

## Quick Guide for Modified NSPS CWB

### Overview

This quick guide provides information about the modified CWB. The modified CWB is used to align ratings, but the employees will not be entitled to receive a payout, just a rating of record. The modified CWB allows the pay pool several methods for calculating bonus amounts for these employees. Those calculated bonus amounts will not be exported.

### CWB Updates

The modified CWB will seem quite similar to the established NSPS CWB tool. The premise of the tool remains the same. Personnel and assessment data is fed to it from files downloaded from the PAA, and an export file is created that sends final rating decisions back to the online PAA. The tool still allows for the reconciliation of ratings of record for the group. Bonus amounts can be calculated using one of several different methods, as explained below. No monetary values are passed back to the PAA for automatic processing. It will be the responsibility of the organization to process bonus transactions.

### Key Differences

1. **Funding Tab** The screen shots below show the new decisions that can be made in the modified CWB.
  - a. With regard to bonus funding, the pay pool can choose to base all calculations on base salary or adjusted (with locality) salary. Depending on which is chosen, all percentages will be expressed in the relevant terms. A funding percentage may be entered, and it will be calculated using a sum of the salaries chosen in step one. All employees' salaries are utilized in the funding calculation. You will notice in the Pay Pool Panel tab that there is no longer the flag to include or not include an individual employee in the funding pool calculation.

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#### **Bonus Funding**

<b>Step 1:</b> Select which salary to use in funding calculations.			
<input checked="" type="radio"/> <b>Base Salary</b>		<input type="radio"/> <b>Adjusted Salary</b>	
<b>Step 2:</b> Enter your bonus funding percentage			
<b>Funding %</b>	=	<input type="text" value="0.80%"/>	
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<b>Bonus Funding \$</b>	=	Sum of Salaries	X Funding %
\$0	=	\$0	0.8000%

- b. The tool also enables the distribution of bonus funds using one of several methods. A pay pool may choose to enter individual bonuses by hand. If so, it can be done by dollar amount or percent of applicable salary (starting or adjusted). A running tally of hand-entered amounts is kept, and care must be taken to stay within the stated bonus budget. A more automated method would be to choose a share-based distribution, which allows the pay pool to enter shares for any individual they wish to receive a bonus. The tool will then distribute available funds based on either dollars (same number of shares = same \$ bonus) or percent (same number of shares = same % bonus). Note that shares are no longer tied to the rating. They may be entered as any positive whole number.

### Bonus Distribution Methodology

Hand Enter

Share-based

by Percentage

by Dollar Amount

Dollar Share Value  
Selecting this option means employees with the same number of shares will get the same bonus in dollars

Percentage Share Value  
Selecting this option means employees with the same number of shares will get the same bonus in percent of salary

- 2. **Pay Pool Panel** The number of visible columns utilized in this tab has notably shrunk from 73 to 34. The entire Salary section is gone as well as most of the decision flags. The bonus section remains but is much reduced and will change appearance depending on the choices made regarding the bonus distribution.

- a. If the choice is to hand-enter bonus amounts, this view will be visible.

Y	Z	AA	AB	AC	AD	AE	AH	AI
						<b>Budget Information</b>		
						<b>Bonus Funding</b>	<b>0.80%</b>	<b>\$55,930</b>
						Allocated	0.12%	\$8,216
						Remaining	0.68%	\$47,614
						Distribution Method = Hand Enter (by % of pay)		
	Shares (optional)	Max Pay	LMS Rate	Base Salary	Adjusted Salary	Wildcard 4	Bonus (\$)	Bonus (%)
	4	\$93,175	24.22%	\$71,589	\$88,928		\$1,432	2.00%
	2	\$135,993	24.22%	\$90,209	\$112,058		\$1,804	2.00%
	5	\$65,371	24.22%	\$44,334	\$55,072		\$687	2.00%
	5	\$135,993	24.22%	\$84,808	\$105,348		\$0	0.00%
	4	\$65,371	24.22%	\$40,280	\$50,036		\$0	0.00%
	5	\$93,175	24.22%	\$95,220	\$95,220		\$0	0.00%
	5	\$135,993	24.22%	\$98,486	\$122,339		\$0	0.00%
	5	\$59,505	24.22%	\$44,916	\$55,795		\$0	0.00%
	5	\$135,993	24.22%	\$95,713	\$118,895		\$0	0.00%
	5	\$65,371	24.22%	\$37,262	\$46,287		\$0	0.00%
	2	\$93,175	24.22%	\$79,358	\$98,579		\$0	0.00%
	2	\$93,175	24.22%	\$72,738	\$90,355		\$0	0.00%
	2	\$135,993	24.22%	\$90,863	\$112,870		\$0	0.00%
	2	\$135,993	24.22%	\$83,071	\$103,191		\$0	0.00%
	2	\$135,993	24.22%	\$98,465	\$122,313		\$0	0.00%
	2	\$135,993	24.22%	\$90,137	\$111,968		\$0	0.00%
		\$93,175	24.22%	\$78,243	\$97,193			

b. If the choice is to make the distribution share-based, this is the view.

Y	Z	AA	AB	AC	AD	AE	AF	AG	
Bonus	<b>Budget Information</b>								
							<b>Bonus Funding</b>	<b>0.8000%</b>	\$55,830
							Allocated	<b>0.7989%</b>	\$55,757
							Remaining	<b>0.0010%</b>	\$73
	Distribution Method = Share-based (share is \$ amount)								
	Share Value = \$155								
		<b>Shares (optional)</b>	<b>Max Pay</b>	<b>LMS Rate</b>	<b>Base Salary</b>	<b>Adjusted Salary</b>	<b>Wildcard 4</b>	<b>Bonus (\$)</b>	<b>Bonus (%)</b>
			\$93,175	24.22%	\$85,857	\$106,652			
			\$93,175	24.22%	\$80,561	\$100,073			
		4.333	\$93,175	24.22%	\$87,455	\$108,637		\$671	0.77%
	3	\$135,993	24.22%	\$88,475	\$109,904		\$464	0.52%	
	4	\$39,748	24.22%	\$28,694	\$35,644		\$619	2.16%	
	4	\$93,175	24.22%	\$71,589	\$88,928		\$619	0.86%	
	2	\$135,993	24.22%	\$90,209	\$112,058		\$309	0.34%	
	5	\$65,371	24.22%	\$44,334	\$55,072		\$774	1.75%	
	5	\$135,993	24.22%	\$84,808	\$105,348		\$774	0.91%	
	4	\$65,371	24.22%	\$40,280	\$50,036		\$619	1.54%	
	5	\$93,175	24.22%	\$95,220	\$95,220		\$774	0.81%	
	5	\$135,993	24.22%	\$98,486	\$122,339		\$774	0.79%	
	5	\$59,505	24.22%	\$44,916	\$55,795		\$774	1.72%	
	5	\$135,993	24.22%	\$95,713	\$118,895		\$774	0.81%	
	5	\$65,371	24.22%	\$37,262	\$46,287		\$774	2.08%	
	2	\$93,175	24.22%	\$79,358	\$98,579		\$309	0.39%	

3. **Employee Notices** A feedback report can be generated for each rated employee. It too is noticeably reduced. The only information given is the ratings information. The full view of Ratings by Objective is standard now (not optional) and the Final Rating of Record is at the bottom. Below is a sample.

