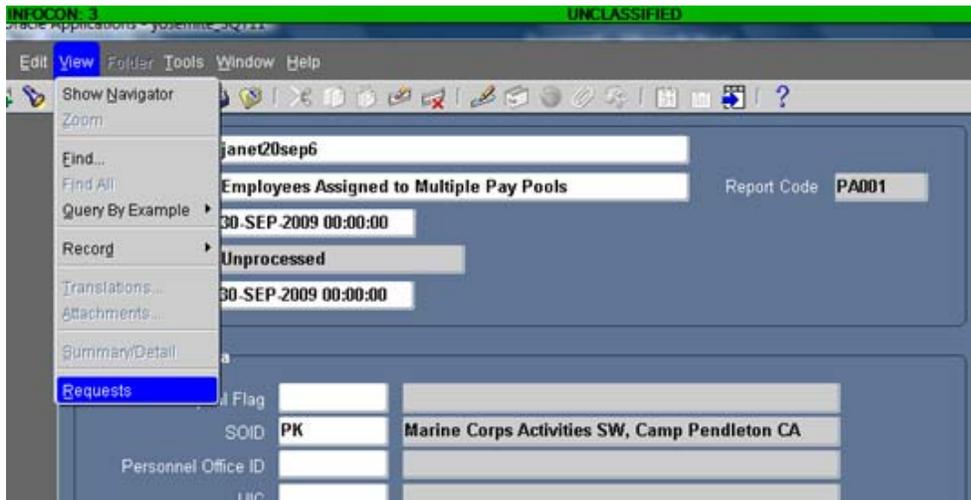
NSPS Pre-Spiral Flag	<input type="text"/>	<input type="text"/>
SOID	<input type="text" value="QK"/>	<input type="text" value="RSC Navy NW, Bremerton WA"/>
Personnel Office ID	<input type="text"/>	<input type="text"/>
UIC	<input type="text"/>	<input type="text"/>
PAS	<input type="text"/>	<input type="text"/>
Region	<input type="text"/>	<input type="text"/>
Occ Series	<input type="text"/>	<input type="text"/>
Agency	<input type="text" value="NV"/>	<input type="text" value="Department o"/>
Sub-Element	<input type="text"/>	<input type="text"/>
Pay Plan	<input type="text"/>	<input type="text"/>
PSI	<input type="text" value="01"/>	<input type="text" value="National Security Personnel System (NSPS)"/>
Pay Pool Id	<input type="text"/>	
Grade	<input type="text"/>	

Note
The Quality Control Report has been successfully submitted.
Request ID is 1744569.

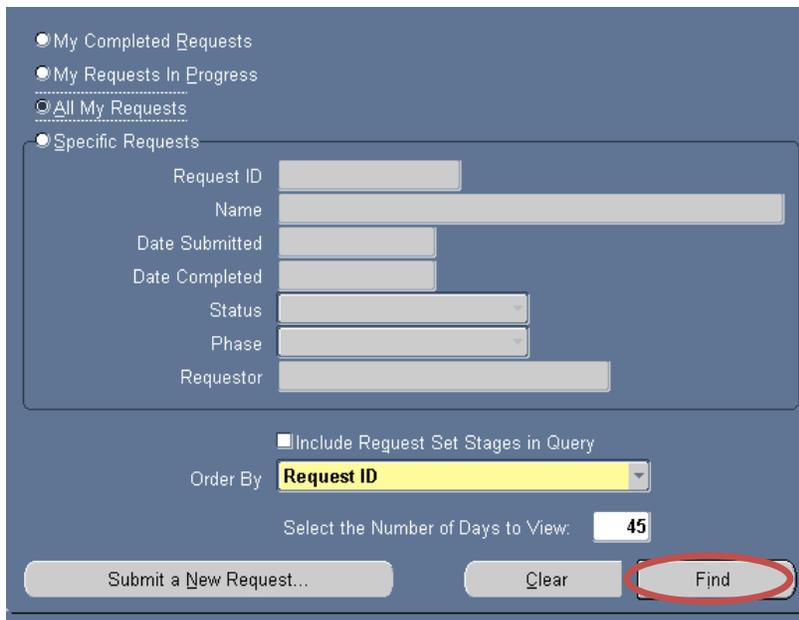
Step 10: Verify the Execution process using your Request ID. Select 'View' at the top of the screen.



Select 'Requests'



Select the 'Find' button



Review the status of your Request ID, in this example the Request ID is '8612069', the Phase is Completed so you are now ready to go to Step 11. If the Phase is not 'Completed' simply click on the 'Refresh Data' button until the process is 'Completed'.

The screenshot shows a software application window with a menu bar (File, Edit, View, Folder, Tools, Window, Help) and a toolbar. Below the toolbar are three buttons: 'Refresh Data', 'Find Requests', and 'Submit a New Request...'. The main area contains a table with the following data:

Request ID	Name	Parent	Phase	Status	Parameters
8612069	CIVDOD Quality Control I		Completed	Normal	295
8612067	CIVDOD Quality Control I		Completed	Normal	294
8612066	CIVDOD Quality Control I		Completed	Normal	293
8612065	CIVDOD Quality Control I		Completed	Normal	293
8612058	CIVDOD Quality Control I		Completed	Normal	292
8612046	CIVDOD Quality Control I		Completed	Normal	
8612044	CIVDOD Quality Control I		Completed	Normal	
8612042	CIVDOD Quality Control I		Completed	Normal	290
8612041	CIVDOD Quality Control I		Completed	Normal	
8589727	Download CWB Extract		Completed	Normal	CELLTEST1, 30-SEP-2009, N

Below the table are two rows of buttons: 'Hold Request', 'View Details...', 'View Output' in the first row; and 'Cancel Request', 'Diagnostics', 'View Log...' in the second row.

Step 11: Re-query your process. Place your cursor in the Process Name field and select the <F11> key. This will put you in a query mode and the text boxes will be blue in color. Paste or type in the Process Name and select the <Ctrl> + <F11> function keys. This will re-query the process. The process status should now show 'Processed'. The report status must be 'Processed' before you can view the 'Report Output' results.

Quality Control Reports

Process Name: **Test 22**

Report Name: **Employees with no pay pool id assigned.** Report Code: **PA002**

Process Date: **27-AUG-2009 00:00:00**

Status: **Processed**

As Of Date: **27-AUG-2009 00:00:00**

Selection Criteria

NSPS Pre-Spiral Flag		
SOID	OK	RSC Navy NW, Bremerton WA
Personnel Office ID		
UIC		
PAS		
Region		
Occ Series		
Agency	NV	Navy
Sub-Element		
Pay Plan		
PSI	01	
Pay Pool Id		
Grade		

Execute Report Output

Step 12: View the report results and distribute as appropriate.

Reports Detail Window

Process Details

Process Name: Test 22 Report Name: Employees with no pay pool id a
 Report code: PA002 Process Date: 27-AUG-09

Records Output

Employee Name	SSAN	Personnel System Indicator	PSI Description	Supervisor Name
Carlson, Son J	36994	01	National Security Personnel S	
Frenchman, Delphine Q	14427	01	National Security Personnel S	
Garcia, Benigno	30698	01	National Security Personnel S	
Haveldab, Harvey DT	51116	01	National Security Personnel S	
Haveldan, Molly DT	47735	01	National Security Personnel S	
Haveldear, Portia DT	53722	01	National Security Personnel S	
Havelpack, Fielding DT	55095	01	National Security Personnel S	VOW22,Vesta
STRICKLAND, BH	45335	01	National Security Personnel S	VOW11,TK
STRICKLAND, TD	45329	01	National Security Personnel S	VOW11,TK
Taylor, MT Apr-Apple A	54875	01	National Security Personnel S	VOW22,Vesta
Wostal, Tamara	45574	01	National Security Personnel S	VOW22,Vesta

Reports Detail Window

Process Details

Process Name: Test 22 Report Name: Employees with no pay pool id a
 Report code: PA002 Process Date: 27-AUG-09

Records Output

OID	REGION	UIC/PAS Code	Error Condition
	NVNW	66097/	This employee does not belong to any payroll as of
	NVNW	66097/	This employee does not belong to any payroll as of
	NVNW	66097/	This employee does not belong to any payroll as of
	NVNW	66097/	This employee does not belong to any payroll as of
	NVNW	00251/	This employee does not belong to any payroll as of
	NVNW	66097/	This employee does not belong to any payroll as of
	NVNW	00251/	This employee does not belong to any payroll as of
	NVNW	66097/	This employee does not belong to any payroll as of
	NVNW	66097/	This employee does not belong to any payroll as of
	NVNW	66097/	This employee does not belong to any payroll as of
	NVNW	66097/	This employee does not belong to any payroll as of
	NVNW	66097/	This employee does not belong to any payroll as of