

Employee Self Service Views My Biz or My Workplace

To access *My Biz* or *My Workplace* navigate to <https://compo.dcpds.cpms.osd.mil>. The following login screen will display. **Please note:** You must first register your CAC before following these directions. Please see the DCPDS Portal Quick Guide for instructions on how to register your CAC.

DCPDS Portal

Common Access Card (CAC) Access
First time CAC users, Non-CAC users with newly issued CAC and CAC name changes must select the "CAC Registration" button before "Login" button.

[CAC Registration](#) [Login](#)

Authorized Non-CAC Login
Authorized Non-CAC users must select the "Non-CAC Registration" button before "Login" button. Select the "Reset Password" button to reset your password.

Portal Username:
Portal Password:

[Non-CAC Registration](#) [Reset Password](#) [Login](#)

[Login Help](#)

Reporting Problems
For personnel data concerns in "MyBiz", contact your Servicing Human Resources Office.
For technical problems with the application, select the [Contact List](#) for your organization's computer support Help Desk.

CPMS Contact Information
Department of Defense
Civilian Personnel Management Service
HR Business Information Technology
Solutions Division - HR-BITS
1400 Key Boulevard, B-200
Arlington, VA 22209-5144
Email: hr-bits@cpms.osd.mil

MY BIZ
SELF SERVICE HR
MY PERSONNEL INFORMATION

MY WORKPLACE
SELF SERVICE HR
MY PERSONNEL INFORMATION

[Accessibility](#) | [Privacy and Security Policy](#)

Select Login, choose your non-email digital certificate and then press OK.

DCPDS Portal

[Logout](#)

My Application/Database [Add Additional Application/Databases](#)

Accessing Your Database

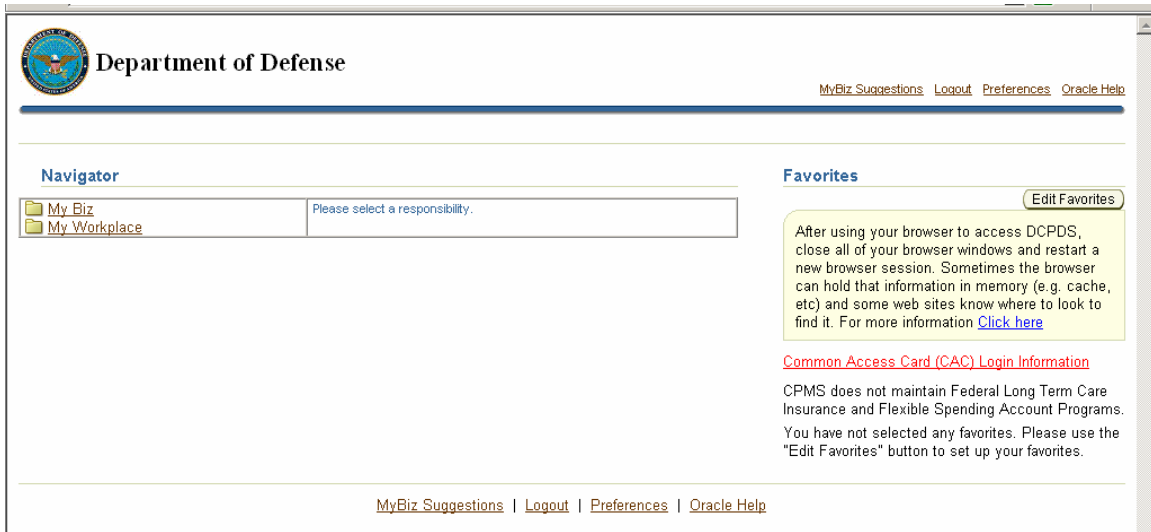
Region Association
To access an HR/MyBiz/MyWorkplace database, select the appropriate link below

[DLA region](#)

To protect your personal information, 'log out' of your DCPDS Portal session by selecting the 'Portal Logout' button.

[Logout](#)

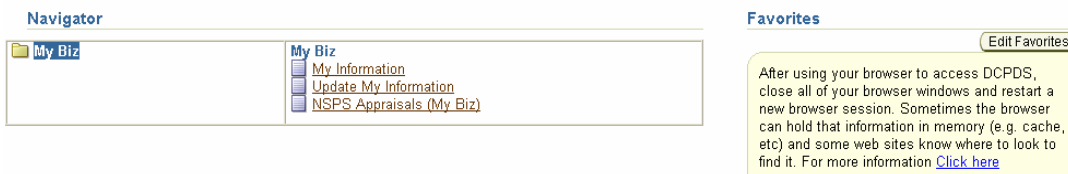
Select 'DLA region'.



After successfully logging in the My Biz/My Workplace “home page” will display.



Click the My Biz link; this opens the functions menu of available tasks that can be performed from the selected responsibility within the Self Service application.



Let’s take a look at what the features of this new page are. The web page displays with three columns, Responsibilities, Functions, and Favorites.

The left column displays all of the Responsibilities the user has,



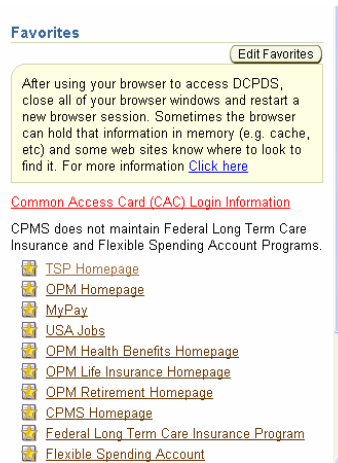
The column in the middle displays the Functions available,



My Information – User information

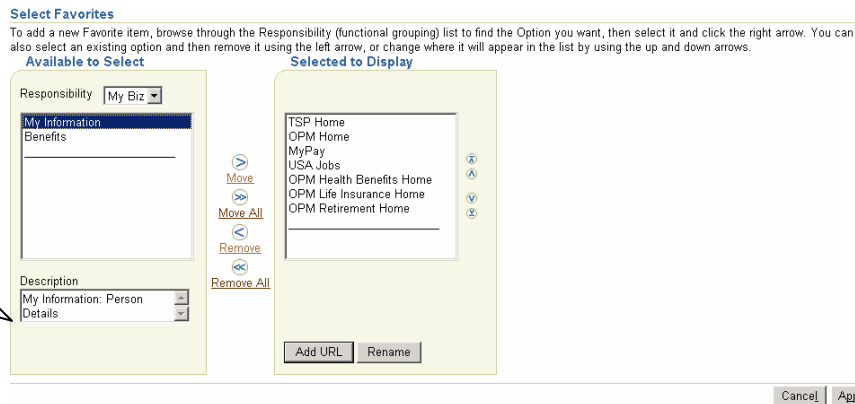
Update My Information – Items the user can update

The column on the right is your stored Favorites.



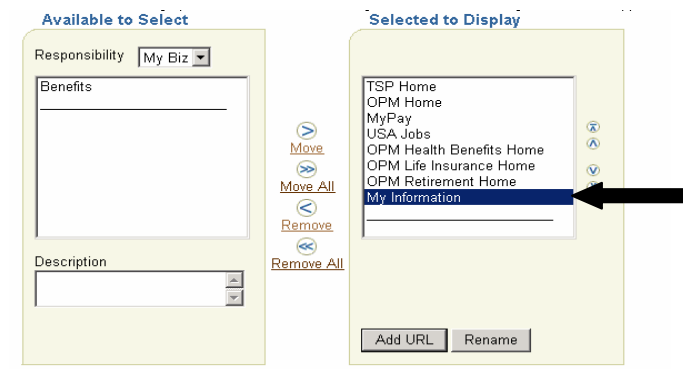
Favorites allow a user to add links or functions, to their My Biz homepage for quick access to commonly used sites. Use the following procedure to add a favorite to your Framework home page.

Click the **Edit Favorites** button, the Customize Favorites window will display. (This example will add “My Information” as a favorite.) Highlight the function you want to add as a favorite,



A description of the highlighted function is provided for users

Click the “Move” arrow,



The function will move from the left column and be added to the column on the right.

To add a “favorite” website, click the **Add URL** button.

Add A Favorite Web Site

Enter the name and URL address for the site or file you would like to include in your Applications Favorites List. The URL address can be any web site you visit on a regular basis or a file name on your local file system. You may enter any address that you would otherwise enter as a browser location.

* Indicates required field

* Name

* Uri

Type the name you want displayed on your home page, type the URL information, click the Apply button.

Select Favorites

To add a new Favorite item, browse through the Responsibility (functional grouping) list to find the Option you want, then select it and click the right arrow. You can also select an existing option and then remove it using the left arrow, or change where it will appear in the list by using the up and down arrows.

Available to Select

Responsibility:

My Information
Benefits

Description

Selected to Display

TSP Home
OPM Home
MyPay
USA Jobs
OPM Health Benefits Home
OPM Life Insurance Home
OPM Retirement Home
My Information
CPMS Reg-Mod Website

Move
Move All
Remove
Remove All

Add URL Rename

When you return to the Customize Favorites window the OPM Website has been added to the favorites list. When you have finished adding all of the favorites you desire, click .

After applying the changes you are returned to your home page, the new links should appear under the favorites column.

Navigator

My Biz

- My Information
- Update My Information
- NSPS Appraisals (My Biz)

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](#)

Common Access Card (CAC) Login Information

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

General Info – The information displayed in this section will be viewable from any tab selected.

Show/Hide feature

A “Show” folder will be displayed if the tab selected contains additional information related to element being displayed. Click the “+” sign to view the additional data elements.

Details	Appraisal Start Date	Appraisal End Date	Appraisal Type	Rating of Record
Show	10-Jan-2005			

The following displays


Details	Appraisal Start Date	Appraisal End Date	Appraisal Type	Rating of Record
Hide	10-Jan-2005			
Date Due		10-Jan-2006	Date Initial Appraisal Due	
Performance Rating Points			Date Appraisal Period Ends	
Unit			Organization Structure ID	
Office Symbol			Pay Plan	
Grade			Appraisal System Identifier	
Optional Information				

To collapse the additional information click the “-“ to “Hide.”

The following is a list of the Tabs and information available under each.

Appointment Tab contains current appointment information.

Position Tab contains the employee's position information.

 **Department of Defense** [MyBiz Suggestions](#) [Home](#) [Logout](#) [Preferences](#)

Cowboy, Imma T
 GENERAL INFO: The information is current as of today's date.

Organization **DLA Director DD07G20000 01** Job Title **Human Resources Management (0201)**
 Position **CLG65.HUMAN RESOURCES SPECIALIST.600098.DD07.APPR** Grade/Pay Band **GS-11**
 Total Salary **57,564.00 USD** Step or Rate **02**
 Email Address Office Symbol

[Appointment](#) [Position](#) [Personal](#) [Salary](#) [Benefits](#) [Awards and Bonuses](#) [Performance](#) [Personnel Actions](#)

Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.

Details	Effective Date	Position Name	Organization	Grade/Pay Band	Job Title	Target Grade	Office Symbol
Show	27-Jan-2006	CLG65.HUMAN RESOURCES SPECIALIST.600098.DD07.APPR	DLA Director DD07G20000 01	GS-11	Human Resources Management (0201)		
Show	08-Jan-2006	CLG65.HUMAN RESOURCES SPECIALIST.600098.DD07.APPR	DLA Director DD07G20000 01	GS-11	Human Resources Management (0201)		
Show	31-Oct-2005	CLG65.INSTRUCTOR.599859.DD07.APPR	Human Resources DD07H90000 01	GS-11	Training Instruction (1712)		

Language Details

Language Identifier	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency
No results found.					

[Appointment](#) [Position](#) [Personal](#) [Salary](#) [Benefits](#) [Awards and Bonuses](#) [Performance](#) [Personnel Actions](#)

Personal Tab contains employee specific information.

Cowboy, Imma T
 GENERAL INFO: The information is current as of today's date.

Organization **DLA Director DD07G20000 01** Job Title **Human Resources Management (0201)**
 Position **CLG65.HUMAN RESOURCES SPECIALIST.600098.DD07.APPR** Grade/Pay Band **GS-11**
 Total Salary **57,564.00 USD** Step or Rate **02**
 Email Address Office Symbol

[Appointment](#) [Position](#) [Personal](#) [Salary](#) [Benefits](#) [Awards and Bonuses](#) [Performance](#) [Personnel Actions](#)

The following section displays detailed historical information through today's date.

Previous 1-1 Next 1

Details As Of Effective Date

[Show](#) 05-May-2006

Service Obligation

Service Obligation	Start Date	End Date
No results found.		

Education Information

Education Level	Instructional Program	Year Degree / Cert Attained	Academic Institution Name
One year college			
Terminal occupational prgrm-cert of comp/diploma/equiv	National Security Strategy	2000	Campbellsville University, Campbellsville KY

Salary Tab contains the employee's pay related information.

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[Appointment](#) [Position](#) [Personal](#) [Salary](#) [Benefits](#) [Awards and Bonuses](#) [Performance](#) [Personnel Actions](#)

The following section displays detailed historical information through today's date.

Previous 1-1 Next 1

Details	Effective Date	Basic Pay	Locality Pay	Adjusted Basic Pay	Other Pay	Total Pay	Locality Percentage	Currency
Show	07-Jan-2007	48,540.00	9,024.00	57,564.00		57,564.00	18.59	USD

Supplemental Earnings
 (Select a supplemental earning from the list)

[Appointment](#) [Position](#) [Personal](#) [Salary](#) [Benefits](#) [Awards and Bonuses](#) [Performance](#) [Personnel Actions](#)

Benefits Tab contains the employee's benefits related information.

Appointment Position Personal Salary **Benefits** Awards and Bonuses Performance Personnel Actions

The following section displays detailed historical information through today's date.

FEGLI

FEGLI	Start Date
Basic + Option A + Option C (5x)	31-Oct-2005

Health Benefits

Details	Start Date	Health Plan	Enrollment	Premium Conversion
Show	31-Oct-2005	Mail Handlers-Std (45)	Self Only High Option, or Self Only (no options) (1)	Pre Tax

Thrift Saving Plan

Details	Start Date	Amount	Rate	Status	Status Date
Show	31-Oct-2005		12	Y - Elected To Contribute	31-Oct-2005

TSP Catch Up Contribution

Start Date	End Date	Catch Up Amount
No results found.		

Retirement Plan

Retirement Plan	FERS Coverage
K - FERS and FICA	A - Automatically Covered By FERS

Awards and Bonuses Tab displays the employee's award or bonus information.

Appointment Position Personal Salary **Benefits** **Awards and Bonuses** Performance Personnel Actions

The following section displays detailed historical information through today's date.

Award Details

Date Award Earned	Award Type	Amount or Hours	Award Percentage	Award Agency
26-Aug-2007	Time Off Award	8		Department of Defense

Bonus Details

Effective Date	Bonus Type	Bonus Amount	Expiration Date
No results found.			

Appointment Position Personal Salary **Benefits** **Awards and Bonuses** Performance Personnel Actions

Performance Tab displays the employee's performance appraisal information.

Appointment Position Personal Salary **Benefits** Awards and Bonuses **Performance** Personnel Actions

The following section displays detailed historical information through today's date.

Details

Appraisal Start Date	Appraisal Type	Rating of Record	Date Effective
Show 31-Oct-2005	Presumptive (New Employee)	Not Rated	31-Oct-2005

Appointment Position Personal Salary **Benefits** Awards and Bonuses **Performance** Personnel Actions

Personnel Actions Tab displays only the employee's Personnel Notifications processed on or after 23 Sept 2007 are available for viewing.

Appointment Position Personal Salary **Benefits** 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. Similar functionality will be available for LN and NAF in March 2008.

Select Effective Date


First NOA	First NOA Description	Second NOA	Second NOA Description	Approval Date
No results found.				

Appointment Position Personal Salary **Benefits** Awards and Bonuses Performance **Personnel Actions**

Other Features

Home

To return to the homepage from anywhere in the application click Home link. **DO NOT USE the back or forward arrow keys** to return or advance within Self Service.

 **Department of Defense**

[MyBiz Suggestions](#) [Home](#) [Logout](#) [Preferences](#)

Cowboy, Imma T

GENERAL INFO: The information is current as of today's date.

Organization	DLA Director DD07G20000 01	Job Title	Human Resources Management (0201)
Position	CLG65.HUMAN RESOURCES SPECIALIST.600098.DD07.APPR	Grade/Pay Band	GS-11
Total Salary	57,564.00 USD	Step or Rate	02
Email Address		Office Symbol	

Appointment | [Position](#) | [Personal](#) | [Salary](#) | [Benefits](#) | [Awards and Bonuses](#) | [Performance](#) | [Personnel Actions](#)

Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.

Previous 1-1 Next 1

Details	Effective Date	Job	Grade/Pay Band	Step or Rate
Show	07-Jan-2007	Human Resources Management (0201)	GS-11	02

Retained Grade Details

Date From	Date To	Retained Grade	Retained Step or Rate	Retained Pay Plan	Retained Pay Table ID	Retained Pay Basis	Temporary Promotion Step
No results found							

You are returned to the homepage.

Navigator

My Biz

- [My Information](#)
- [Update My Information](#)
- [NSPS Appraisals \(My Biz\)](#)

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](#)

Update My Information

Navigator

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Select Update My Information to update your work email address, Handicap Code, US Fed Language, US Fed Ethnicity & Race and Emergency Contact Information.

Update My Information [Cancel](#)

Employee

Employee Name Cowboy, Imma T

Work Email Address

My Profile | [Handicap Code](#) | [US Fed Language](#) | [US Fed Ethnicity and Race Category](#) | [Emergency Contact Information](#)

My Profile

Work Email Address

TIP Please enter your Work Email Address only and select the Update button to save.

Work Email Address

[Update](#)

Employee Phone Number

TIP To enter a new Type phone number, select the Add button. To update an existing phone number, select the actual number listed in the Number column. To delete an existing phone number, select the Trashcan next to the record.

Type	Number	Delete
No data found		

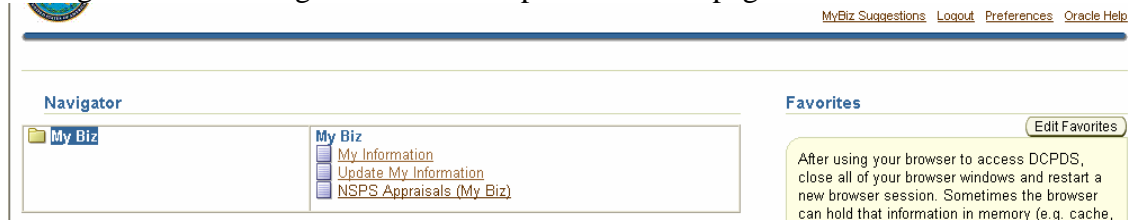
Physical Work Address

TIP CONUS employees can add or correct their Physical Work Address information by selecting either the Add button, for adding a new address, or the Correction button for updating an existing address. NOTE: At present, overseas employees cannot update their Physical Work Address, however upcoming Self Service system developments will include this functionality.

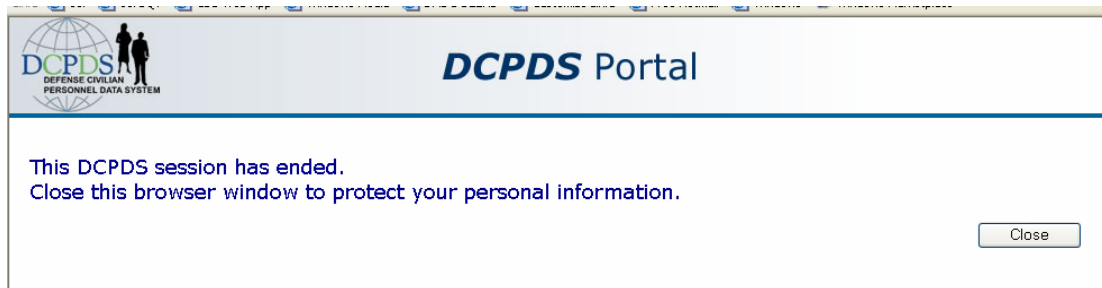
Select Street Address	Building Number	Suite, Room Number	City	State	Zip Code	Country	Start Date	End Date
No results found.								

Logout –

To logout click the Logout link at the top or bottom of page.



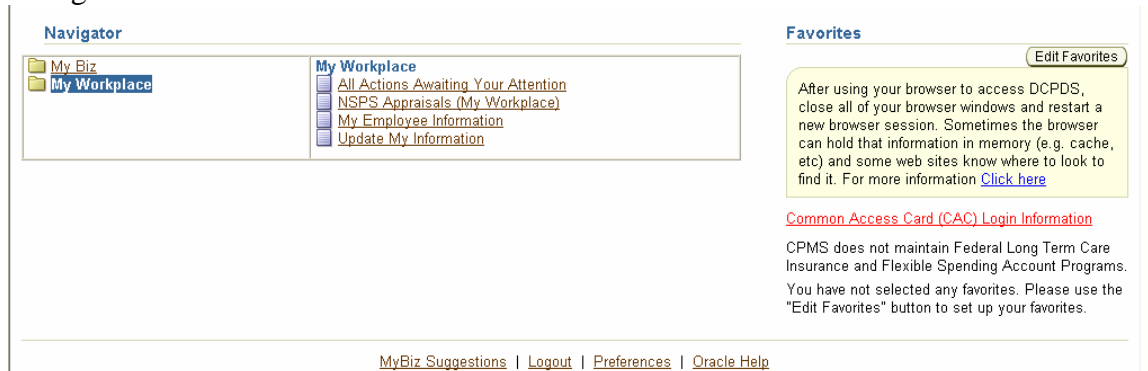
Click the Logout link at the upper right corner of the window at any time to logout of My Biz.



To insure your personal information is protected close the Internet browser after logout is complete.

My Workplace Users

When you select 'My Workplace', the following items will display in the middle of the Navigator screen.



Revised 28 Dec 2007