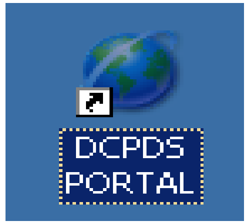
PSED
HR APPLICATIONS
TRAINING

HR SYSTEMS TRAINING AGENDA

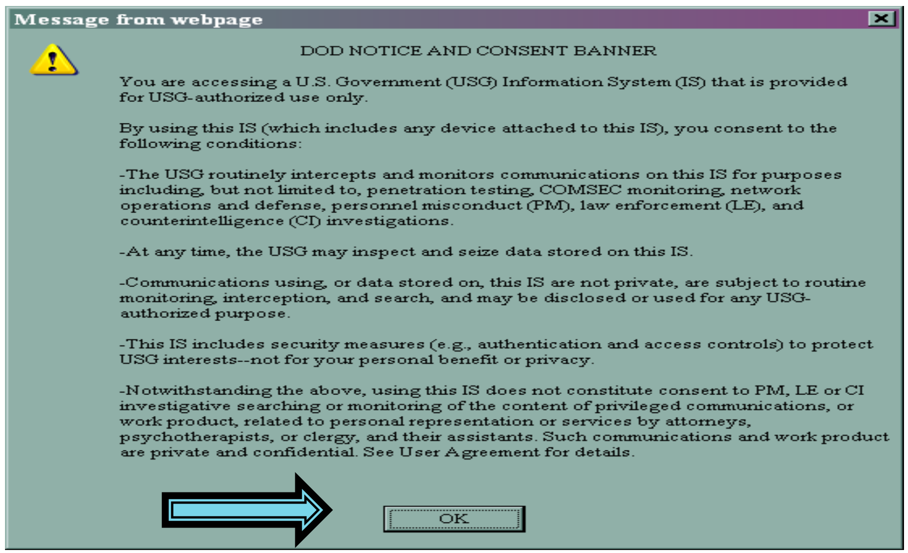
- **DCPDS Navigation**
  Defense Civilian Personnel Data System
  - **Top Ten List**
  - **Create & Routing the RPA**
    - **Review of Notepad**
    - **Saving & Routing of the RPA**
    - **Tracking the RPA in Groupbox**
  - **Civilian Inbox & Executing Query**
    - **Tracking RPA from Group Inbox**
    - **Retrieving RPA (Open or Closed)**
    - **DLA Tracker**
  - **People Enter & Maintain**
  - **Printing RPA/NPA**
  - **Attach/Delete Documents**
- **CSU Navigation**
  Customer Service Unit
  - **Obtaining Data on One Employee**
  - **Executing Queries**
  - **Reports**
- **My Biz Navigation**
  - **My Information**
  - **Update of My Information**
  - **Employment Verification**

Defense Civilian Personnel Data System (DCPDS) Application

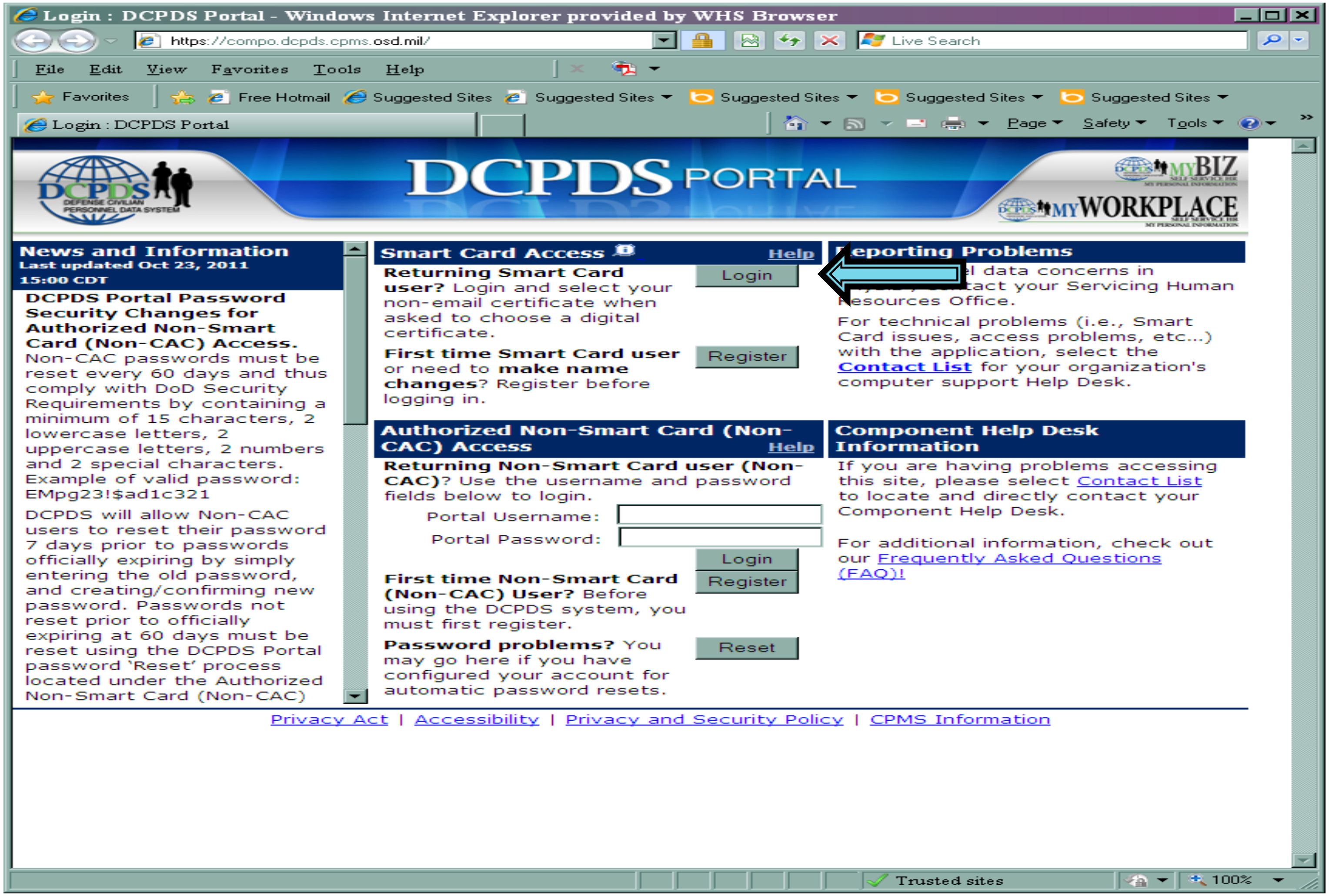
Login to DCPDS Portal



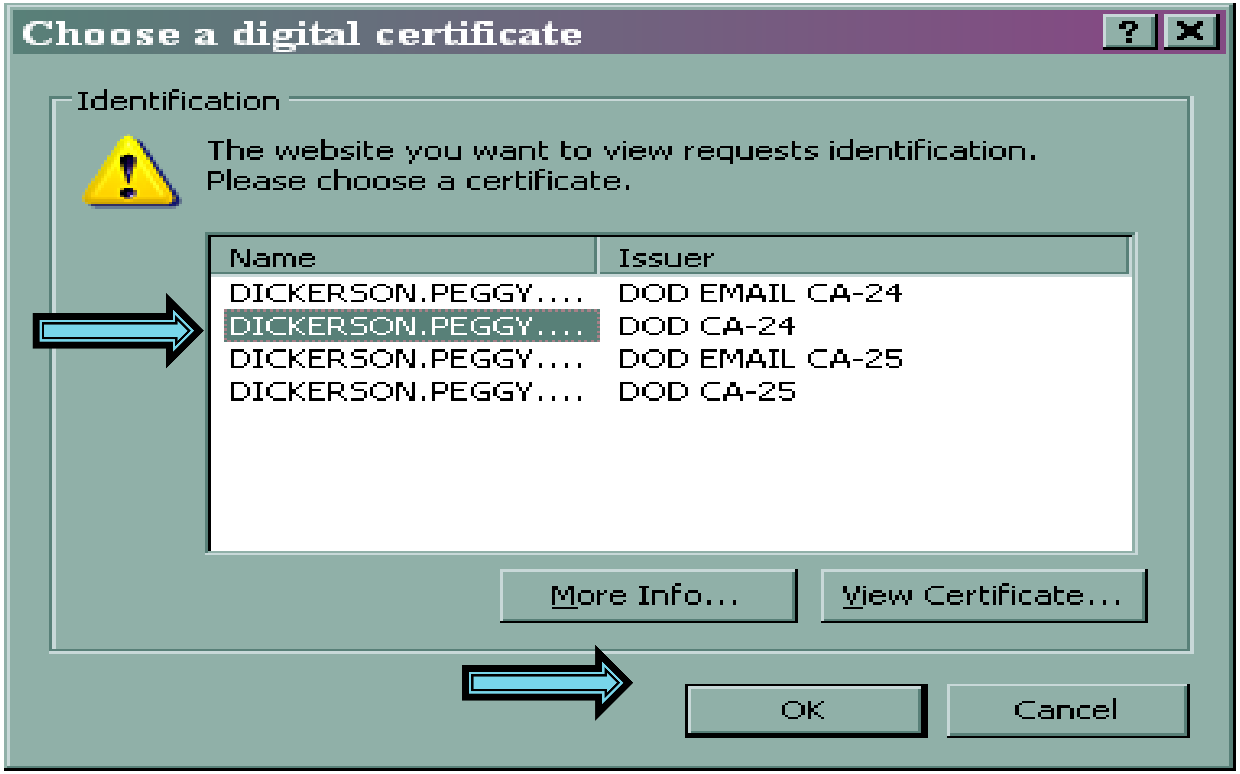
Double click the DCPDS Portal Icon.



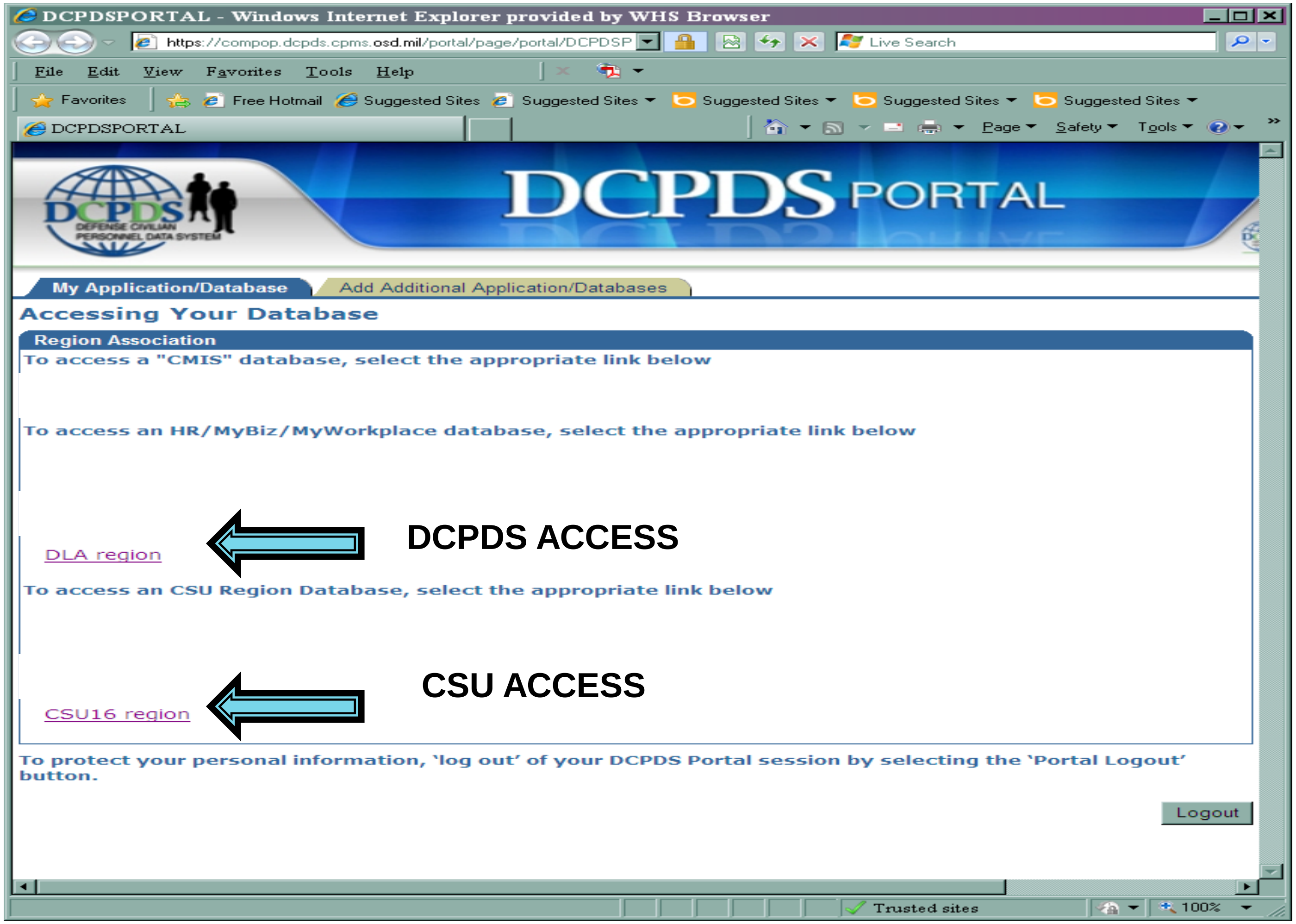
You will receive the DOD Notice and Consent Banner screen. Click OK.



Select the Login button in the Smart Card Access region of the DCPDS Portal screen.



Click *th*e non-email certificate at the Choose a Digital Certificate screen. Click OK.

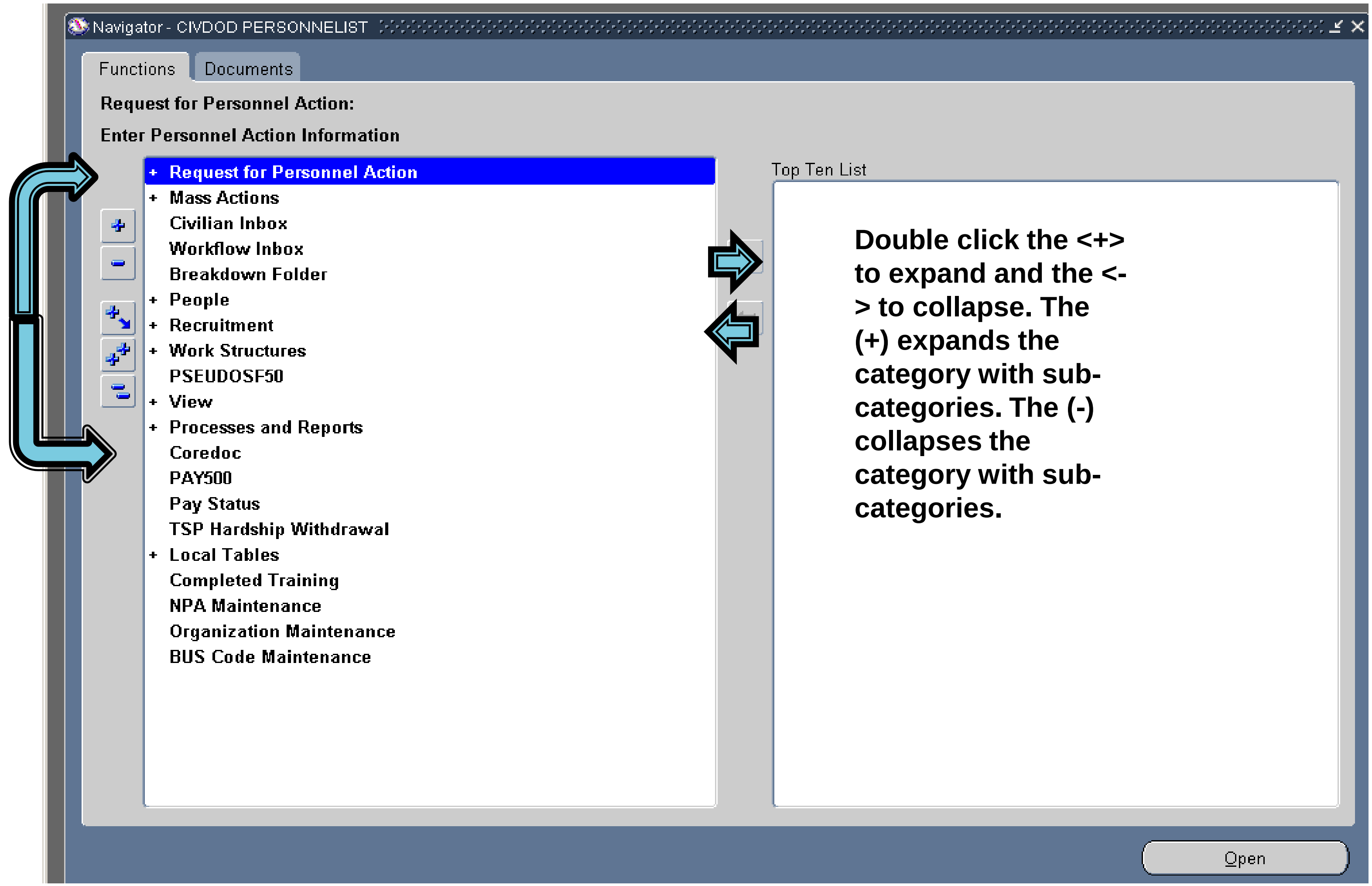


Click <DLA region> to access DCPDS.
Click the <CSU16 region> for access to CSU.

DCPDS Navigation

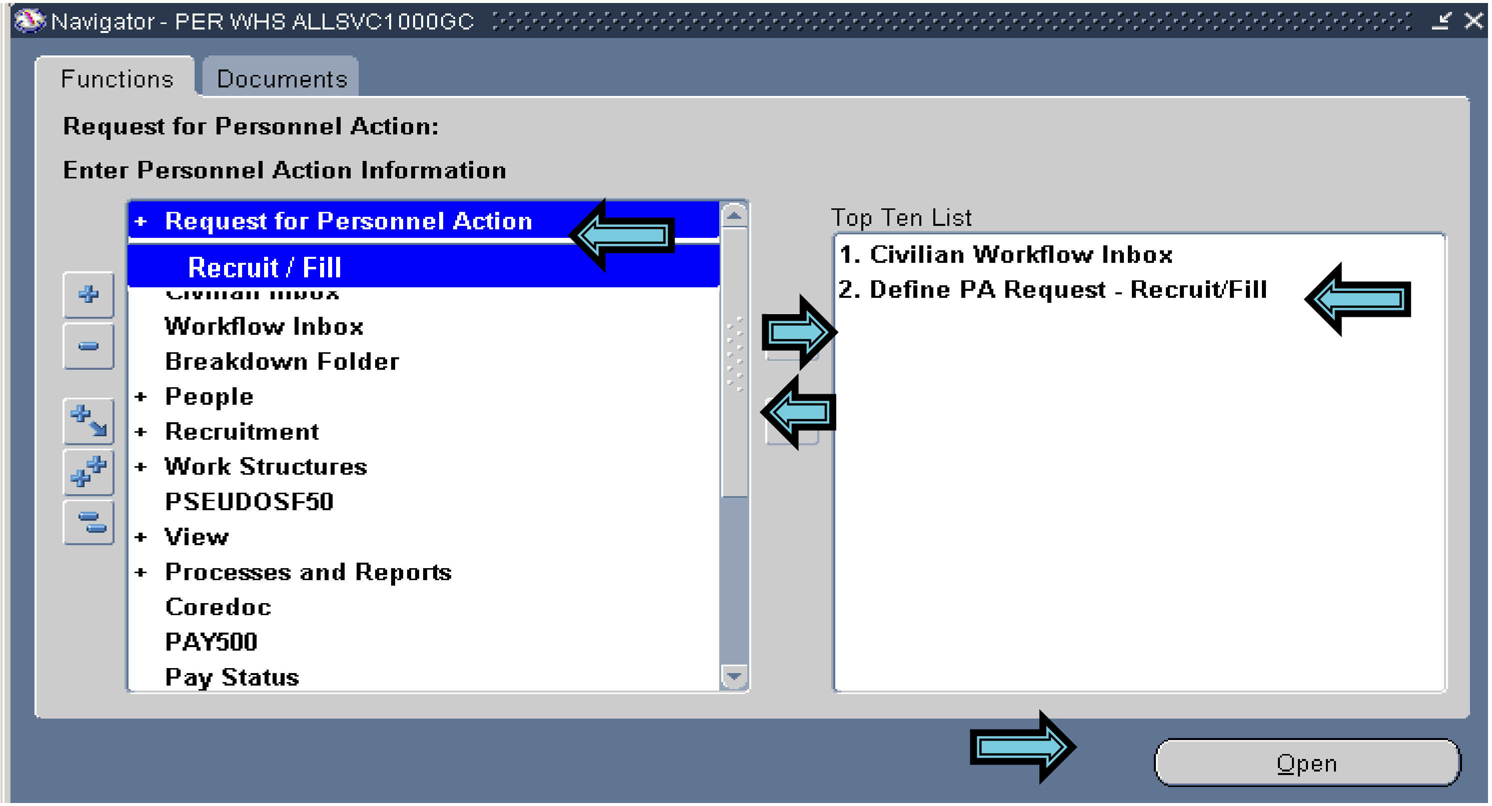
Setting Top Ten
Create & Route the RPA

DCPDS - Navigation Screen



Double click the <+> to expand and the <-> to collapse. The (+) expands the category with sub-categories. The (-) collapses the category with sub-categories.

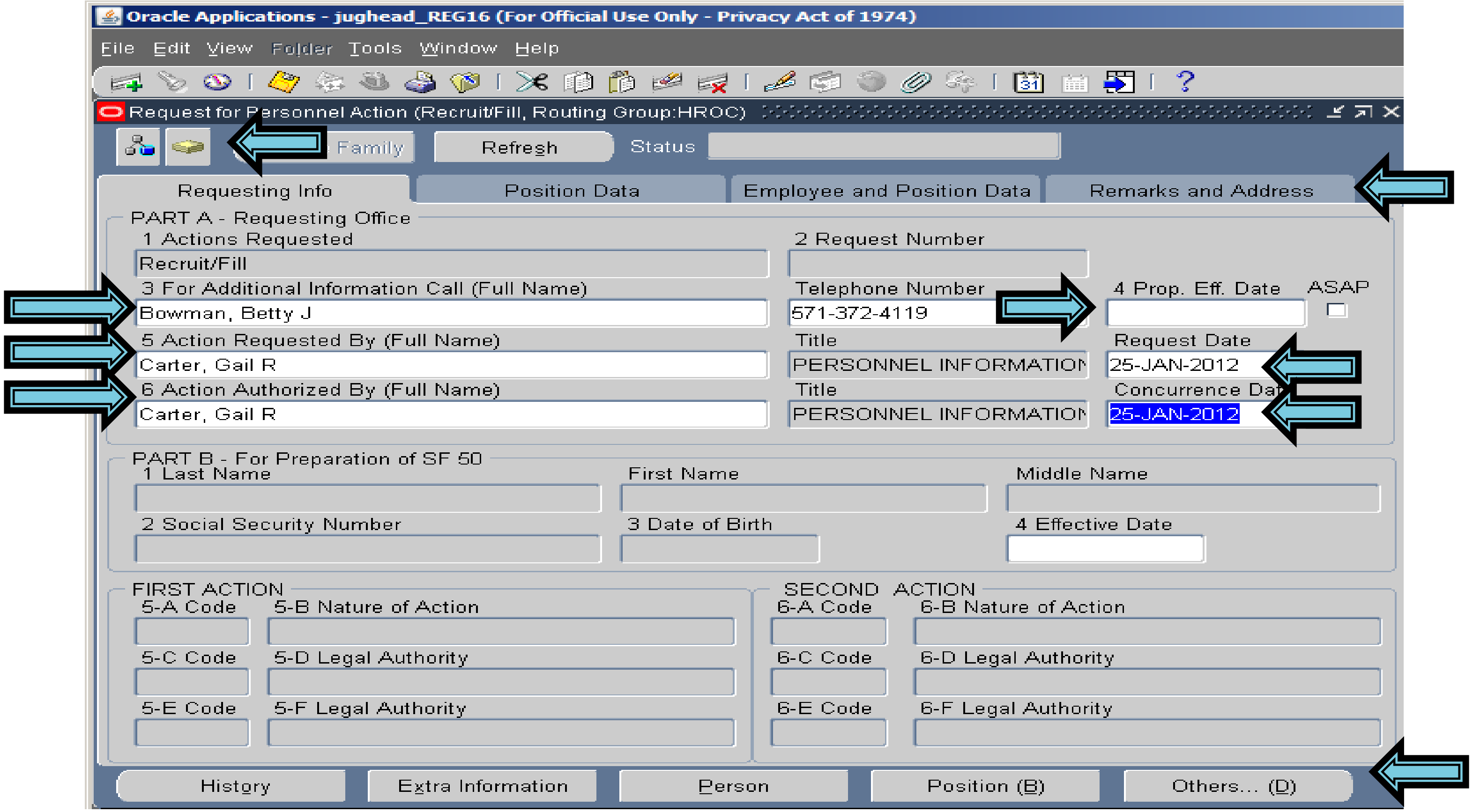
Top Ten List



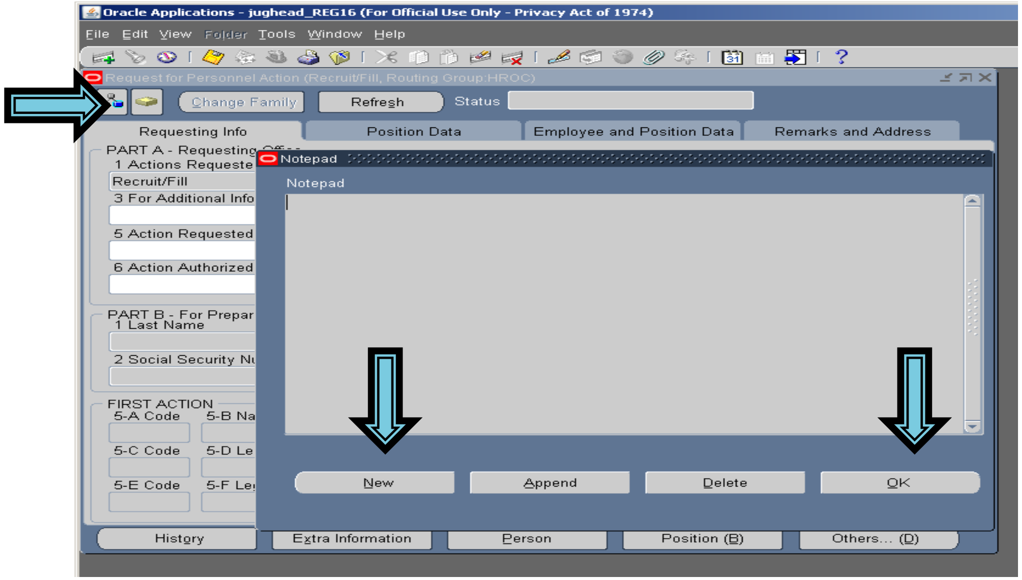
- To set up your "Top Ten List", Place cursor on Selected Function in the left column.
- Click <Right Arrow> to move the function. The words selected will change when moved to the right side.
- To Remove functions from Top Ten List, make selection in the right column. Click <Left Arrow>.
- Select primary functions you will need while in DCPDS for your Top Ten List.
- The Top Ten List allows a maximum of 10 Functions.

Highlight Request for Personnel Action. Double click the <+>. Select Recruit/Fill. Double click or Click <Open> at the bottom right of the Navigation Screen.

Creating an RPA



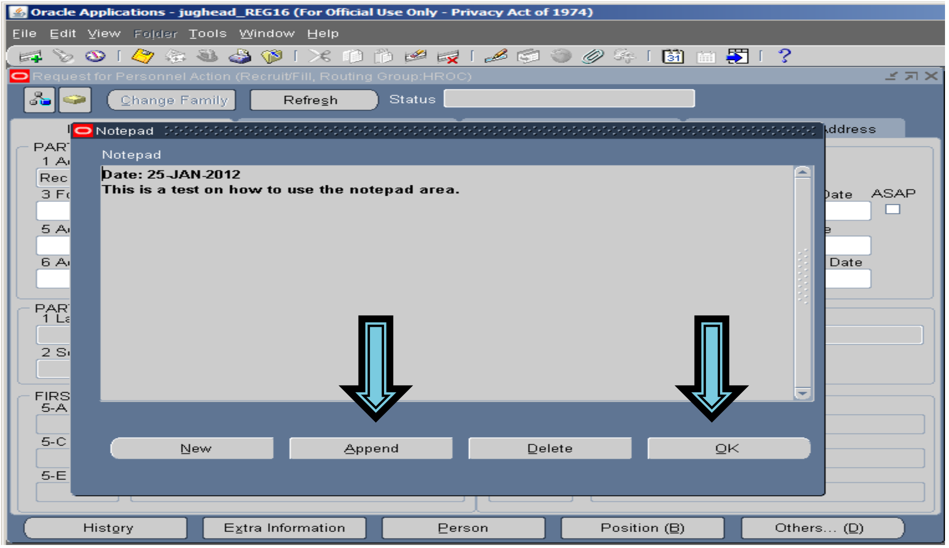
The RPA type of action is selected from the Navigation Screen. This is a RPA for a Recruit/Fill. When creating RPA the form will be BLANK. Enter Information in Blocks 3, 5 and 6. Place cursor in Block 3. At the Right you will see … which represent the LOV. Click the <…> to make a selection. Go to Block 5 & 6 and repeat. Once the name is selected the system generates the Request and Concurrence Dates. When you have initiated the RPA, click the Notepad (yellow tablet) located at the top/left just above the Requesting Info tab.



Do not select <New> if there are notes in this area. You will lose everything.

NEW NOTE -

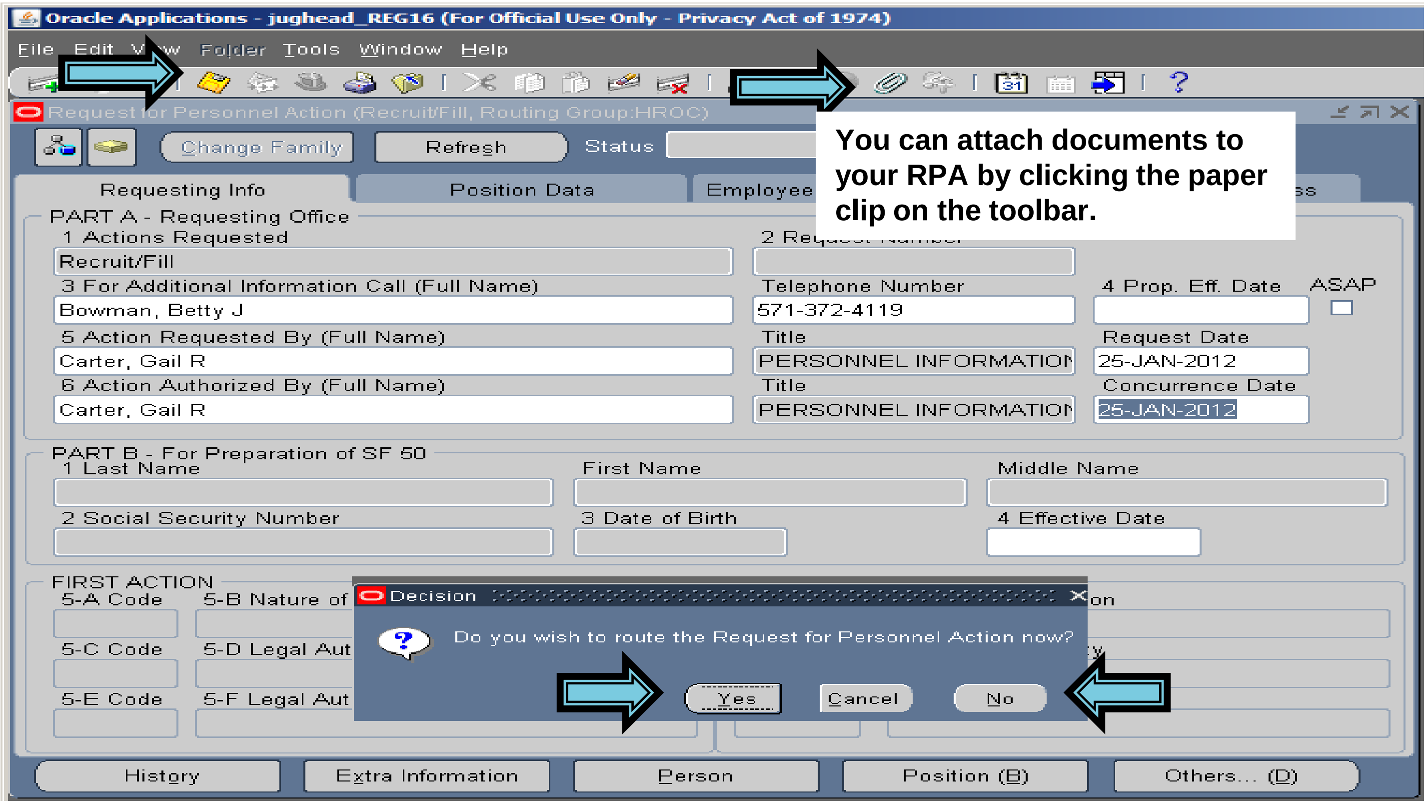
If the Notepad comes in Gray/Blank, Click <New>. Enter data related to the RPA /NOA, such as PD#, Grade, Series, Organization etc.. Also annotate who has touched the RPA. Click <OK> to close.



ADDITIONAL NOTE - APPEND -

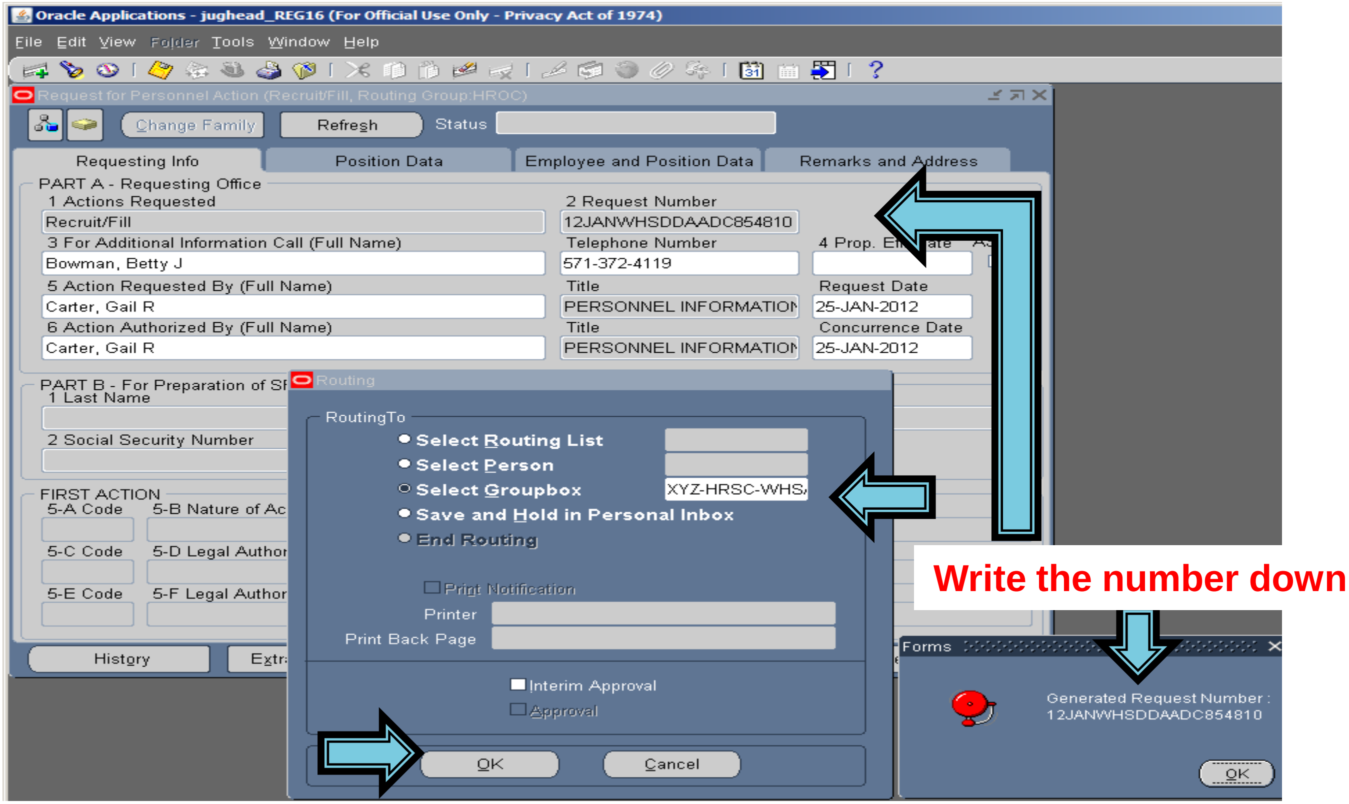
To enter additional information, Click <Append>. When completed, Click <OK>. System automatically generates current date.

Saving & Routing the RPA



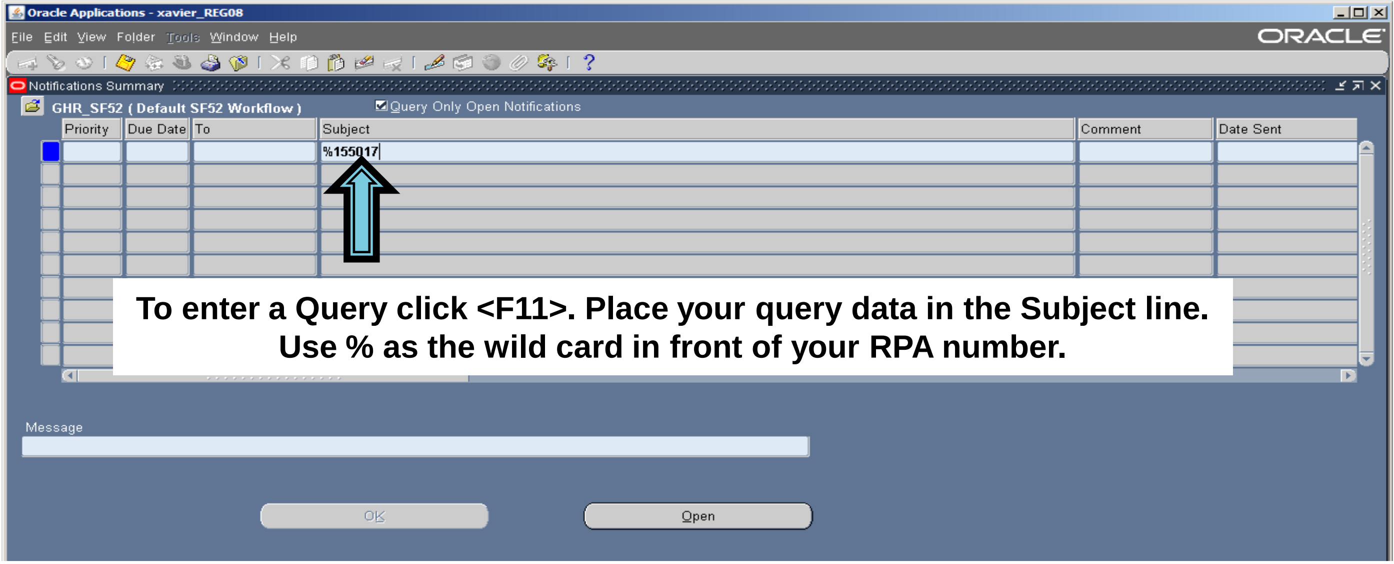
Once you have entered data on RPA and notepad, the RPA is ready to Save & Route to Group Inbox. Click the <Yellow disk> on the toolbar. You will receive message to route. Click <Yes> to Save & Route. If not ready to route, Click <No>.

The system generates the RPA Request Number for Block #2.
Make note of the RPA# for future reference.

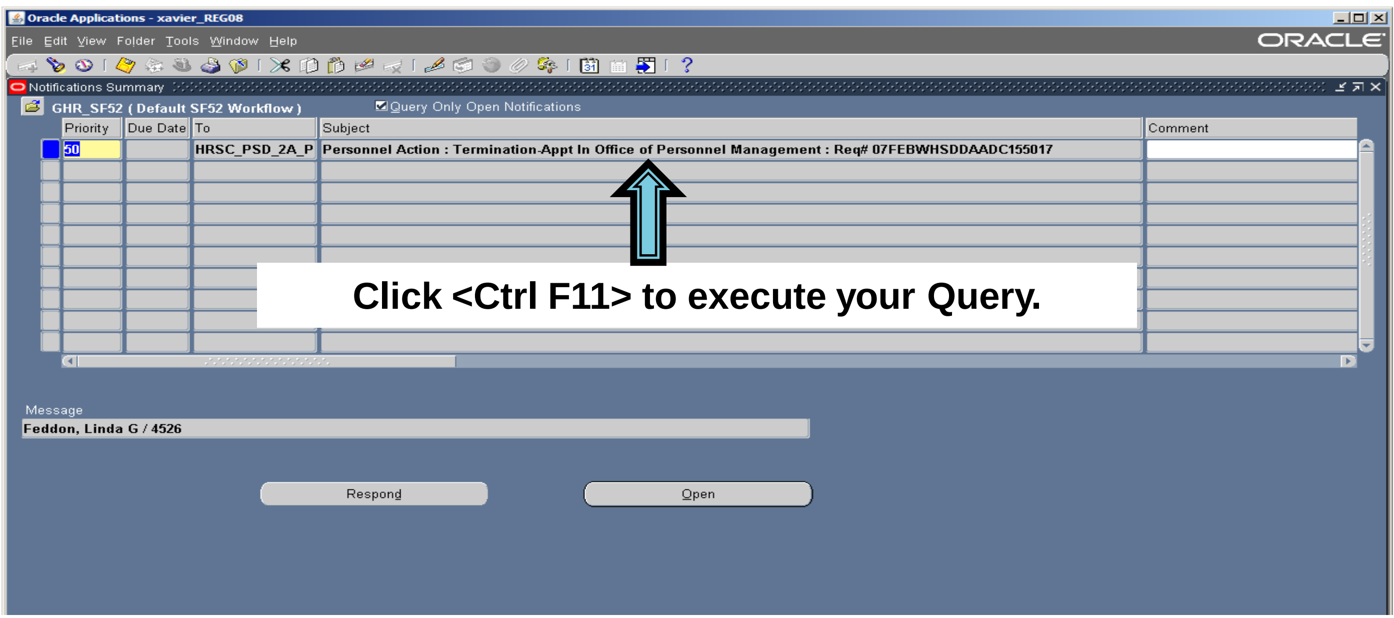


If you selected <Yes> the Routing Box will appear. YOU MUST Click <Select Groupbox>. You will see a list of possible Groupboxes. Select the appropriate Groupbox. After selecting the Groupbox, the cleartext will appear to the right.

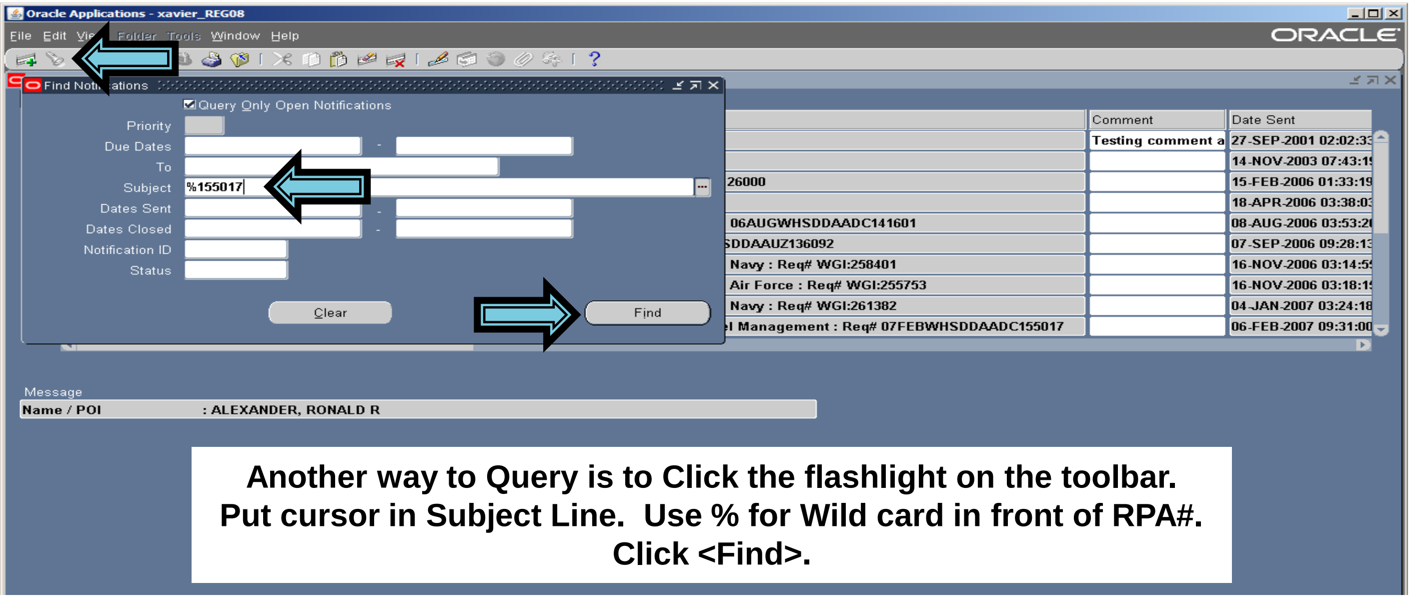
If RPA has not been saved, when you select Groupbox , click <OK>, the system will generate the RPA Request Number. Click <OK>. The RPA is sent to your Groupbox.



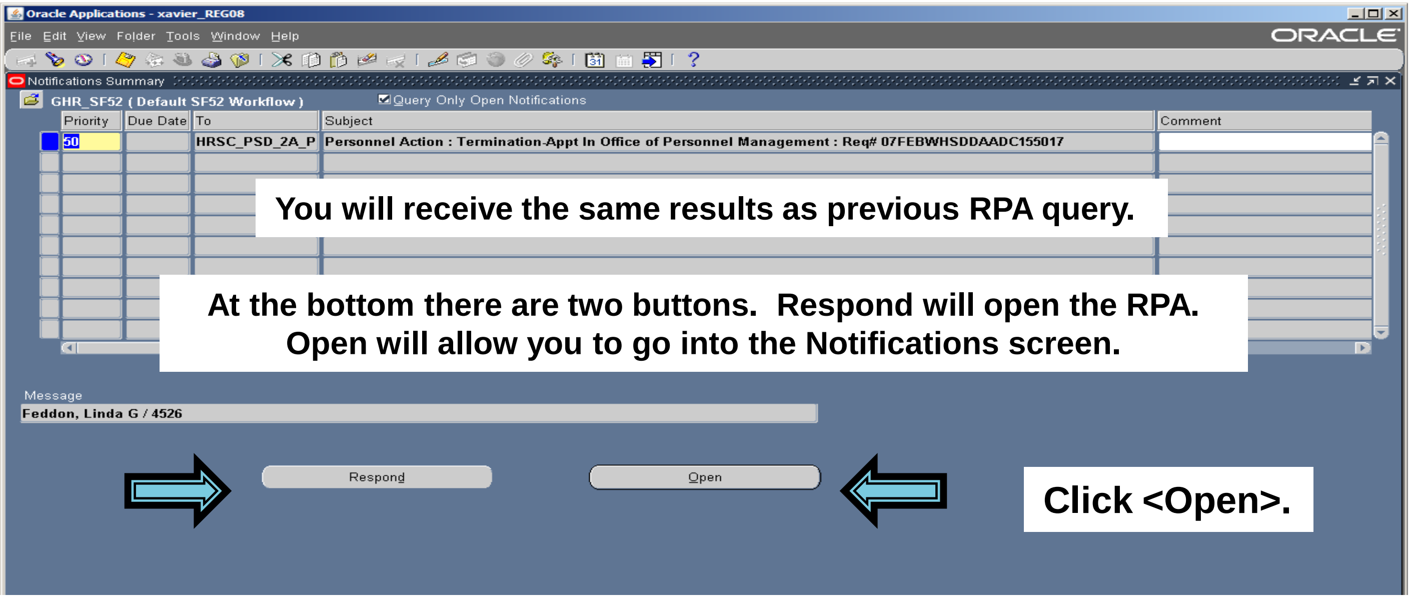
To enter a Query click <F11>. Place your query data in the Subject line. Use % as the wild card in front of your RPA number.



Click <Ctrl F11> to execute your Query.



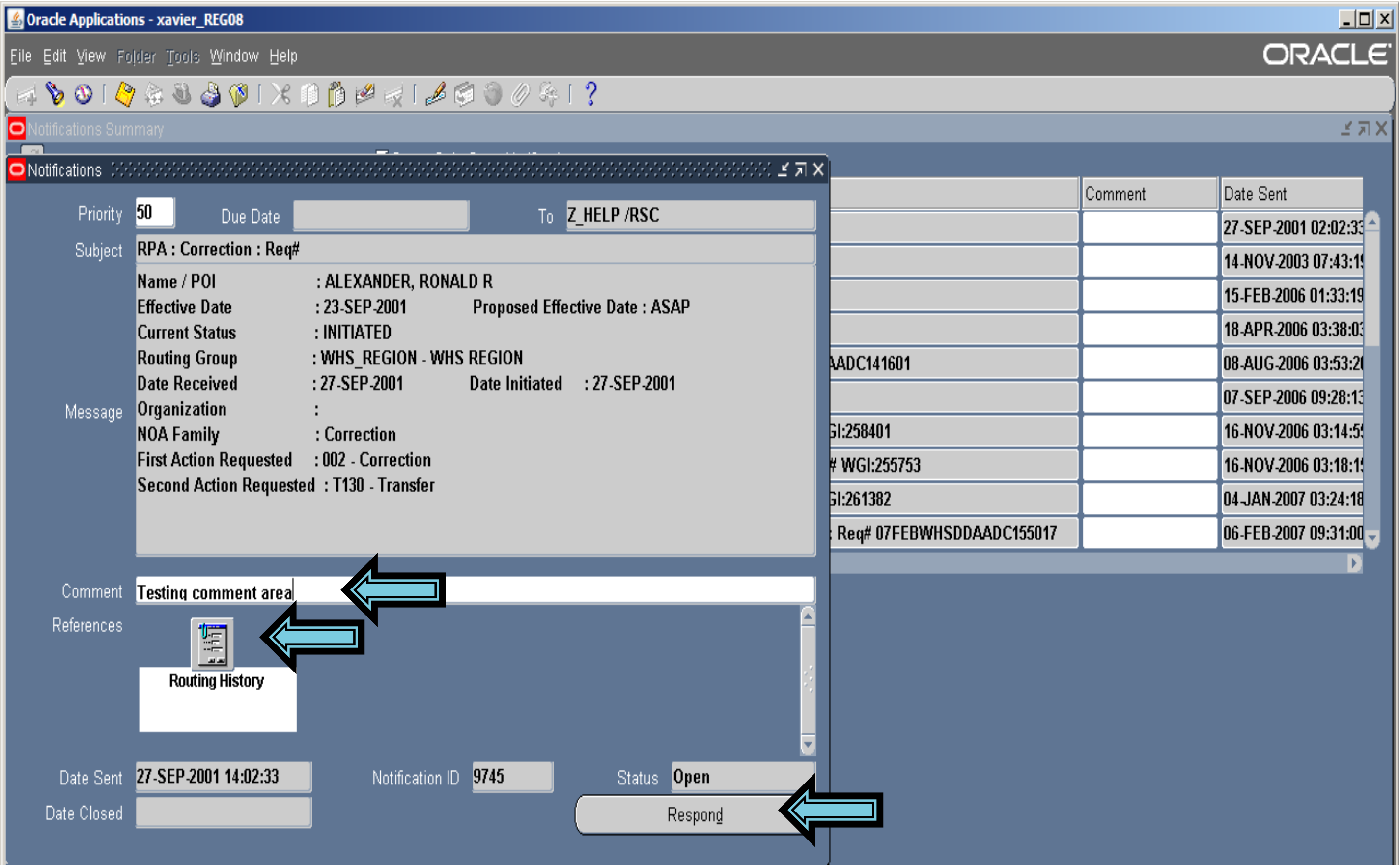
Another way to Query is to Click the flashlight on the toolbar. Put cursor in Subject Line. Use % for Wild card in front of RPA#. Click <Find>.



You will receive the same results as previous RPA query.

At the bottom there are two buttons. Respond will open the RPA. Open will allow you to go into the Notifications screen.

Click <Open>.



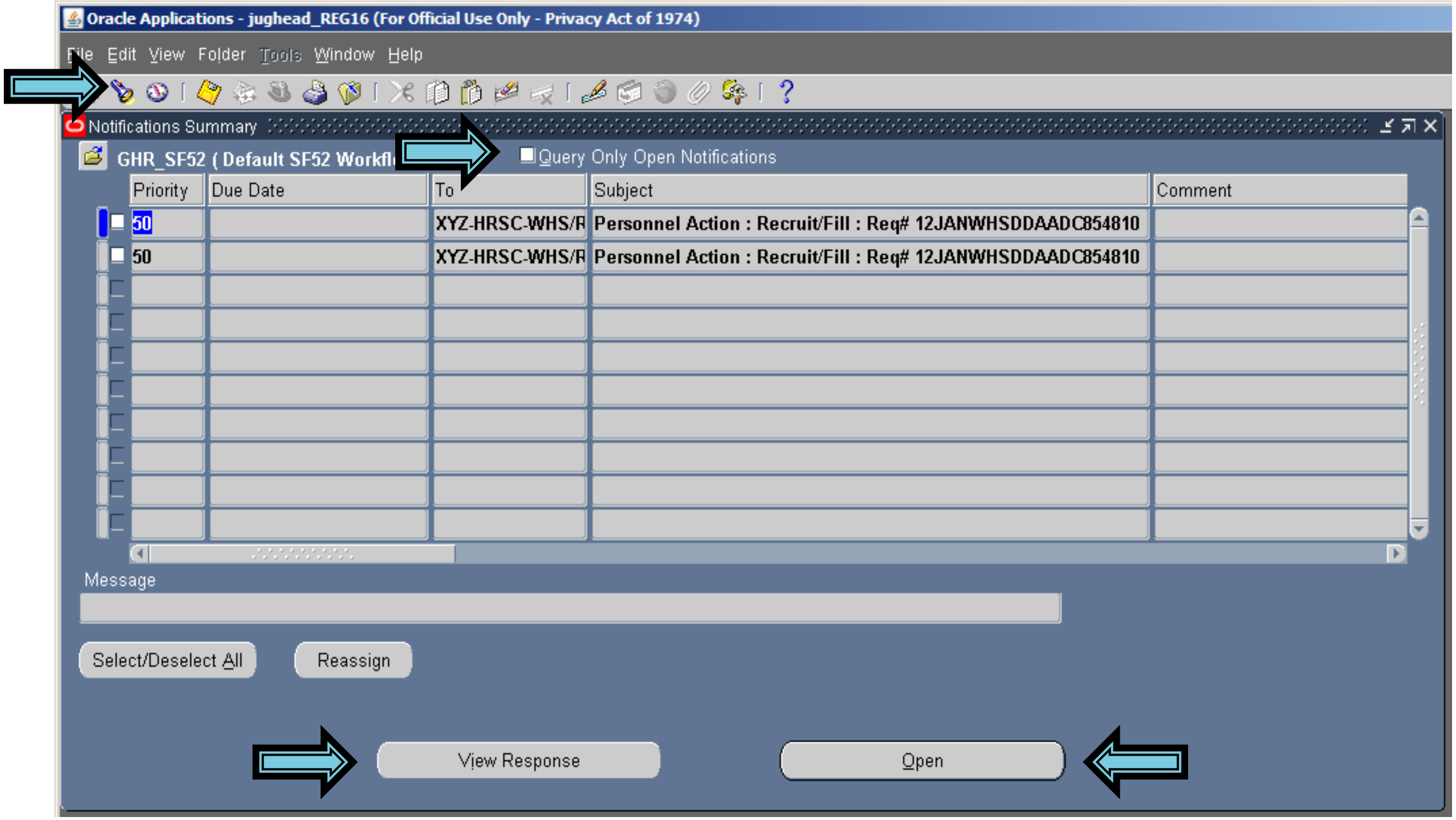
The Notification screen allows you to enter comments.

Place your cursor on the Comment block to enter text.

This screen also gives access to the RPA Routing History.

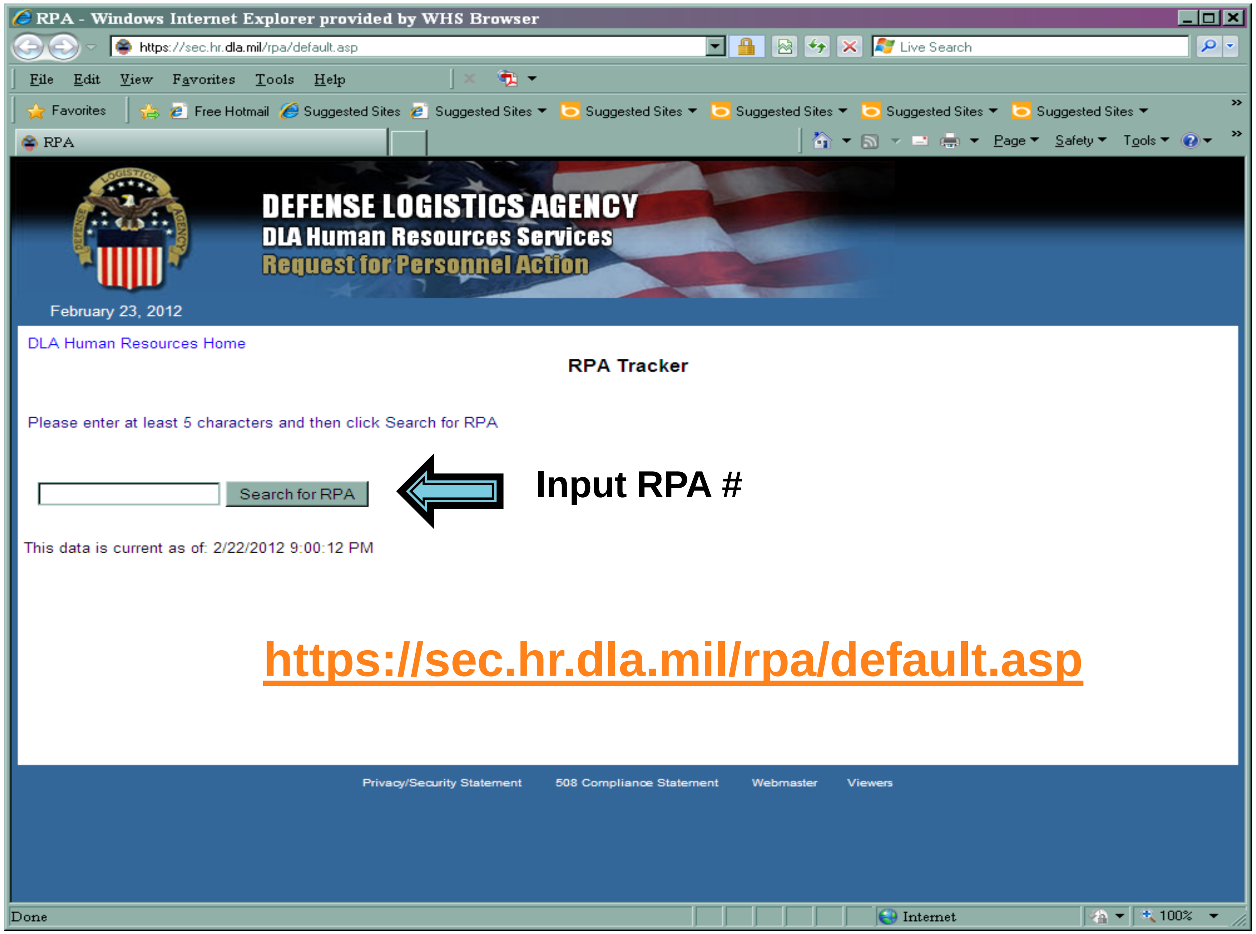
Click <X> to close the Notification box or Click <Respond> to open the RPA.

Now I'll show you how to track your RPA.

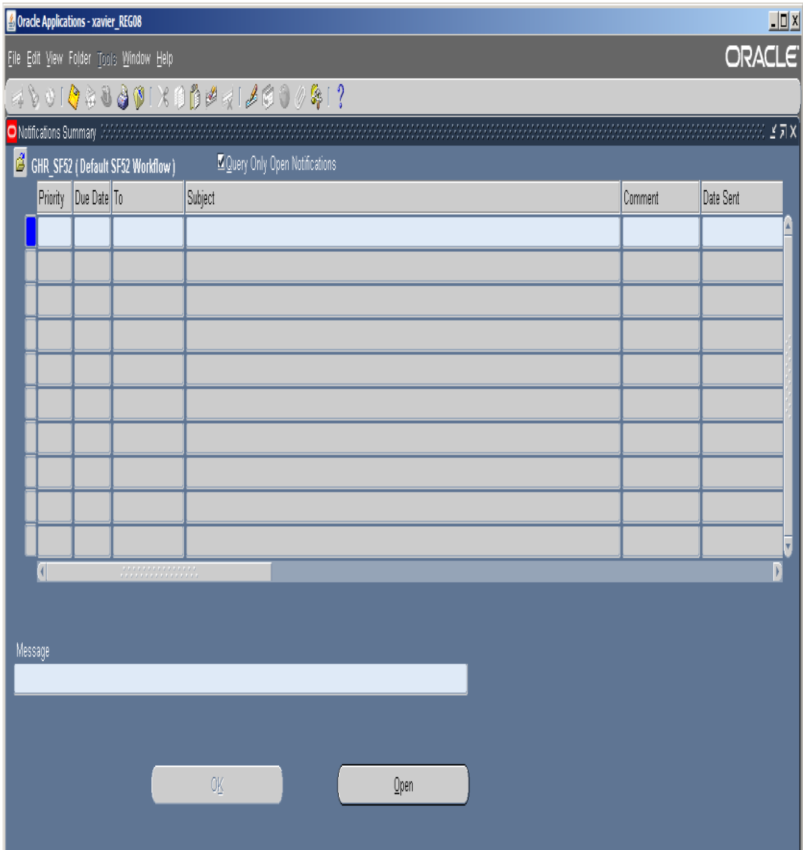


At this point, you have already routed the RPA to the Groupbox. Remove the check mark from [Query only Open Notifications]. Using the flashlight, initiate and execute the Query. There will be a copy created in the Groupbox.

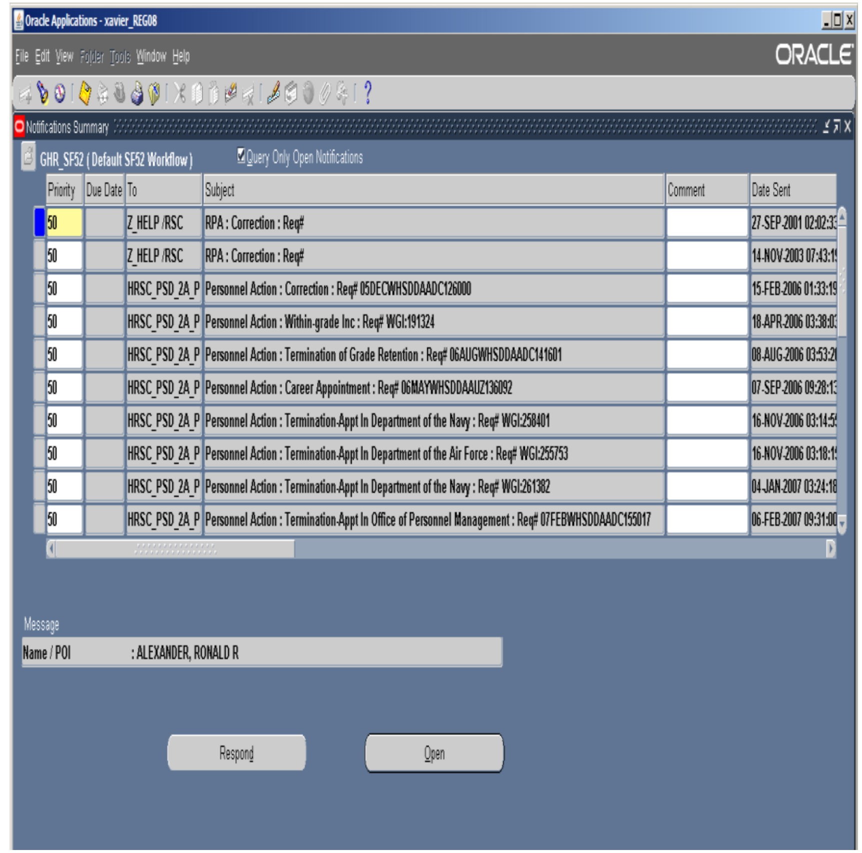
DLA Request for Personnel Action - Tracker



Open the Civilian Inbox & Execute a Query



Click <F11> to set your Query.



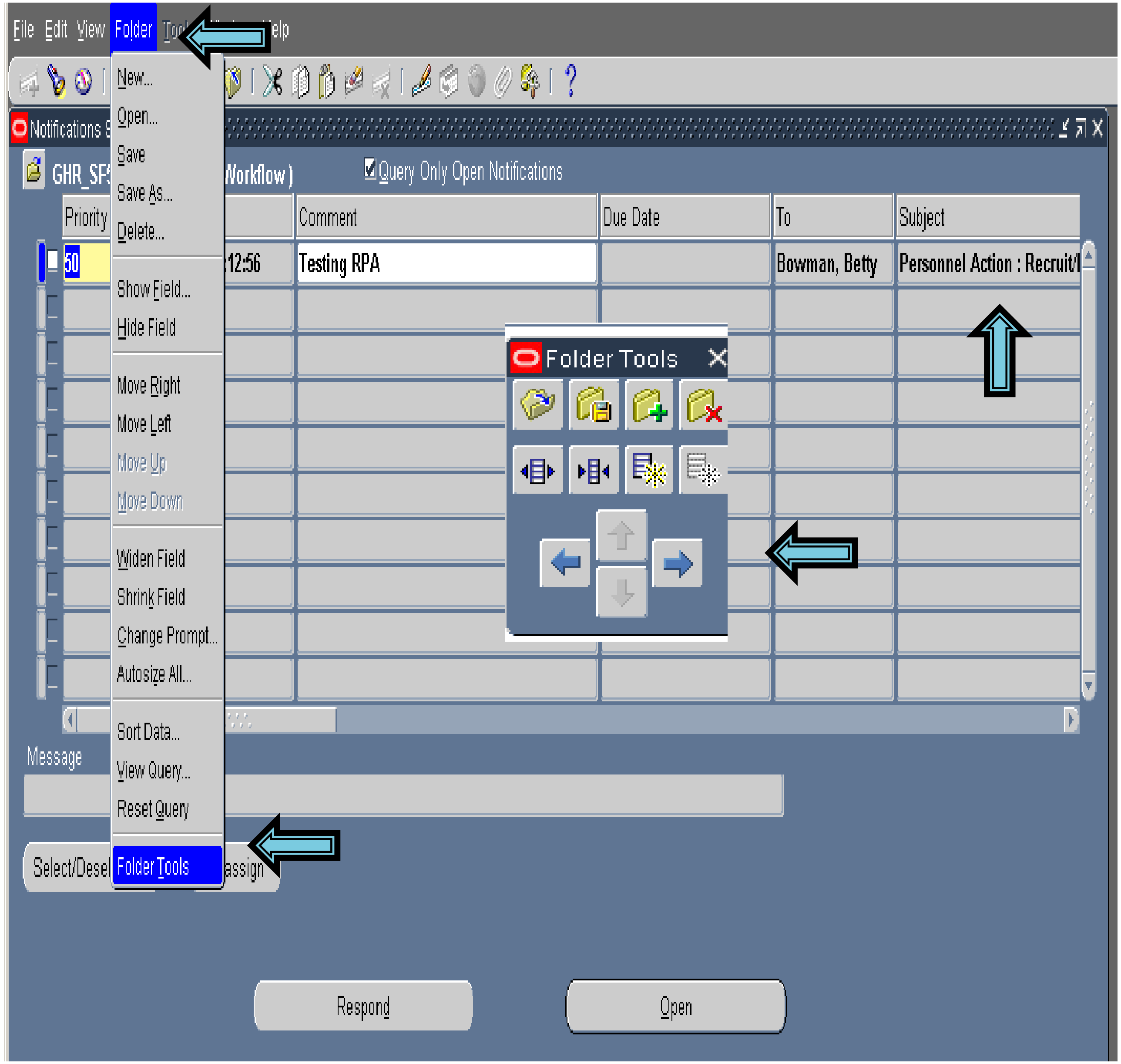
Click <Ctrl F11> to execute your Query.

Navigate Civilian Inbox

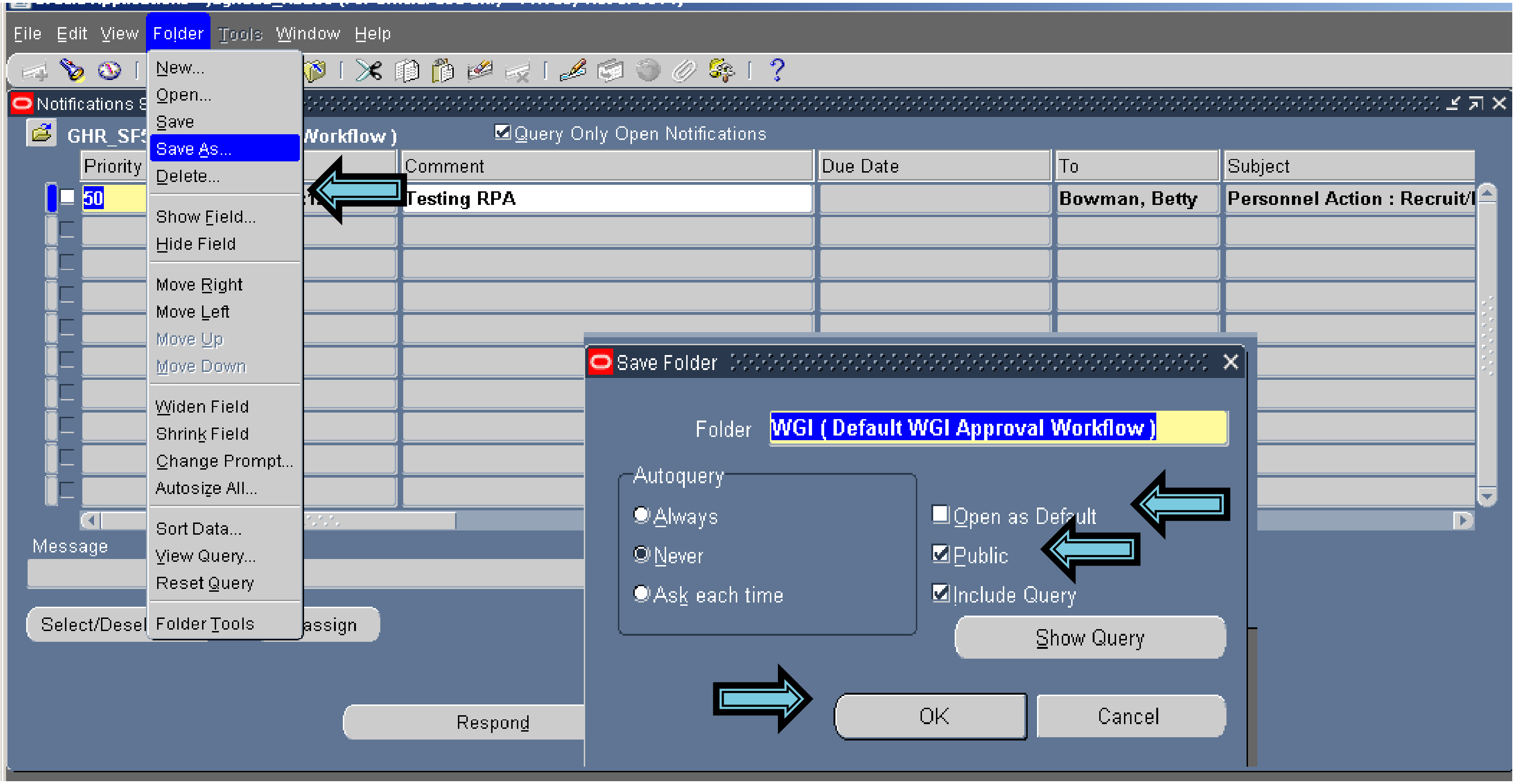
Civilian Inbox Folder Tools are located on the Tool Bar. Select <Folder>. Select <Folder Tools>.

These tools are used to set up your View of the Civilian Inbox.

Place cursor on block to be moved, then click on directional arrow to move.

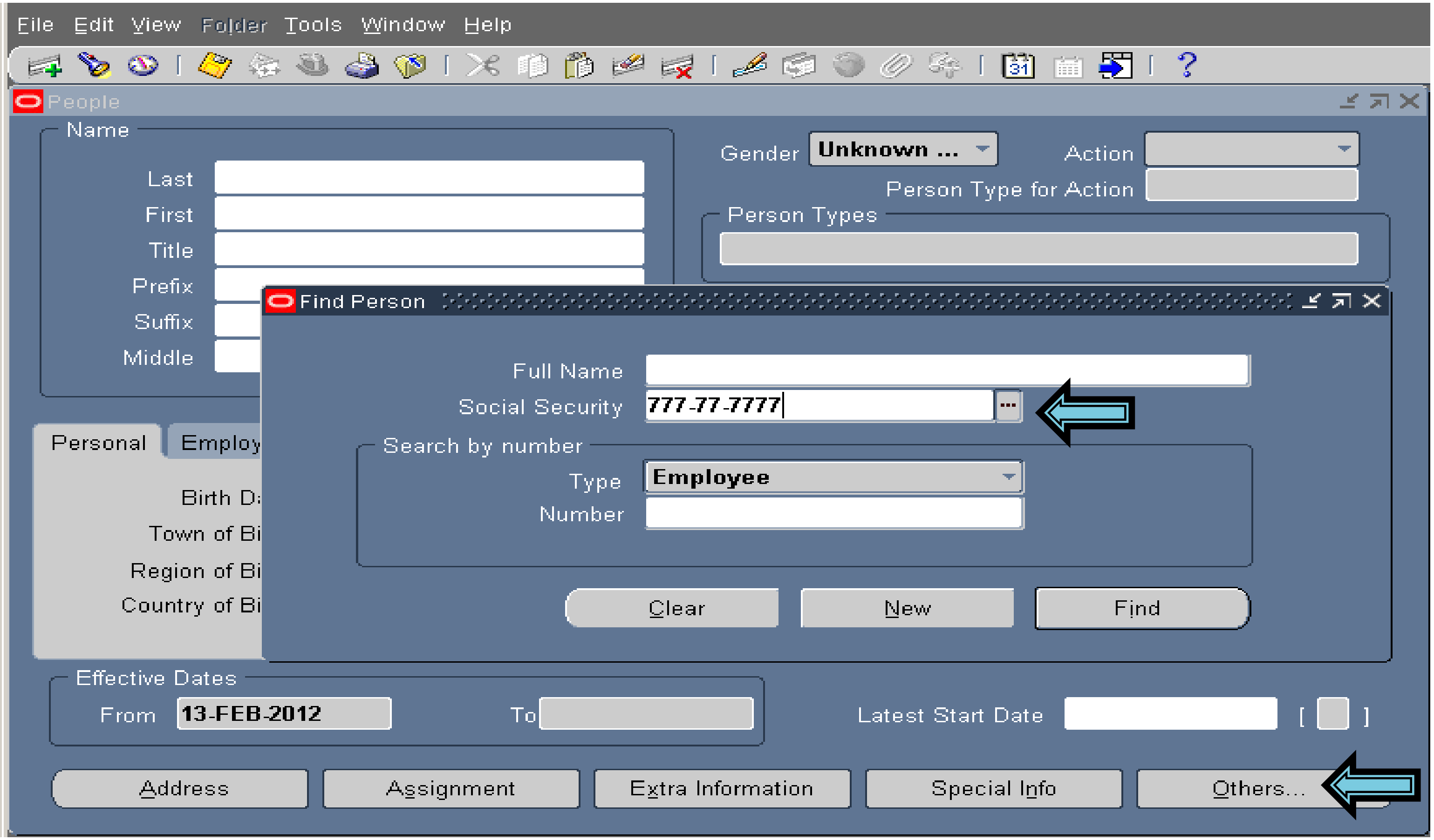


Creating a personal Civilian Inbox View



To save your personal view, Click <Folder><Save As>. The dialogue box will appear. Click <Open as Default>. Remove the Check on Public. Click <OK>. Close and then re-open the Civilian Inbox. It will come in blank. Click "Yellow Folder" at the top left under Notification Screen. This opens a List of Values (LOV). Highlight your selection. Click <OK>. This takes you back to the previous view.

DCPDS People, Enter & Maintain Exercise



- Go to your Navigation Screen.
  - Double Click or Open <Combine Person & Assignment Form>
  - Type in your SSN or Name.
  - Click <Find>.
  - Click <Others>.
  - Click <Person Summary>.

  You must EXIT DCPDS properly so you do not lose data.

Go to http://www.whs.mil/HRD .
Click Civilian.
Click My Biz / My Workplace.
Click Self Service (MyBiz/MyWorkplace) or DCPDS

Printing Request for Personnel Action (RPA) from DCPDS

Open the RPA. Click <File>. Click <Print>

Click in the white box that says Printer; it will bring up a list of printers
Select the printer at the top of the list - 000NO_LAN_PRINTER
Click <OK > A note will pop up, “Your request has been submitted”. Click <OK>.

Close out of the RPA and then close your inbox.

Double click <Processes and Reports>. Double click <View Requests>.

On the Find Requests screen, click <Find >.

At the top of the list, you should see the Request for Personnel Action, while holding the Control key down, click <View Output>.   Hold the Control key down until you see the File Download window appear, Click <Open>.

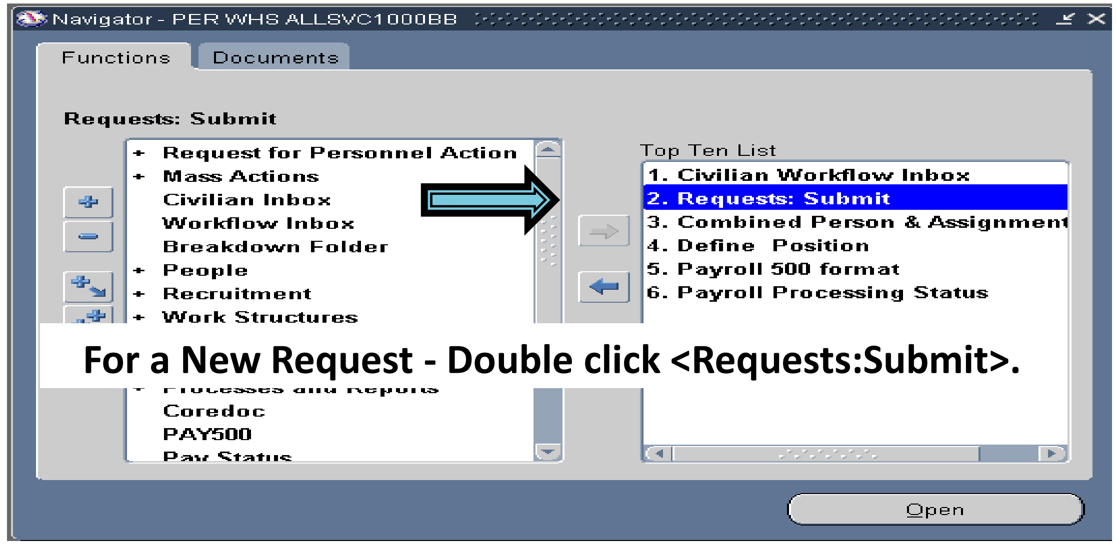
The RPA will open in Ghostview. Click <File>.   Click <Print>.

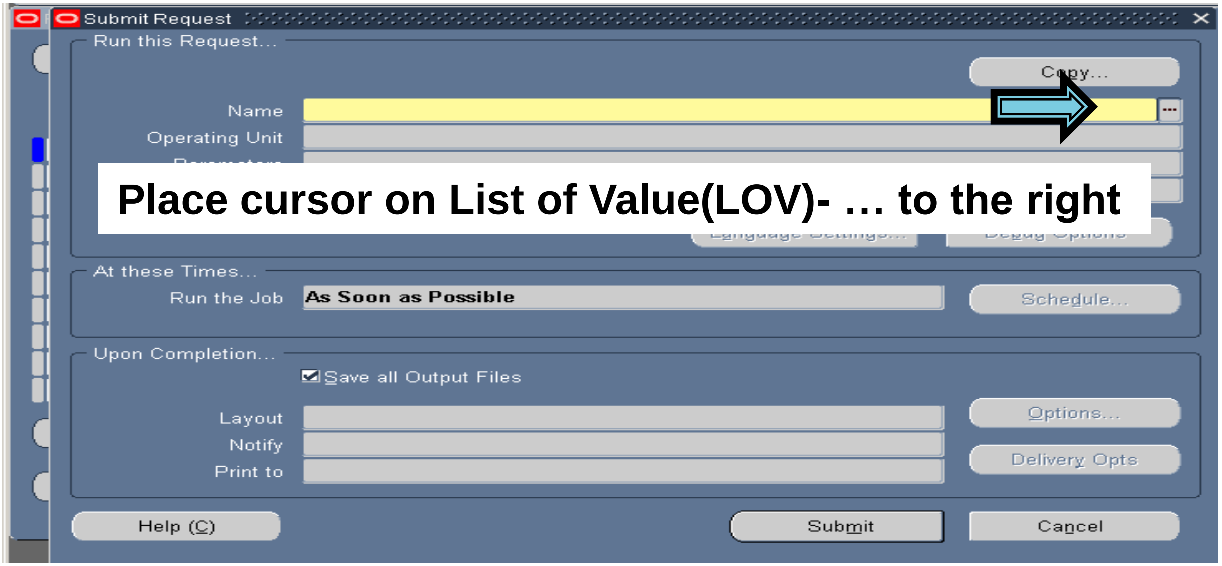
In the Device block, make sure "laserjet" is selected.
Select your printer name in the Queue.

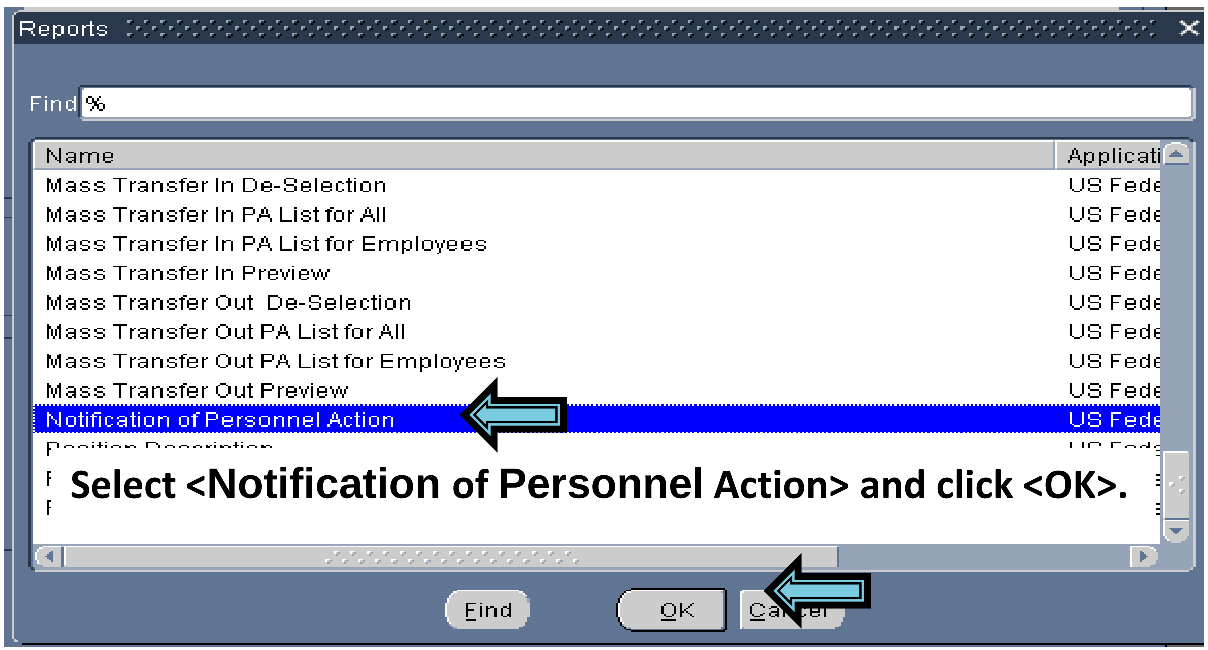
Click <"All Pages“>.

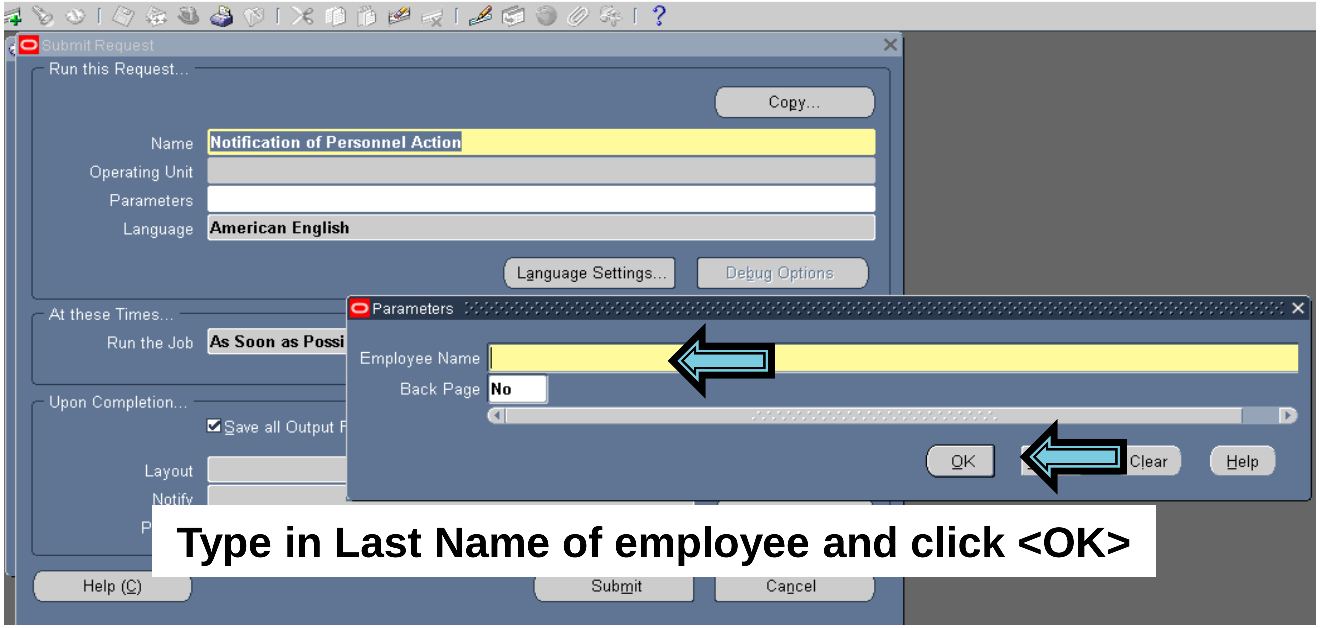
Click <OK>.

Printing Notification of Personnel Action (NPA)

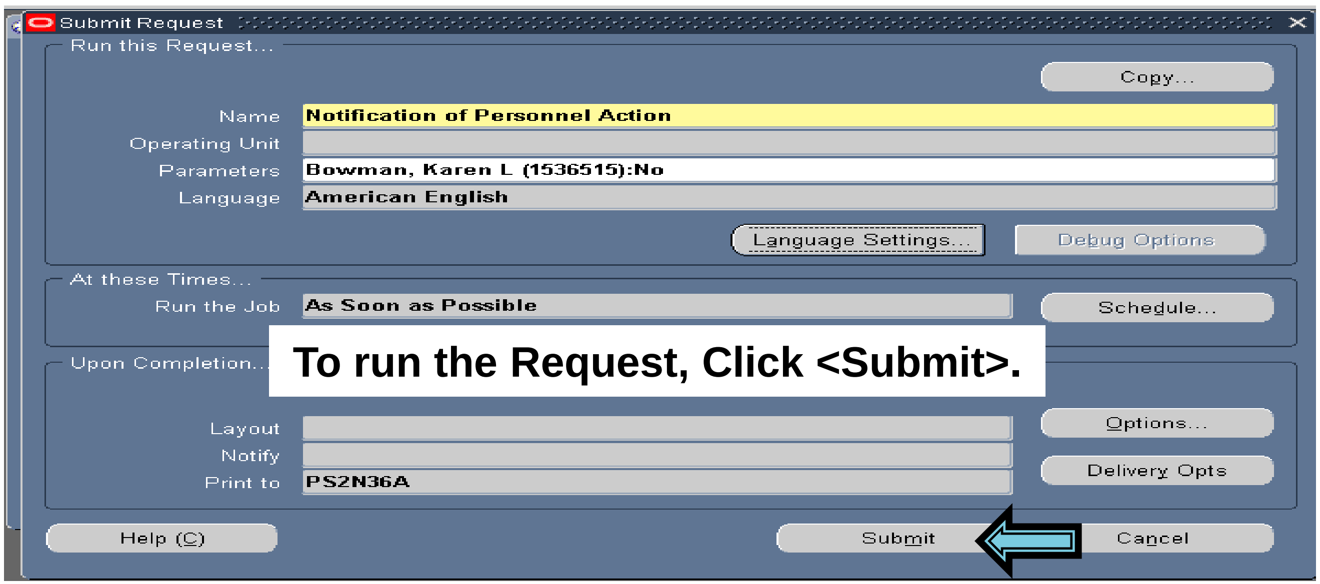



Submit Request
Run this Request...
Copy...
Name
Operating Unit
Place cursor on List of Value(LOV)- … to the right
At these Times...
Run the Job
As Soon as Possible
Schedule...
Upon Completion...
Save all Output Files
Layout
Options...
Notify
Delivery Opts
Print to
Help (C)
Submit
Cancel

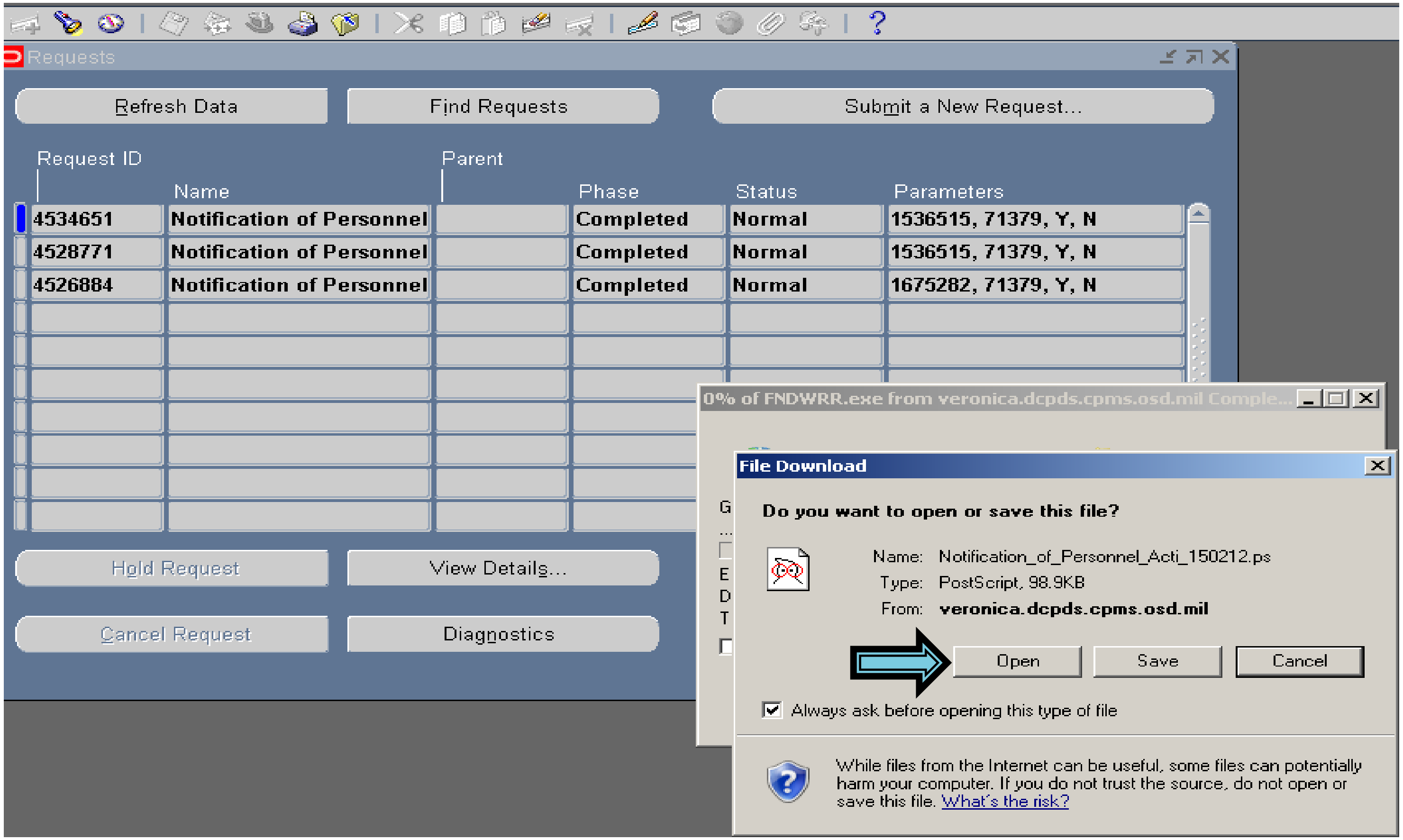

Reports
Find %
Name
Mass Transfer In De-Selection
Mass Transfer In PA List for All
Mass Transfer In PA List for Employees
Mass Transfer In Preview
Mass Transfer Out De-Selection
Mass Transfer Out PA List for All
Mass Transfer Out PA List for Employees
Mass Transfer Out Preview
Notification of Personnel Action
Select <Notification of Personnel Action> and click <OK>.
Find
OK



Type in Last Name of employee and click <OK>



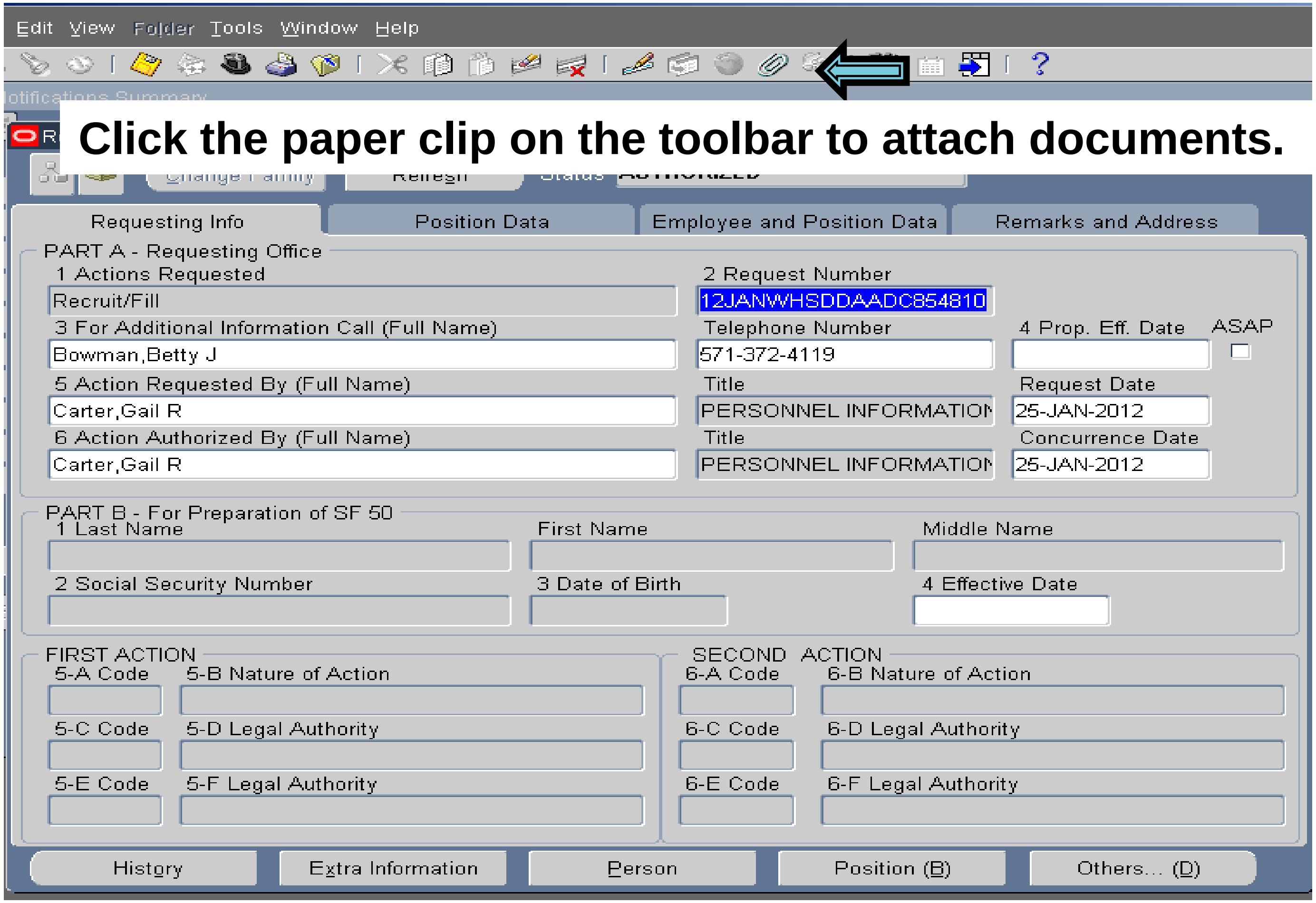
To run the Request, Click <Submit>.

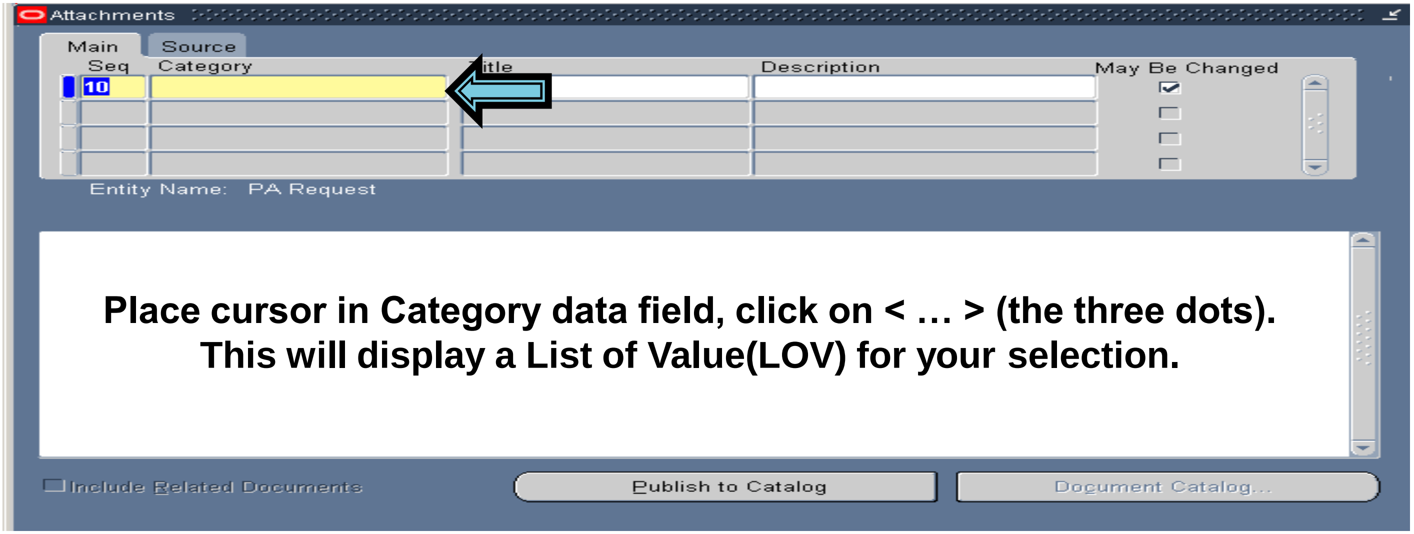


Click <0% of FND> on bottom of Request screen. Click <Open>. <File Download> will open the SF-50 and allow you to print.

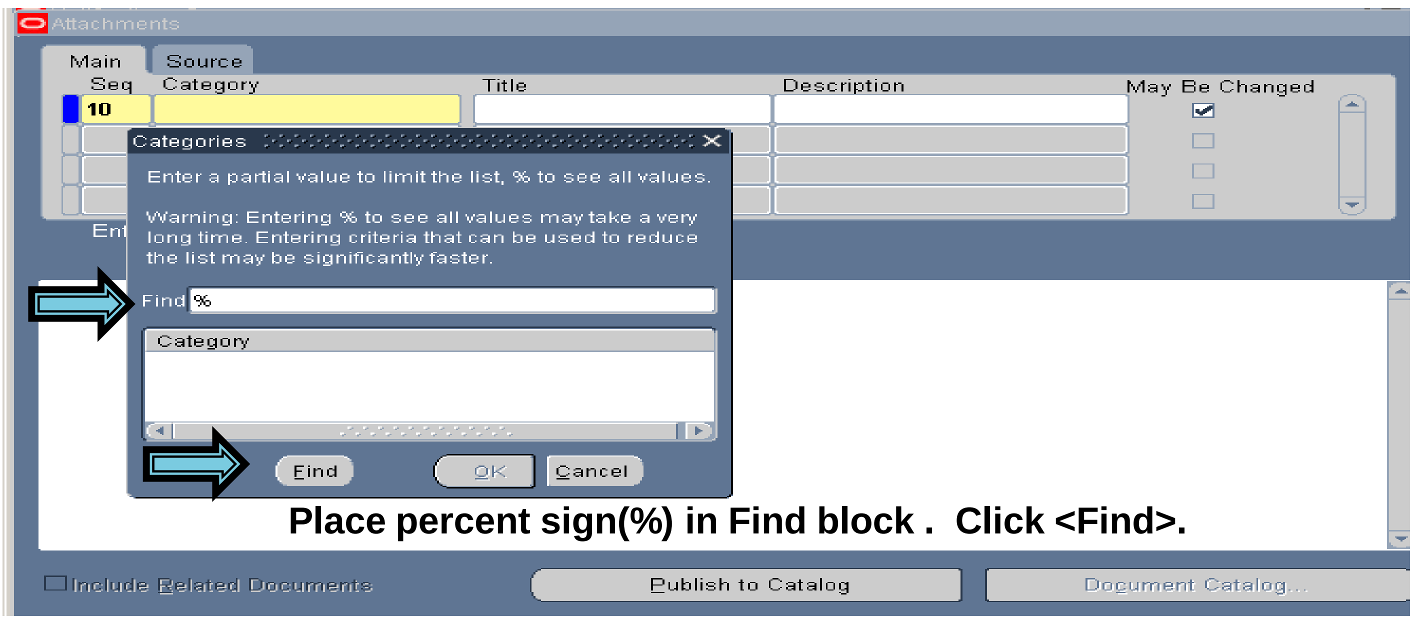
DCPDS Attach & Delete Documents

Attaching documents

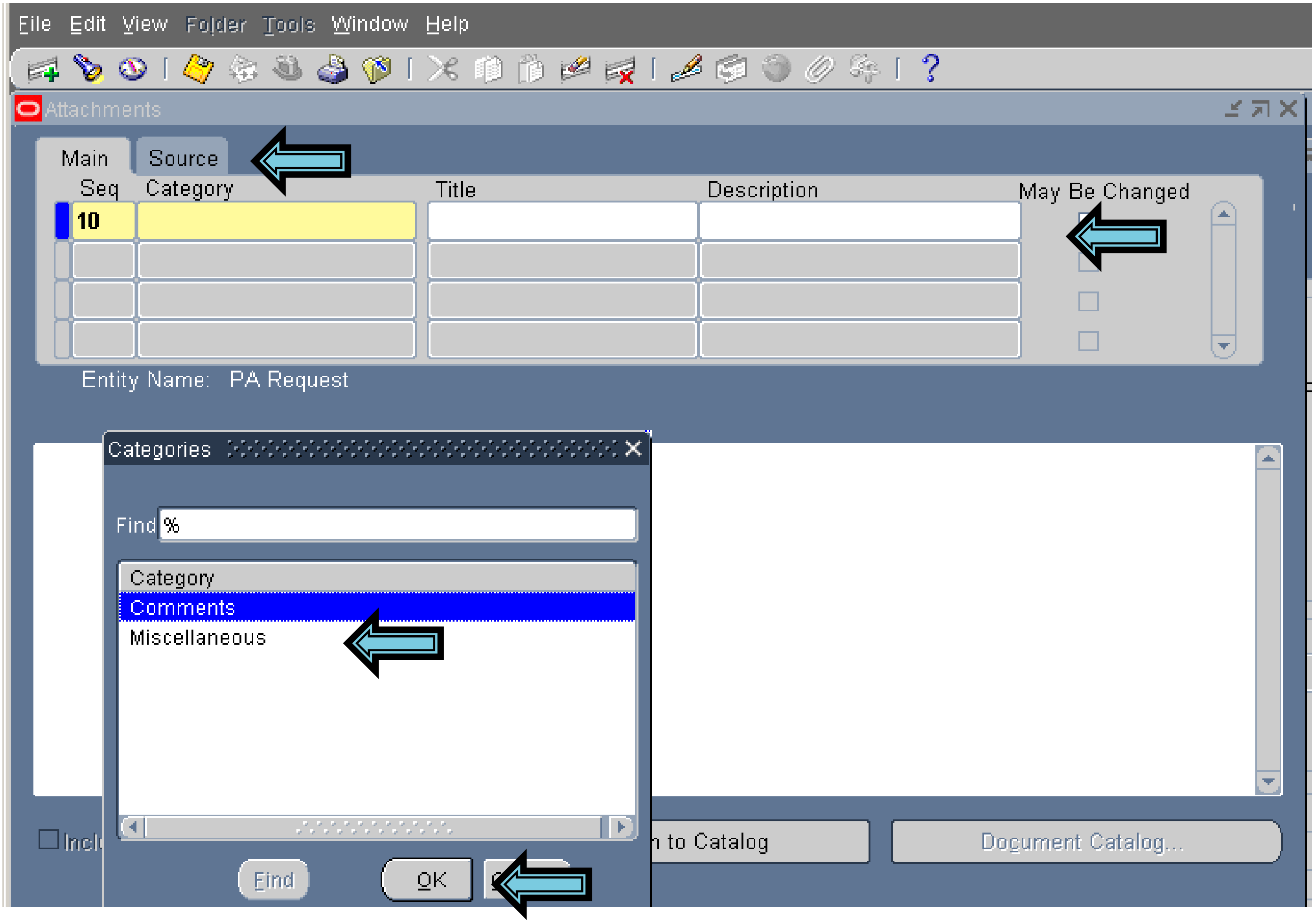




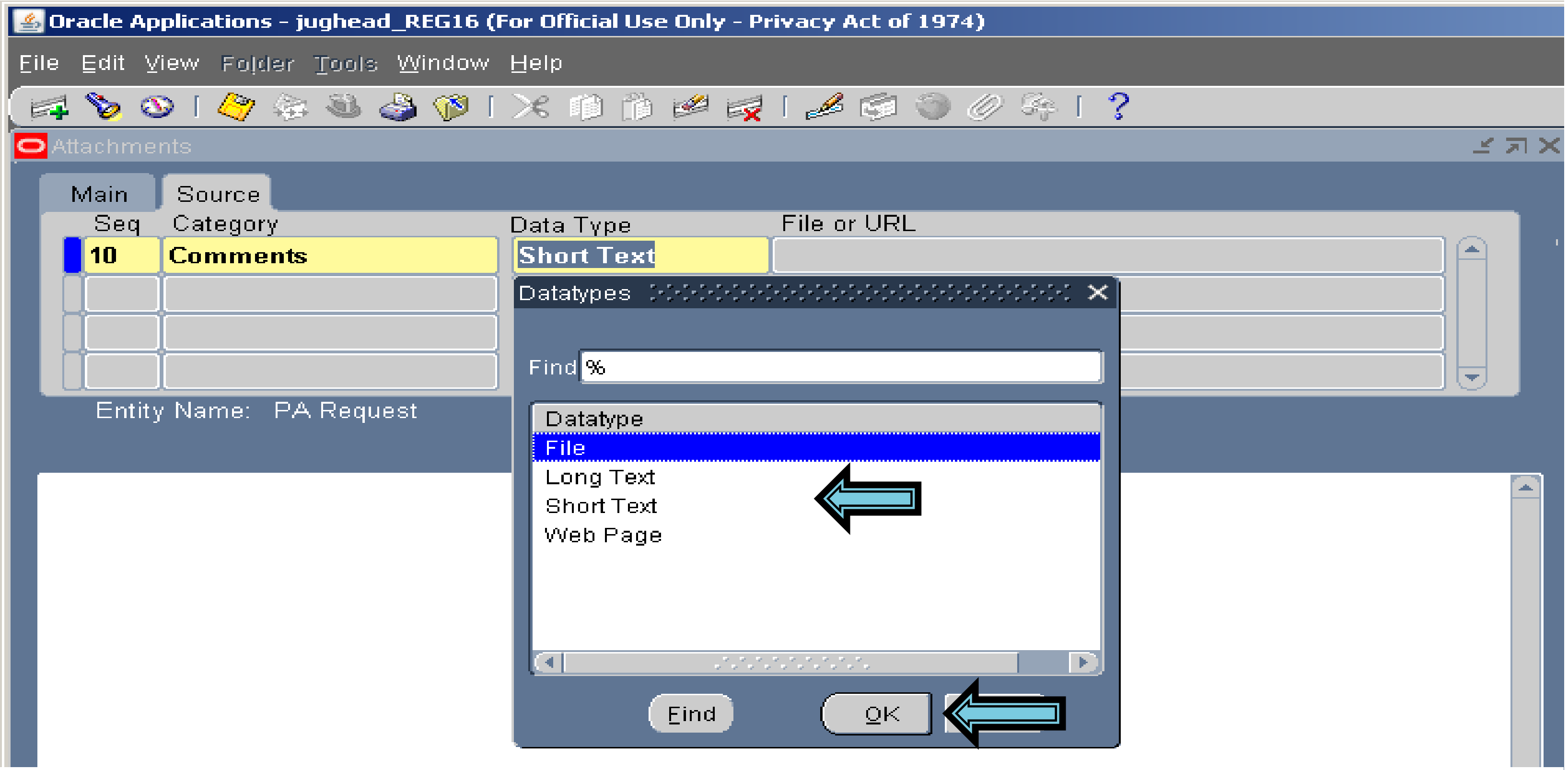
Place cursor in Category data field, click on < … > (the three dots). This will display a List of Value(LOV) for your selection.



Place percent sign(%) in Find block . Click <Find>.



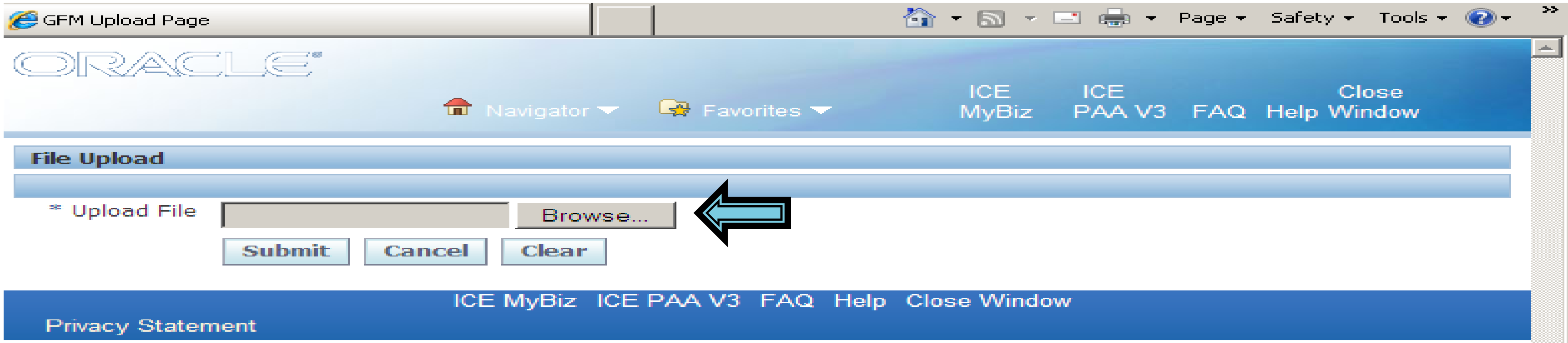
The Category window opens. Select [Comments or Miscellaneous]. Click <OK>. Place the cursor in the Description field, type the information you want to attach such as a job description, name of word document, etc. Click <Source>.



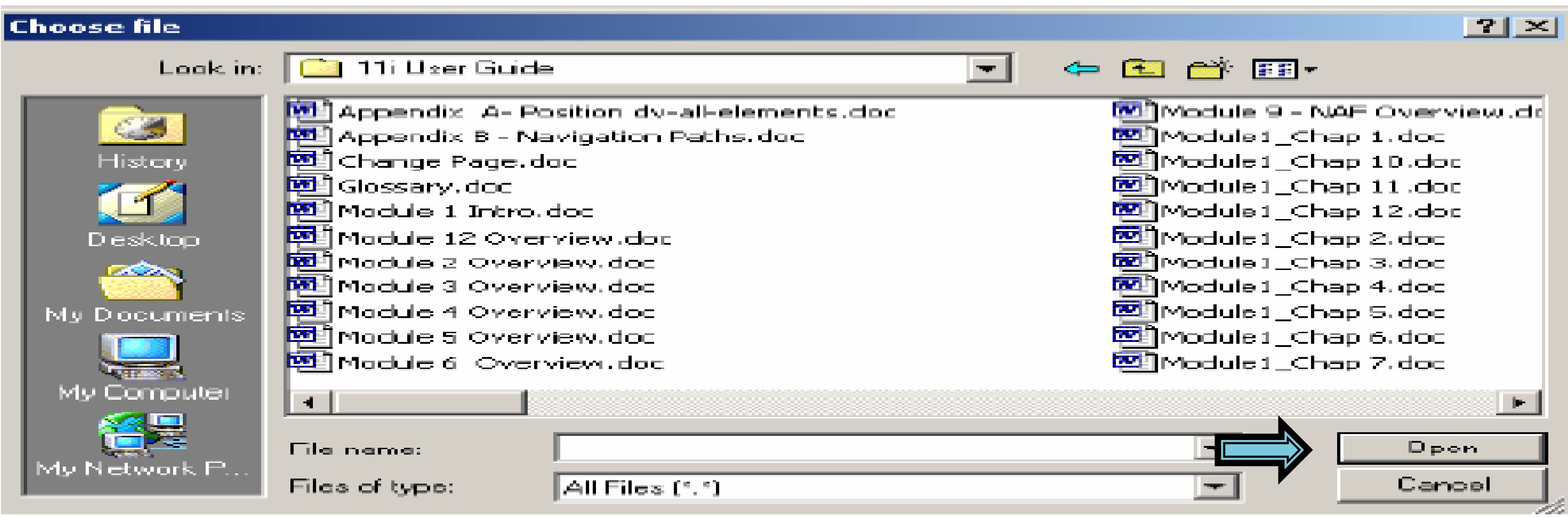
If you want the free flow text field of 255 characters, select Long or Short Text and press [Tab] on your keyboard.

With your cursor in the Data Type field click the <LOV>.

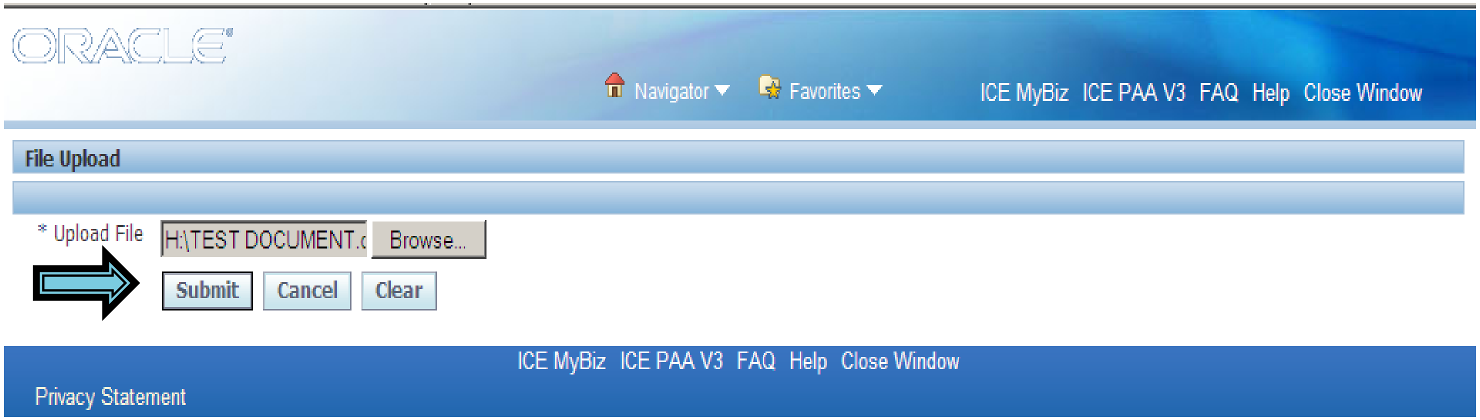
Select the format for your data.
Click <OK>.



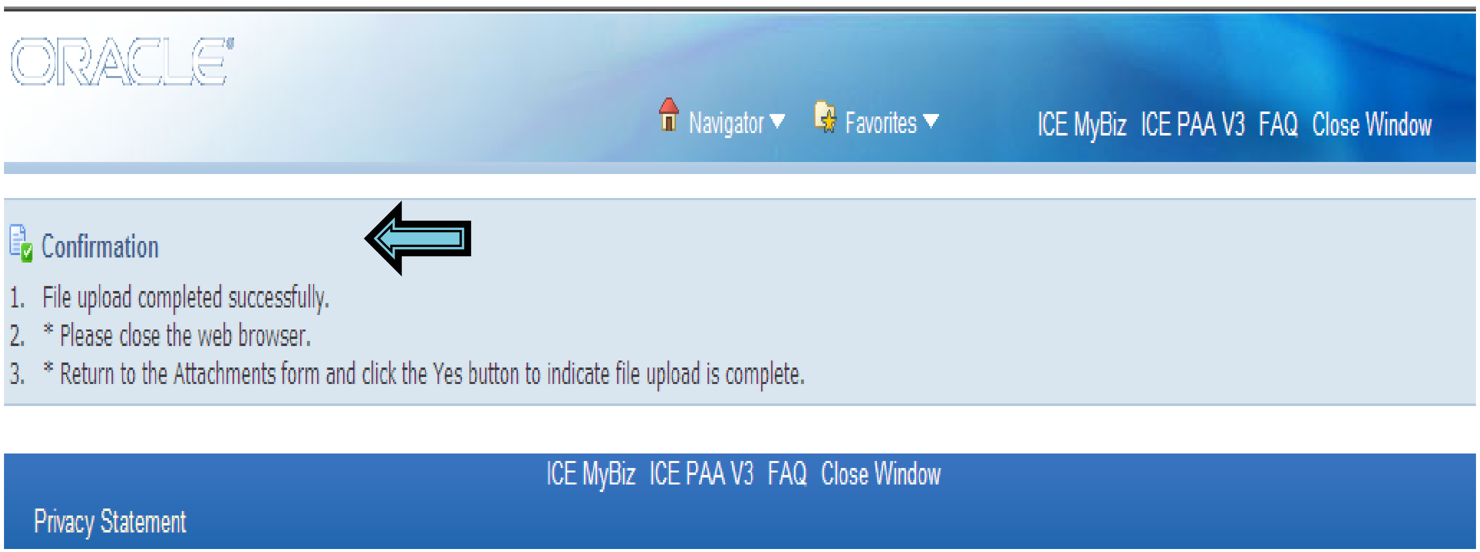
If the File data type is selected, a web enabled page will populate allowing you to search for the file of choice. Click <Browse> to select drive, directory and file.



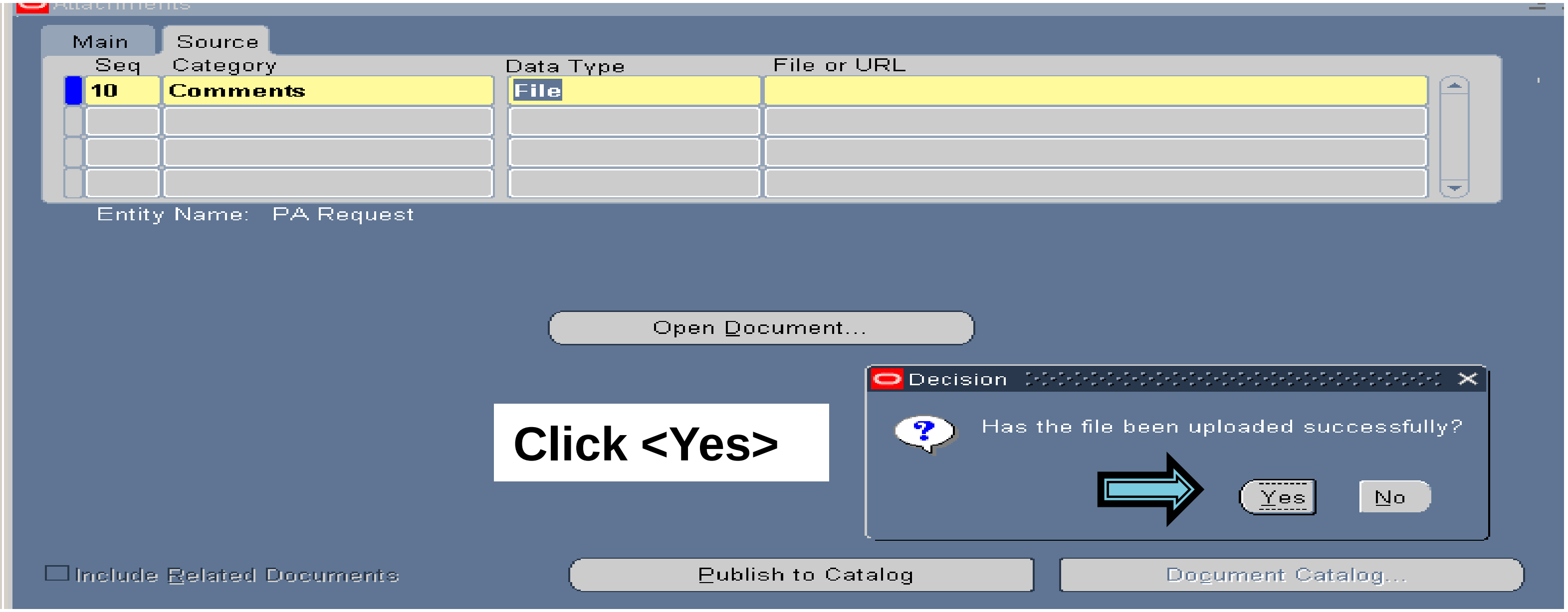
After the file is selected, click <Open> .

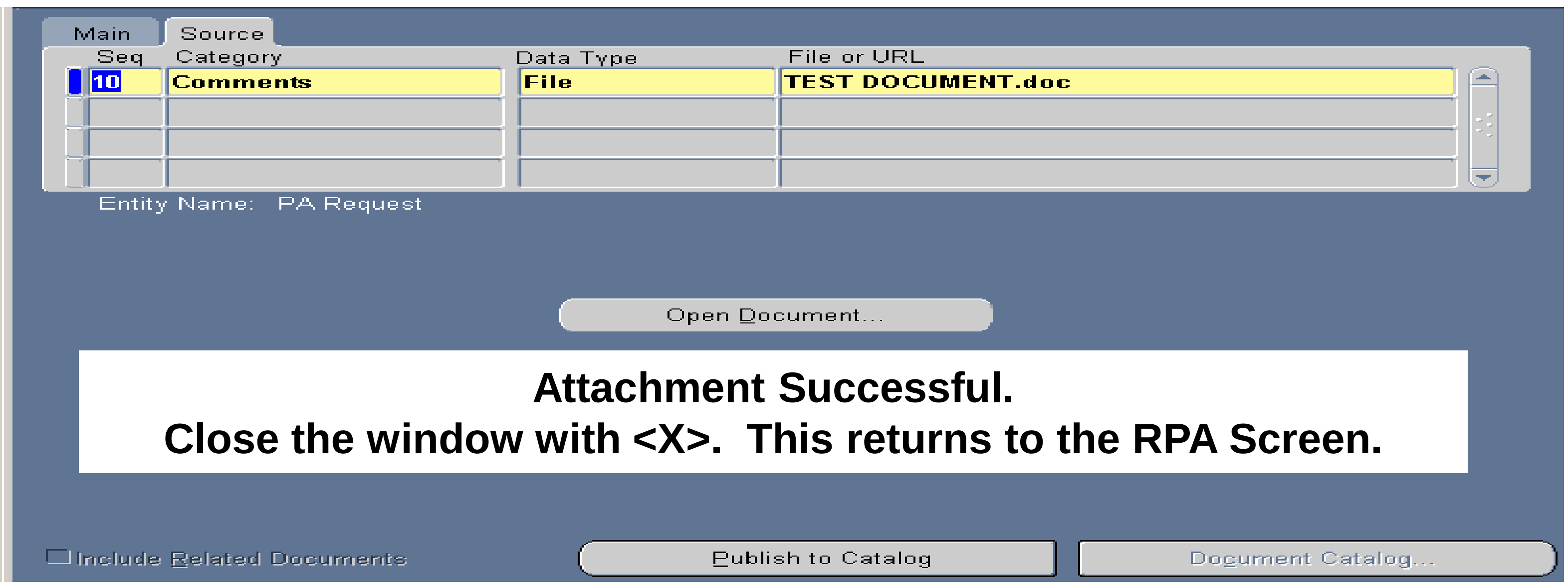


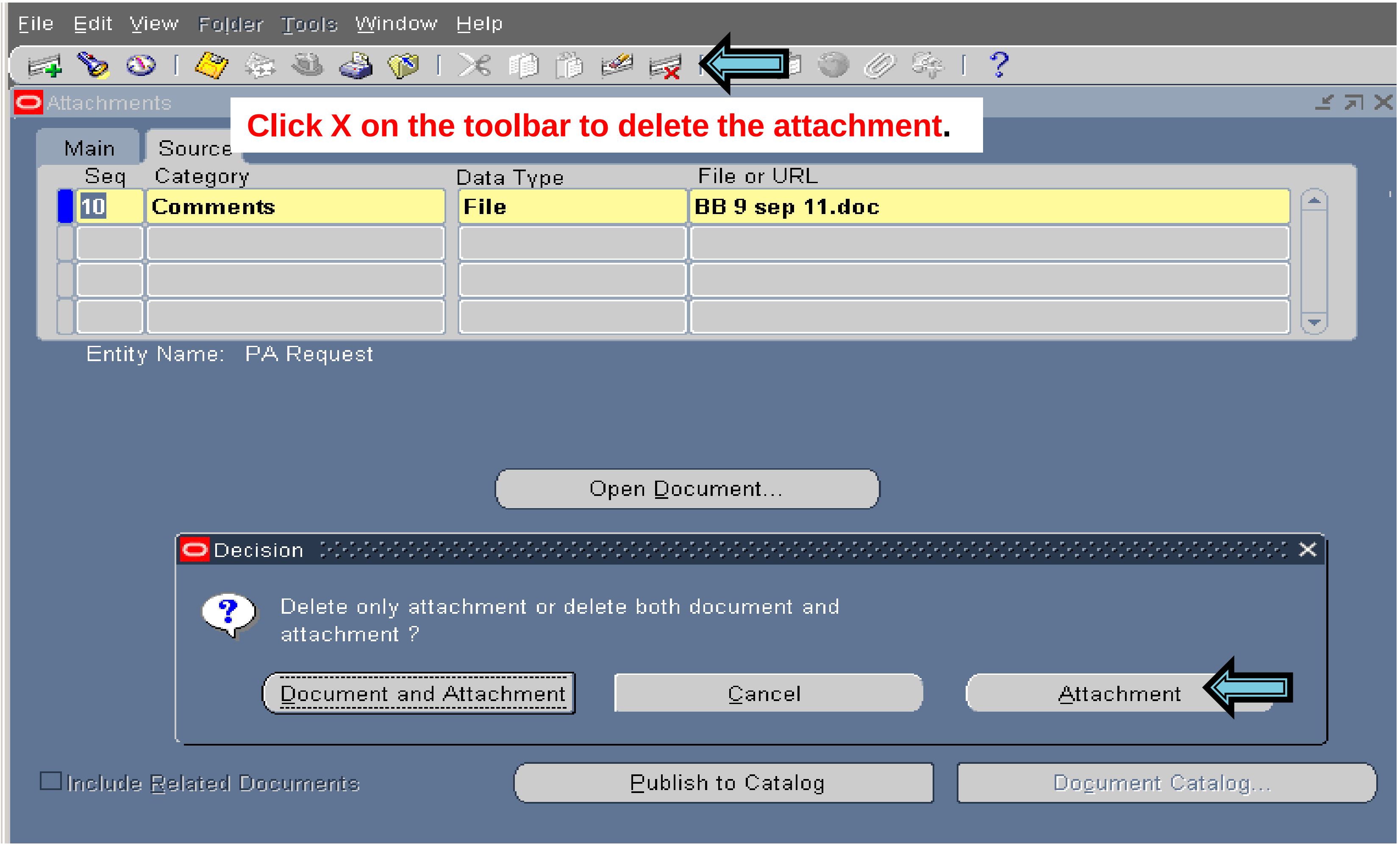
Click <Submit> to Upload File



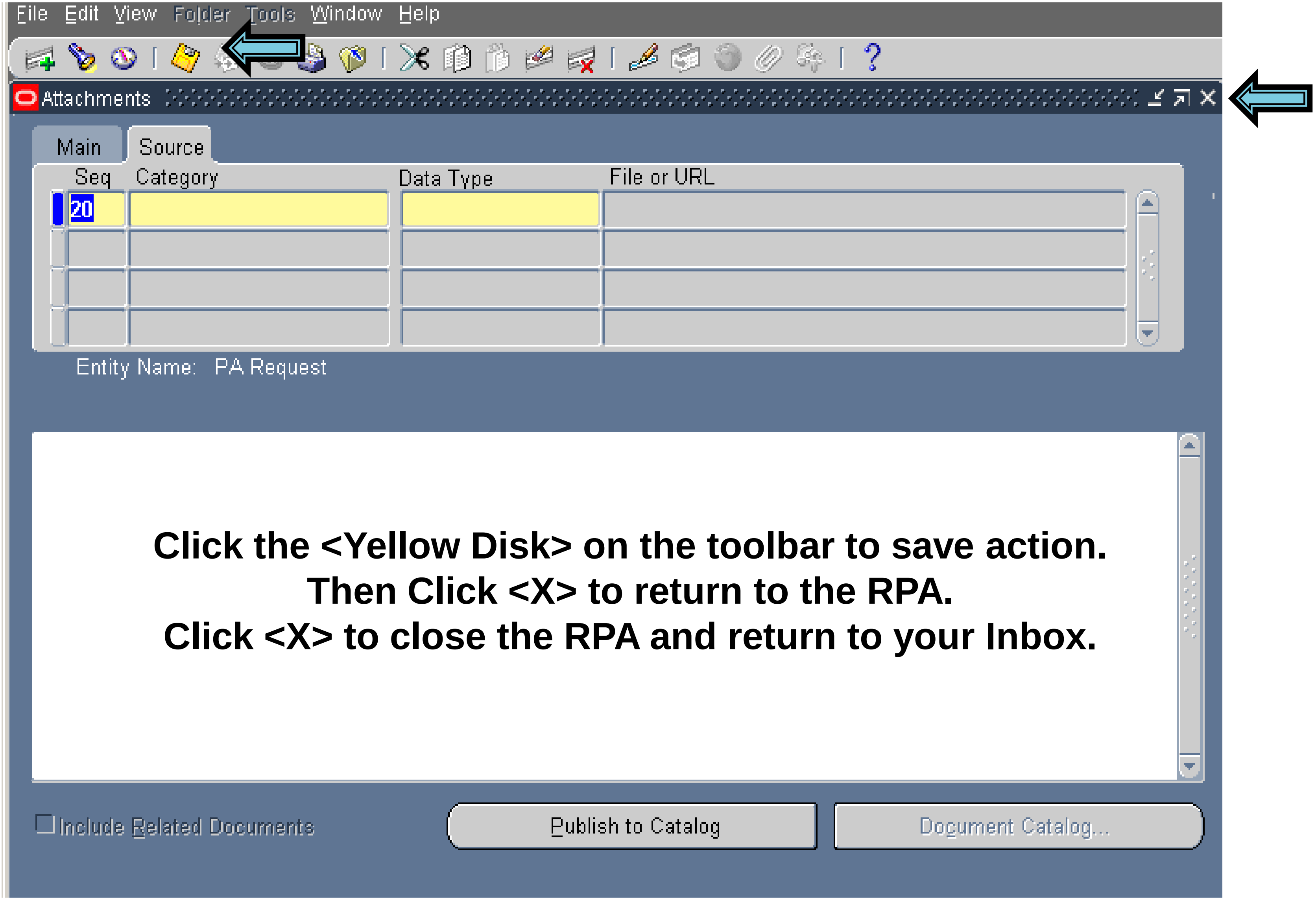
Confirmation of File Upload Successful


Main
Source
Seq
Category
Data Type
File or URL
10
Comments
File
Entity Name: PA Request
Open Document...
Click <Yes>
Decision
Has the file been uploaded successfully?
Yes
No
Include Related Documents
Publish to Catalog
Document Catalog...


Main
Source
Seq
Category
Data Type
File or URL
10
Comments
File
TEST DOCUMENT.doc
Entity Name: PA Request
Open Document...
Attachment Successful.
Close the window with <X>. This returns to the RPA Screen.
Include Related Documents
Publish to Catalog
Document Catalog...



Once you have clicked the X, you will receive a Decision box. Click <Attachment>.



Click the <Yellow Disk> on the toolbar to save action.
Then Click <X> to return to the RPA.
Click <X> to close the RPA and return to your Inbox.