

Frequently Asked Questions (FAQs)

Who can access *My Biz*?

Appropriated fund civilian employees will have access to *My Biz*. Non-Appropriated Fund (NAF) and Local National (LN) employees will be phased in later.

Who has access to *My Workplace*?

Military and civilian supervisors who manage appropriated fund civilian employees. NAF and LN managers and supervisors will be phased in later.

What information does *My Biz* allow me to view?

Employees may view personnel information, including current and historical appointment, position, personal, salary, benefits, awards and bonuses, and performance.

Does *My Biz* allow me to update any of my information?

Yes. You may use *My Biz* to update your telephone number and email address, disability codes, Race and National Origin (Ethnicity and Race Identification), and foreign language proficiency.

When will *My Biz* and *My Workplace* be available for me to use?

Launch is scheduled for June 2006, with ongoing system enhancements.

I am a civilian employee. How do I access *My Biz*?

Once your Self Service account is established, you will be provided with information from your HR Office on how to access your *My Biz* responsibility.

I am a civilian manager/supervisor. How do I access *My Workplace*?

Once your Self Service account is established, you will be provided with information from your HR Office on how to access your *My Workplace* responsibility.

I am a military manager/supervisor of civilian employees. How do I access *My Workplace*?

Once your Self Service account is established, you will be provided with information from your HR Office on how to access your *My Workplace* responsibility.

If I need more information about access to *My Biz* and *My Workplace*, who do I contact?

You can contact your servicing HR office.