

Self Service ‘MyBiz’ Module 1, Chapter 2 Accessing My Information

Introduction

The *Employee* ‘MyBiz’ module provides employees the ability to view their employment-related information. The following pages provide a brief overview of the ‘MyBiz, MyInformation’ functionality.

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Accessing 'My Information' - General Information

After logging into the Defense Civilian Personnel Data System (DCPDS) Portal, select 'MyBiz',  [My Information](#) function to view your information.



Figure 1

The header displays a summary of your current position and a link to Emergency Contact information. This information is viewable from any tab selected.



Figure 2

Show/Hide Information

Show

A "Show" link displays when additional information is available. Select the



link to open the folder and view the additional data.

Details	Effective Date	Job	Grade/Pay Band	Step or Rate
	27-Mar-2011	Aircraft Mechanic (8852)	WS-10	02

Figure 3

Hide

Once you finish viewing the information, select  to close the folder.

Details	Effective Date	Job	Grade/Pay Band	Step or Rate																																																		
	27-Mar-2011	Aircraft Mechanic (8852)	WS-10	02																																																		
<table border="0"> <tr> <td>Work Schedule</td> <td>F - Full-Time</td> <td>Part-Time Hours Biweekly</td> <td colspan="2"></td> </tr> <tr> <td>Pay Rate Determinant</td> <td>D - Regular Rate</td> <td>WGI Due Date</td> <td colspan="2">23-Sep-2012</td> </tr> <tr> <td>WGI Pay Date</td> <td>23-Sep-2012</td> <td>Last Equivalent Increase</td> <td colspan="2">27-Mar-2011</td> </tr> <tr> <td>Key Emergency Essential Empl</td> <td>Not Assigned to Key Emergency Employee</td> <td>Tenure</td> <td colspan="2">2 - Conditional - Tenure Group 2</td> </tr> <tr> <td>Position</td> <td></td> <td>Date Arrived Personnel Office</td> <td colspan="2">20-Sep-2010</td> </tr> <tr> <td>Annuitant Indicator</td> <td>3 - Ret Enlisted</td> <td>Assignment NTE Date</td> <td colspan="2"></td> </tr> <tr> <td>Assignment NTE Start Date</td> <td></td> <td>Leave Without Pay End Date</td> <td colspan="2"></td> </tr> <tr> <td>Leave Without Pay Start Date</td> <td></td> <td>Sabbatical End Date</td> <td colspan="2"></td> </tr> <tr> <td>Sabbatical Start Date</td> <td></td> <td></td> <td colspan="2"></td> </tr> <tr> <td>Email Address</td> <td></td> <td></td> <td colspan="2"></td> </tr> </table>					Work Schedule	F - Full-Time	Part-Time Hours Biweekly			Pay Rate Determinant	D - Regular Rate	WGI Due Date	23-Sep-2012		WGI Pay Date	23-Sep-2012	Last Equivalent Increase	27-Mar-2011		Key Emergency Essential Empl	Not Assigned to Key Emergency Employee	Tenure	2 - Conditional - Tenure Group 2		Position		Date Arrived Personnel Office	20-Sep-2010		Annuitant Indicator	3 - Ret Enlisted	Assignment NTE Date			Assignment NTE Start Date		Leave Without Pay End Date			Leave Without Pay Start Date		Sabbatical End Date			Sabbatical Start Date					Email Address				
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Figure 4



Information Tabs - The following is a list of the tabs with associated information.

Appointment Tab contains your current appointment information.

Appointment			
Appointment	Position	Personal	Salary
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
<input type="checkbox"/> Hide	27-Mar-2011	Aircraft Mechanic (8852)	W5-10
Work Schedule	F - Full-Time	Part-Time Hours Biweekly	
Pay Rate Determinant	0 - Regular Rate	WGI Due Date	23-Sep-2012
WGI Pay Date	23-Sep-2012	Last Equivalent Increase	27-Mar-2011
Key Emergency Essential Empl	Not Assigned to Key Emergency Employee Position	Tenure	2 - Conditional - Tenure Group 2
Annuitant Indicator	3 - Ret Enlisted	Date Arrived Personnel Office	20-Sep-2010
Assignment NTE Start Date		Assignment NTE Date	
Leave Without Pay Start Date		Leave Without Pay End Date	
Sabbatical Start Date		Sabbatical End Date	
Email Address			

Figure 5

Position Tab contains your position information.

Appointment						
Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance
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	Position Name	Organization	Grade/Pay Band	Job Title	Target Grade
<input type="checkbox"/> Hide	20-Sep-2010	9T203 AIRCRAFT MECHANIC SUPERVISOR	58 MAINTENANCE SQ AF0JRV0	W5-10	Aircraft Mechanic (8852)	W5-10
Supervisory Status	2 - Supervisor or Manager		Work Schedule	F - Full-Time		
Part-Time Hours Biweekly			Pay Basis	PH - Per Hour		
FLSA Category	E - Exempt		Bargaining Unit Status	8888 - Ineligible for Inclusion In A Bargaining Unit		
Pay Table ID	W089 Oracle Federal Wage Grade Pay Table (FWA) No. W089		Position Sensitivity	Noncritical-Sensitive (NCS) National Security Risk		
Security Access	Access National Agency Check and Inquiries (ANACI)		PRP/SCI			
Payroll Office ID	DE		Supervisory Diff Eligibility			
Position Occupied	1 - Competitive Service		Language Required			
Drug Test	Agency Req Drug Test of Incumbent(Tier One)		Training Program ID	YY - Not Applicable		
Key Emergency Essential	Position Not Designated Emergency-Essential Or Key		Intelligence Position Ind	Non-Defense Civilian Intelligence Personnel System		
LEO Position Indicator	0 - No Applicable Program					

Figure 6



Personal Tab contains your specific personal information.

Figure 7

Salary Tab contains your pay related information.

Figure 8

Benefits Tab contains your benefits related information.

Figure 9

Awards and Bonuses Tab displays your award and/or bonus information.

[Profile](#) | [Disability](#) | [Language](#) | [Ethnicity and Race](#) | [Emergency Contact](#) | [Education](#) | [Training](#) | [Certifications/Licenses](#) | **[Awards and Bonuses](#)**

This section captures your monetary and non-monetary awards. By adding non-monetary awards you are self-certifying the data you enter is valid. Human Resources may request you provide documentation for verification purposes. Only non-monetary awards can be added by employee.

TIPS:
 Updating awards is limited to the list provided within the list of values. All other awards must be added by your HR Office.
 Select the 'Add' button to add new Awards.
 To 'Delete' Self Certified Awards, first select the entry then select the Delete button. To correct a 'self certified' entry, select 'Delete' and re-enter the awards data under 'Add'. Awards marked as 'Verified' can only be updated by your HR office.

Awards and Bonuses

Select Object: [Delete](#) | [Add](#)

Select/Award Update Source	Date Award Earned	Award Type	Amount or Hours	Award Percentage	Award Agency
<input type="checkbox"/> Verified	13-Jun-2011	Performance Award	\$800		
<input type="checkbox"/> Verified	21-Sep-2010	Special Act or Service Award	\$700		

Figure 10

Performance Tab displays your performance appraisal information.

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

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

Details	Appraisal Type	Rating of Record
Show	Annual Appraisal	3 - Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successfu
Show	Transferred From Another Agency	X - Not Rated
Show	Annual Appraisal - NSPS	3 - Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successfu
Show	Annual Appraisal - NSPS	3 - Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successfu
Show	Annual Appraisal - NSPS	4 - Exc Expec, Exc Full Succ, Excel, High-Succ, High Effec, S
Show	Annual Appraisal	3 - Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successfu
Show	Annual Appraisal	3 - Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successfu
Show	Annual Appraisal	3 - Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successfu
Show	Annual Appraisal	3 - Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successfu
Show	Annual Appraisal	3 - Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successfu
Show	Annual Appraisal	3 - Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successfu

Figure 11

Personnel Actions Tab displays your personnel notifications.

[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 are available for viewing. For non-appropriated fund and local national employees only those Personnel Notifications processed on or after viewing.

View NPAs | [View Selected](#)

Select All | Select None

Select	Effective Date	First NOA	First NOA Description	Second NOA	Second NOA Description	Uj
<input type="checkbox"/>	25-Sep-2011	790	Realignment			20
<input type="checkbox"/>	13-Jun-2011	840	Individual Cash Award RB			14
<input type="checkbox"/>	21-Sep-2010	002	Correction	849	Individual Cash Award NRB	23
<input type="checkbox"/>	21-Sep-2010	849	Individual Cash Award NRB			21
<input type="checkbox"/>	23-May-2010	0912	Change in Position Number			21
<input type="checkbox"/>	23-May-2010	890	Misc Pay Adj			27
<input type="checkbox"/>	14-Feb-2010	130	Transfer			17

Figure 12



To view a Notification of Personnel Action (NPA), click in the box located in the 'Select' column and then select the 'View Selected' button.

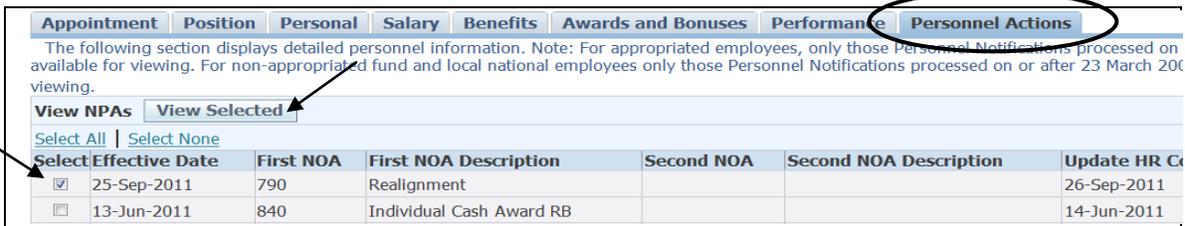


Figure 13

Select 'Open'



Figure 14

The NPA displays.

NOTIFICATION OF PERSONNEL ACTION																				
1. Name (Last, First, Middle)				2. Social Security Number				3. Date of Birth				4. Effective Date 01-04-2009								
FIRST ACTION										SECOND ACTION										
5-A. Code		5-B. Nature of Action																		
893		Reg WRI																		
5-C. Code		5-D. Legal Authority																		
ZLM		10 U.S.C. SEC 2164																		
5-E. Code		5-F. Legal Authority																		
7. FROM: Position Title and Number POLICE OFFICER G426A -										15. TO: Position Title and Number POLICE OFFICER G426A -										
8. Pay Plan		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary			13. Pay Basis									
AD		0083		07		04		\$58,345.00			PA									
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay					20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay		20D. Other Pay			
\$49,199.00		\$9,146.00		\$58,345.00							\$53,379.00		\$12,331.00		\$65,710.00					
14. Name and Location of Position's Organization 60D 65 DDAAPF 943110 PENTAGON FORCE PROTECTION AGENCY PENTAGON POLICE DIRECTORATE OPERATIONS DIVISION OPERATIONS RELIEFS WASHINGTON, DC										22. Name and Location of Position's Organization A60D 65 DDAAPF 943110 PENTAGON FORCE PROTECTION AGENCY PENTAGON POLICE DIRECTORATE OPERATIONS DIVISION OPERATIONS RELIEFS WASHINGTON, DC										

Figure 15



Other Features

Home

To return to the homepage from **Update My Information** within ‘**My Biz**’, select the **Home** link.



Figure 16

After selecting the **Home** link, the ‘**My Biz**’ homepage displays.



Figure 17

Interactive Customer Evaluation (ICE)

The [ICE MyBiz](#) link allows users to electronically review Component services/products.



Figure 18

Logging Out of 'My Biz'

To properly logout, select the [Logout](#) link at the top or bottom of page and exit your DCPDS Portal session.

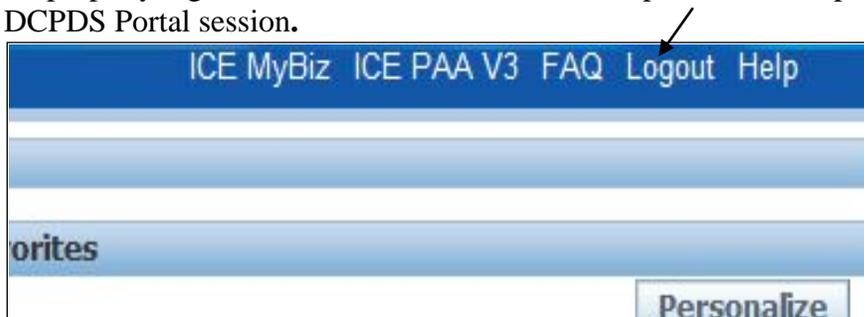


Figure 19