Self Service 'MyBiz' Module 1, Chapter 2 Accessing My Information

Introduction	The <i>Employee</i> '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', WyInformation 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.



Show/Hide Information

Show

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

 \bigcirc Show link to open the folder and view the additional data.

Details Effective Date Job Grade/Pay Band	Step or Rate
<hr/>	02



Hide

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

Details Effective Date	Job	Grade/Pay Band	Step or Rate
Bide 27-Mar-2011	Aircraft Mechanic (8852)	WS-10	02
Work Schedule Pay Rate Determisant WGI Pay Date Key Emergency Essential Empl Associated Publication	F Full-Time O Regular Rate 23-56p-2012 Not Assigned to Key Emergency Employee Post-Based To Key Emergency Employee Post-Based Full-Part Part Part Part 2 - Red Employee	Part-Time Hours Biweekby WGB Due Date Last Equivalent Increase Tenure	23-Sep-2012 27-Mar-2011 2 - Conditional - Tenure Group 2 20.Sep. 2010
Addignment NTL Start Date Leave Without Pay Start Date Sabbatical Start Date	5 - Net EMBLED	Assignment NTE Date Leave Without Pay End Date Sabbatical End Date	20 360 2010



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

Appointment Position Personal	Salary Benefits Awards and Bonuses	Performance	Personnel Action	s			
Information displayed in this section is base	d on changes to either the Position, Organizati	on, Location, Grade	, Job or Assignment	Status.			
				Previous	1-1	-	Next 1
Details Effective Date	Job	Grade/Pa	y Band	Step	or Ra	te	
Hide 27-Mar-2011	Aircraft Mechanic (8852)	WS-10		02			
Work Schedule	F - Full-Time	Part-T	ime 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	- Tenu	ire Gr	oup 2
Annuitant Indicator	3 - Ret Enlisted	Date Arriv	ed Personnel Office	20-Sep-2010			
Assignment NTE Start Date		As	signment NTE Date				
Leave Without Pay Start Date Sabbatical Start Date Email Address		Leave W	ithout Pay End Date Sabbatical End Date				



Position Tab contains your position information.







The following section displays uscaned histor	rical information through today's date.		
			S Previous 1-1 • Next.
etails As Of Effective Date			
Hide 19-Sep-2011			
SCD Leave	20 Sep 2010	Social Security Number	
Date Of Birth	21-May-1964	Gender	Female
Disability Code	05 - I do not have a disability.	Citizenship	1 - U.S. Citizen, includes U.S. Nationals
Date Last Promotion		Agency Code Transfer From	
Veterans Preference	1 - None	Veterans Preference for RIF	N - No
Veterans Status	P - Post-Vietnam-Era Veteran	Email Address	
Appointment Type	2A - Competitive - Career- Conditional	Current Appointment Authority (1)	ZBA
Current Appointment Authority (2)		Previous Retirement Coverage	Never Covered
SCD Civilian	20-Sep-2010	SCD RIF	20-Sep-2010
SCD Retirement	20-Sep-2010	Reserve Category	Not Applicable
Military Recall Status	Y - Not Applicable	Date Retired Uniform Service	01-Jul-2010
Uniform Service Component	1 - Regular-Persons Whose Continuous Svc Is Contemplated by Law	Uniform Service Designation	F - Air Force
Retirement Grade	38	Military Retirement Waiver Ind	2 - Waiver Not Required
Exception Retirement Pay Ind	1 - Not	Creditable Military Service	000000
	Required/Requested/Granted		
Frozen Service	000000	Date Conversion Career Begins	20 Sep 2010
Date Conversion Career Due	20-Sep-2013	Date Recmd Conversion Begins	
Date Recmd Conversion Due		Date VRA Conversion Due	
Date Prob/Trial Period Begins		Date Prob/Trial Period Ends	
Ethnicity And Race SCD SES	White	SCD Special Retirement	

Personal Tab contains your specific personal information.

Salary Tab contains your pay related information.

Appointment Positio	n Personal	Salary Benefit	s Awards and Bonuses	Performance	Personnel /	Actions	
The following section disp	lays detailed hist	orical information t	hrough today's date.				
						O Previous 1-1	- Next 1
Details Effective Date	Basic Pay	Locality Pay	Adjusted Basic Pay	Other Pay	Total Pay	Locality Percentage	Currency
∃Hide 27-Mar-2011	31.90	0.00	31.90		31.90	14.16	USD
Ret	AUO Availability Pay ention Allowance visory Differential		A	AUO Pre vailability Pay Pre Retention A	emium Pay Indi emium Pay Indi Ilowance Percer	cator cator stage	

Figure 8

Benefits Tab contains your benefits related information.

Appointment Positi	on Personal	Salary Ben	efits Awards and Bo	nuses Performance	Personnel Actions		
The following section dis	splays detailed h	istorical information	on through today's date.				
FEGLI			Start Da	te			
Basic only			20-Sep-2	010			
Health Benefits							
						③ Previous 1-1	- Next 1 @
Details Start Date	Health Plan			Enrollment		Premium Co	onversion
Show 21-Nov-2010 Federal Employee Health Benefit			s Special Code (ZZ)	Enrollment W	Enrollment Waived/Cancelled (Y)		
Thrift Saving Plan							
Details Start Date	Amou	nt Rate	Status			Status	Date
		3	A - Automatically Er	rolled Participant (A)	20-Sep-	2010	
TSP Catch Up Contribution							
Start Date			End Date	Catch U	p Amount		
No results found.							
Retirement Plan							
Retirement Plan			FERS Coverage				
K - FERS and FICA			A - Automatically Cover	ed By FERS			

Figure 9



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

Profile Disability Langua This section captures your moneta may request you provide documer	ge Ethnicity and Rad ry and non-monetary awa itation for verification pur	ce Emergency Contact Educ ards. By adding non-monetary award poses. Only non-monetary awards ci	ation Training C Is you are self-certifying an be added by employ	ertifications/License g the data you enter is v ee.	Awards and Bonuses alld. Human Percources (HR)
TIPS: Updating awards is limite	d to the list provided with	in the list of values. All other awards	a must be added by you	Ir HR Office.	
Select the 'Add' button to	add new Awards.				
To 'Delete' Self Certified / under 'Add'. Awards mar	Awards, first select the ent ked as 'Verified' can only b	try then select the Delete button. To be updated by your HR office.	correct a 'self certified'	entry, select 'Delete' and	I re-enter the awards data
Awards and Bonuses					
Preventos onto portos po					
Select Object: Delete	Add				
Select Object: Delete Select Award Update Source	Add Date Award Earned	Award Type	Amount or Hours	Award Percentage	Award Agency
Select Object: Delete Select Award Update Source Verified	Add Date Award Earned 13-Jun-2011	Award Type Performance Award	Amount or Hours \$800	Award Percentage	Award Agency

Figure 10

Performance Tab displays your performance appraisal information.

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance
	rosición	I CISOIIUI	Sulary	Denenta		(critorinance
The following se	ection display	s detailed his	torical info	ormation thro	ugh today's date.	\checkmark
Details Apprais	al Type		R	ating of Re	cord	
Show Annual A	Appraisal		3	- Valued Per	f, Acceptable, Fully Succ, I	Pass, Sat, Successfu
Show Transfer	red From An	other Agency	×	- Not Rated		
Show Annual A	Appraisal - NS	SPS	3	- Valued Per	f, Acceptable, Fully Succ, I	Pass, Sat, Successfu
Show Annual A	Appraisal - NS	SPS	3	- Valued Per	f, Acceptable, Fully Succ, I	Pass, Sat, Successfu
<u> Show</u> Annual A	Appraisal - NS	SPS	4	- Exc Expec,	Exc Full Succ, Excel, High	-Succ, High Effec, S
Show Annual A	Appraisal		3	- Valued Per	f, Acceptable, Fully Succ, I	Pass, Sat, Successfu
Show Annual A	Appraisal		3	- Valued Per	f, Acceptable, Fully Succ, I	Pass, Sat, Successfu
<u>∋ Show</u> Annual A	Appraisal		3	- Valued Per	f, Acceptable, Fully Succ, I	Pass, Sat, Successfu
<u> </u>	Appraisal		3	- Valued Per	f, Acceptable, Fully Succ, I	Pass, Sat, Successfu
I → Show Annual A	Appraisal		3	- Valued Per	f. Acceptable. Fully Succ. I	Pass. Sat. Successfu
			Fie	mro 11		

Figure 11

Personnel Actions Tab displays your personnel notifications.

App	ointment	Position	Personal	Salary	Benefits	Awards and	Bonuses	Performance	Personnel A	ctions
The availat viewin	following sec ole for viewin ig.	tion displa g. For non	iys detailed p -appropriate	ersonnel inf d fund and l	ormation. No ocal national	te: For approp employees on	riated emplo ly those Pers	ovees, only thos onnel Notificati	e Personnel Notifi ons processed on	or after
View	NPAs Vie	ew Select	ed							
Select	All Select	None								
Selec	t Effective I	Date	First NOA	First NOA	Description	n Se	cond NOA	Second NC	A Description	U
	25-Sep-201	1	790	Realignme	nt					20
100	13-Jun-201	1	840	Individual	Cash Award	RB				14
100	21-Sep-201	0	002	Correction		84	9	Individual C	ash Award NRB	23
	21-Sep-201	0	849	Individual	Cash Award	NRB				21
[[[]]]	23-May-20	10	0912	Change in	Position Nurr	iber				21
	23-May-20	10	890	Misc Pay A	dj					27
123	14-Feb-201	.0	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.

		Арро	intment	Position	Personal	Salary	Benefits	Awards a	and Bonuses	Perfor	mance	Personnel A	Actions	
		The f availabl	ollowing seo e for viewin	ction displang. For non	ys detailed pe -appropriated	ersonnel inf I fund and I	ormation. No ocal national	employees	ropriated emplo only those Pers	oyees, on sonnel No	ly those l otification	Personnel Notif s processed on	fi cations or after	processed on 23 March 200
	View NPAs View Selected													
/		Select	All Select	None										
	\smallsetminus	Select	Effective	Date	First NOA	First NOA	Descriptio	n	Second NOA	Seco	nd NOA	Description	U	pdate HR Co
	1		25-Sep-20	11	790	Realignme	nt						20	5-Sep-2011
			13-Jun-201	11	840	Individual	Cash Award	RB					14	4-Jun-2011

Figure 13

Select 'Open'



Figure 14

The NPA displays.

PM Supp.	e of Person 296-33, S	nel Management ubch. 4	M	NOTIFICA	TION	OF PER	SONNE	L ACTI	ON					
1. Name (Last, First, Middle)					2. Social S	Security Nu	mber 3	. Date	of Birth	4. EM	ective Dat 01-04-20	e 009		
FIRST	ACTION	1					SECON	ID ACTI	ON					
5-A. Code 5-B. Nature of Action 893 Reg WRI					6-A. Code 6-B. Nature of Action									
5-C. Code 5-D. Legal Authority ZLM 10 U.S.C. SEC 2164					8-C. Code 8-D. Legal Authority									
5-E. Code	5-F. Legal	Authority					6-E. Code	0-F. Legal	Authority					
7. FROM: Position Title and Number POLICE OFFICER 3426A -					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 Sala	ey .	13.Pay Basis	16. Pay	17. Oce.	18.Grade or Leve	19.Step	o or Rate 2	0. Total Sala	ry/Award	21. Pa
AD	0083	07	04	\$58,345	5.00	PA	Pian AD	0083	07	0	5	\$65,710	.00	P/
12A. Bosic \$49,1	99.00	128. Locaity Adj. \$9,146.00	12C. A \$5	dj. Basic Pay 8,345.00	120. Ot	ther Pay	20A. Bosi \$53,	o Poy 379.00	208. Locality \$12,331.	лај. 00	200. Ad \$65	j. Basie Pay 710.00	200. 01	her Pay
14. Name and Location of Position's Organization (60D 65 DDAAPF 943110 PENTAGON FORCE PROTECTION AGENCY PENTAGON POLICE DIRECTORATE DPERATIONS DIVISION DPERATIONS RELIEFS MASHINGTON 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.

🕒 Favorites 🔻	ICE MyBiz	ICE PAA V3	FAQ Home Logout Help
]	Figure 16	

After selecting the Home link, the 'My Biz' homepage displays.

Department of	of Defense	
	🛃 Favorites 🔻	ICE MyBiz ICE PAA V3 FAQ Logout Help
		Favoritas
Navigator		Dorconaliza
С Му Від	My Biz My Information Update My Information Employment Verification	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 <u>Click here</u>
"Mv Biz and associated web names are web	Performance Appraisal Application (PAA)	DCPDS Timing Out "Idle" Notice! DCPDS My Biz, MyWorkplace and Human
the Defense Civilian Personnel Data System personal personnel records. The DoD MyBi personnel within a .mil or dodea.edu netw enterprise using "MyBiz" in whole or in part	(DCPDS) to allow DoD personnel access to and management of their z and associated tools can be accessed only by authorized DoD ork. The DoD MyBiz tool has no association with any private or other t as a title or logo."	Resources user connections that are inactive ("idle") for 60 minutes will automatically terminate.
	Figure 17	



Interactive Customer Evaluation (ICE)



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.

	ICE MyBiz	ICE PAA V3	FAQ	Logout	Help
orites				-	
				Pers	onalize

Figure 19

