

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

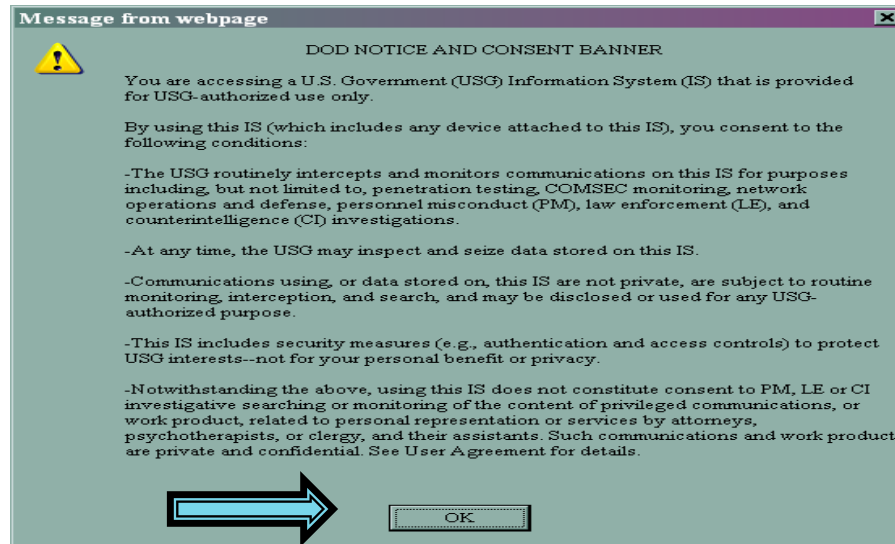
- **My Biz Navigation**
 - My Information
 - Update of My Information
 - Employment Verification

Defense Civilian Personnel Data System (DCPDS) Application

Login to DCPDS Portal



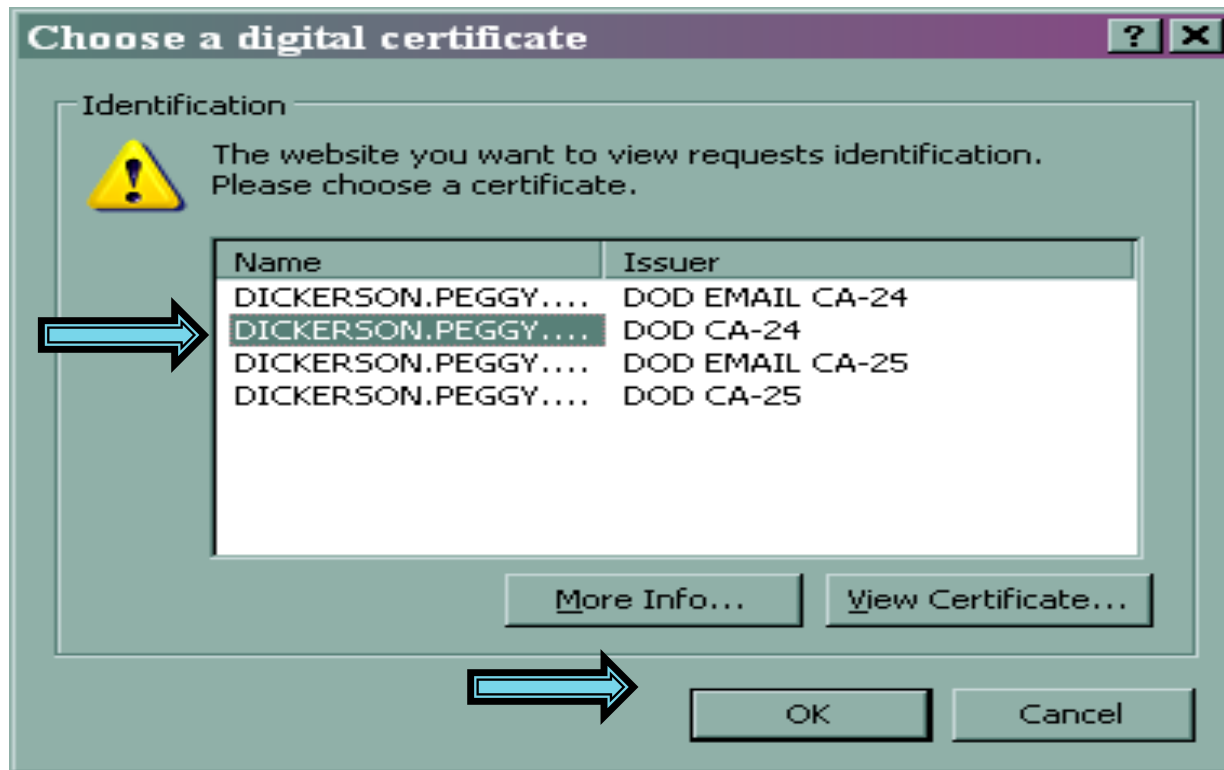
Double click the DCPDS Portal Icon.



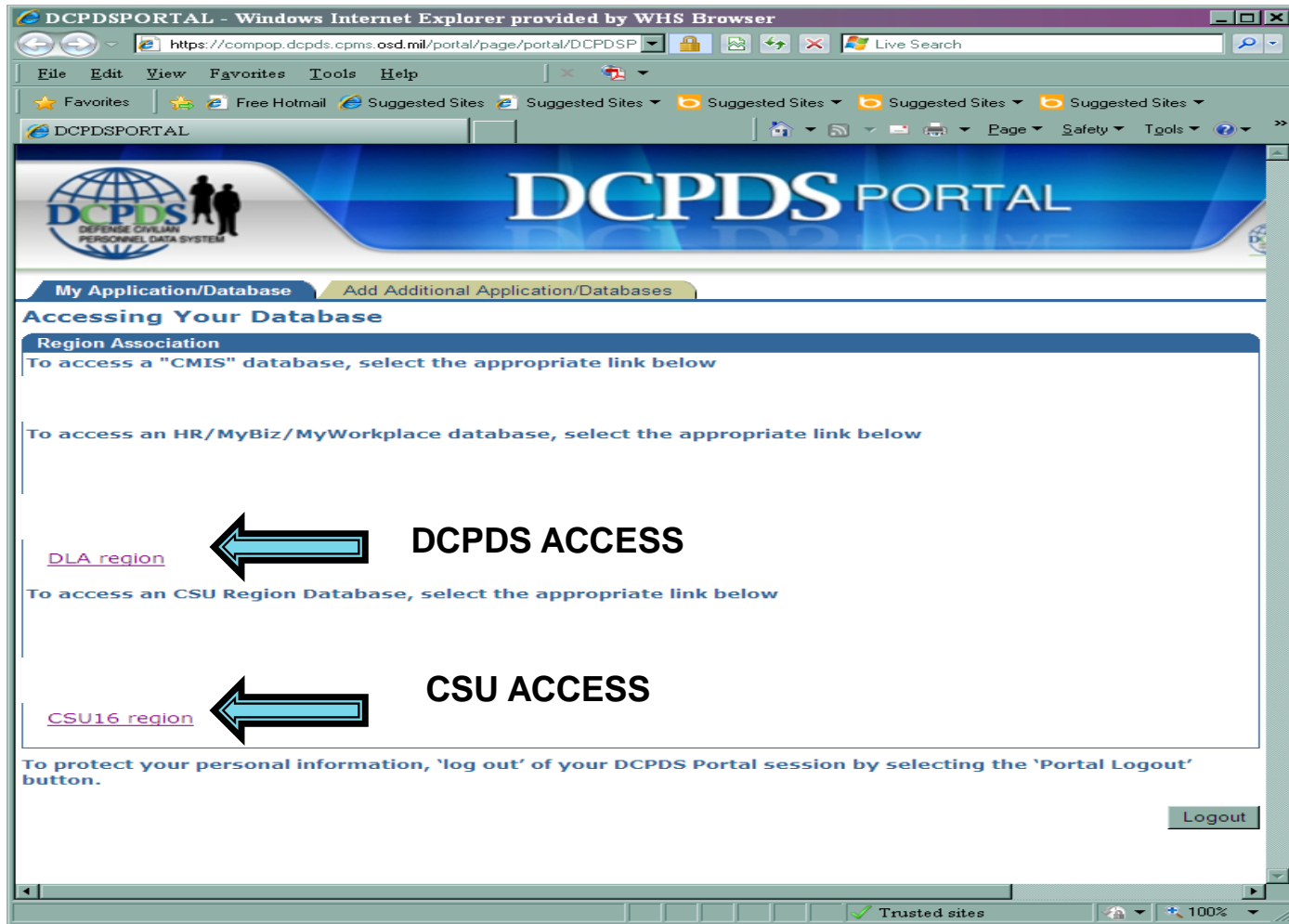
You will receive the DOD Notice and Consent Banner screen. Click OK.

The screenshot shows the DCPDS Portal interface. The browser title is "Login : DCPDS Portal - Windows Internet Explorer provided by WHS Browser". The address bar shows "https://compo.dcpds.cpmis.osd.mil/". The page features a blue header with the DCPDS logo and "PORTAL" text. A left sidebar contains "News and Information" with a date of Oct 23, 2011, and a main article about password changes. The main content area is divided into sections: "Smart Card Access" (with a "Login" button highlighted by a red arrow), "Reporting Problems", "Authorized Non-Smart Card (Non-CAC) Access" (with "Login" and "Register" buttons), and "Component Help Desk Information". A footer contains links for Privacy Act, Accessibility, and Security Policy.

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



**Click *the* 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

Navigator - CIVDOD PERSONNELIST

Functions Documents

Request for Personnel Action:
Enter Personnel Action Information

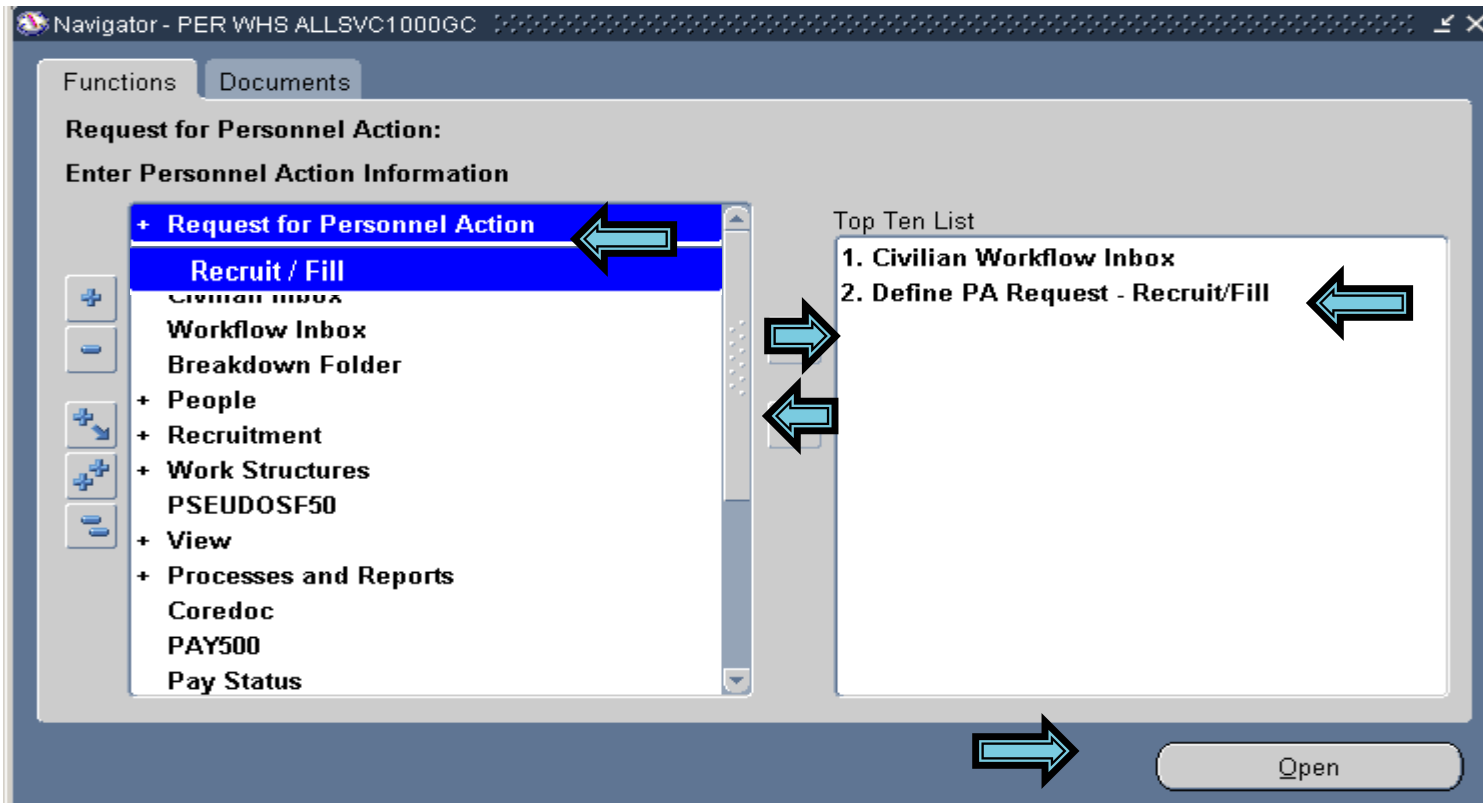
- + Request for Personnel Action
- + Mass Actions
 - Civilian Inbox
 - Workflow Inbox
 - Breakdown Folder
- + People
- + Recruitment
- + Work Structures
 - PSEUDOSF50
- + View
- + Processes and Reports
 - Coredoc
 - PAY500
 - Pay Status
 - TSP Hardship Withdrawal
- + Local Tables
 - Completed Training
 - NPA Maintenance
 - Organization Maintenance
 - BUS Code Maintenance

Top Ten List

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

Open

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 screenshot shows the Oracle Applications interface for creating a Request for Personnel Action (RPA). The window title is "Oracle Applications - jughead_REG16 (For Official Use Only - Privacy Act of 1974)". The menu bar includes File, Edit, View, Folder, Tools, Window, and Help. The toolbar contains various icons for navigation and editing. The main window title is "Request for Personnel Action (Recruit/Fill, Routing Group:HROC)".

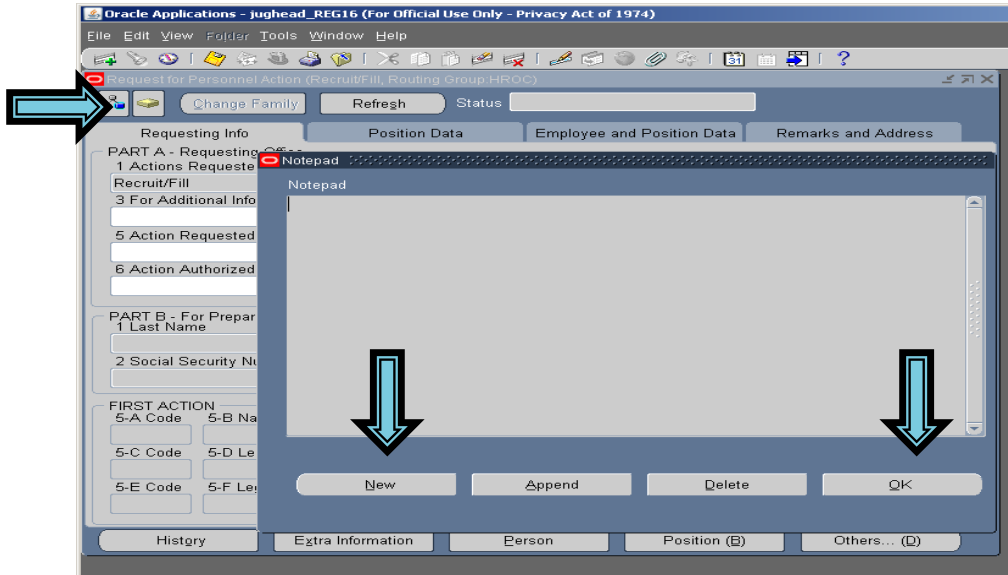
The form is divided into several sections:

- Requesting Info:** Contains fields for "1 Actions Requested" (Recruit/Fill), "2 Request Number", "3 For Additional Information Call (Full Name)" (Bowman, Betty J), "4 Prop. Eff. Date" (ASAP), "5 Action Requested By (Full Name)" (Carter, Gail R), "6 Action Authorized By (Full Name)" (Carter, Gail R), "Telephone Number" (571-372-4119), "Request Date" (25-JAN-2012), and "Concurrence Date" (25-JAN-2012).
- Position Data:** Contains fields for "1 Last Name", "First Name", "Middle Name", "2 Social Security Number", "3 Date of Birth", and "4 Effective Date".
- FIRST ACTION:** Contains fields for "5-A Code", "5-B Nature of Action", "5-C Code", "5-D Legal Authority", "5-E Code", and "5-F Legal Authority".
- SECOND ACTION:** Contains fields for "6-A Code", "6-B Nature of Action", "6-C Code", "6-D Legal Authority", "6-E Code", and "6-F Legal Authority".

At the bottom, there are tabs for "History", "Extra Information", "Person", "Position (B)", and "Others... (D)".

Numbered callouts (1-6) are placed on the form to indicate the fields to be filled out during the RPA creation process. Callout 1 points to the "Actions Requested" field, callout 2 to the "Request Number" field, callout 3 to the "For Additional Information Call" field, callout 4 to the "Prop. Eff. Date" field, callout 5 to the "Action Requested By" field, and callout 6 to the "Action Authorized By" field.

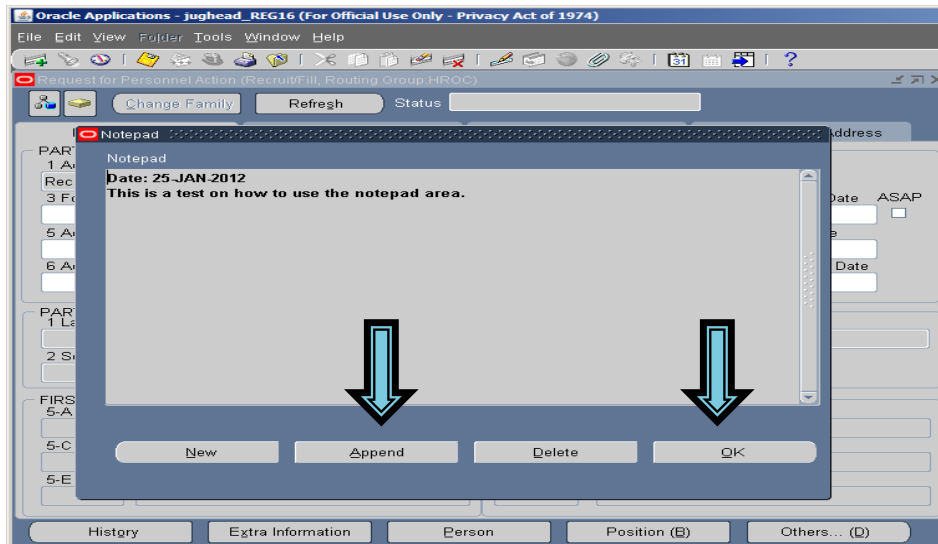
The RPA type of action is selected from the Navigation Screen. This is a RPA for a Recruit/Fill. When creating RPA the form will be BLANK. Enter Information in Blocks 3, 5 and 6. Place cursor in Block 3. At the Right you will see ... which represent the LOV. Click the <...> to make a selection. Go to 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

Oracle Applications - jughead_REG16 (For Official Use Only - Privacy Act of 1974)

File Edit View Folder Tools Window Help

Request for Personnel Action (Recruit/Fill, Routing Group: HROC)

Change Family Refresh Status

Requesting Info Position Data Employee

PART A - Requesting Office

1 Actions Requested
Recruit/Fill

2 Request Number

3 For Additional Information Call (Full Name)
Bowman, Betty J

Telephone Number
571-372-4119

4 Prop. Eff. Date
ASAP

5 Action Requested By (Full Name)
Carter, Gail R

Title
PERSONNEL INFORMATION

Request Date
25-JAN-2012

6 Action Authorized By (Full Name)
Carter, Gail R

Title
PERSONNEL INFORMATION

Concurrence Date
25-JAN-2012

PART B - For Preparation of SF 50

1 Last Name First Name Middle Name

2 Social Security Number 3 Date of Birth 4 Effective Date

FIRST ACTION

5-A Code 5-B Nature of Decision

5-C Code 5-D Legal Aut. ? Do you wish to route the Request for Personnel Action now?

5-E Code 5-F Legal Aut.

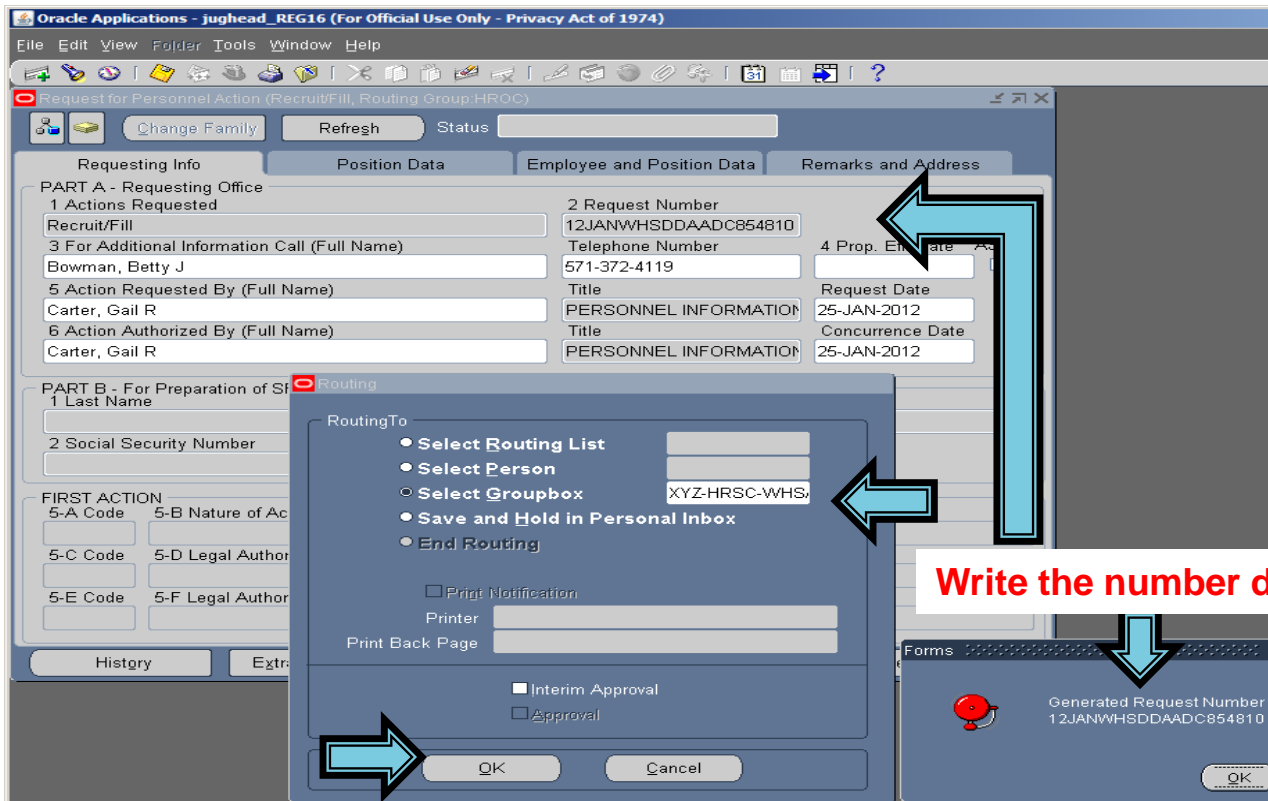
Yes Cancel No

History Extra Information Person Position (B) Others... (D)

You can attach documents to your RPA by clicking the paper clip on the toolbar.

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.



Write the number down.

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.

Oracle Applications - xavier_REG08

File Edit View Folder Tools Window Help

Notifications Summary

GHR_SF52 (Default SF52 Workflow) Query Only Open Notifications

Priority	Due Date	To	Subject	Comment	Date Sent
			%155017		

Message

OK Open

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.

Oracle Applications - xavier_REG08

File Edit View Folder Tools Window Help

Notifications Summary

GHR_SF52 (Default SF52 Workflow) Query Only Open Notifications

Priority	Due Date	To	Subject	Comment
50		HRSC_PSD_2A_P	Personnel Action : Termination-Appt In Office of Personnel Management : Req# 07FEBWHSDDAADC155017	

Message

Feddon, Linda G / 4526

Respond Open

Click <Ctrl F11> to execute your Query.

Oracle Applications - xavier_REG08

Find Notifications

Query Only Open Notifications

Priority

Due Dates

To

Subject: %155017

Dates Sent

Dates Closed

Notification ID

Status

Clear Find

Priority	Subject	Comment	Date Sent
		Testing comment a	27-SEP-2001 02:02:33
			14-NOV-2003 07:43:11
	26000		15-FEB-2006 01:33:19
			18-APR-2006 03:38:03
	06AUGWHSDDAADC141601		08-AUG-2006 03:53:21
	SDDAAUZ136092		07-SEP-2006 09:28:13
	Navy : Req# WGI:258401		16-NOV-2006 03:14:55
	Air Force : Req# WGI:255753		16-NOV-2006 03:18:11
	Navy : Req# WGI:261382		04-JAN-2007 03:24:18
	Personnel Management : Req# 07FEBWHSDDAADC155017		06-FEB-2007 09:31:00

Message

Name / POI : ALEXANDER, RONALD R

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>.

Oracle Applications - xavier_REG08

Notifications Summary

GHR_SF52 (Default SF52 Workflow)

Query Only Open Notifications

Priority	Due Date	To	Subject	Comment
50		HRSC_PSD_2A_P	Personnel Action : Termination Appt In Office of Personnel Management : Req# 07FEBWHSDDAADC155017	

Message

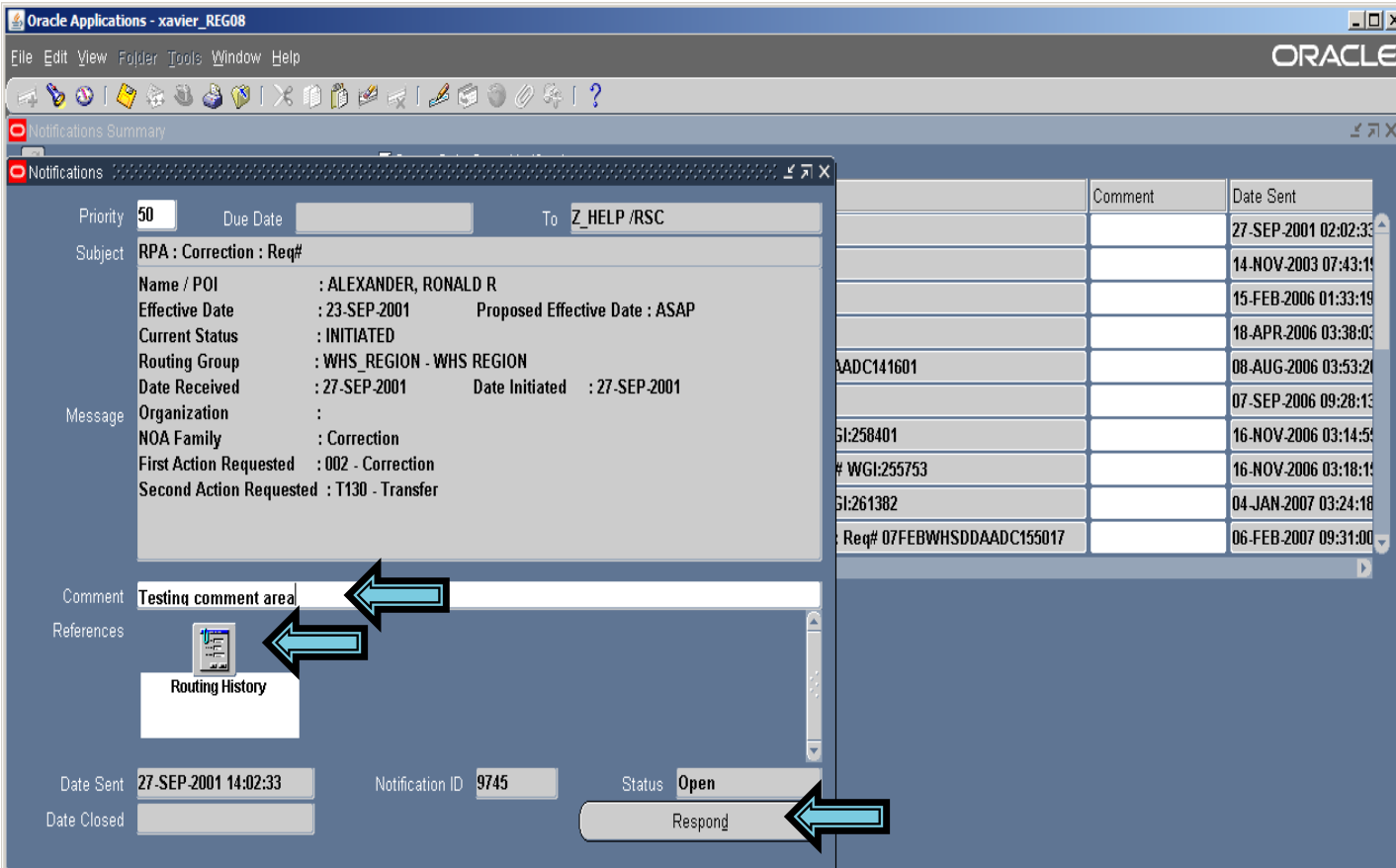
Feddon, Linda G / 4526

Respond Open

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.

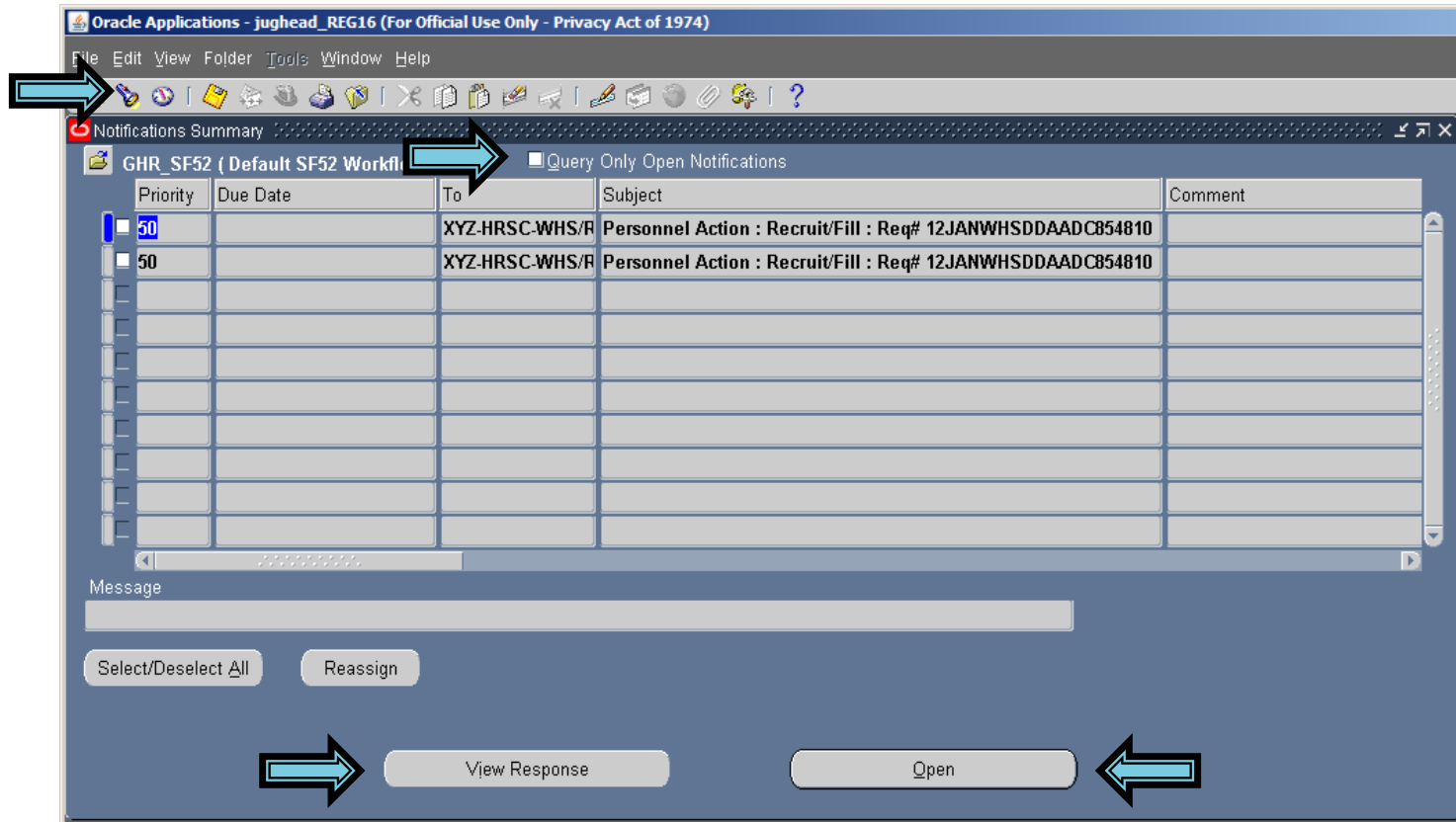
Click <Open>.



**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.

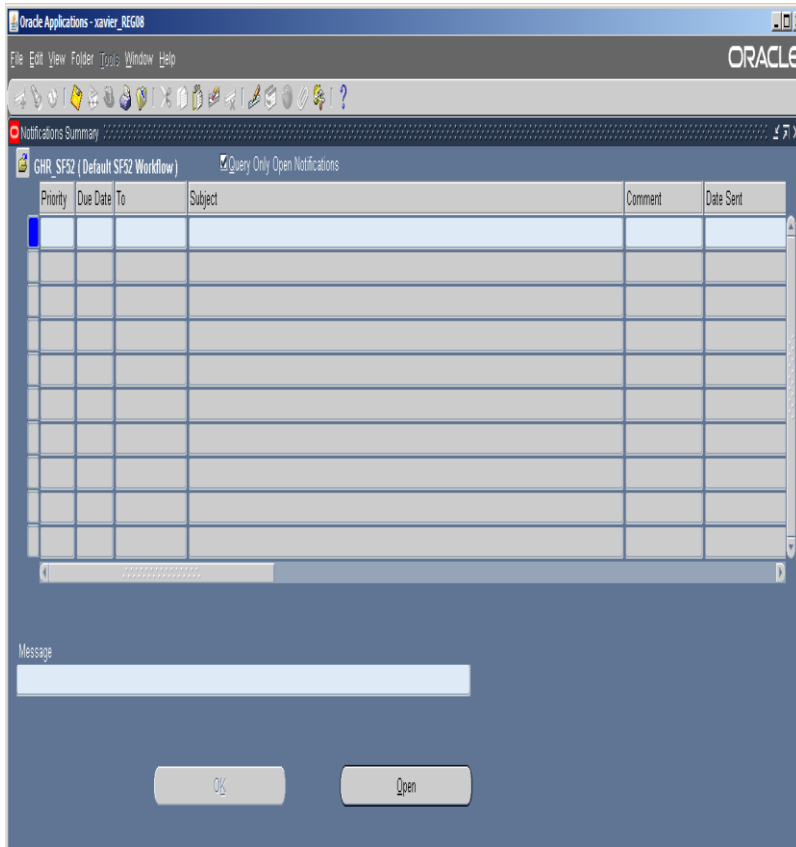
DLA Request for Personnel Action - Tracker

The screenshot shows a web browser window titled "RPA - Windows Internet Explorer provided by WHS Browser". The address bar contains the URL <https://sec.hr.dla.mil/rpa/default.asp>. The page header features the DLA logo and the text "DEFENSE LOGISTICS AGENCY DLA Human Resources Services Request for Personnel Action". Below the header, the date "February 23, 2012" is displayed. The main content area is titled "RPA Tracker" and includes a search prompt: "Please enter at least 5 characters and then click Search for RPA". A search input field is present, with a "Search for RPA" button to its right. A blue arrow points from the text "Input RPA #" to the search input field. Below the search area, the text "This data is current as of: 2/22/2012 9:00:12 PM" is shown. At the bottom of the page, there are links for "Privacy/Security Statement", "508 Compliance Statement", "Webmaster", and "Viewers". The browser's status bar at the bottom indicates "Done" and "Internet".

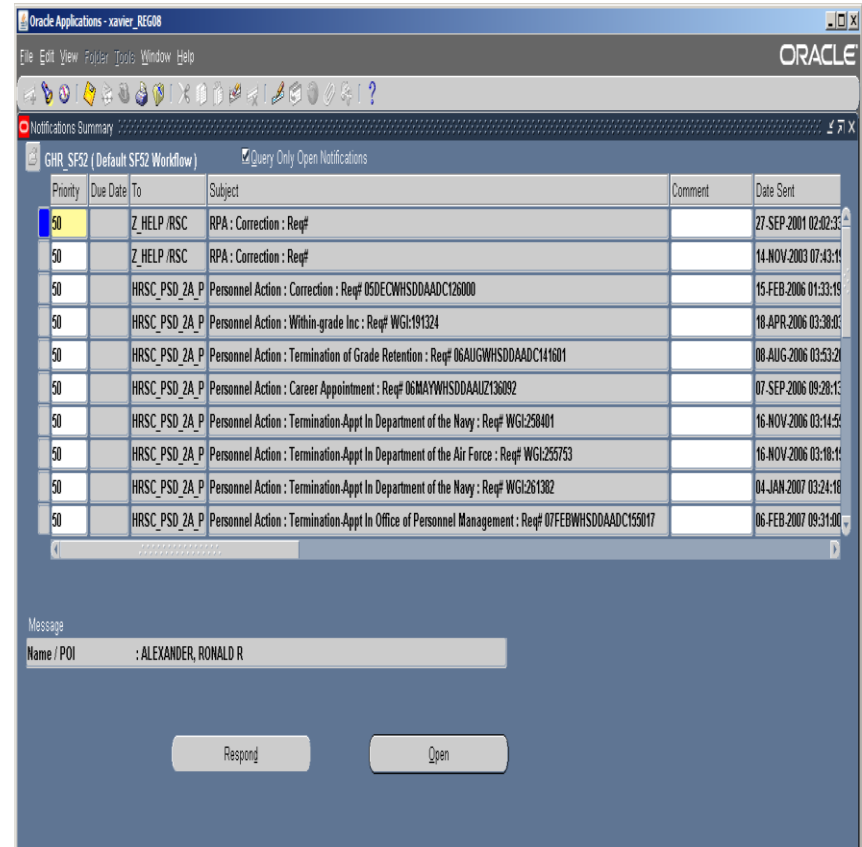
Input RPA #

<https://sec.hr.dla.mil/rpa/default.asp>

Open the Civilian Inbox & Execute a Query



Click <F11> to set your Query.



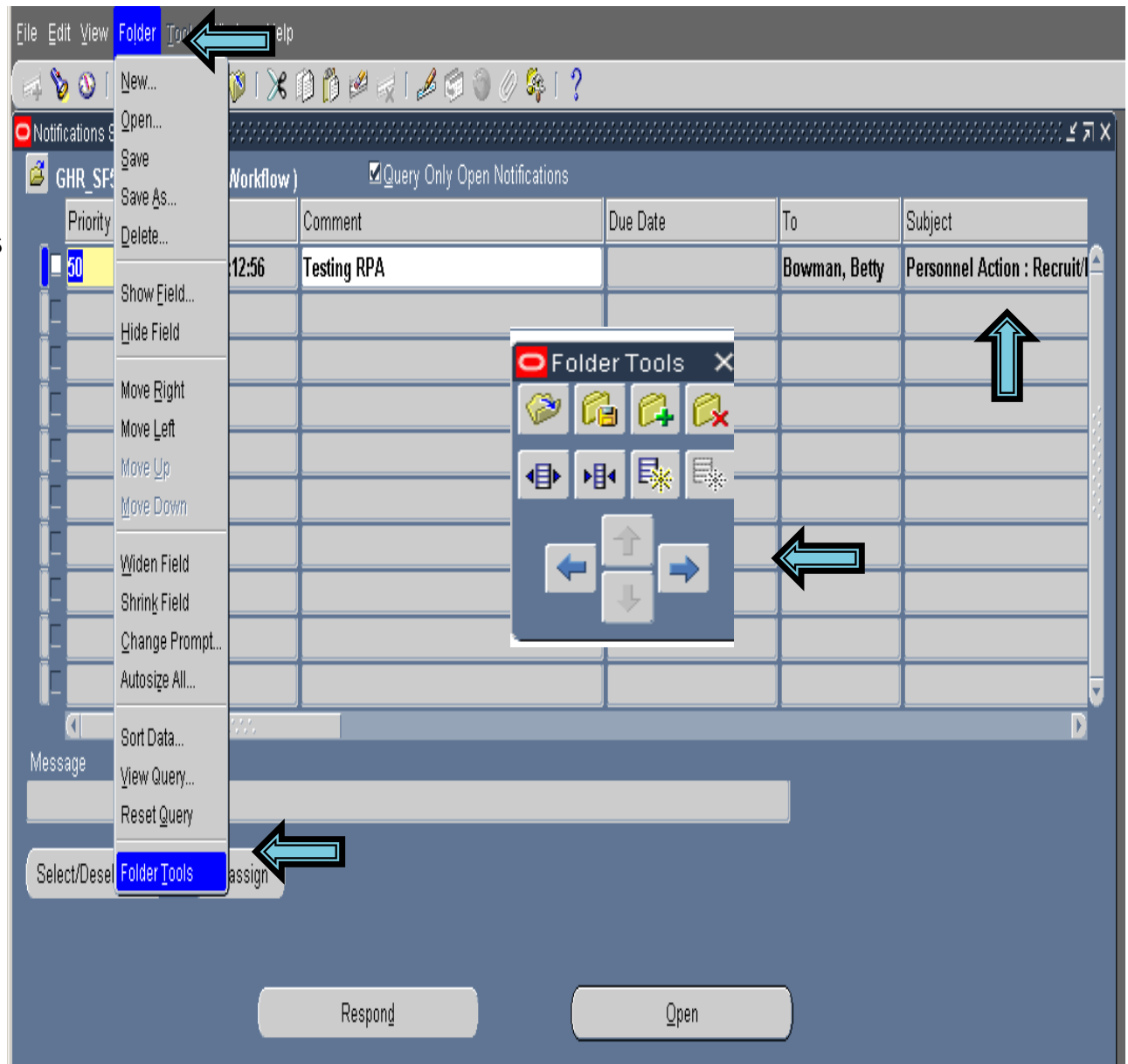
Click <Ctrl F11> to execute your Query.

Navigate Civilian Inbox

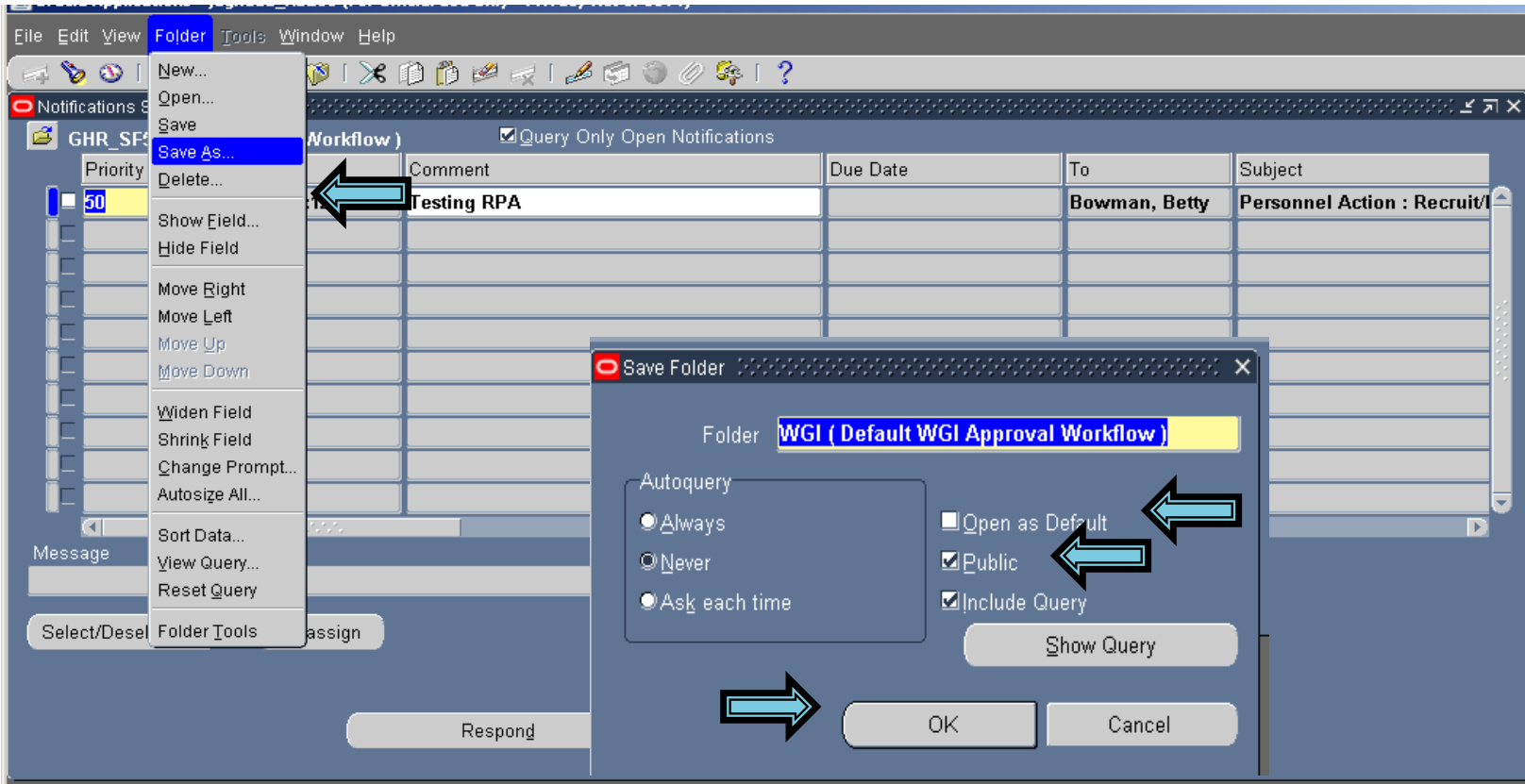
Civilian Inbox Folder Tools are located on the Tool Bar. Select <Folder>. Select <Folder Tools>.

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.

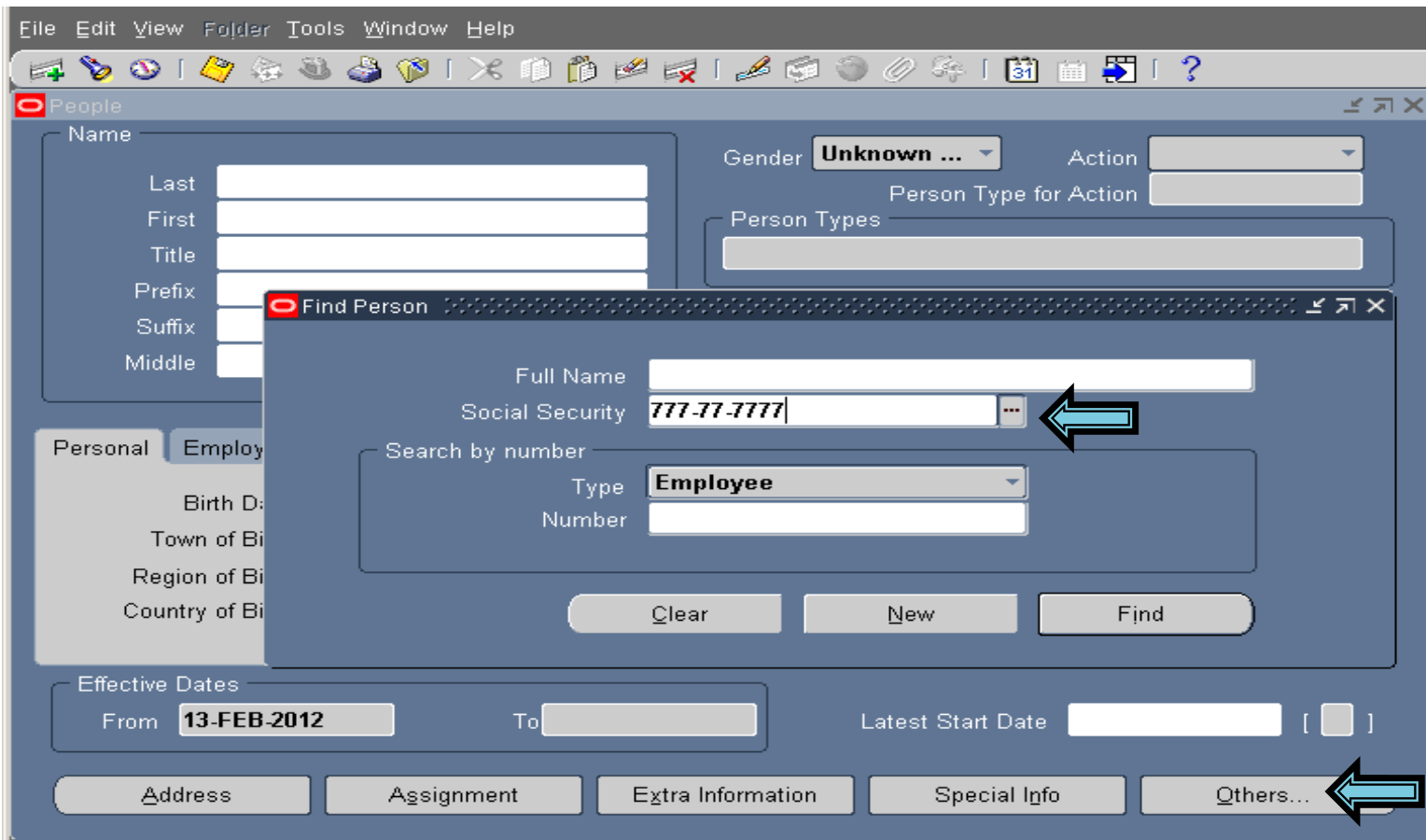


Creating a personal Civilian Inbox View



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.

MyBizAndMyWorkplace - Windows Internet Explorer provided by WHS Browser

http://www.whs.mil/HRD/Civilian/MyBizAndMyWorkplace.cfm

File Edit View Favorites Tools Help

Home > HRD > Civilian

Civilian Job Opportunities

SES Jobs and Executive Personnel

Employee and Labor Relations

Training and Career Development

ICE (Customer Evaluation)

Hot Items

New - DoD Hiring Reform

Reassignment of WHS Civilian HR Transactional Functions

Employee Satisfaction and Engagement Program

Civilian Fitness and Wellness Program

Popular Topics

Washington DC Area Dismissal and Closure Procedures

Emergency Locator Hotline

Personnel Policies/Procedures

Contact Us

News

Personnel Hittes

NSPS Connections

WHS Online

DefenseLINK

DCPDS MYBIZ SELF SERVICE HR MY PERSONAL INFORMATION

DISCLAIMER: "My Biz and associated web pages are web-based tools created by the Department of Defense (DoD) as part of the Defense Civilian Personnel Data System (DCPDS) to allow DoD personnel access to and management of their individual personnel records. The DoD My Biz and associated tools can be accessed only by authorized DoD personnel within a .mil network. The DoD My Biz tool has no association with any private or other enterprise using "MyBiz" in whole or in part as a title or logo."

WHS HRD
Application Guidelines for My Biz / My Workplace

Please read all information below before attempting to access the applications.

***** This application is available to current WHS HRSC serviced employees only. Only accessible from official government workstations.**

My Biz allows employees on-line access to view information from their official personnel records including appointment, position, personal, salary, benefits, awards and bonuses, performance and personnel actions. In addition, employees can update their work telephone number, email address, handicap codes, ethnicity and race identification, foreign language proficiency and emergency contact information.

My Workplace brings key information about personnel together in one place for supervisors. My Workplace keeps supervisors informed about their employees' personnel actions. This tool is used to generate and maintain performance plans to NSPS.

What You Need to Know.....

Click on the below items for more information.

[Self Service \(MyBiz/MyWorkplace\)](#)

PAA (Future Item)

[DCPDS](#)

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>.

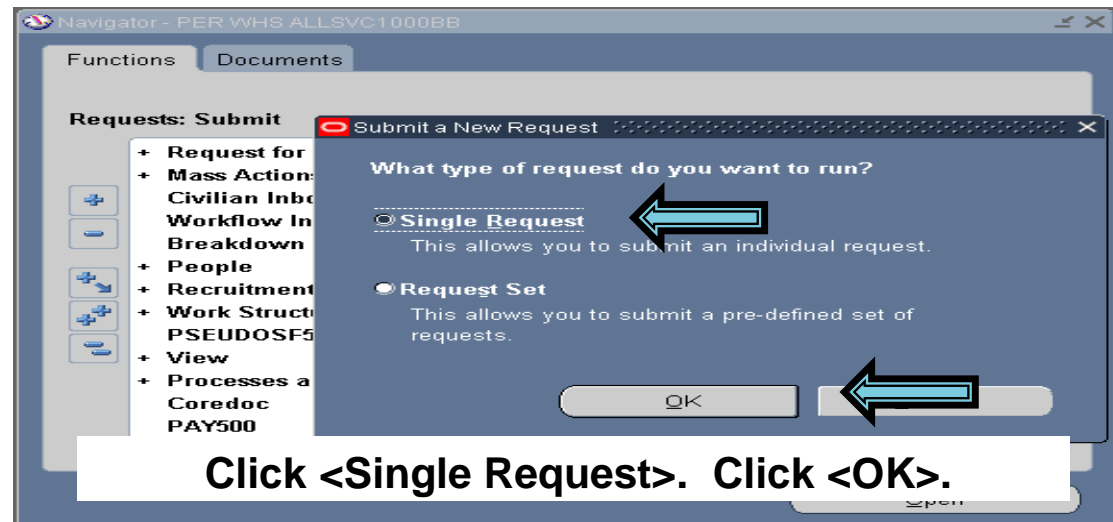
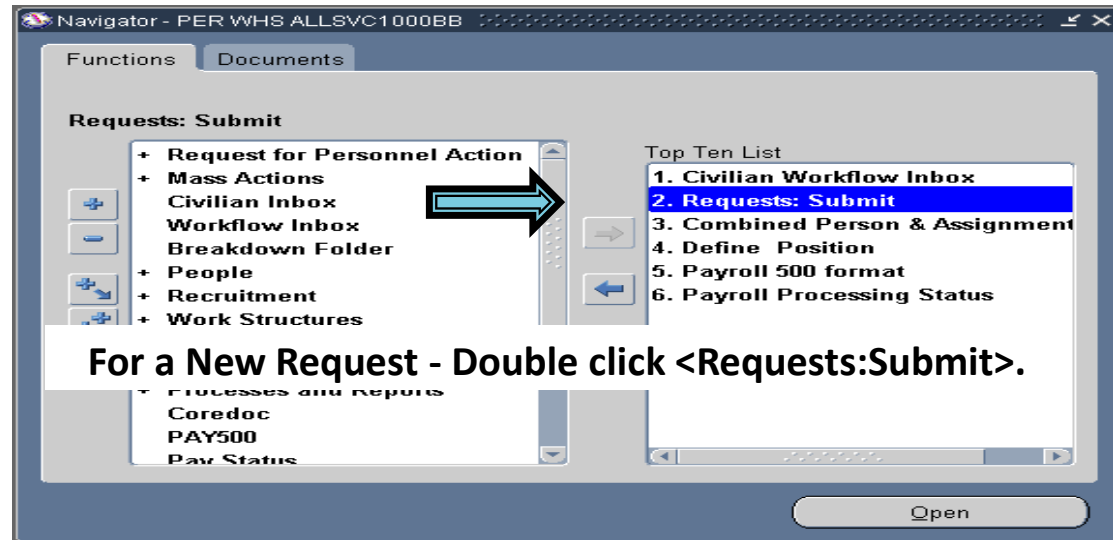
In the Device block, make sure "laserjet" is selected.

Select your printer name in the Queue.

Click <"All Pages">.

Click <OK>.

Printing Notification of Personnel Action (NPA)



Submit Request

Run this Request...

Name **Copy...**

Operating Unit

At these Times...

Run the Job **As Soon as Possible** **Schedule...**

Upon Completion...

Save all Output Files

Layout **Options...**

Notify **Delivery Opte**

Print to

Help (C) **Submit** **Cancel**

Place cursor on List of Value(LOV)- ... to the right

Reports

Find %

Name	Applicati
Mass Transfer In De-Selection	US Fede
Mass Transfer In PA List for All	US Fede
Mass Transfer In PA List for Employees	US Fede
Mass Transfer In Preview	US Fede
Mass Transfer Out De-Selection	US Fede
Mass Transfer Out PA List for All	US Fede
Mass Transfer Out PA List for Employees	US Fede
Mass Transfer Out Preview	US Fede
Notification of Personnel Action	US Fede
Position Description	US Fede

Select <Notification of Personnel Action> and click <OK>.

Find **OK** **Cancel**

Submit Request

Run this Request...

Name **Notification of Personnel Action**

Operating Unit

Parameters

Language **American English**

Language Settings... Debug Options

At these Times...

Run the Job **As Soon as Possible**

Upon Completion...

Save all Output Files

Layout

Notify

Print to

Parameters

Employee Name

Back Page **No**

OK Clear Help

Help (C) Submit Cancel

Type in Last Name of employee and click <OK>

Submit Request

Run this Request...

Name **Notification of Personnel Action**

Operating Unit

Parameters **Bowman, Karen L (1536515):No**

Language **American English**

Language Settings... Debug Options

At these Times...

Run the Job **As Soon as Possible**

Schedule...

Upon Completion...

Layout

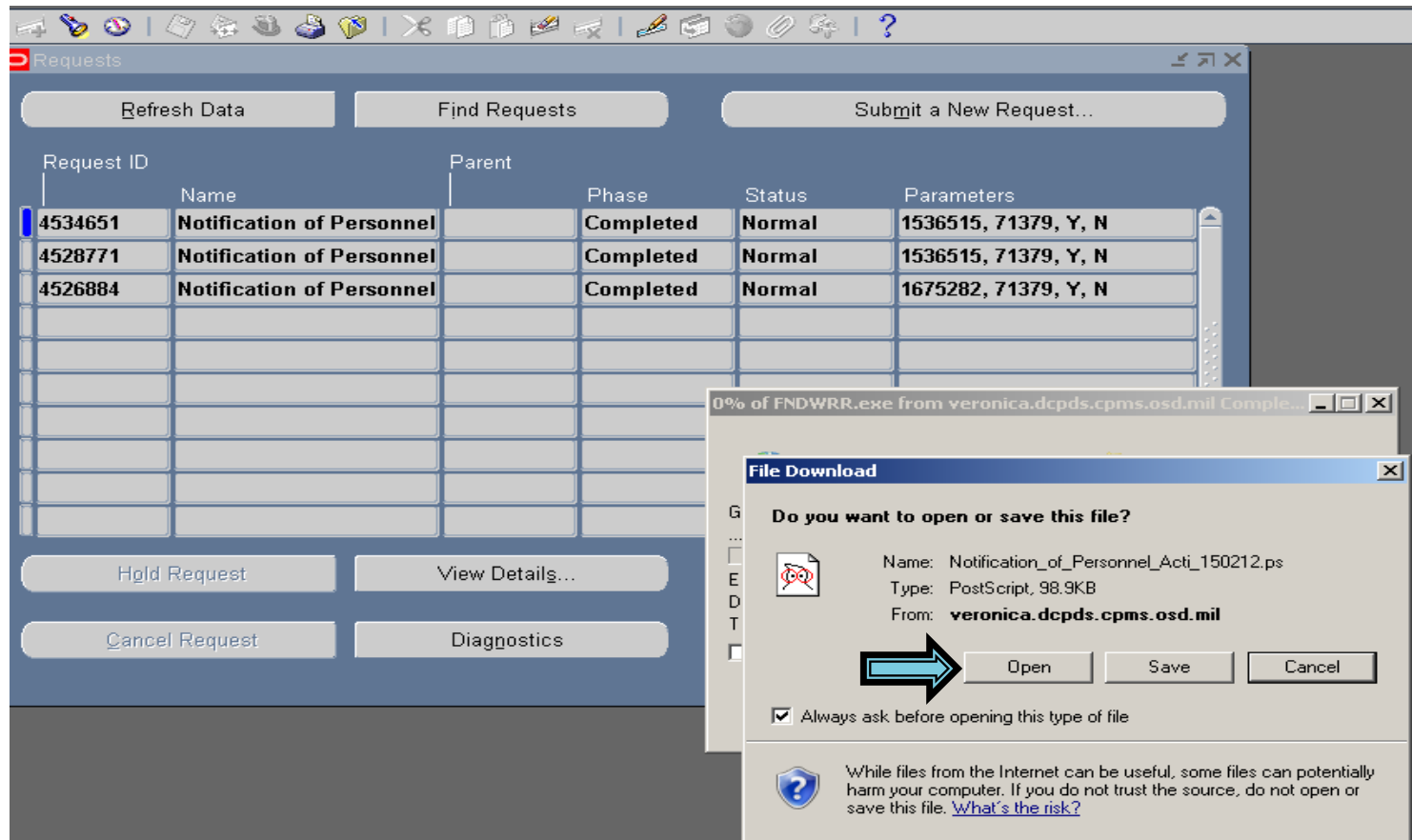
Notify

Print to **PS2N36A**

Options... Delivery Opts

Help (C) Submit Cancel

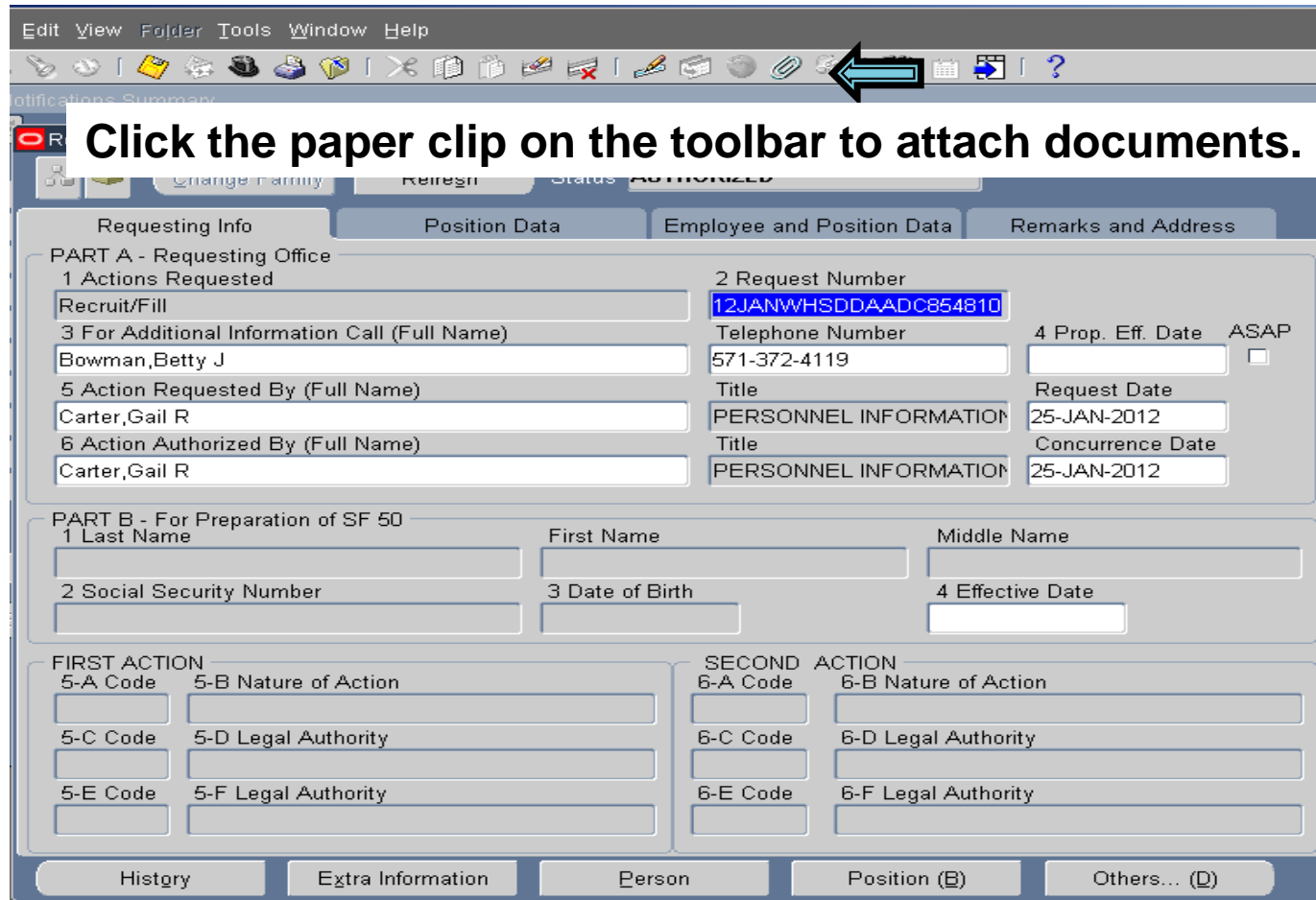
To run the Request, Click <Submit>.



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



Click the paper clip on the toolbar to attach documents.

Requesting Info Position Data Employee and Position Data Remarks and Address

PART A - Requesting Office

1 Actions Requested	2 Request Number
Recruit/Fill	12JANWHSDDAADC854810
3 For Additional Information Call (Full Name)	Telephone Number
Bowman, Betty J	571-372-4119
4 Prop. Eff. Date	ASAP
5 Action Requested By (Full Name)	Title
Carter, Gail R	PERSONNEL INFORMATION
6 Action Authorized By (Full Name)	Title
Carter, Gail R	PERSONNEL INFORMATION
	Request Date
	25-JAN-2012
	Concurrence Date
	25-JAN-2012

PART B - For Preparation of SF 50

1 Last Name	First Name	Middle Name
2 Social Security Number	3 Date of Birth	4 Effective Date

FIRST ACTION

5-A Code	5-B Nature of Action
5-C Code	5-D Legal Authority
5-E Code	5-F Legal Authority

SECOND ACTION

6-A Code	6-B Nature of Action
6-C Code	6-D Legal Authority
6-E Code	6-F Legal Authority

History Extra Information Person Position (B) Others... (D)

Attachments

Main Seq	Source Category	Title	Description	May Be Changed
10				<input checked="" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Entity Name: PA Request

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

Include Related Documents Publish to Catalog Document Catalog...

Attachments

Main Seq	Source Category	Title	Description	May Be Changed
10				<input checked="" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Entity Name: PA Request

Categories

Enter a partial value to limit the list, % to see all values.

Warning: Entering % to see all values may take a very long time. Entering criteria that can be used to reduce the list may be significantly faster.

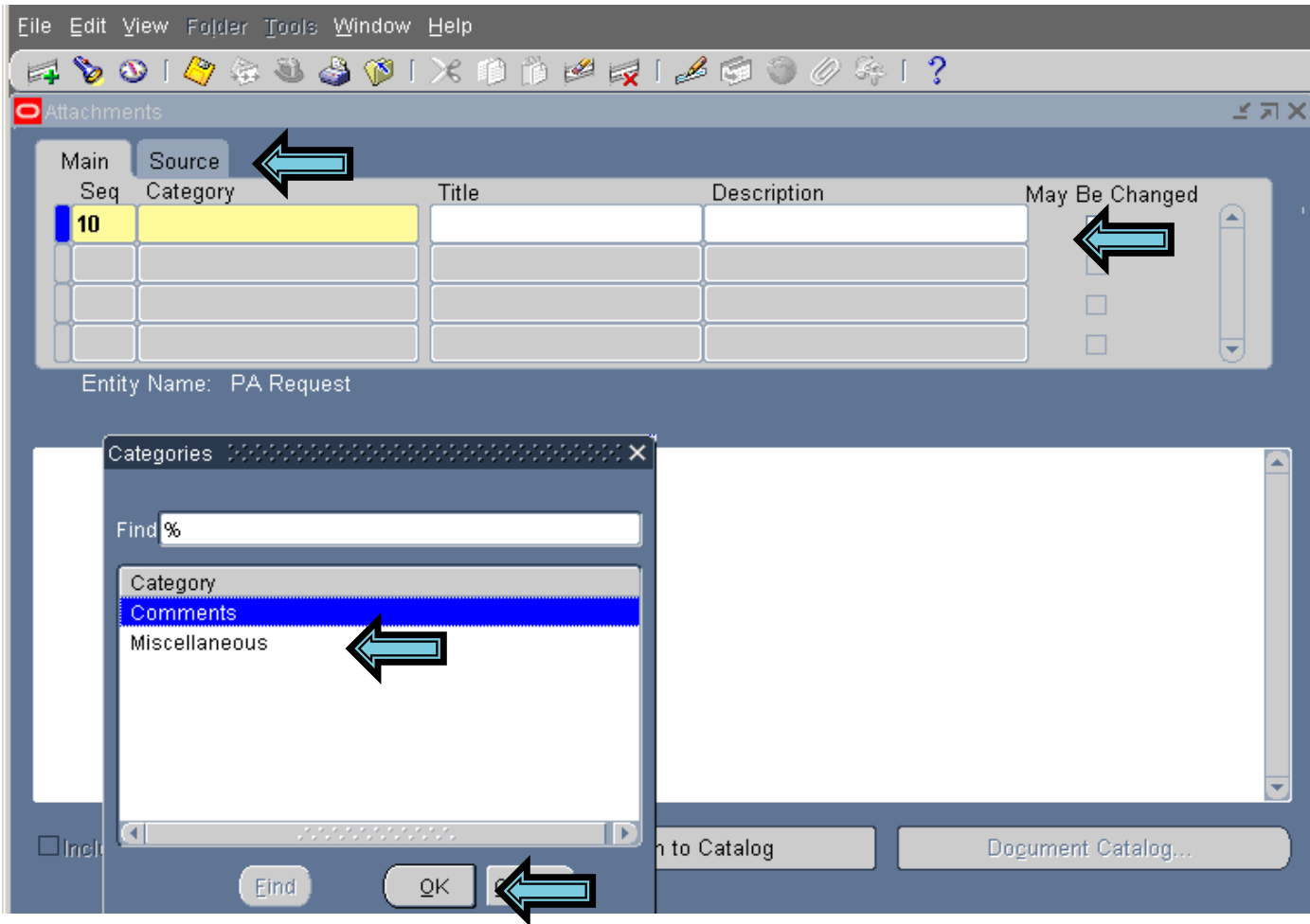
Find %

Category

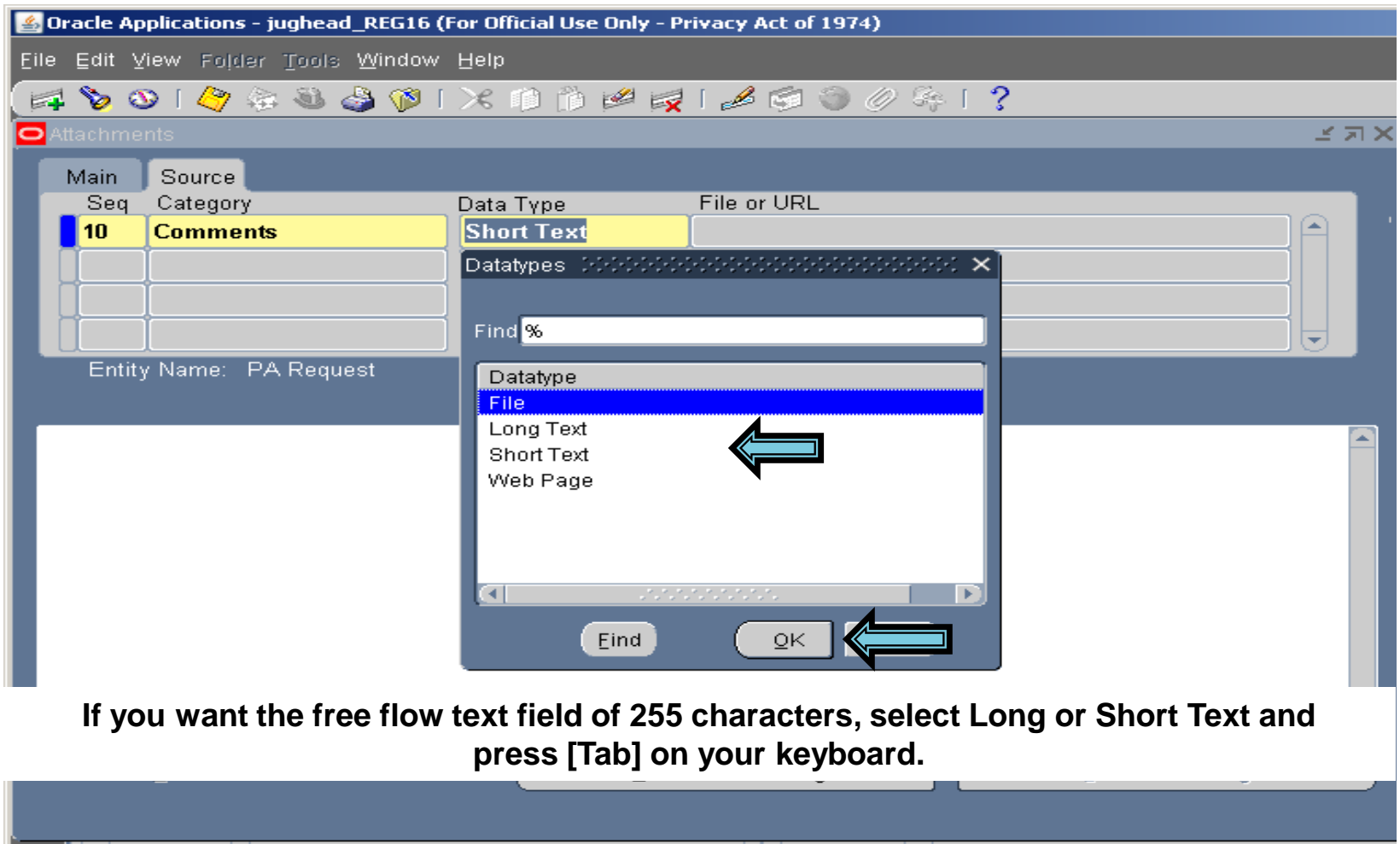
Find OK Cancel

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

Include Related Documents Publish to Catalog Document Catalog...



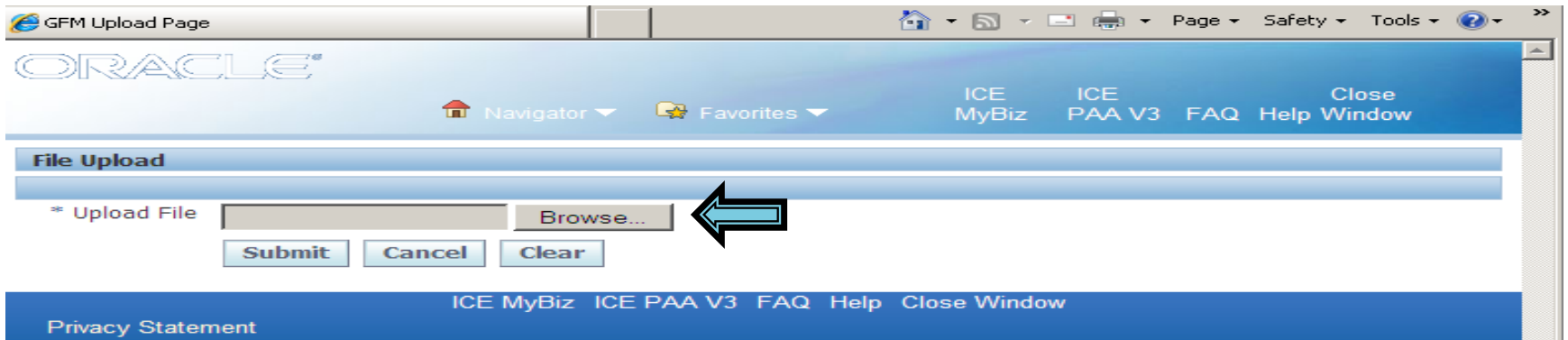
The Category window opens. Select [Comments or Miscellaneous]. Click <OK>. Place the cursor in the Description field, type the information you want to attach such as a job description, name of word document, etc. Click <Source>.



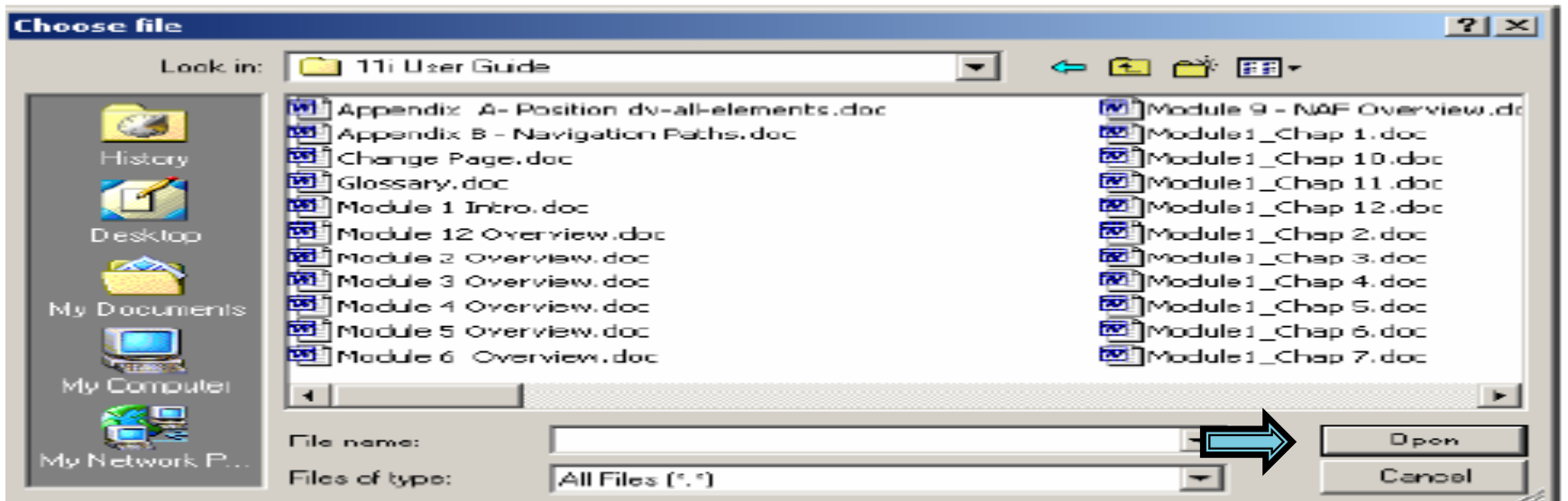
If you want the free flow text field of 255 characters, select Long or Short Text and press [Tab] on your keyboard.

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> .

File Upload

* Upload File



Click <Submit> to Upload File

 Confirmation

1. File upload completed successfully.
2. * Please close the web browser.
3. * Return to the Attachments form and click the Yes button to indicate file upload is complete.

Confirmation of File Upload Successful

Attachments



Main	Source	Data Type	File or URL
Seq	Category		
10	Comments	File	

Entity Name: PA Request

Open Document...

Click <Yes>

Decision Has the file been uploaded successfully?

Include Related Documents

Publish to Catalog Document Catalog...

Main	Source	Data Type	File or URL
Seq	Category		
10	Comments	File	TEST DOCUMENT.doc

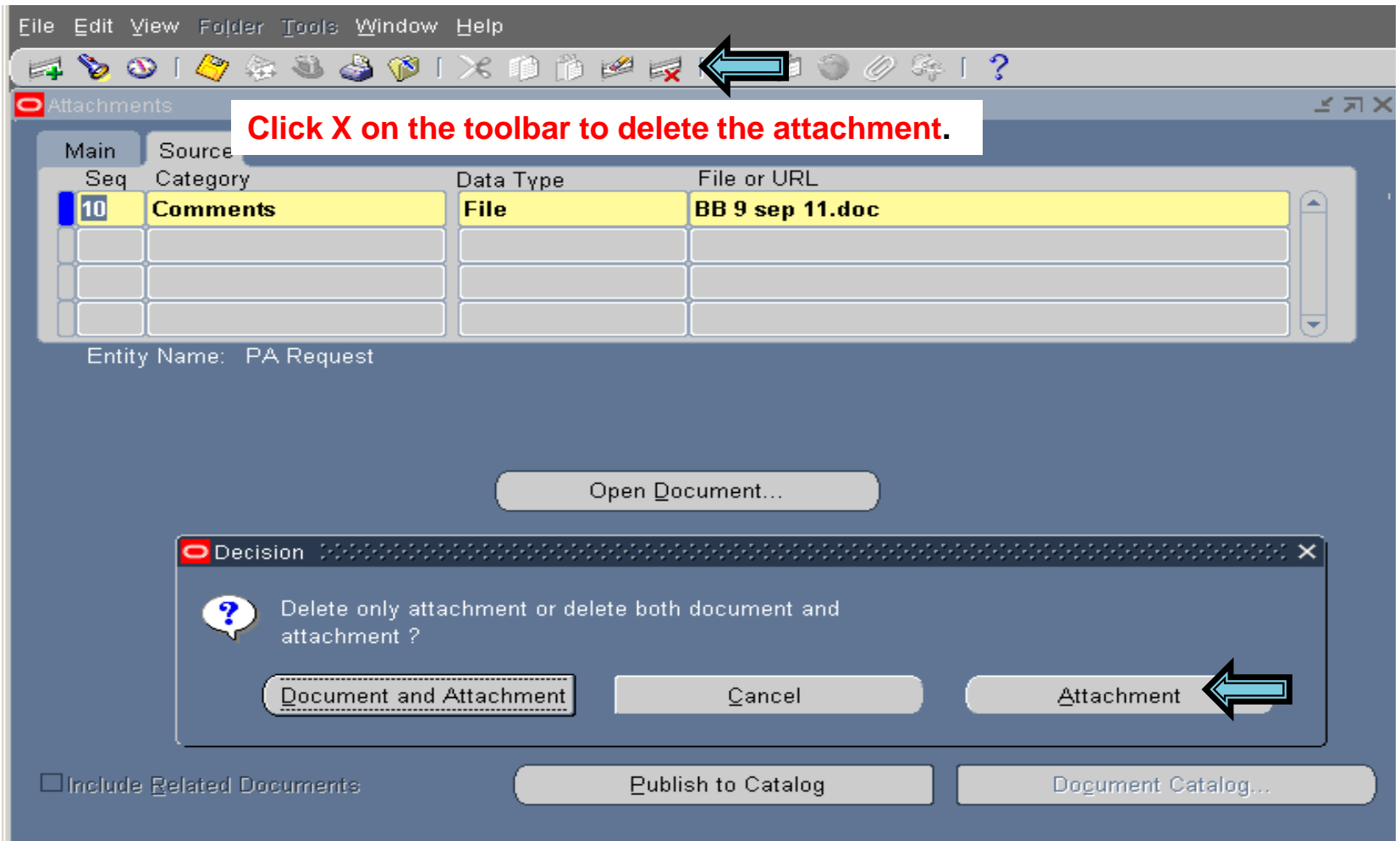
Entity Name: PA Request

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>.

The screenshot shows a software window titled "Attachments" with a menu bar (File, Edit, View, Folder, Tools, Window, Help) and a toolbar. A blue arrow points to a yellow disk icon in the toolbar. The window contains a table with columns: Seq, Category, Data Type, and File or URL. The first row has "20" in the Seq column and yellow cells in the Category and Data Type columns. A second blue arrow points to the window's close button (X) in the top right corner. Below the table, the text "Entity Name: PA Request" is visible. A large white box in the center contains the following instructions:

**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.**

At the bottom of the window, there is a checkbox labeled "Include Related Documents" and two buttons: "Publish to Catalog" and "Document Catalog..."