



**National Security  
Personnel System**



# *Manage Pay Pool Identifier Application user guide*

*Version 1.1 – Fall 2007*



# User Guide

## National Security Personnel System (NSPS) Manage Pay Pool Identifier (MPP ID) Application

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# About This Guide

## Who Should Use This Guide

The Manage Pay Pool Identifier (MPP ID) Application User Guide, Version 1.1, is for pay pool managers, pay pool administrators, human resources (HR) practitioners and others with responsibility for establishing pay pools in the automated tool or creating and maintaining the pay pool structure and membership.

## Introduction

This guide provides you with basic information about how to use the MPP ID application to support the performance and pay pool management processes under the National Security Personnel System (NSPS). The MPP ID User Guide shows you how to create pay pool IDs, assign roles within pay pools and sub-pay pools, and assign employees to pay pools to establish the pay pool hierarchies necessary to manage, control, and disburse performance-based pay increases and bonuses. This guide consists of three major sections:

### ***What You Need to Know Before You Begin***

Furnishes you with background information about the MPP ID application and its relationship to the Performance Appraisal Application (PAA) and Compensation Workbench (CWB) application. PAA and CWB, along with MPP ID, comprise the suite of applications developed to support NSPS performance and pay pool management processes.

### ***MPP ID Procedures***

Shows you how to create and maintain pay pool IDs and manage pay pool roles and membership using the application. Each task is presented with step-by-step procedures and screen captures. A brief description of the purpose and work context of tasks and procedures is included.

### ***MPP ID Procedures for HR Practitioners***

Contains additional information for HR practitioners only. HR practitioners may be required to assign or change employees' pay pool memberships to accommodate changes resulting from personnel actions.

This guide helps get you started using MPP ID. It also serves as a reference whenever you need assistance with a particular task. If you need to know how to perform a specific task or procedure, use the table of contents to locate it. If this is your first time using MPP ID, start by reviewing the *What You Need to Know Before You Begin* section.

## Conventions

Standard conventions for format and layout are used in this guide to make it easier for you to view and understand information. The conventions are as follows:

Item	Convention
Tabs	Bold <i>Example:</i> Select the <b>Create PP ID</b> tab.
Links	Underlined <i>Example:</i> Select <u>Manage Pay Pool Members</u> .
Buttons	Bold; identified as a button <i>Example:</i> Select the <b>Preview</b> button.
Icons	Bold; icon displayed and identified as an icon <i>Example:</i> Select the <b>Save</b>  icon.
Column Heads	Bold <i>Example:</i> Review the information in the <b>Phase</b> column.
Dialog Box	Italic <i>Example:</i> Click the <b>OK</b> button in the <i>Save As</i> dialog box.
Field Names	Bold <i>Example:</i> Enter the sub-pay pool ID in the <b>Segment 2</b> field
Keyboard Keys	Bold; in brackets <i>Example:</i> Press < <b>F11</b> > to clear the screen.
Menu Items	Bold. Arrows indicate submenu selections. <i>Example:</i> Select <b>View → Requests</b> .
Screen Names	Italic <i>Example:</i> Select the <b>Login</b> button to go to the <i>Navigator</i> screen.
Section Names	Italic <i>Example:</i> Enter criteria in the <i>Selection Criteria</i> section.
List of Values (LOV)	Bold <i>Example:</i> Select a date from the <b>Process Date LOV</b> .
Window Names	Italic

Item	Convention
	<i>Example:</i> Select the <b>Preview</b> button to open the <i>Preview Records Decision</i> window.
Exact text to enter into field	Bold and italic <i>Example:</i> Enter <b><i>Equals</i></b> in the <b>Operator</b> field.

## Notes Icon

The notes icon indicates additional information. This information may include NSPS policy information or details that are not related directly to a step. For example:



After a mass process has been executed, you can review the selected employees in the preview but cannot make any further changes.

## Explanation Text

Explanation text located directly under a step provides additional information that might prove useful when completing a step or task. For example:

6. Enter the sub-pay pool ID into Segment 2.

Each new sub-pay pool ID is created by entering the primary pay pool ID into Segment 1, then entering a sub-pay pool ID into Segment 2. Follow this logic to create further sub-pay pool IDs under primary pay pool IDs.

## Caution Icon

The caution icon is used to provide warnings. For example:



Do not use your browser's **Back** button to return to the previous screen.

## Steps

Steps are numbered and used to identify the actions required to complete a task. The table on the previous page describes conventions used within a step to distinguish field names and other screen items and provides an example of how each is used in a step.

## Field Descriptions

Field description tables provide information about what to enter into a field. Default values are included in descriptions.

## Follow-on Menu or Button Selections

Follow-on menus or buttons indicate that a series of menu items or buttons is needed to complete a step. The item after the right-facing arrow indicates the follow-on item to select. For example:

7. Select **View** → **Requests**.

## Key Combinations

When more than one key must be pressed simultaneously to perform a step, the first key is followed by a plus sign, and then the next key. For example:

8. Press <Ctrl> + <F11> to clear the screen.

## Future Versions of this Guide

The MPP ID application in the Defense Civilian Personnel Data System (DCPDS) has undergone system changes since August 2007 when Version 1 of this guide was issued. Version 1.1 contains current information as of the August 2008 version of the MPP ID. This user guide will be updated as new features become available.

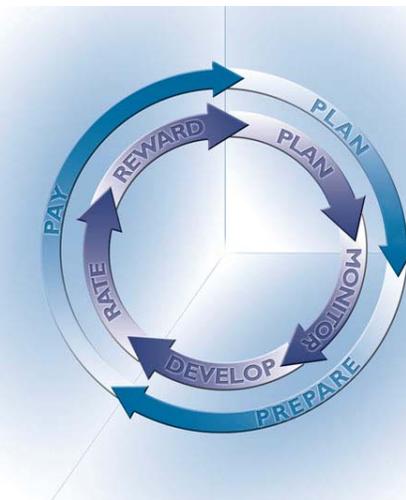
# *What You Need to Know Before You Begin*

## **What Is National Security Personnel System Performance Management?**

The National Security Personnel System (NSPS) is a pay-for-performance system designed to compensate and reward employees based on individual and organizational performance and contribution. Performance management in NSPS consists of the integration of two processes: performance management and pay pool management. The performance management cycle consists of five phases: Plan, Monitor, Develop, Rate, and Reward. The pay pool process consists of three phases: Plan, Prepare, and Pay. The concentric circles below illustrate the relationship between the timing of the phases of the performance management cycle and the pay pool process.

### 3. Pay Phase:

- Reconcile ratings and payout decisions.
- Communicate the decisions.
- Ensure that pay is allocated appropriately.



### 1. Plan Phase:

- Setup or revise the structure.
- Publish relevant information.
- Establish timelines.

### 2. Prepare Phase:

- Build a shared understanding of the performance levels.
- Revise the process.
- Conduct a mock pay pool.

The Overlap of the Pay Pool Process with the Performance Management Cycle

The Plan phase is the first phase of the pay pool process. It consists of the annual activities that parallel and support the Plan and Monitor phases of the performance management cycle. The Plan phase lays the foundation for the pay pool process. During this phase, the organization establishes the pay pool structure and timelines and publishes relevant information.

The Prepare phase parallels and supports activities of the Monitor and Develop phases of the performance management cycle. Activities during this phase help rating officials and pay pool panel members fine-tune their understanding of performance levels. The Prepare phase ends as the Rate phase of the performance management cycle begins.

The Pay phase supports the Rate and Reward phases of the performance management cycle. The activities of this phase, which center on reviewing and

reconciling rating and payout recommendations, are conducted and completed within three months of the end of the rating cycle.

## What Is a Pay Pool?

A pay pool is a group of employees who share in the distribution of a common pay-for-performance fund. Criteria for establishing pay pools under NSPS may include, but are not limited to, organizational structure, employee job function, geographical location, supervisory status, pay bands, complexity of work, and other considerations. An organization may have multiple pay pools within it. However, an entire organization or command can also form a pay pool.

Typically, pay pools include between 35 and 350 employees. If there are more than 350 employees in the same organization, more than one pay pool is recommended. Sub-pay pools are optional but may be organized subordinate to a pay pool when determined appropriate due to the size of the pay pool population, the complexity of the mission, the need to prevent conflicts of interest, or other similar criteria.

Decisions about pay pool structure should be made in conjunction with guidance from your Component. See appendix B for depictions of two pay pool structures, or hierarchies: one based on organization, and another based on function.

Pay pool panels convene during the Pay phase of the pay pool process, which occurs at the beginning of the performance management cycle's Reward phase. After rating officials provide recommendations on performance ratings, share allocations, and payout distributions, sub-pay pool panels and pay pool panels review these recommendations in consideration of the entire pay pool. Comparison with an entire pay pool enables managers or supervisors to confirm that, on a larger scale, the awards are meaningful enough to encourage the performance the organization needs. Comparing performance throughout the pay pool also helps managers or supervisors and rating officials develop a more consistent understanding of the different levels of performance, which leads to greater equity, consistency, and fairness throughout the process. Once the panel deliberations are completed the recommendations are routed to a committee, called the Performance Review Authority (PRA) that provides oversight of several pay pools. The PRA addresses consistency of performance management policies within a Component, Major Command, field activity, or other organization as determined by the Component. After the PRA has approved the panel's decisions, rating officials communicate the decisions to the employees during the annual appraisal conversation, which occurs during the Reward phase of the performance management cycle.

## What Is MPP ID?

The MPP ID establishes the pay pool hierarchy and assigns a unique alphanumeric identifier to each pay pool when it is created in the system. That identifier is also linked to all employees assigned to that pay pool or sub-pay pool. All employees with the same pay pool identifier belong to the same pay pool. In MPP ID an employee is referred to as a member.

Before the Pay phase of the pay pool process can occur, pay pools must be formed, and employees assigned to them as members using MPP ID.

MPP ID is also used to revise pay pool hierarchies based on experience from a previous cycle, to change roles assigned to members within a pay pool hierarchy, and to change membership in the pay pool as needed throughout the performance management cycle. Changes or updates to the relationship between an employee and his or her pay pool ID should be made with caution.

## How Does MPP ID Relate to Other Performance Management Applications?

MPP ID is one of three integrated applications that support the performance management lifecycle. MPP ID is used primarily during the Plan phase, whereas the other two applications are used throughout the rest of the performance management and pay pool phases. The other two applications are:

- ***Performance Appraisal Application (PAA)***: A self-service application used throughout the performance management cycle that allows rating officials, with input from employees, to create performance plans during the Plan phase, provide interim assessments during the Monitor and Develop phases, and enter performance ratings during the Rate and Reward phases. The PAA is integrated into the CWB (see the following paragraph) by directly linking the rating official's recommended rating of record to the compensation tool.
- ***Compensation Workbench (CWB)***: A self-service application that allows managers to manage, control, and distribute pay increases and bonuses during the Pay phase of the pay pool process. In order to use CWB, pay pools, roles within the pay pools, and pay pool membership must have been established previously in the MPP ID application.

## How Is MPP ID Used?

MPP ID is used to establish the basic relationship structure within the performance management applications. It is, in essence, used to create the filing system so that data can be entered, stored, and located effectively among all three applications. Pay pool managers and pay pool administrators should use this to perform the following functions:

- Create pay pool IDs and sub-pay pool IDs
- Assign employees to membership in pay pools and sub-pay pools
- Assign employees to specific pay pool roles, such as pay pool manager, pay pool administrator, or sub-pay pool manager

## What Do You Need to Run MPP ID?

Refer to appendix A in this guide for installation instructions.

# MPP ID Procedures

Effective pay pool operation and funds distribution during the Pay phase of the pay pool management process are serious responsibilities. Your Component has sole responsibility for assigning these duties in accordance with NSPS policy. Your Component must identify employees to serve as pay pool administrators, pay pool managers, and alternates, so that the HR system administrator can make the initial assignments. After you are designated as pay pool administrator (or pay pool manager) and assigned that role by the HR system administrator, you can access MPP ID and begin doing the following:

- Create pay pool IDs and sub-pay pool IDs
- Assign additional roles and responsibilities within the pay pools and sub-pay pools you create
- Assign employees to membership in those pay pools and sub-pay pools

## Before You Begin

Before using MPP ID, you must know the following:

- **The pay pool configuration, including naming conventions that your Component is adopting for assigning primary pay pool identifiers and sub-pay pool identifiers** — The configuration is a very important decision that is not easily changed after you begin creating pay pools and their identifiers. Naming conventions are also very important, and should be carefully thought out before assigning your pay pool identifiers.
- **Employee membership in the pay pool hierarchy** — That is, which employees should be members of which pay pool or sub-pay pool.
- **Specific roles and responsibilities assigned to employees within the pay pool hierarchy** — That is, pay pool manager, pay pool panel members, and sub-pay pool managers.

## Logging on to MPP ID

To access MPP ID, log on to the Employee Self-Service page and navigate to MPP ID.

Follow these steps to log on:



If you do not have logon information, please contact your HR systems administrator.

1. Open your Web browser.
2. Enter the Web site address (different for each Component).



To get more information on how to access and log on to Employee Self-Service, visit your Component home page.

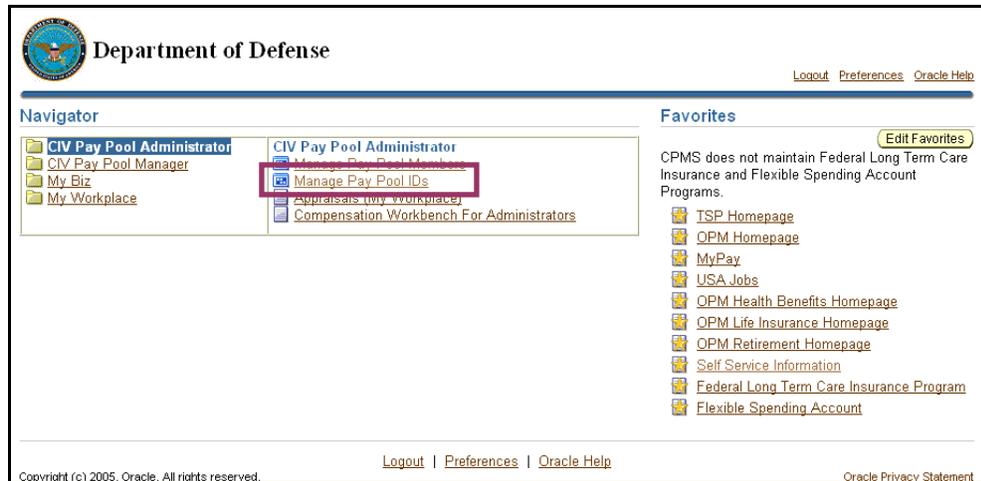
The *Login* screen for Employee Self-Service

3. Enter your user name and password.
4. Select the **Login** button to go to the *Navigator* screen.

The *Navigator* screen

5. Select your assigned role: CIV Pay Pool Administrator, CIV Alternate Pay Pool Administrator, CIV Pay Pool Manager, or CIV Alternate Pay Pool Manager.

All of these roles have the same level of responsibilities in MPP ID.



The Navigator screen with Manage Pay Pool IDs highlighted

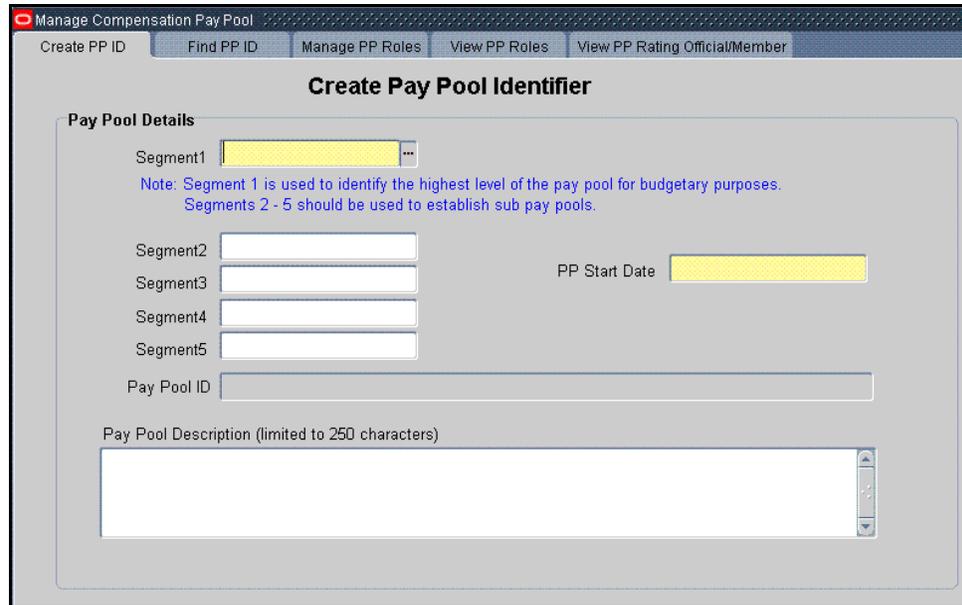
6. Select Manage Pay Pool IDs to go to the *Manage Compensation Pay Pool* screen.

### ***Congratulations!***

You have successfully logged on to MPP ID and arrived at the screen to begin creating the pay pool structure.

## The Manage Compensation Pay Pool Screen

The *Manage Compensation Pay Pool* screen helps you create and manage pay pools and sub-pay pools. The screen contains five tabs.



The *Manage Compensation Pay Pool* screen

Use the five tabs to perform the following duties:

Tab	Description
Create PP ID	Establish pay pool IDs or sub-pay pool IDs. Establishing pay pool IDs creates the pay pool in the automated system.
Find PP ID	Query pay pool IDs or set an end date for pay pool IDs (see the glossary for the definition of this and other terms). This tab also contains the following buttons: <ul style="list-style-type: none"> <li>Select the <b>Manage PP Roles</b> button to assign, end, or delete employees from roles.</li> <li>Select the <b>Manage PP Members</b> button to assign, end, or delete members from a pay pool.</li> </ul>
Manage PP Roles	Assign and manage employee roles within a pay pool hierarchy.
View PP Roles	View employee roles within a pay pool hierarchy.

Tab	Description
View PP Rating Official/ Member	View pay pool members and their rating officials.

---



You must use the **Create PP ID** tab to create your pay pool IDs and sub-pay pool IDs before you can use any of the other tabs to assign roles or members.

## The Create PP ID Tab

The following steps describe how to create a unique pay pool ID for your primary pay pool. This is followed by a section that explains how to create sub-pay pool IDs under that primary pay pool ID.



In the initial year during the Plan phase of the pay pool management process, you establish the pay pool structure and pay pool IDs. In following years, you review and possibly revise the structure to ensure that it adequately meets your needs. In either case, your pay pool IDs and sub-pay pool IDs must be set up before you can establish or maintain employee membership or manage roles in the pay pool.

## Pay Pool Naming Conventions

Components have the authority to name pay pools in accordance with their specific needs and business practices. In developing pay pool rules, Components should follow these guidelines:

Segment	Description
Segment 1	Use this to identify the highest level of the pay pool or the primary pay pool ID. This segment may contain up to 10 alphanumeric characters. It must be unique (for example, CPMSSMO).   This segment will be expanded to 20 characters in the future.
Segment 2	Use this to establish sub-pay pools for each pay pool. Whenever a sub-pay pool ID is established, the system automatically inserts a dash between the primary pay pool ID and the sub-pay pool ID (for example, CPMSSMO-OPS). Sub-pay pools cannot be created until the primary pay pool ID (Segment 1) has been established.  Segment 2 may contain up to 10 alphanumeric characters.
Segments 3 through 5	Use these only to establish pay pool levels under each sub-pay pool (Segment 2). DCPDS automatically displays a dash between each segment (for example, CPMSSMO-OPS-CARE). This allows you to clearly identify the different pay pool levels.
Segment 5	This segment will be deleted in future versions.

The **Create PP ID** tab includes a *Pay Pool Details* section for entering the name of the primary pay pool (Segment 1), a pay pool start date, and a pay pool description. You can also use the **Create PP ID** tab to create sub-pay pool identifiers under the primary pay pool ID (using Segments 2-5).



If you do not plan to use sub-pay pools, leave segments 2 through 5 empty.

## Creating a Primary Pay Pool ID

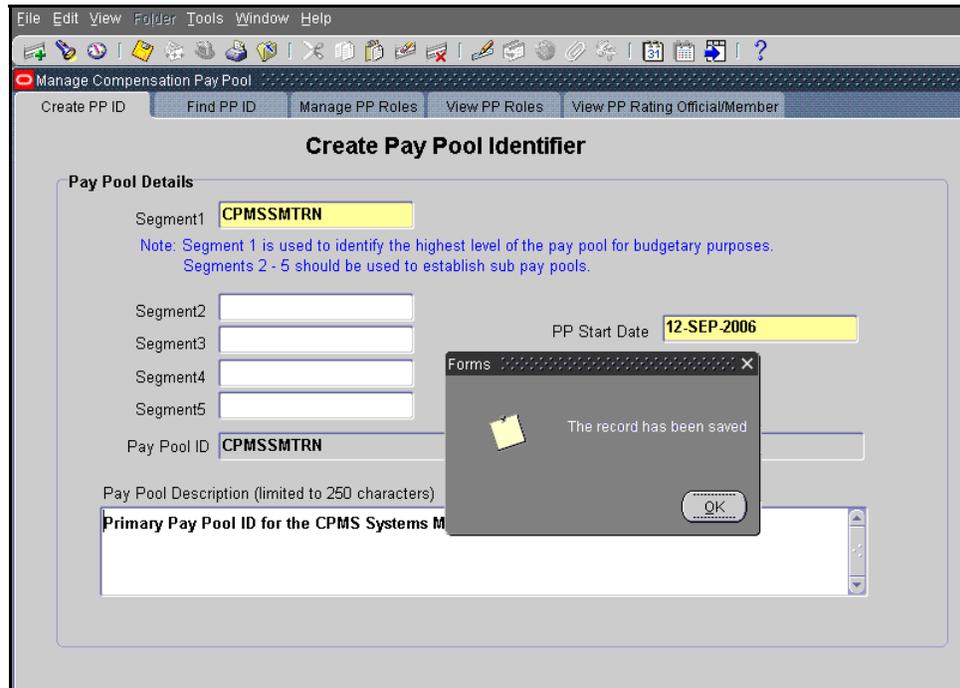
Follow these steps to create a primary pay pool ID:

The **Create PP ID** tab with a unique primary pay pool ID, CPMSSMTRN

1. Enter a unique name in the **Segment1** field for the primary pay pool ID.  
The name you enter in the **Segment1** field is the pay pool ID you established when creating the pay pool hierarchy.
2. Enter a date (using DD-MMM-YYYY format) in the **PP Start Date** field.  
You may also click in the **PP Start Date** field and select the List of Values (LOV) to choose the date from a calendar.

After you create your first primary pay pool ID the LOV displays automatically in the **Pay Pool ID** field on each tab to the right of the **Create PP ID** tab. To open the LOV in another field, select the field you want by clicking in it, and then select the LOV to display a calendar, drop-down list of values, or query box.

3. Enter a description of the pay pool structure or any other information pertaining to the pay pool in the **Pay Pool Description** field.  
The field is limited to 250 characters.
4. Select the **Save**  icon on the toolbar. A dialog box confirms that the pay pool ID record has been saved.



The *Save Record* dialog box

5. Select the **OK** button to close the dialog box.

### ***Congratulations!***

You have just created a primary pay pool ID. If you need to create more than one pay pool hierarchy, each pay pool ID must be entered and saved separately.

Select the **New**  icon on the toolbar to clear the form and enter another primary pay pool ID.

Repeat steps 1-5 above to create additional primary pay pool IDs.

## Creating a Sub-Pay Pool ID

Follow these steps to create a sub-pay pool ID under a primary pay pool ID:

The screenshot shows the 'Create Pay Pool Identifier' screen. At the top, there is a menu bar with 'File', 'Edit', 'View', 'Folder', 'Tools', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main window title is 'Manage Compensation Pay Pool'. Below the title bar, there are tabs: 'Create PP ID', 'Find PP ID', 'Manage PP Roles', 'View PP Roles', and 'View PP Rating Official/Member'. The main content area is titled 'Create Pay Pool Identifier'. It contains a 'Pay Pool Details' section with the following fields: 'Segment1' (CPMSSMTRN), 'Segment2' (WAD), 'Segment3' (empty), 'Segment4' (empty), 'Segment5' (empty), 'PP Start Date' (12-SEP-2006), and 'Pay Pool ID' (CPMSSMTRN-WAD). A note below the Segment1 field reads: 'Note: Segment 1 is used to identify the highest level of the pay pool for budgetary purposes. Segments 2 - 5 should be used to establish sub pay pools.' Below the Segment fields is a 'Pay Pool Description (limited to 250 characters)' field containing the text: 'CPMSSMTRN-WAD is a sub-pay pool to CPMSSMTRN. WAD is the Workforce Administration Division.'

The *Create Pay Pool Identifier* screen with primary pay pool ID and sub-pay pool ID in Segment 2

1. Enter an existing primary pay pool ID in the **Segment 1** field. You cannot create a sub-pay pool ID unless the **Segment1** field contains a valid pay pool ID.
2. Enter the sub-pay pool ID in the **Segment 2** field.  
Each new sub-pay pool ID is created by entering the primary pay pool ID into the **Segment1** field, then entering a sub-pay pool ID into the **Segment2** field. Follow this logic to create further sub-pay pools for primary pay pool IDs.
3. Enter a date (using the DD-MMM-YYYY format) in the **PP Start Date** field.  
You may also click in the **PP Start Date** field and select the LOV to choose the date from a calendar.
4. Enter a description of the sub-pay pool structure or any other information applicable to the sub-pay pool in the **Pay Pool Description** field (limited to 250 characters).  
Each sub-pay pool ID must be entered and saved separately.
5. Select the **Save**  icon. A dialog box confirms that the sub-pay pool ID record has been saved.

6. Select the **OK** button to close the dialog box.

***Congratulations!***

You have just created a sub-pay pool ID. If you need to create more than one sub-pay pool, each sub-pay pool ID must be entered and saved separately.

Select the **New**  icon on the toolbar to clear the form and enter another sub-pay pool ID.

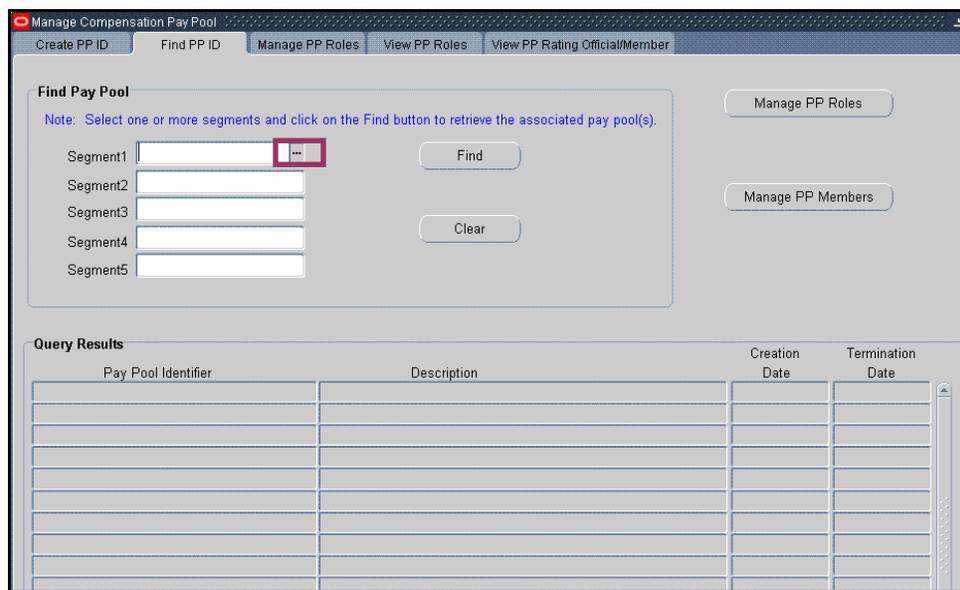
Repeat steps 1-6 above to create additional sub-pay pool IDs.

## The Find PP ID Tab

The **Find PP ID** tab is used to find existing pay pool IDs and sub-pay pool IDs. After you locate the appropriate pay pool ID, you can use the buttons on the right side of the screen to perform additional activities during the pay pool management cycle as needed to maintain the following pay pool information:

- Select the **Manage PP Roles** button to assign and delete roles and assign an end date to a role.
- Select the **Manage PP Members** button to assign or delete members from pay pool IDs or sub-pay pool IDs and to assign an end date to an employees' membership.

Follow these steps to find a pay pool ID:



The **Find PP ID** tab

1. Select the **Find PP ID** tab.
2. Select the LOV in the **Segment 1** field to choose from a list of existing primary pay pool IDs.

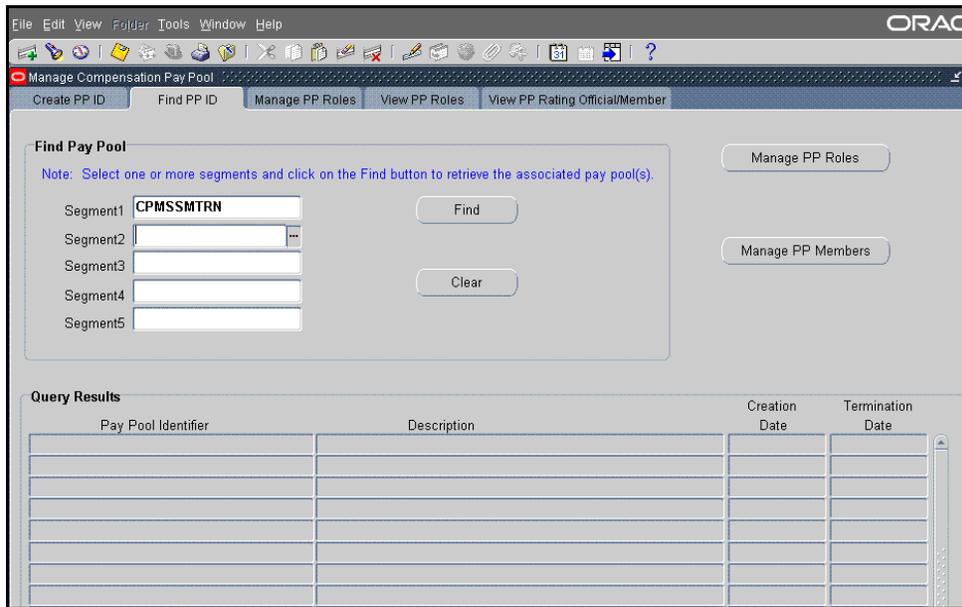


If you have created only one primary pay pool ID, when you select the LOV, the pay pool ID you created autopopulates the primary pay pool ID field. If you have created more than one primary pay pool ID, the LOV opens and displays all created primary pay pool IDs.

3. Select the appropriate pay pool ID.
4. Select the **OK** button.

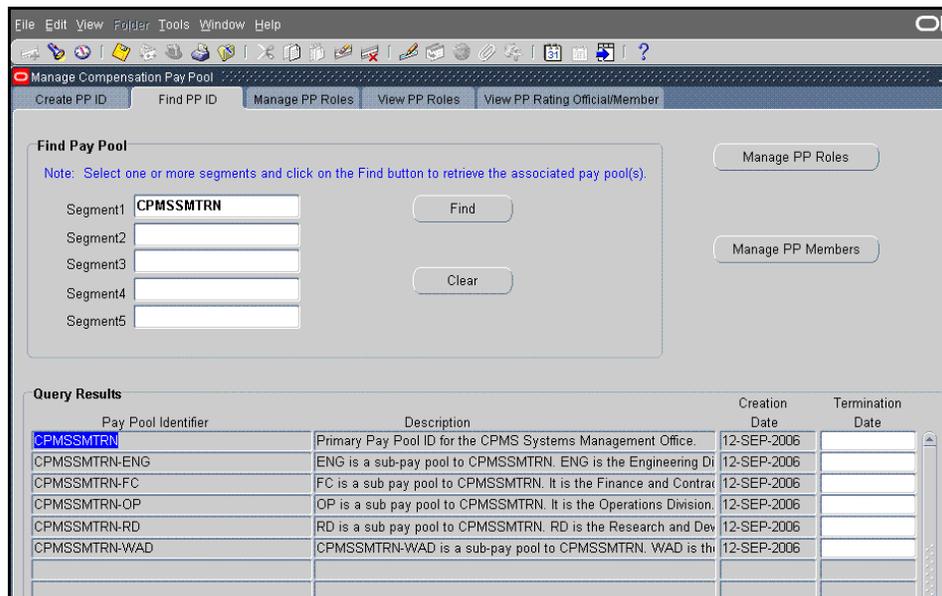
You may also enter the pay pool ID directly into the **Segment1** field. In addition, if you are searching using the LOV, you may enter a partial pay pool ID in the **Find** field of the LOV window, followed by the percent sign

(%). The percent sign tells MPP ID to search for any pay pool IDs that begin with the value you entered. For example, “CPMS%” will find all primary pay pool IDs beginning with “CPMS.”



The **Find PP ID** tab with a primary pay pool ID in the **Segment1** field

5. Select the **Find** button to automatically display results in the *Query Results* section.



The **Find PP ID** tab with data from a search displayed in the *Query Results* section

### ***Congratulations!***

You have just located a pay pool ID. The **Pay Pool Identifier** column displays the pay pool ID number and any sub-pay pools that are assigned to the pay pool ID. The description and creation date for each pay pool ID are also displayed. If a pay pool ID has been assigned an end date, this date displays in the **Termination Date** column.

## Managing Pay Pool Roles

Access to MPP ID is defined based on assigned roles and responsibilities. A responsibility defines system privileges (that is, the records, windows, menus, and forms to which a person has access) based on job responsibilities such as pay pool manager or pay pool administrator. A role is a title or name that is assigned to a responsibility, such as CIV pay pool manager or CIV pay pool administrator. Employees can be assigned more than one role within a pay pool.

You can manage pay pool roles using either the **Manage PP Roles** tab or the **Manage PP Roles** button on the **Find PP ID** tab. Both perform the same functions. After pay pool IDs (and sub-pay pool IDs) have been created, you can do the following:

- Assign members' pay pool roles or assign an end date to a role
- Manage pay pool members

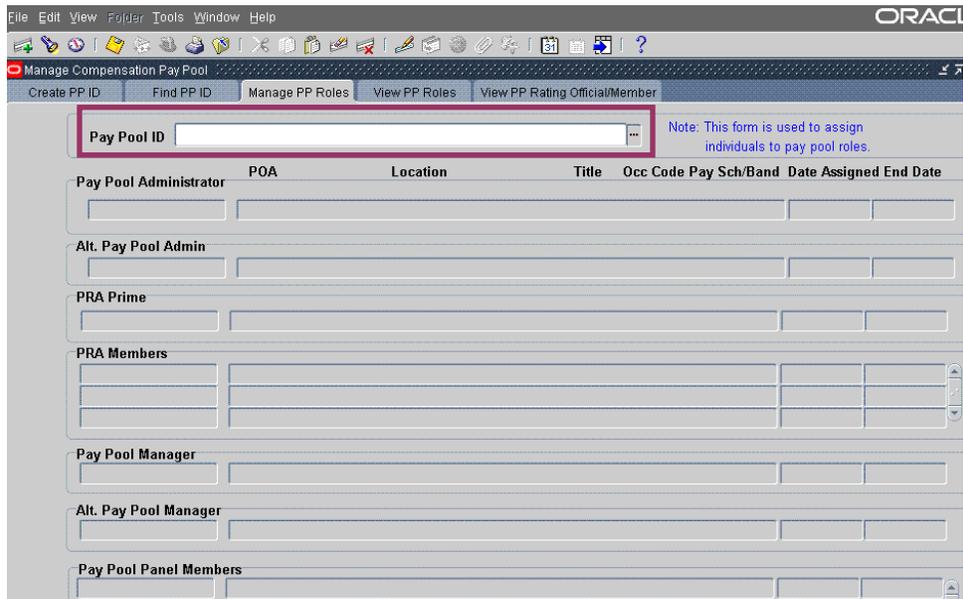
You may assign the following pay pool roles to the primary pay pool ID (Segment 1) only:

- CIV Pay Pool Administrator
- CIV PRA Prime
- CIV Alternate Pay Pool Administrator
- CIV Pay Pool Manager
- CIV Alternate Pay Pool Manager



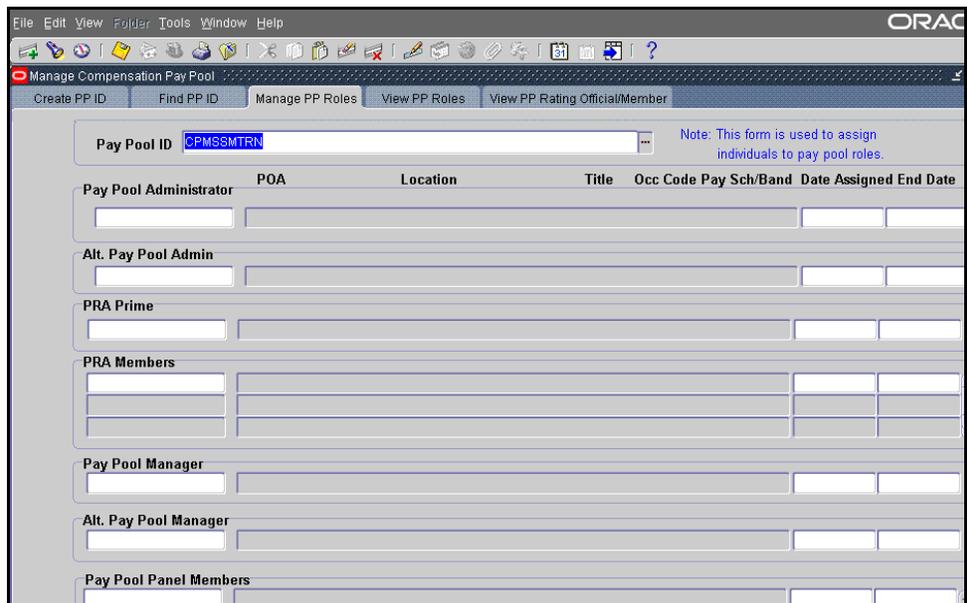
Employees who are not part of the pay pool may be assigned roles within the pay pool. For example, pay pool panel members may be military personnel who are external to the pay pool but act in management or supervisory roles. These employees are added to the self-service hierarchy to make assignment to these roles possible.

Follow these steps to assign a role to an existing primary pay pool ID:



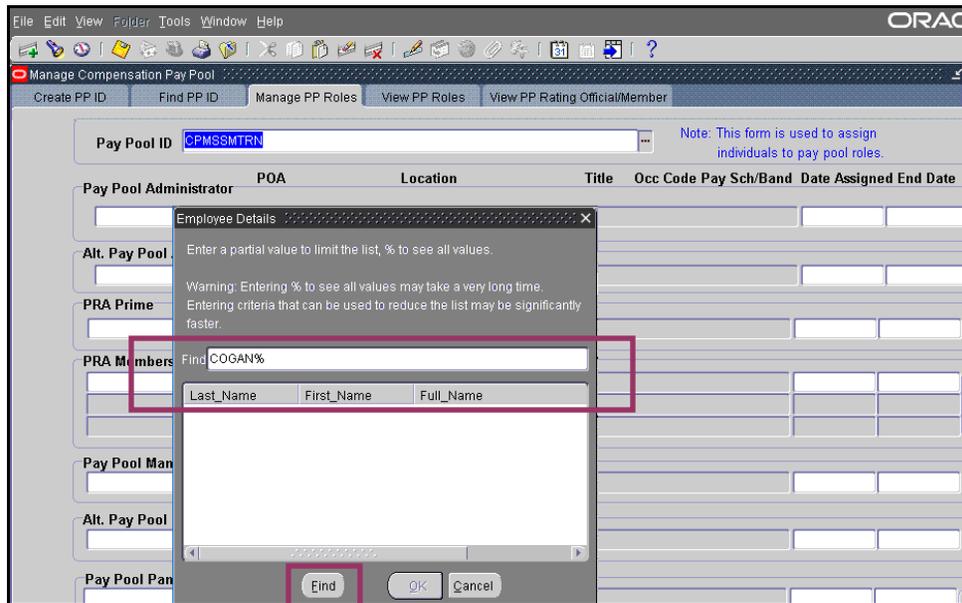
The **Manage PP Roles** tab

1. Select the **Manage PP Roles** tab (or the **Manage PP Roles** button from the *Find PP ID* screen) to go to the *Manage PP Roles* screen.



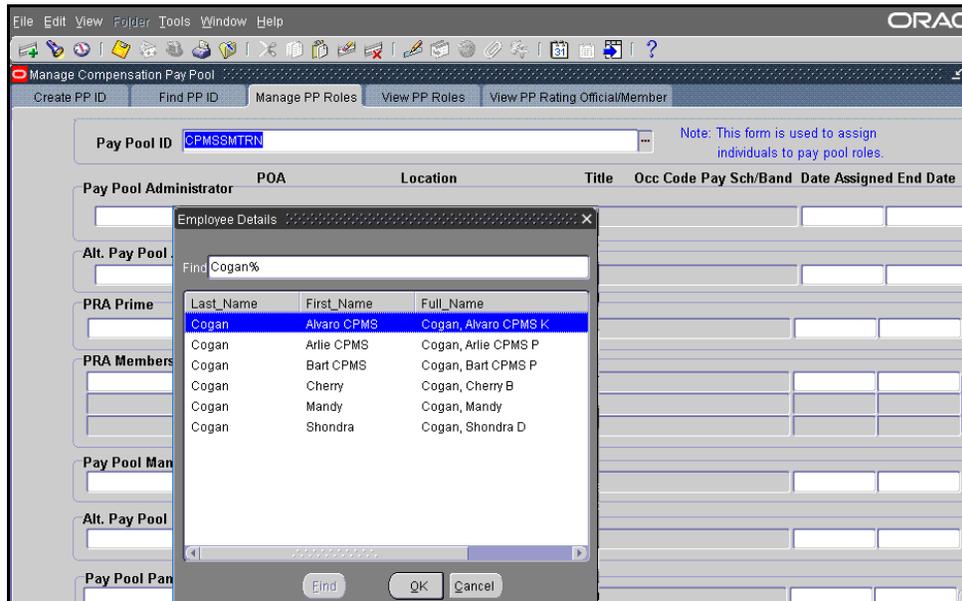
The **Manage PP Roles** tab with a pay pool ID selected

2. Enter the pay pool ID to which you want to assign roles in the **Pay Pool ID** field.  
You may also select the pay pool ID from the LOV.
3. Select the field for the primary pay pool ID role you want to assign.
4. Select the LOV to open the *Employee Details* dialog box.



The **Manage PP Roles** tab with the *Employee Details* dialog box open

5. Enter the last name of the member you want to assign to that role.  
You can also enter a partial name followed by a percent sign (%) and then choose from a list of employee names that match what you entered. When you make a selection, the employee name autopopulates the role you selected, along with the employee's position and organization data.
6. Select the **Find** button to display a list of employee names that meet your search criteria.



The *Employee Details* dialog box

7. Select the name you want to enter.

- Select the **OK** button to return to the **Manage PP Roles** tab with the name inserted into the selected role.

The screenshot shows the 'Manage Compensation Pay Pool' application window. The 'Manage PP Roles' tab is selected. The 'Pay Pool ID' is 'CPMSSMTRN'. The 'Pay Pool Administrator' is 'Cogan, Mandy'. The 'Date Assigned' field is highlighted with a red box and contains '12-SEP-2006'. Other fields include POA, Location, Title, Occ Code, Pay Sch/Band, and End Date.

The **Manage PP Roles** tab with the **Date Assigned** field entered

- Enter the date the individual was assigned this role in the **Date Assigned** field.

This date cannot be earlier than the pay pool start date.



To define the last date for an individual's specific role within a pay pool ID, enter a date in the **End Date** field. The end date must be later than the pay pool start date. You can also delete an individual from a role.

- Perform one of the following:

If You	Then
Need to assign additional roles	Follow steps 3-9 to assign additional primary pay pool ID roles to individuals.
Are finished assigning roles	Select the <b>Save</b>  icon. A dialog box opens to confirm that the roles you assigned have been saved.  Continue with step 11.

- Select the **OK** button to close the dialog box.



***Congratulations!***

You have just assigned roles to your primary pay pool ID. These role assignments will display when you begin to assign roles to the sub-pay pool IDs created under this pay pool ID.

## Assigning Sub-Pay Pool Roles

Follow these steps to assign roles to an existing sub-pay pool ID:

The screenshot shows a web application window titled "OR" with a menu bar (File, Edit, View, Folder, Tools, Window, Help) and a toolbar. The main content area is a form for "Manage PP Roles". At the top, there is a "Pay Pool ID" field containing "CPMSSMTRN-WAD", which is highlighted with a red rectangular box. To the right of this field is a note: "Note: This form is used to assign individuals to pay pool roles." Below the field is a table with columns: "Pay Pool Administrator", "POA", "Location", "Title", "Occ Code", "Pay Sch/Band", "Date Assigned", and "End Date". The table contains several rows of data, including "Cogan, Mandy" and "Norris, Luke". Other sections include "Alt. Pay Pool Admin", "PRA Prime", "PRA Members", "Alt. Pay Pool Manager", and "Pay Pool Panel Members".

The **Manage PP Roles** tab with a sub-pay pool ID selected displaying primary pay pool roles already assigned

1. Select the **Manage PP Roles** tab (or button from the *Find PP ID* screen).
2. Enter the sub-pay pool ID in the **Pay Pool ID** field.

You may also select it from the LOV. The role(s) assigned to the primary pay pool default in the form. The only roles that can be assigned are the sub-pay pool roles.

This screenshot is similar to the previous one, showing the "Manage PP Roles" form. The "Pay Pool ID" field still contains "CPMSSMTRN-WAD". The table below now includes a new row for "Sub PP Manager" with the name "Ferguson, Sarah" and title "CIVILIAN PERSONNEL MANAGEMENT -Rossllyn, Arlington, VA-WORKFORCE ADMIN DIV CHIEF-0002-~". This row is highlighted with a red rectangular box. The other rows and sections of the form remain the same as in the previous screenshot.

The **Manage PP Roles** tab with sub-pay pool manager role assigned

3. Select the sub-pay pool role field you want to assign.
4. Select the LOV to open the *Employee Details* dialog box.

The screenshot shows the 'Manage PP Roles' interface. A dialog box titled 'Employee Details' is open, displaying a search criteria of 'Fergus%'. Below the search criteria is a table with the following data:

Last_Name	First_Name	Full_Name
Ferguson	Mary CPMS	Ferguson, Mary CPMS
Ferguson	Sarah CPMS	Ferguson, Sarah CPMS
Ferguson	John CPMS	Ferguson, John CPMS

The 'Find' button is highlighted with a red box.

The **Manage PP Roles** tab with the *Employee Details* dialog box open

5. Enter the last name of the member you want to assign to that role.  
You can also enter a partial name followed by a percent sign (%) and then choose from a list of employee names that match what you entered. When you make a selection, the employee name autopopulates the role you selected, along with the employee's position and organization data.
6. Select the **Find** button to display a list of employee names that meet your search criteria.

The screenshot shows the 'Employee Details' dialog box with search results for 'Fergus%'. The results are displayed in a table:

Last_Name	First_Name	Full_Name
Ferguson	Mary CPMS	Ferguson, Mary CPMS
Ferguson	Sarah CPMS	Ferguson, Sarah CPMS
Ferguson	John CPMS	Ferguson, John CPMS

The *Employee Details* dialog box

7. Select the name you want to enter.
8. Select the **OK** button to return to the **Manage PP Roles** tab with the name inserted into the selected role.

The **Manage PP Roles** tab with the sub-pay pool manager role assigned

9. Enter the date the member was assigned this role in the **Date Assigned** field. This date cannot be earlier than the sub-pay pool ID start date.



To assign an end date to a member's specific role within a sub-pay pool, enter a date into the **End Date** field. The end date must be later than the sub-pay pool ID start date. You can also delete an individual from a role.

10. Perform one of the following:

If You	Then
Need to assign additional roles	Follow steps 3-9 to assign sub-pay pool roles to individuals.
Are finished assigning roles	Select the <b>Save</b>  icon. A dialog box opens to confirm that the roles you assigned are saved.
	Continue with step 11.

11. Select the **OK** button to close the dialog box.

***Congratulations!***

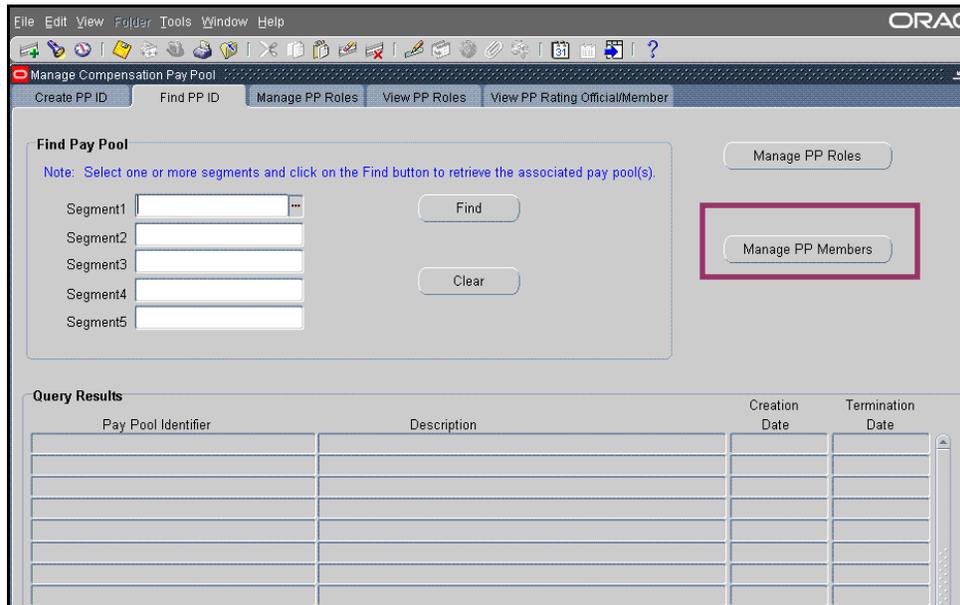
You have just assigned roles to a sub-pay pool. To assign roles to another sub-pay pool, repeat the steps for this section.

## The Manage Pay Pool Members Mass Process

You can assign employees to a pay pool or sub-pay pool individually or in mass, by identifying specific search criteria. In addition, this process allows you to enter an end date, in mass, for employees' assignments to a pay pool or sub-pay pool.

The Mass Process screen is accessible in two ways:

- By selecting the **Manage PP Members** button on the **Find PP ID** tab
- By selecting the Manage Pay Pool Members link on the *Navigator* screen that displays after logon

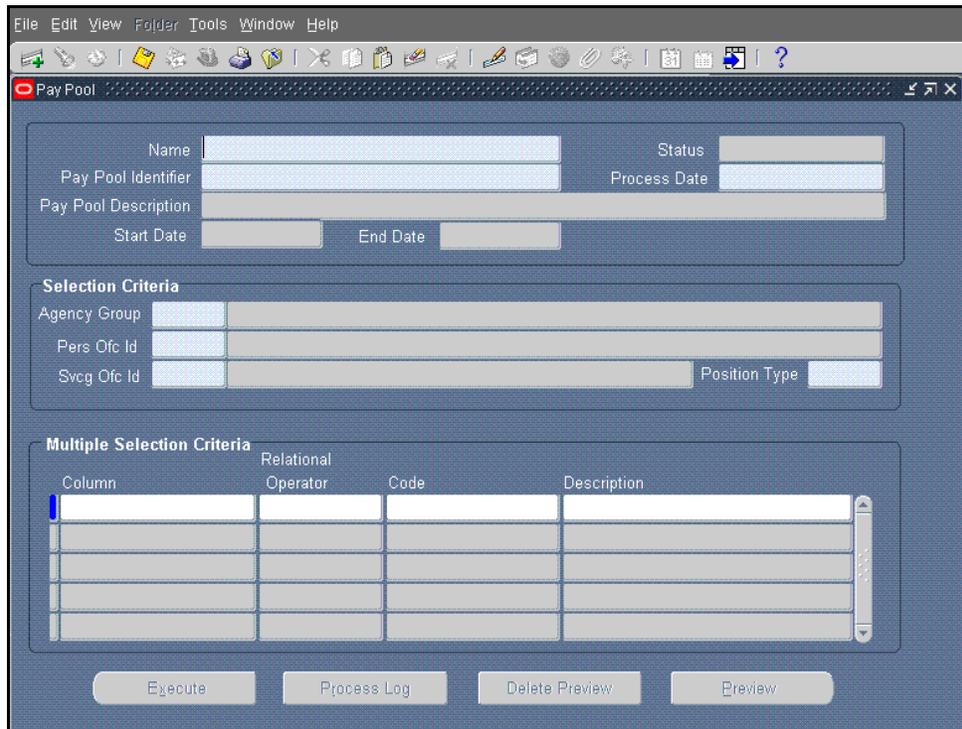


The **Find PP ID** tab with the **Manage PP Members** button identified

OR



The *Navigator* screen with Manage Pay Pool Members identified



The *Mass Process* screen

When finding the employee records you want to assign using a mass process, narrow your search as much as possible. To do this, use specific search criteria. If you do not, the system may display tens of thousands of employee records. The *Mass Process* screen enables you to limit the search to match your criteria. Using the Mass Process Tool options, you can preview records to make sure that only the employees you want have been selected. Finally, you can assign and set the duration of pay pool membership for groups of employees at the same time.

The *Selection Criteria* section on the *Mass Process* screen lets you search for employees within an organization; the *Multiple Selection Criteria* section let you narrow your search to specific types of employees (for example, “All YA-02 in Occupational Code 0501”).

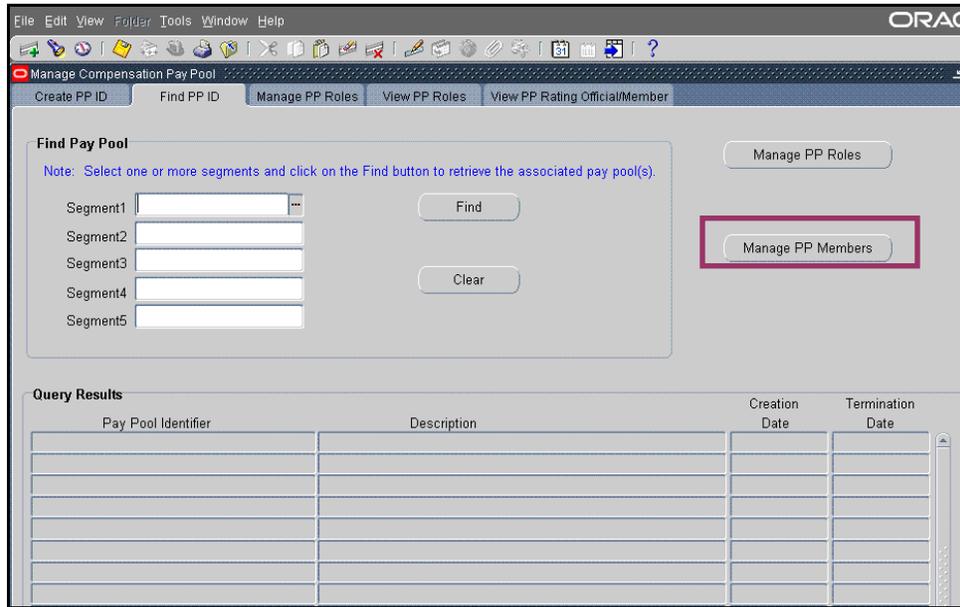
At the bottom of the *Mass Process* screen, the following four task flow buttons assist with the process:

Task flow Button	Function
Execute	Submits the Mass Process request for processing and executes the mass process on the designated processing date.
Process Log	Allows you to retrieve updated information after submitting and executing the mass process.
Delete Preview	Allows you to delete your Preview screen. If you change selection criteria but already have preview

Task flow Button	Function
	records, select the <b>Delete Preview</b> button before selecting the <b>Preview</b> button again.
<u>P</u> review	<p>Displays the <i>Pay Pool ID – Mass Process</i> screen and, through a series of steps, displays a preview of the records your mass process definition retrieves. At this point, you may decide to execute your preview or redefine it and preview it again.</p> <p> After a mass process has executed, you can review the selected employees in the preview but cannot make any further changes.</p> <p> This button changes to <b>Processed Records</b> after the mass process has executed. Select it to view records that have been processed.</p>



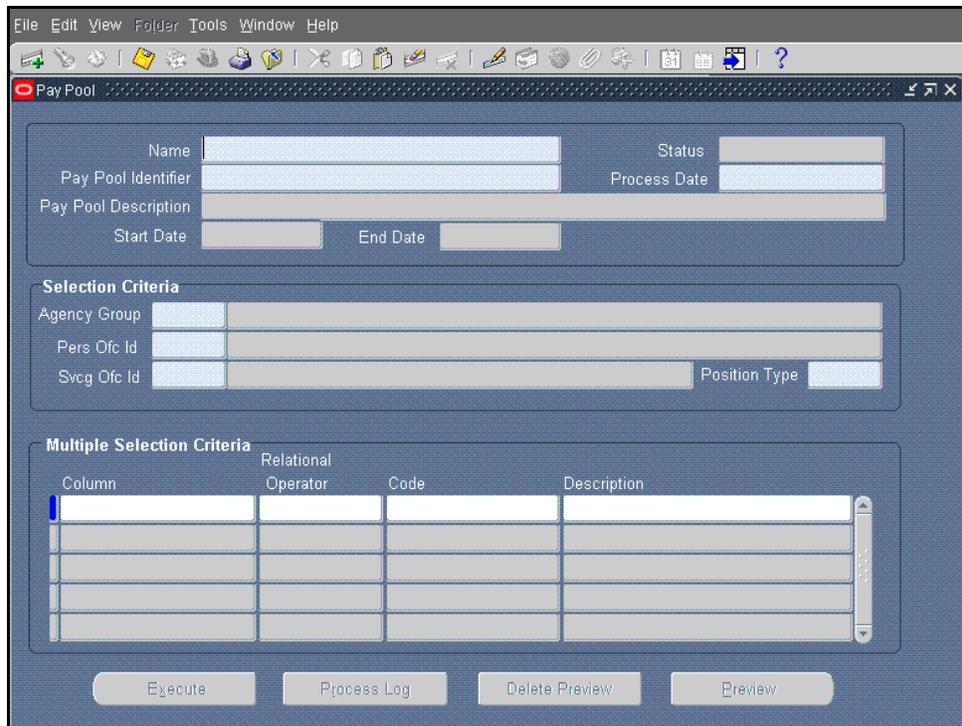
Follow these steps to start a mass process:



The **Find PP ID** tab with the **Manage PP Members** button identified

1. Select the **Manage PP Members** button on the **Find PP ID** tab to open the *Mass Process* screen.

You may also select Manage Pay Pool Members from the *Navigator* screen.



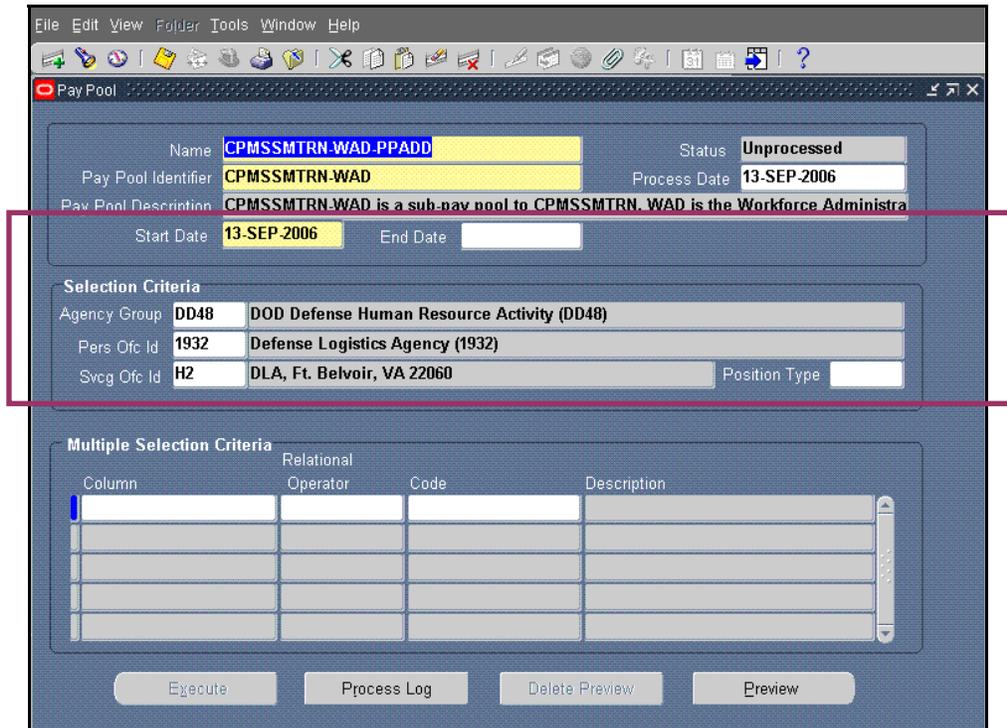
A blank *Mass Process* screen

2. Complete this screen as follows:

The *Mass Process* screen with name, pay pool ID, pay pool description, and status showing

Field	Description
Name	<p>Enter a unique identifier for your mass process in the <b>Name</b> field.</p> <p>The name must be unique. It is used solely to identify the mass process; it is not used anywhere else in the application.</p> <p>After you save your process under that name it cannot be changed, but you can begin a new process and assign a different name.</p>
Status	<p>Do not enter anything in this field. The system displays the current status of your request. Before you start a process, the <b>Status</b> field displays “Unprocessed.” Below is a brief explanation of each status stage:</p> <p><u>Unprocessed</u> — Indicates the initial stage of</p>

Field	Description
	<p>the mass process</p> <p><u>Submitted</u> — Displays after the <b>Preview</b> button has been selected</p> <p><u>Preview Ready</u> — Displays after data has been retrieved</p> <p><u>Processed</u> — Displays after the mass process has been executed and saved</p> <p><u>Error</u> — Displays when problems are encountered during the retrieval process</p>
Pay Pool Identifier	<p>Enter the name of the pay pool ID to which you want your mass process to apply.</p> <p>You may also select a pay pool ID from the LOV.</p> <p>After you select a pay pool ID, the <b>Pay Pool Description</b> field is auto-populated from the description entered under the <b>Create PP ID</b> tab.</p>



The Mass Process screen with the start date and Selection Criteria section completed

Field	Description
Start Date	<p>Enter the date when employees will be assigned to a pay pool or sub-pay pool.</p> <p>This can be a current, past, or future date.</p> <p> The start date is also used to identify the selected records that display on the NSPS Process Preview screen. For additional information on employee record selection, go to step 13.</p>
Process Date	<p>Enter the date when the system should execute the mass process.</p> <p>This can be a current, past, or future date. If a past date is entered, it must be the start date or later.</p>
End Date	<p>If you are terminating assignment to a pay pool, enter the termination date .</p> <p>The end date must be later than the pay pool ID or sub-pay pool ID creation date.</p>
<p><i>Selection Criteria</i> Section – You must enter data into at least two fields in this section to narrow your search to within a specific organization.</p>	
Agency Group	<p>Enter the agency and administrative subdivision in which a person is employed.</p> <p>For example: AF09 – Air Force Personnel Center or ARMC – U.S. Army Medical Command.</p>
Pers Ofc ID	<p>Enter the ID of the federal civilian personnel office authorized to appoint and separate an employee.</p> <p>For example: 2241 – U.S. Army Rock Island Arsenal or 2323 – Air and Educational Training Command.</p>

Field	Description
Svcg Office ID	Enter the servicing civilian personnel office ID.  For example: 9P – Randolph Air Force Base (AFB), Texas 78150 or H2 – DLA, Ft. Belvoir, Virginia 22060.

The *Mass Process* screen with entries in the *Selection Criteria* and *Multiple Selection Criteria* sections

Field	Description
<i>Multiple Selection Criteria</i> Section (optional)	You may enter additional criteria to narrow your search for employees within the organization you identified using the <i>Selection Criteria</i> section. The more criteria you identify, the narrower the search for employees will be and the fewer employee records will be retrieved. There is no limit to the number of criteria you can enter.

Field	Description
Column	Select the LOV in the <b>Column</b> field to choose from a list of search criteria, such as appointment type, pay schedule, duty station, and pay band. This is the category by which the employee names will be sorted.
Relational Operator	Select the LOV in the <b>Relational Operator</b> field to define how the <b>Column</b> field category will be sorted. Operators include the following: <ul style="list-style-type: none"> <li>- In</li> <li>- Equals</li> <li>- Not Equals</li> <li>- Begins With</li> <li>- Is Null</li> <li>- Is Not Null</li> <li>- Not In</li> </ul>
Code	Select the <b>Code</b> field and type or select from the LOV to choose the sort criteria for the category.  For example, if you chose appointment type in the <b>Column</b> field, then the code might be 1A.
Description	Information that describes the code you selected is auto-populated here.

**Hint:** The best way to understand this section is to read each field across as if it were a sentence beginning with “Search for employees whose...” For example, if you need to search for employees whose appointment type is 1A, you would make the following selections:

- The **Column** field selection would be *Appointment Type*.
- The **Relational Operator** field selection would be *Equals*.
- The **Code** field selection would be *1A*.

The screenshot shows a software window titled 'Pay Pool' with a menu bar (File, Edit, View, Folder, Tools, Window, Help) and a toolbar. The main content area is divided into several sections:

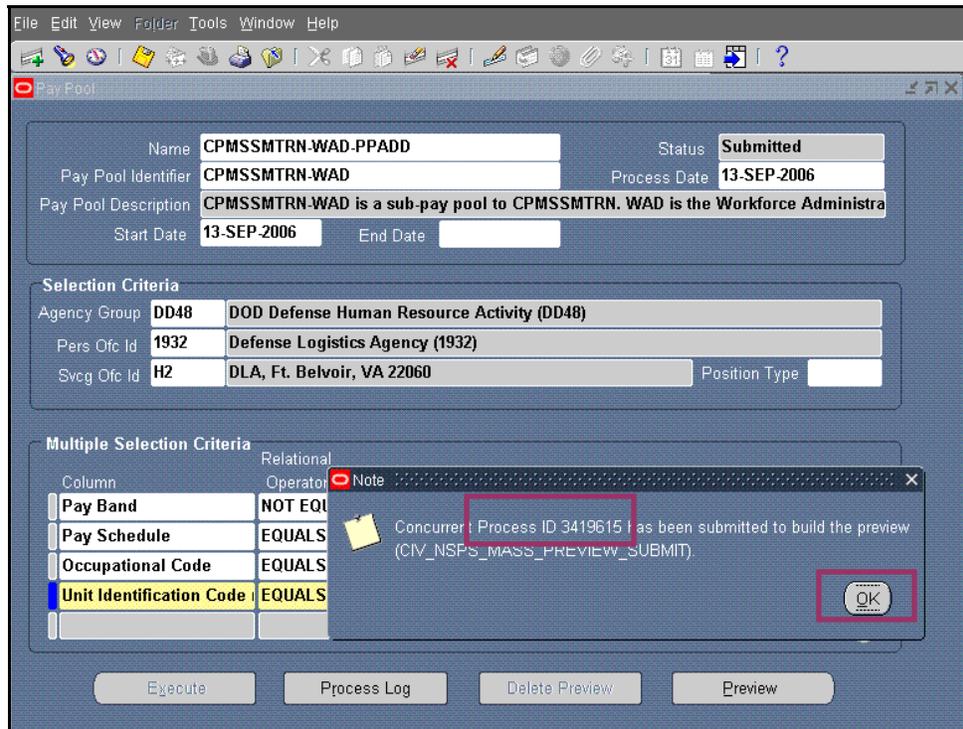
- Header Information:**
  - Name: CPMSSMTRN-WAD-PPADD
  - Pay Pool Identifier: CPMSSMTRN-WAD
  - Pay Pool Description: CPMSSMTRN-WAD is a sub-pay pool to CPMSSMTRN. WAD is the Workforce Administra
  - Status: Unprocessed
  - Process Date: 13-SEP-2006
  - Start Date: 13-SEP-2006
  - End Date: (empty)
- Selection Criteria:**
  - Agency Group: DD48 DOD Defense Human Resource Activity (DD48)
  - Pers Ofc Id: 1932 Defense Logistics Agency (1932)
  - Svcg Ofc Id: H2 DLA, Ft. Belvoir, VA 22060
  - Position Type: (empty)
- Multiple Selection Criteria:**

Column	Relational Operator	Code	Description
Pay Band	NOT EQUALS	01	01
Pay Schedule	EQUALS	YA	Standard CG-Professional/Analytical
Occupational Code	EQUALS	0201	Human Resources Specialist (NSPS)
Unit Identification Cod	EQUALS	H50000	H50000
- Buttons:** Execute, Process Log, Delete Preview, and Preview (highlighted with a red box).

A completed *Mass Process* screen

3. Select the **Preview** button to preview the employee records your selection criteria retrieve.

After you select the **Preview** button, the **Status** field displays **Submitted**. A *Note* dialog box confirms that your request has been submitted and provides you with a process ID number that can be used to track the status of your request.

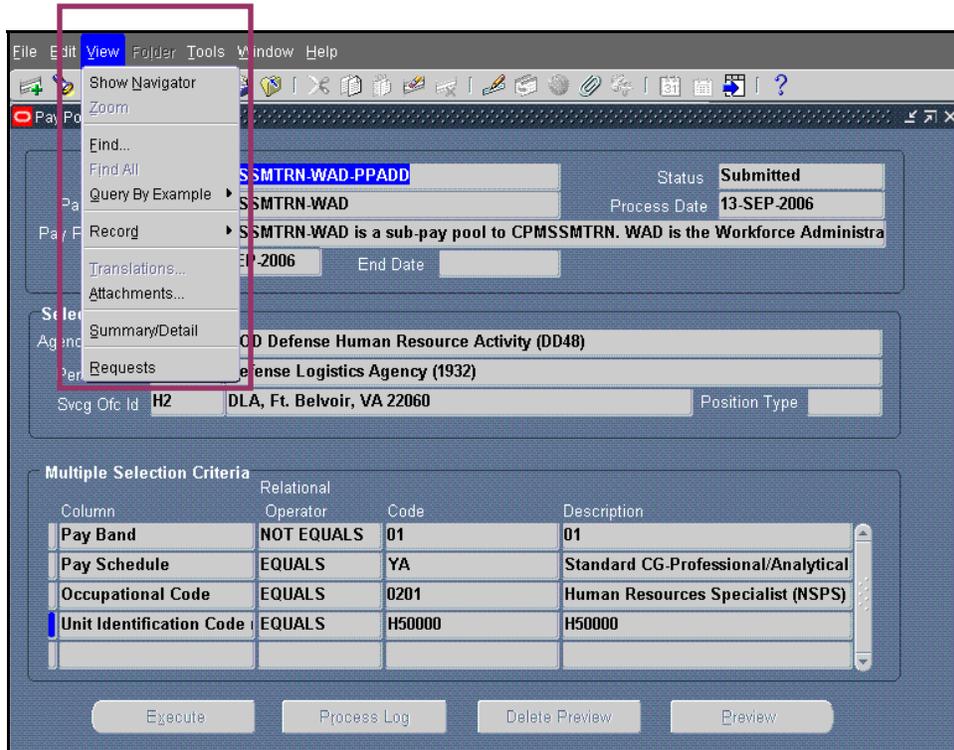


The *Note* dialog box showing the process ID (3419615) for a mass process



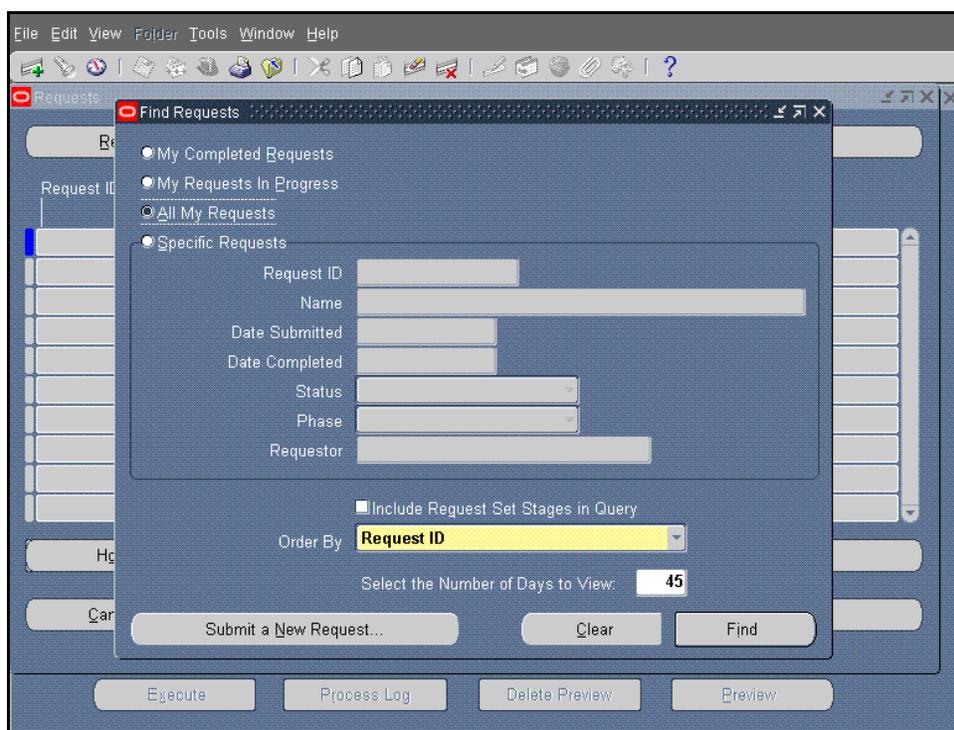
Always write down your process ID number for future reference.

4. Select the **OK** button to close the dialog box and return to the *Mass Process* screen.



The **View** drop-down menu on the toolbar

5. Select **View** → **Requests** to open the *Find Requests* window.



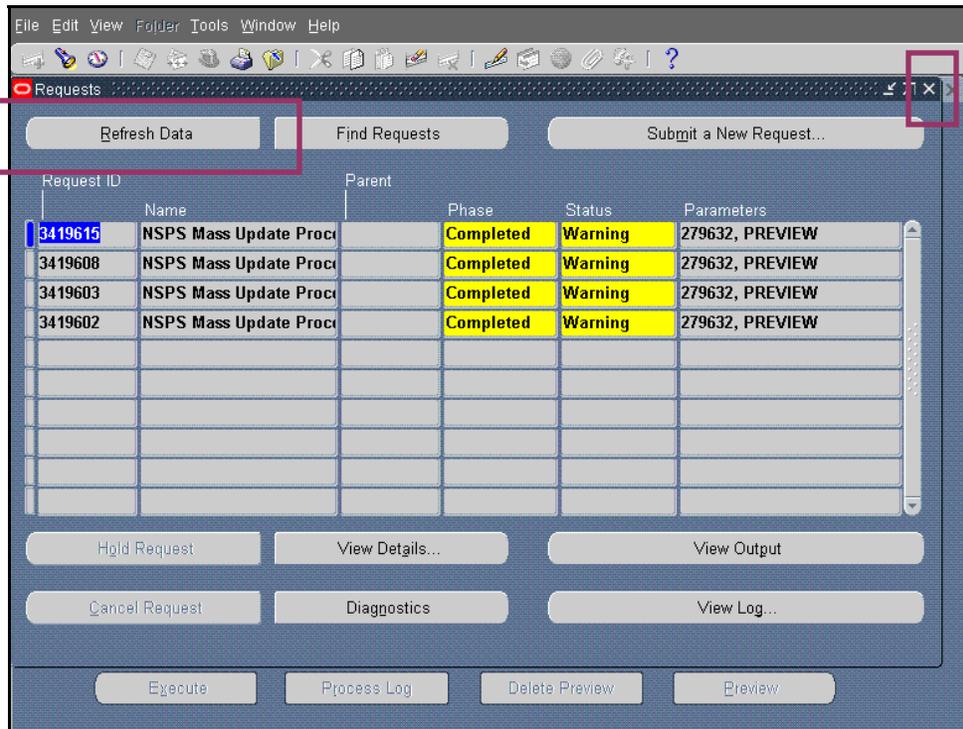
The *Find Requests* window

6. Complete the *Find Requests* window as follows:

If You	Then
Want to view only your completed requests	<p>Select the <b>My Completed Requests</b> option button.</p> <p>Continue with step 7.</p>
Want to view only your requests that are processing currently	<p>Select the <b>My Requests in Progress</b> option button.</p> <p>Continue with step 7.</p>
Want to view all your requests	<p>Select the <b>All My Requests</b> option button (this is the default entry).</p> <p>Continue with step 7.</p>
Want to view a specific request	<p>Complete the <i>Specific Requests</i> section with the Request ID and any other relevant information you want to add, including the following:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date submitted</li> <li>• Date completed</li> <li>• Status</li> <li>• Phase</li> <li>• Requestor</li> </ul> <p> The request ID is the number you wrote down above.</p> <p>Continue with step 7.</p>

7. Select the **Find** button to search for your request in the *Requests* window.

The *Requests* window displays mass process IDs and indicates in the Phase column when the process you submitted to preview has been completed. If the request has not finished processing, the Phase field displays the status as “Pending” or “Running.”



The Phase column in the *Requests* window shows a list of completed processes

8. Select the **Refresh Data** button until your request shows **Completed** in the **Phase** column.



The Status column displays “Warning” because the printer has not been associated with this mass process.

9. Select the X in the upper right corner to close the *Requests* window and return to the *Mass Process* screen.

At this point, the mass process preview is complete, and you have returned to the *Mass Process* screen. Follow the steps below to view the list of records retrieved by the mass process preview.

File Edit View Folder Tools Window Help

Pay Pool

Name: **CPMSSMTRN-WAD-PPADD** Status: **Submitted**

Pay Pool Identifier: **CPMSSMTRN-WAD** Process Date: **13-SEP-2006**

Pay Pool Description: **CPMSSMTRN-WAD is a sub-pay pool to CPMSSMTRN. WAD is the Workforce Administra**

Start Date: **13-SEP-2006** End Date:

**Selection Criteria**

Agency Group: **DD48** **DOD Defense Human Resource Activity (DD48)**

Pers Ofc Id: **1932** **Defense Logistics Agency (1932)**

Svcg Ofc Id: **H2** **DLA, Ft. Belvoir, VA 22060** Position Type:

**Multiple Selection Criteria**

Column	Relational Operator	Code	Description
Pay Band	NOT EQUALS	01	01
Pay Schedule	EQUALS	YA	Standard CG-Professional/Analytical
Occupational Code	EQUALS	0201	Human Resources Specialist (NSPS)
Unit Identification Code	EQUALS	H50000	H50000

Execute Process Log Delete Preview Preview

The Mass Process screen

10. Place your cursor in the **Name** field and press <F11> to clear the screen.

File Edit View Folder Tools Window Help

Pay Pool

Name:  Status:

Pay Pool Identifier:  Process Date:

Pay Pool Description:

Start Date:  End Date:

**Selection Criteria**

Agency Group:

Pers Ofc Id:

Svcg Ofc Id:  Position Type:

**Multiple Selection Criteria**

Column	Relational Operator	Code	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Execute Process Log Delete Preview Preview

The Mass Process screen after performing the Clear Screen action

11. Enter the name of your mass process request in the **Name** field.

- Press <Ctrl> + <F11> to populate the form with the mass process information you defined.

The *Preview Records Decision* dialog box

- Select the **Preview** button at the bottom of the form to open the *Preview Records Decision* dialog box.

The **Status** field should display “Preview Ready.” This means that the list of records retrieved by the preview is ready for your review.

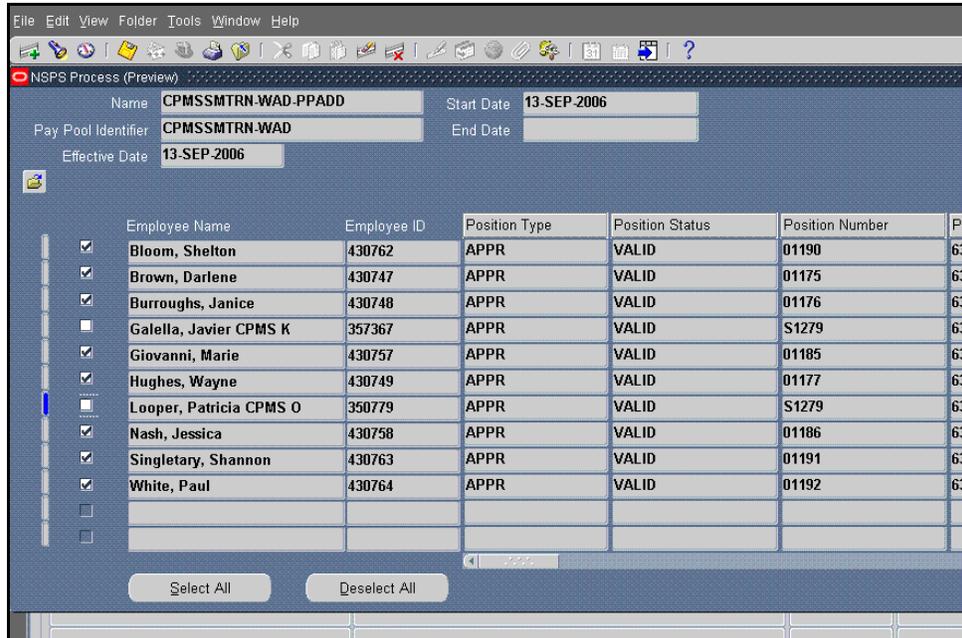
- Perform one of the following tasks:

If You...	Then...
Want to keep the preview that was just processed	Select the <b>Keep Existing</b> button to open the list of selected records.  Continue with step 15.
Want to rerun the preview and purge any changes made by the user	Select the <b>Rebuild</b> button.  Return to step 2.
Want to exit the screen without making any changes	Select the <b>Cancel</b> button.  You may return at a later time to view the list of records your request selected.

If You...

Then...

Start at step 11 when you return.



The NSPS Process (Preview) screen

15. Review the list of selected records on the NSPS Process (Preview) screen.

The NSPS Process (Preview) window displays all employees selected based on the criteria you entered. These employees are assigned to the pay pool or sub-pay pool identified in your mass process when you execute it. The check mark to the left of each record indicates that the record is included during the final execution of the mass process.

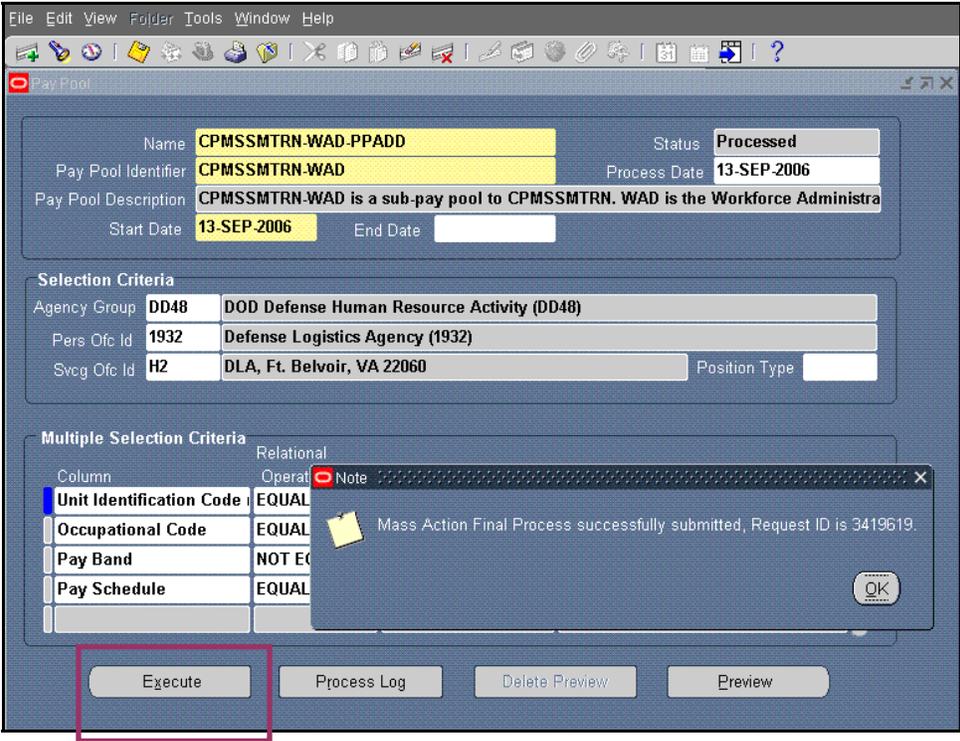


The system displays only NSPS employee records that meet all selection criteria identified on the Mass Process screen as of the start date you selected. Employees who move into NSPS after that date are not included in the preview. You need to process late entries into NSPS separately. To do this, you must enter the new employees' Social Security numbers and the dates when they moved into NSPS, or request that the HR practitioner perform a direct update to the employees' record. Employees who moved into NSPS on or before the start date, but who are no longer in NSPS, still appear in the preview. You need to deselect these employees.

16. Perform any of the following steps:

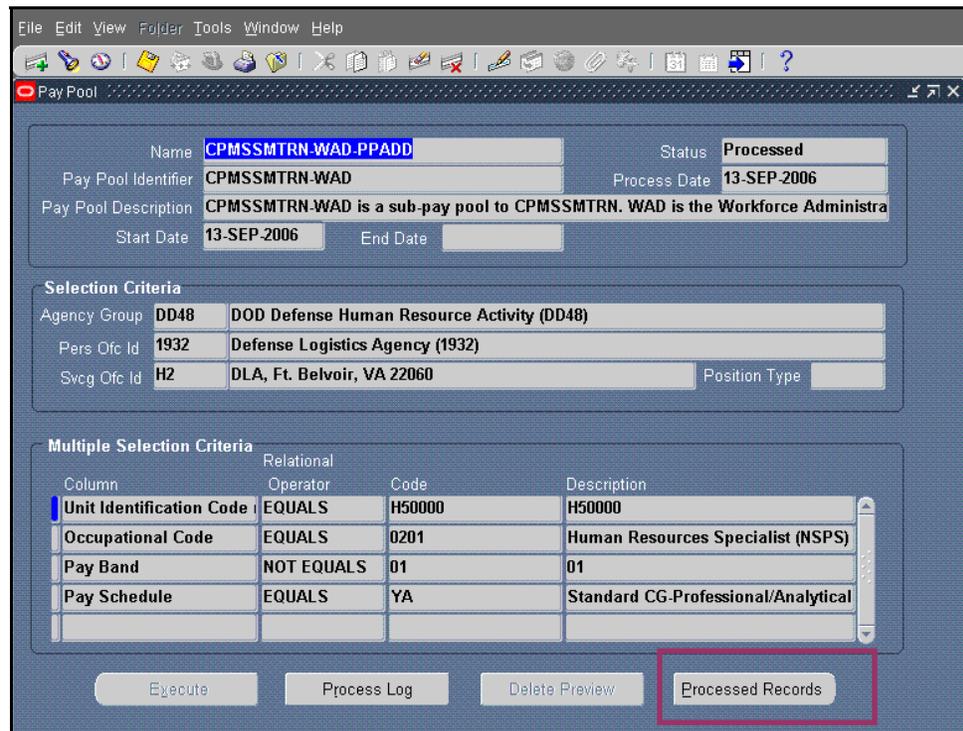
If You...	Then...
Want to remove individual employee records	Select the check box next to each employee record you do not want to process.
Want to assign a single employee or a small number from the selected list	Select the <b>Deselect All</b> button to remove the check marks next to all names.  Select the check box next to the employee or employees you want to assign to the pay pool or sub-pay pool.
Are satisfied with the list of selected records	Continue with step 17.

17. Select the **Save**  icon to save your preview. The system displays a dialog box to confirm that the process has completed successfully.
18. Select the **OK** button to close the dialog box.
19. Select the X in the upper right corner to close the screen and return to the *Mass Process* screen.



The *Mass Process* screen with a *Note* dialog box indicating the status of the submission and the request ID

20. Select the **Execute** button to run your mass process for the selected records. The **Status** field displays “Processed.” A *Note* dialog box displays to advise you that the request ID has been submitted to execute the previewed records.
21. Select the **OK** button to close the *Note* dialog box and return to the *Mass Process* screen.



The *Mass Process* screen with the **Processed Records** button

22. Select the **Processed Records** button to view the selected records assigned to the pay pool or sub-pay pool you identified in your mass process.
- After the execute process has been completed, changes cannot be made in the *NSPS Process (Preview)* window.

NSPS Process (Preview)

Name: CPMSSMTRN-WAD-PPADD Start Date: 13-SEP-2006  
 Pay Pool Identifier: CPMSSMTRN-WAD End Date:  
 Effective Date: 13-SEP-2006

Employee Name	Employee ID	Position Type	Position Status	Position Number	Po
<input checked="" type="checkbox"/> Bloom, Shelton	430762	APPR	VALID	01190	63
<input checked="" type="checkbox"/> Brown, Darlene	430747	APPR	VALID	01175	63
<input checked="" type="checkbox"/> Burroughs, Janice	430748	APPR	VALID	01176	63
<input checked="" type="checkbox"/> Giovanni, Marie	430757	APPR	VALID	01185	63
<input checked="" type="checkbox"/> Hughes, Wayne	430749	APPR	VALID	01177	63
<input checked="" type="checkbox"/> Nash, Jessica	430758	APPR	VALID	01186	63
<input checked="" type="checkbox"/> Singletary, Shannon	430763	APPR	VALID	01191	63
<input checked="" type="checkbox"/> White, Paul	430764	APPR	VALID	01192	63
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Select All Deselect All

Processed records on the *NSPS Process (Preview)* window

23. Select the X in the upper right corner to close the *NSPS Process (Preview)* window.
24. Select the X in the upper right corner to close the mass process tool.

***Congratulations!***

You have just assigned a group of employees to a pay pool using the mass process. To verify that the selected employees were assigned to the desired pay pool ID, you can view the assignments using the View PP Rating Official/Member tab. Refer to the View PP Rating Official/Member task in this guide.

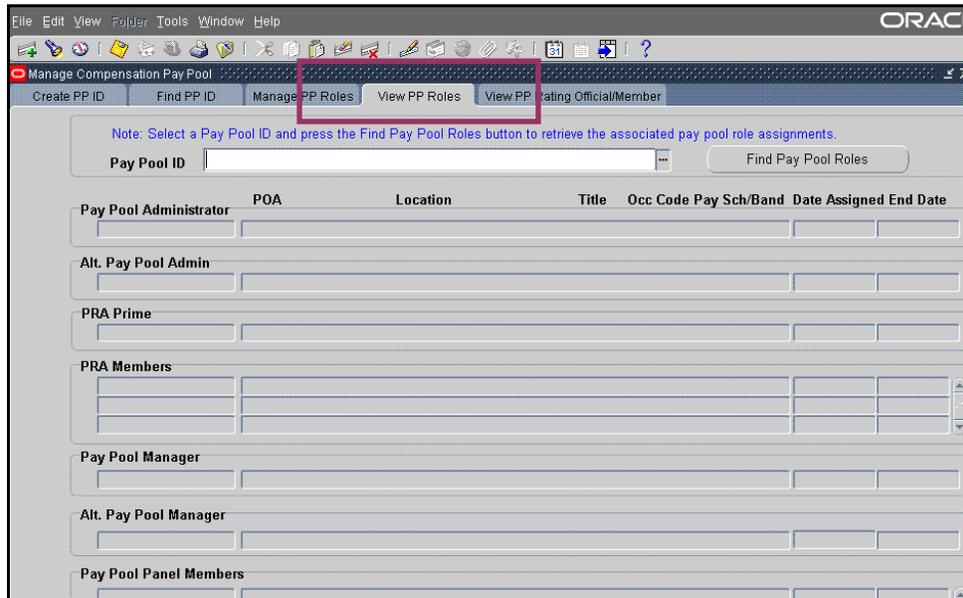
## The View PP Roles Tab

To review role assignments to a pay pool, use the **View PP Roles** tab. This tab allows you to see the roles assigned within the pay pool or sub-pay pool, including the following:

- Pay pool administrators
- PRA prime
- PRA members
- Pay pool managers
- Pay pool panel members
- Sub-pay pool managers

Alternate roles are also displayed. The **View PP Roles** tab is a view-only screen. The **Pay Pool ID** field is the only updatable field on the screen and is used to retrieve pay pool and sub-pay pool information. To update or change pay pool role information, you must go to the **Manage PP Roles** tab.

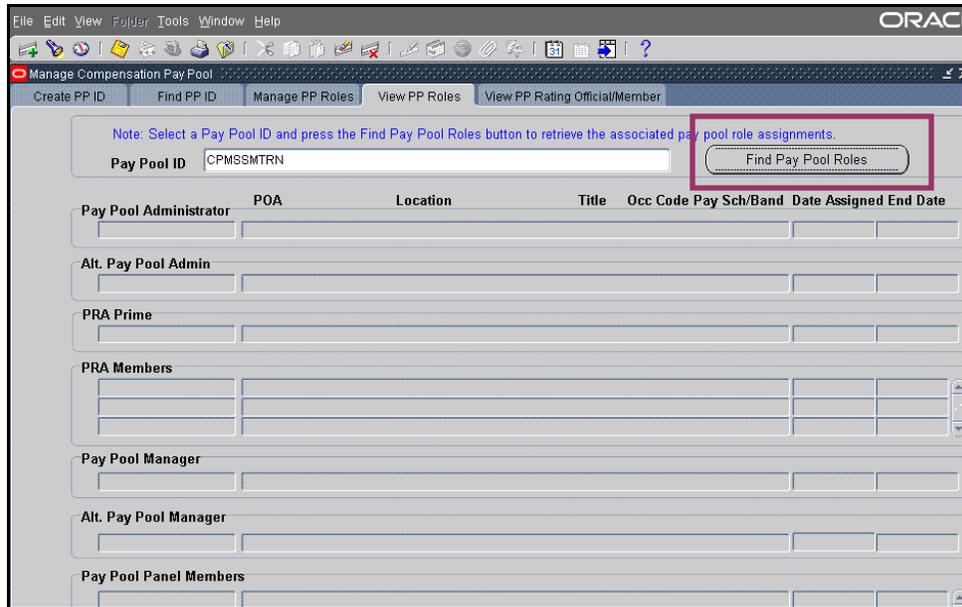
Follow these steps to view assigned roles:



The **View PP Roles** tab

1. Select the **View PP Roles** tab.
2. Enter the name of the pay pool ID or sub-pay pool ID in the **Pay Pool ID** field.

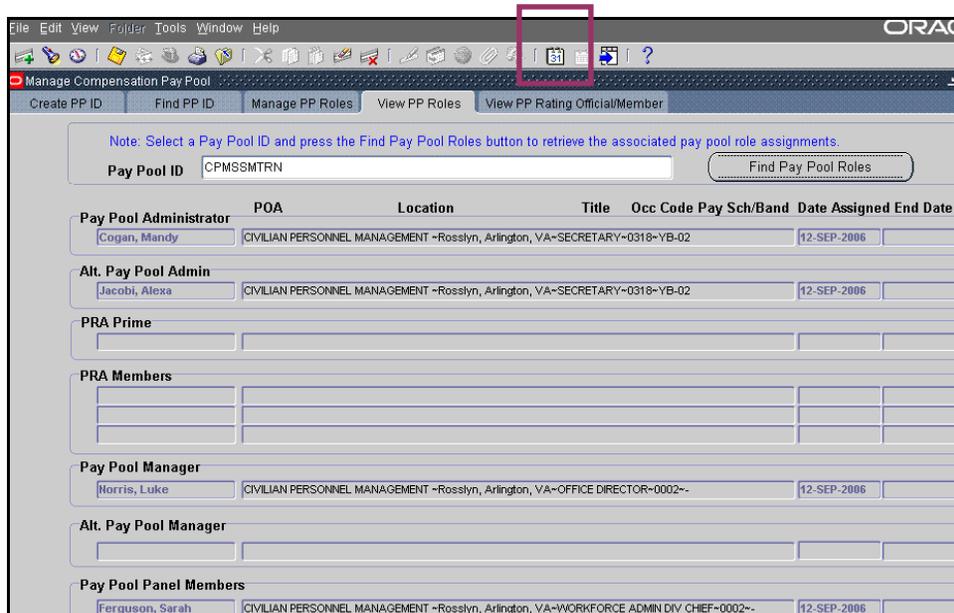
The **Pay Pool ID** field is the only updatable field. You can also select the pay pool ID or sub-pay pool ID from the LOV.



The **View PP Roles** tab with the pay pool ID entered

3. Select the **Find Pay Pool Roles** button to display the member assignments to roles in that pay pool (or sub-pay pool).

By default when you enter or select a pay pool ID or sub-pay pool ID, the system queries the data for that specific pay pool ID or sub-pay pool ID using the current system date.

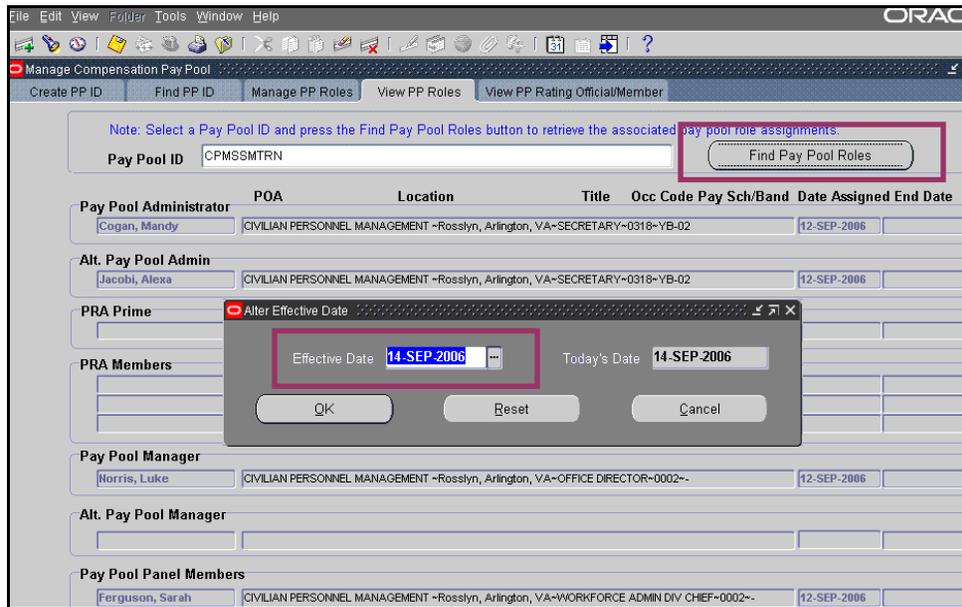


The **View PP Roles** tab with pay pool roles displayed

4. Perform one of the following:

If You...	Then...
Want to specify a different effective date, either past or future	Go to step 5.
Do not want to change the default effective date	You have finished this task. The screen displays the roles assigned to a pay pool.

5. Select the **Alter Effective Date**  icon from the toolbar to display the *Alter Effective Date* dialog box.



The *Alter Effective Date* dialog box

6. Enter the new date in the **Effective Date** field.  
You may also select a date from the LOV.
7. Select the **OK** button to close the dialog box.
8. Select the **Find Pay Pool Roles** button to query the system again and display the *Find PP Roles* screen with the assigned roles for that effective date.

***Congratulations!***

You have just viewed the roles assigned to a pay pool.

## The View PP Rating Official/Member Tab

When you want to view members and rating officials assigned to a specific pay pool or sub-pay pool, use the **View PP Rating Official/Member** tab. This is a view-only form.

Follow these steps to view members and rating officials:

The screenshot shows the Oracle HR system interface for the 'View PP Rating Official/Member' tab. The window title is 'Manage Compensation Pay Pool'. The menu bar includes 'File', 'Edit', 'View', 'Folder', 'Tools', 'Window', and 'Help'. The 'View PP Rating Official/Member' tab is selected. Below the menu bar, there is a 'Pay Pool ID' input field and a 'Find Pay Pool Members' button. A note above the input field reads: 'Note: Select a pay pool ID and click on the Find button to retrieve pay pool members.' Below the input field and button is a table with the following columns: Employee Name, POA, Location, Position, Title, Pay Schedule, Occ Code, Pay Band, Rating Offc Name, Start Date, and End Date. The table is currently empty.

The **View PP Rating Official/ Members** tab

1. Select the **View PP Rating Officials/Member** tab.
2. Enter the name of the pay pool ID or sub-pay pool ID in the **Pay Pool ID** field.

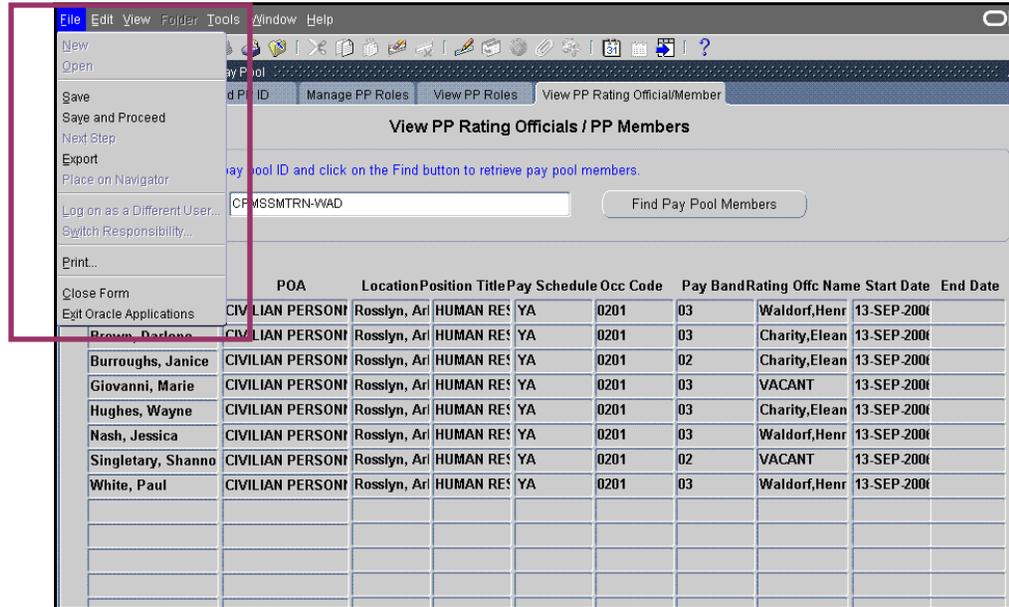
You can also select the pay pool ID or sub-pay pool ID from the LOV.



## Exporting Data to a Microsoft Excel Spreadsheet

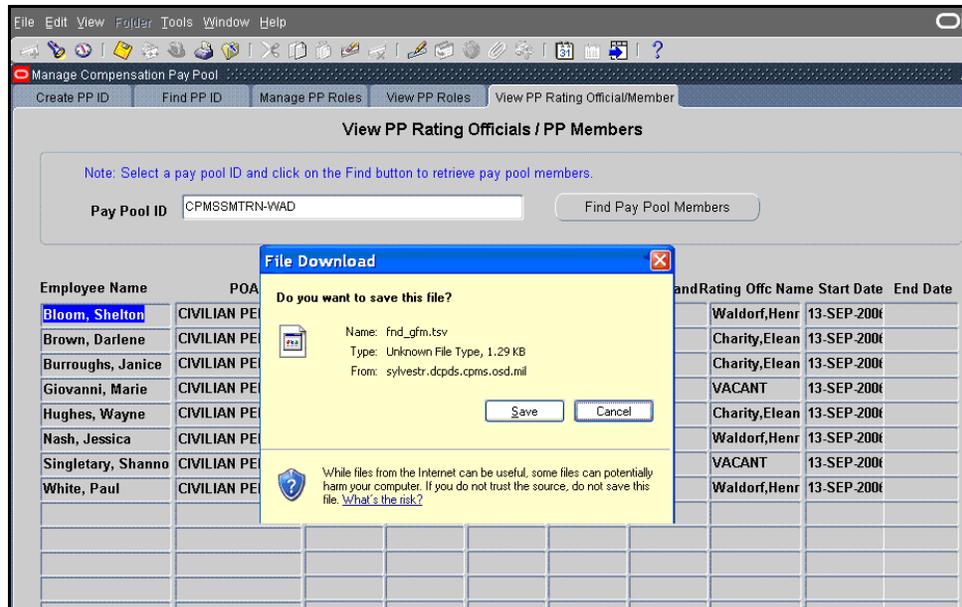
You can export the data you retrieve using the **View PP Rating Official/Member** tab to a Microsoft® Excel® spreadsheet. Since the **View PP Rating Official/Member** tab displays results in alphabetical order by employee, importing the data to an Excel spreadsheet allows you to sort retrieved records according to your needs.

Follow these steps to export the data:



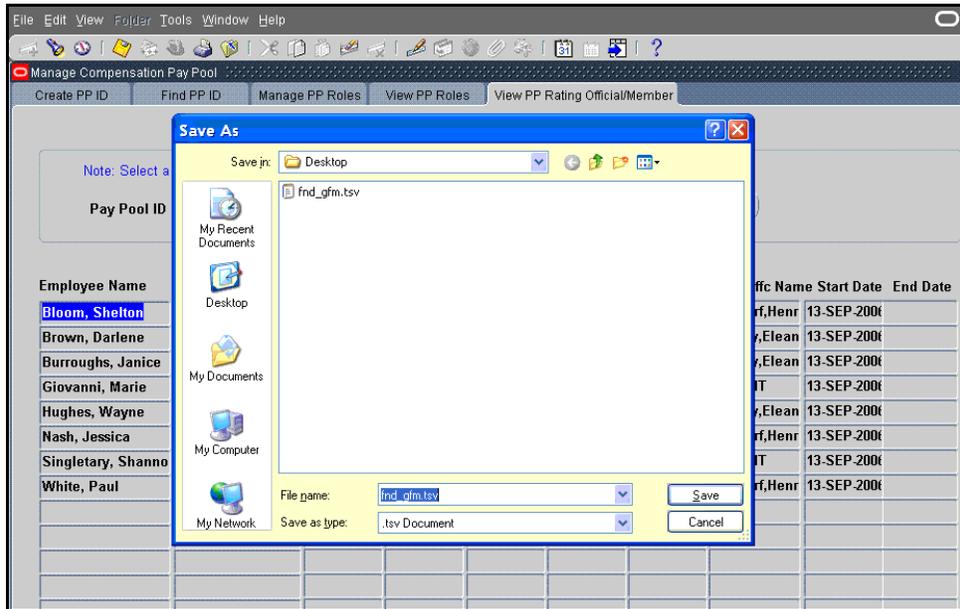
The **File** → **Export** menu

1. Select **File** → **Export** to open the *File Download* dialog box.



The *File Download* dialog box

2. Select the **Save** button to go to the *Save As* dialog box.



The *Save As* dialog box

3. Choose a file location and assign a file name in the *Save As* dialog box.
4. Select the **Save** button.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Employee	POA	Location	Position Ti	Occ Code	Pay Sched	Pay Band	Rating	Offc	Start Date	End Date	
2	Bloom, Sh	CIVILIAN F	Rosslyn, A	HUMAN R	201	YA	3	Waldorf,He	13-Sep-06			
3	Brown, Da	CIVILIAN F	Rosslyn, A	HUMAN R	201	YA	3	Charity,Ele	13-Sep-06			
4	Burroughs	CIVILIAN F	Rosslyn, A	HUMAN R	201	YA	2	Charity,Ele	13-Sep-06			
5	Giovanni, I	CIVILIAN F	Rosslyn, A	HUMAN R	201	YA	3	VACANT	13-Sep-06			
6	Hughes, W	CIVILIAN F	Rosslyn, A	HUMAN R	201	YA	3	Charity,Ele	13-Sep-06			
7	Nash, Jess	CIVILIAN F	Rosslyn, A	HUMAN R	201	YA	3	Waldorf,He	13-Sep-06			
8	Singletary,	CIVILIAN F	Rosslyn, A	HUMAN R	201	YA	2	VACANT	13-Sep-06			
9	White, Pai	CIVILIAN F	Rosslyn, A	HUMAN R	201	YA	3	Waldorf,He	13-Sep-06			
10												
11												
12												
13												
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25												

The Excel spreadsheet with the downloaded files

5. Open the file using Excel.

When you open the file using Excel, you may be asked to complete a series of formatting steps in the Text Import Wizard. Select the **Next** button for steps 1 and 2, and then select the **Finish** button to open the spreadsheet.

***Congratulations!***

You have just exported the data you retrieved using the **View PP Rating Official/Member** tab to an Excel spreadsheet.

# DCPDS ID Procedures

## Assigning Pay Pool Identifiers

Most employees are initially assigned to pay pools and sub-pay pools using a mass process method described in the *Manage Pay Pool Identifier Procedures* section of this user guide (version 1. – October 2006). However, after pay pools have been established and are functioning as designed, the system now gives the primary pay pool roles (pay pool manager, pay pool administrator, and the performance review authority) the flexibility to manage the employees' pay pool ID directly in the employee record.

Changes or updates to the relationship between an employee and his or her pay pool ID should be made with caution.

To accomplish pay pool ID updates, you may use one of the following two options:

- Direct update to an employee record
- Process a request for personnel action (RPA)

Before you begin to assign employees to pay pools or end an employee's membership in a pay pool, you need to log on to Employee Self-Service.

## Logging on to DCPDS

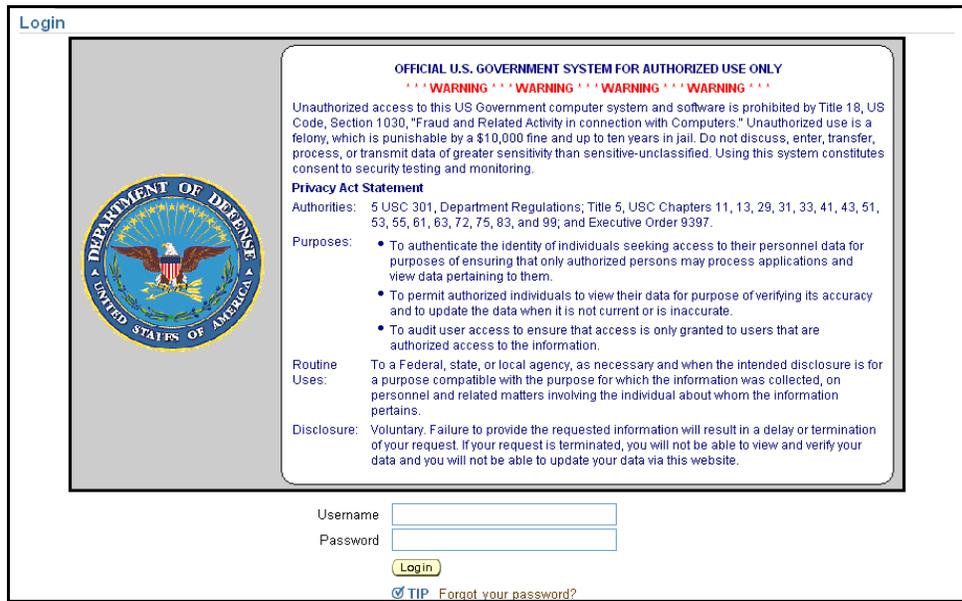
To accomplish pay pool updates, you must log on and then navigate to your assigned role.

Follow these steps to log on:

1. Open your Web browser.
2. Enter the Web site address (different for each Component).

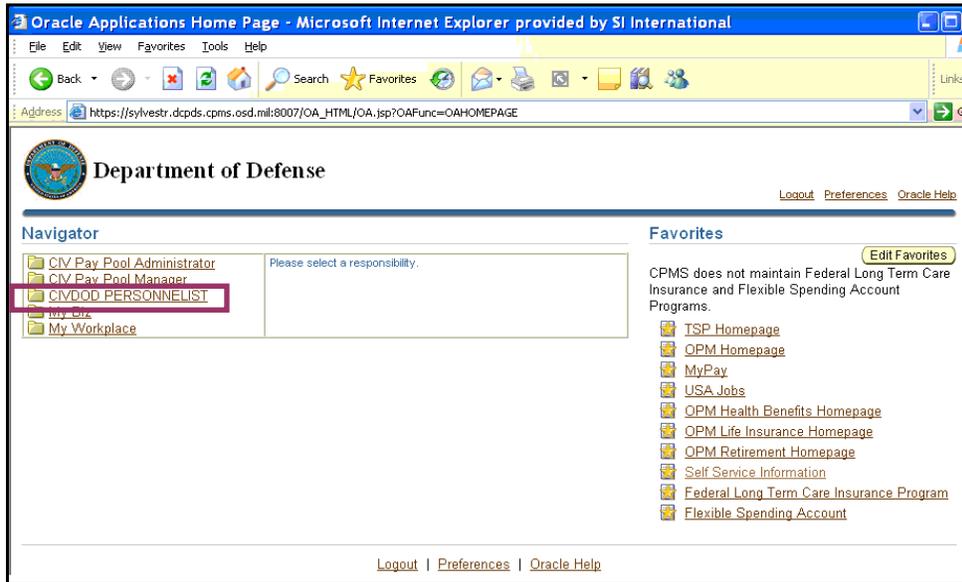


To get more information on how to access and log on to DCPDS, visit your Component home page.



The *Login* screen

3. Enter your user name and password (your HR system administrator can provide you with your user name and password).
4. Select the **Login** button to go to the *Navigator* screen.



The *Navigator* screen with the CIVDOD PERSONNELIST responsibility

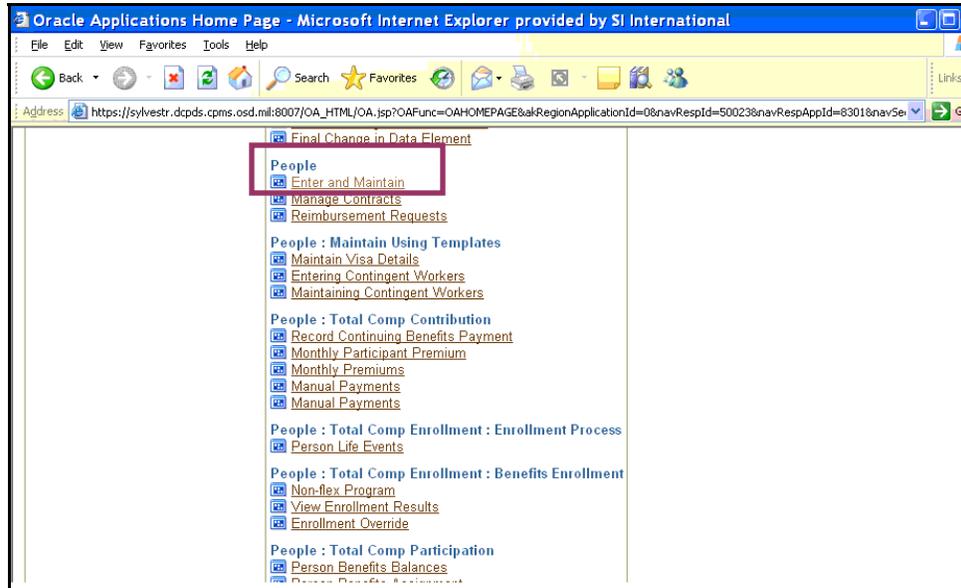
5. Select your assigned role.

***Congratulations!***

You have logged on successfully. The subsequent tasks assume you are already on the *Navigator* screen for Employee Self-Service.

## Direct Update to an Employee Record by HR Practitioner

Follow these steps to update an employee record directly.

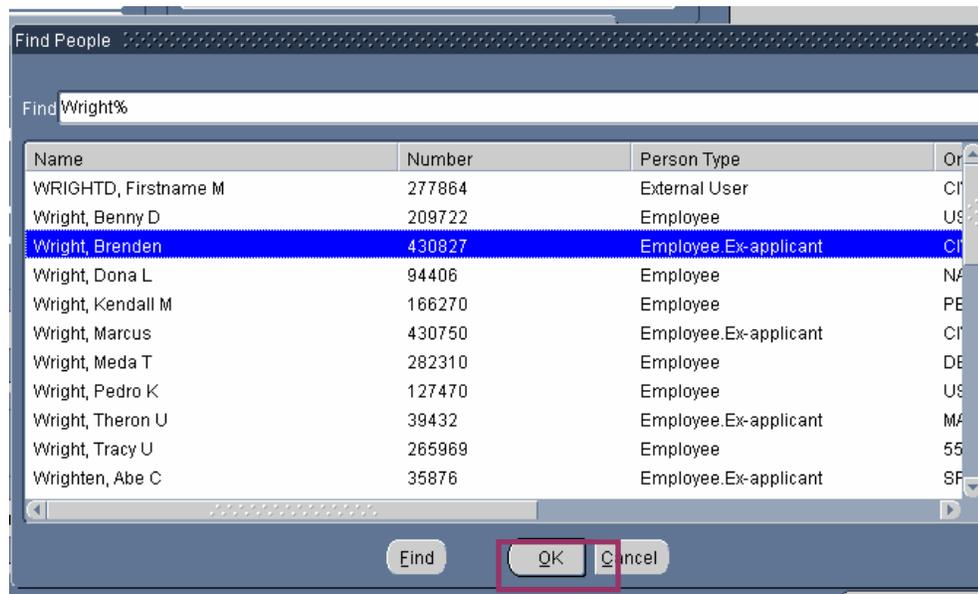


The *People* section under the CIVDOD PERSONNELIST responsibility

1. Navigate to the *People* section, under your role on the *Navigator* page.
2. Select Enter and Maintain to display the *Find Person* dialog box.

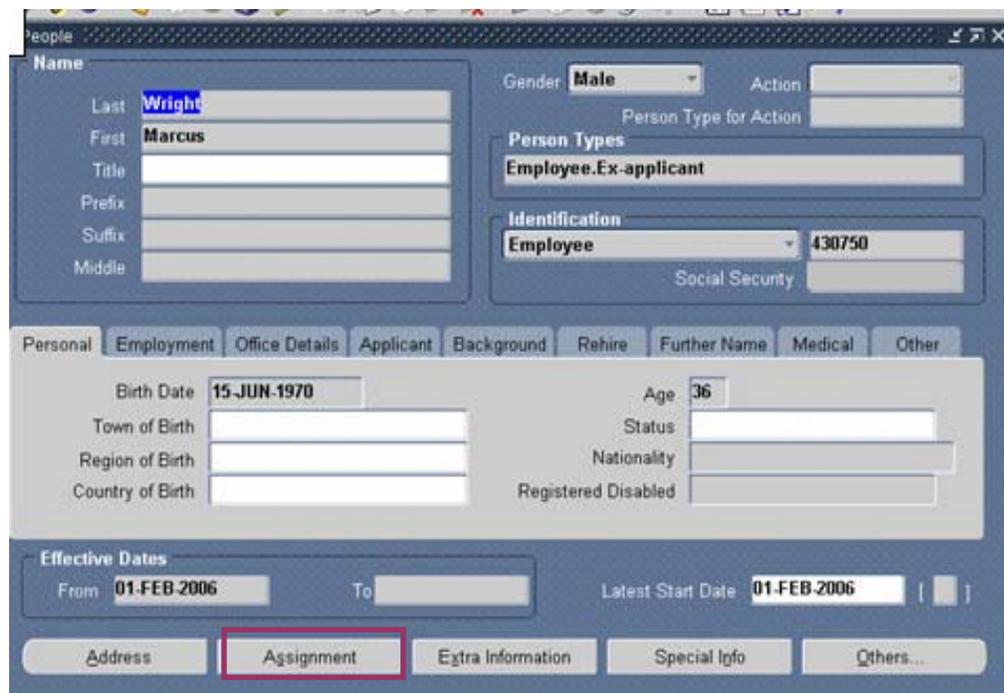
The Find Person dialog box

3. Enter the employee's full name or last name in the Full Name field.
4. Select the **Find** button. If there are multiple employees with the name entered you will get a list of employees to select from.



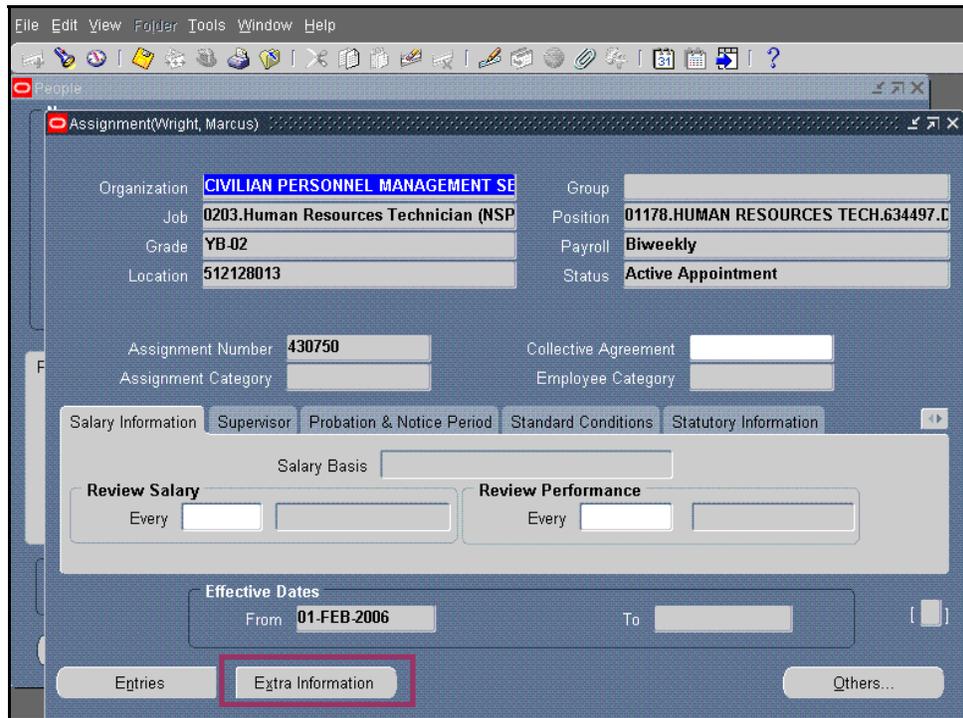
The *Find Person* dialog box

5. Select the employee name from the list. If there are multiple employees with the same name you can use the scroll bar to see additional data such as the employee's organization or job name..
6. Select the **OK** button to go to the *People* screen.



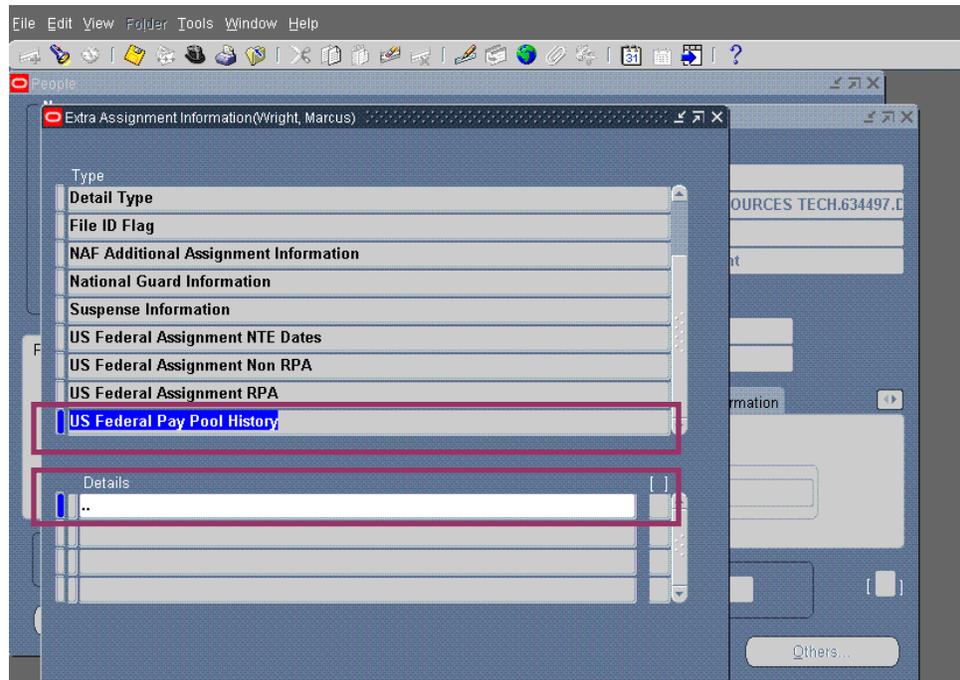
The *People* screen with the employee name entered

7. Select the **Assignment** button to go to the *Assignment* screen.



The Assignment screen

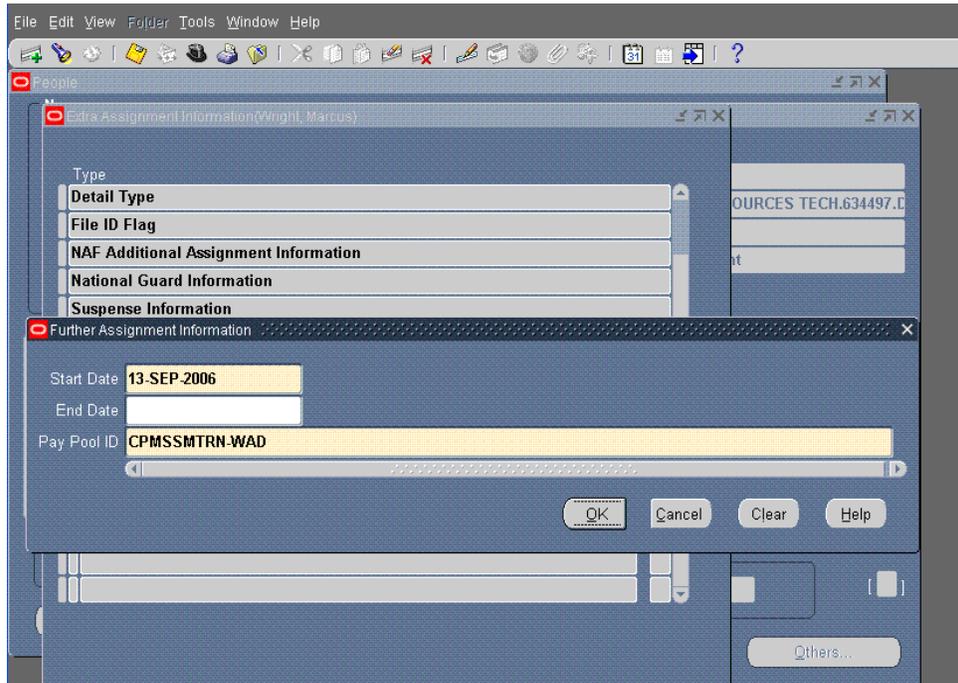
8. Select the **Extra Information** button to display the *Extra Assignment Information* screen with additional employee assignment options.



The Extra Assignment Information screen

9. Navigate to US Federal Pay Pool History.

10. Select the **Details** field to display the *Further Assignment Information* dialog box.



The *Further Assignment Information* dialog box

11. Complete the Further Assignment Information.
  - a. If you are assigning a pay pool ID for the first time you must enter a Start Date and Pay Pool ID.
  - b. If you are assigning the employee to a different pay pool ID you must edit the current row and enter a value in the End Date.
  - c. If you are correcting the Start Date or Pay Pool ID you should override the data in the current row.

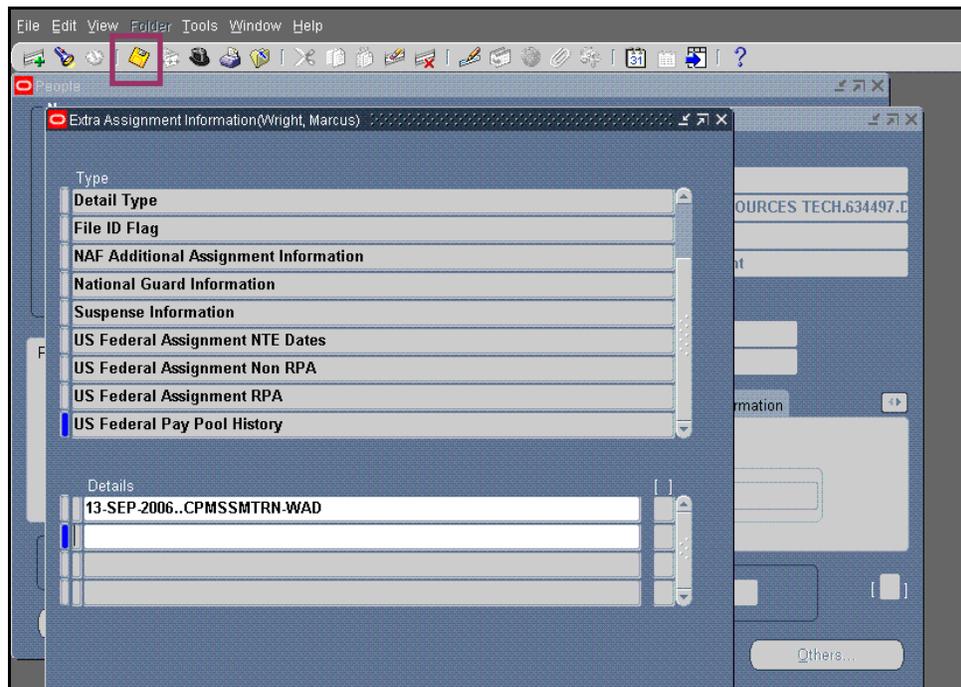
Field	Description
Start Date	Enter the date the employee is assigned to a pay pool or sub-pay pool. This date cannot be earlier than the pay pool ID or sub-pay pool ID creation date. An employee must be assigned to the pay pool on or before the End of the Appraisal Cycle to be considered a part of the pay pool fund.
End Date	Enter the date the employee's assignment to a pay pool or sub-pay pool terminates, if applicable. The End Date must be later

than the pay pool ID or sub-pay pool creation date.

Pay Pool ID

Select a pay pool ID or sub-pay pool ID from the LOV in the **Pay Pool ID** field.

12. Select the **OK** button to display the information you entered in the **Details** field of the *Extra Assignment Information* screen.



The *Extra Assignment Information* screen with pay pool assignment shown

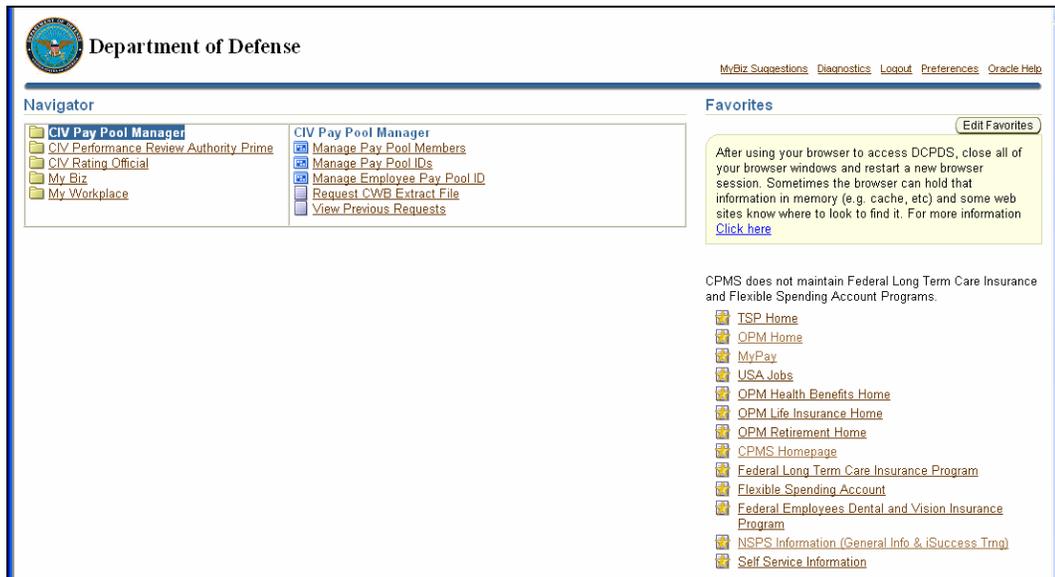
13. Select the **Save**  icon.
14. Close the window.

### ***Congratulations!***

You have just assigned an employee to a pay pool or sub-pay pool using Direct Update.

# Direct Update to an Employee Record by the Pay Pool Manager, Pay Pool Administrator or Performance Review Authority

Follow these steps to update an employee record directly.



The Manage Employee Pay Pool ID under the CIV Pay Pool Administrator responsibility

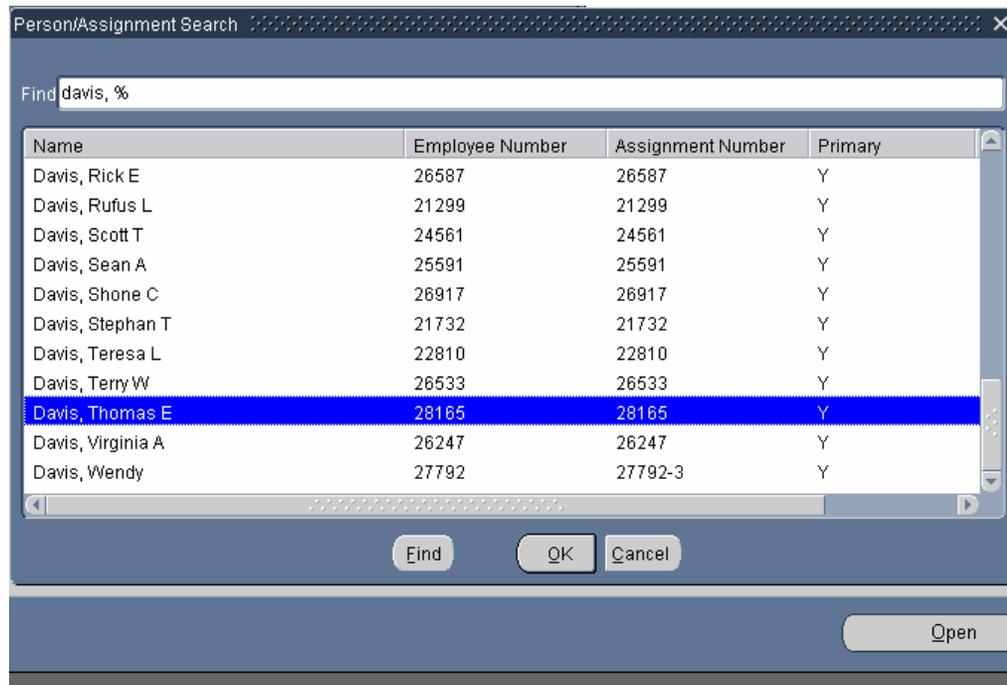
1. Select the appropriate responsibility (e.g., CIV Pay Pool Manager, CIV Alternate Pay Pool Manager, CIV Pay Pool Administrator, CIV Alternate Pay Pool Administrator or CIV Performance Review Authority Prime) located in the left column.
2. Select the Manage Employee Pay Pool ID navigation item. This will display the Find Person dialog box.



The Find Person dialog box

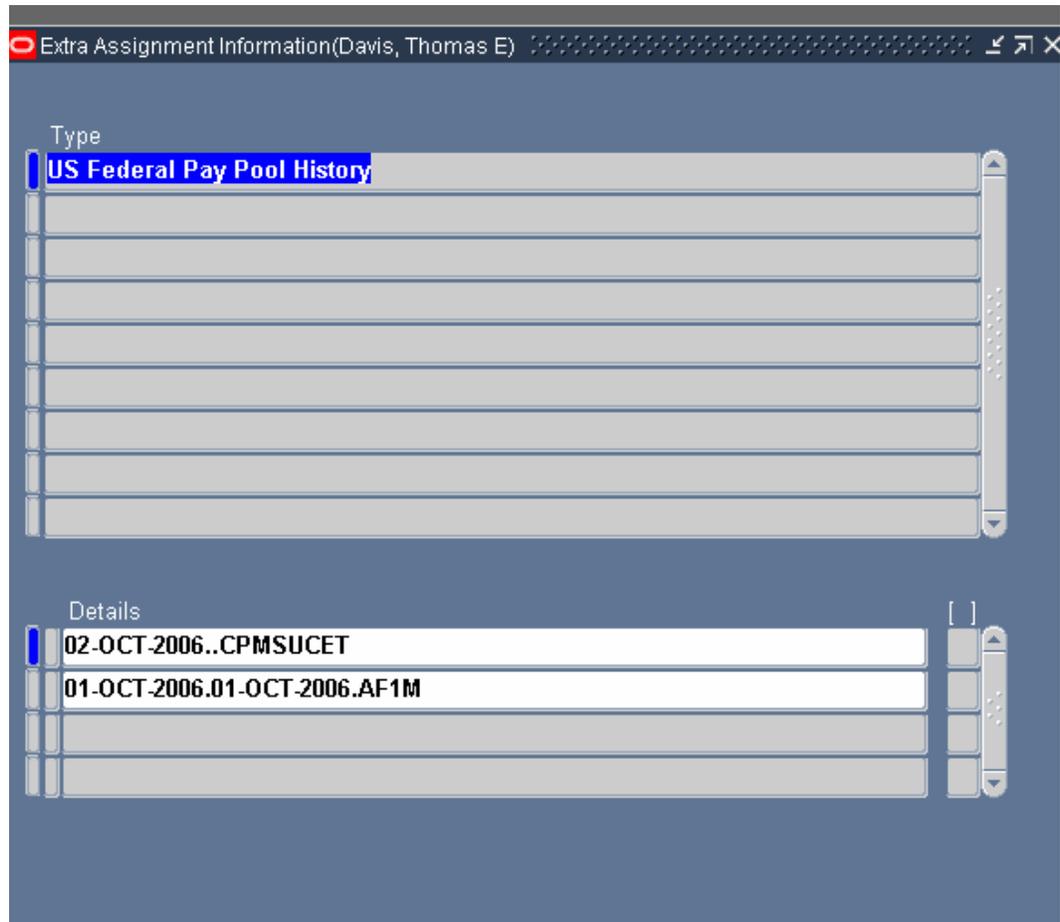
3. Enter the employee's full name or last name in the Full Name field.

4. Select the **Find** button. If there are multiple employees that match the name entered you will get a list of employees from which to select.



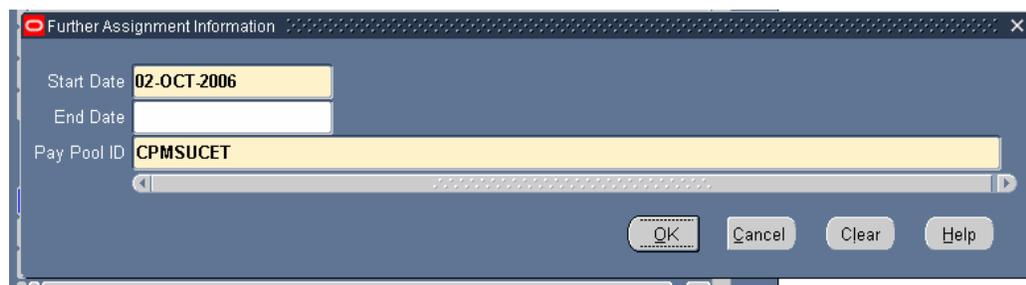
The Person/Assignment Search dialog box

5. Select the employee name from the list. **Note:** Look at the Employee Number to help identify the correct employee. If you do not know the Employee Number contact your HR specialist.
6. Select the **OK** button to go to the **Extra Assignment Information** screen.



The Extra Assignment Information dialog box

7. Under the **Details** section, select the row to update information to access the Further Assignment Information dialog box.



The Further Assignment Information

8. Complete the Further Assignment Information.
  - a. If you are assigning a pay pool ID for the first time you must enter a Start Date and Pay Pool ID.
  - b. If you are assigning the employee to a different pay pool ID you must edit the current row and enter a value in the End Date. Then select a blank row to enter the information for the new pay pool.

- c. If you are correcting the Start Date or Pay Pool ID you should override the data in the current row.

Field	Description
Start Date	Enter the date the employee is assigned to a pay pool or sub-pay pool. This date cannot be earlier than the pay pool ID or sub-pay pool ID creation date. An employee must be assigned to the pay pool on or before the End of the Appraisal Cycle to be considered a part of the pay pool fund.
End Date	Enter the date the employee's assignment to a pay pool or sub-pay pool terminates, if applicable. The End Date must be later than the pay pool ID or sub-pay pool creation date.
Pay Pool ID	Select a pay pool ID or sub-pay pool ID from the LOV in the <b>Pay Pool ID</b> field.

- 9. Select the OK button to exit the Further Assignment Information dialog box.
- 10. Select the **Save**  icon.
- 11. Close the window.

***Congratulations!***

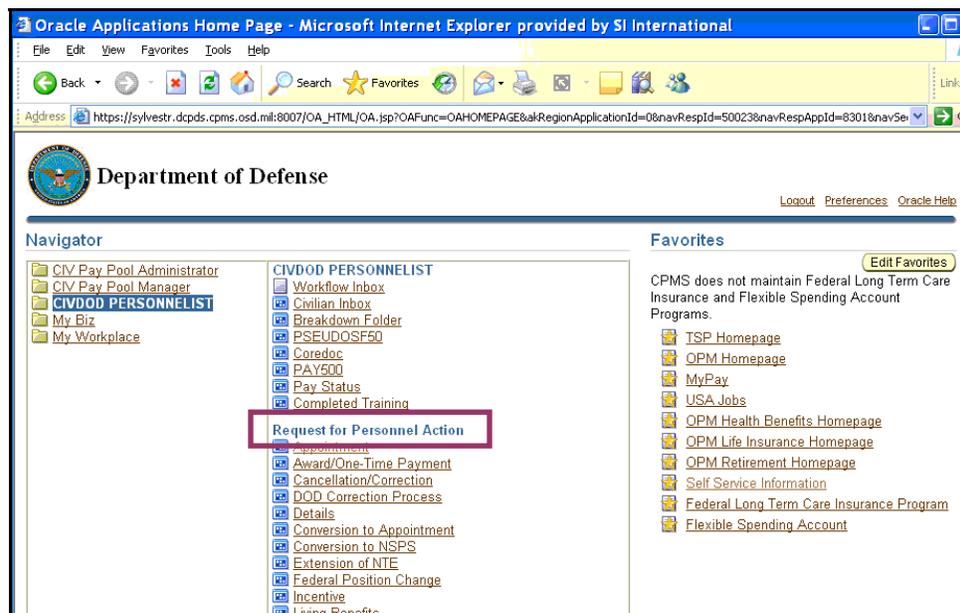
You have just assigned an employee to a pay pool or sub-pay pool using Direct Update.

# Updating Employee Pay Pool ID Using the Request for Personnel Action Process

You can update employee pay pool IDs with the following Natures of Action (NOAs):

- 1XX
- P1XX
- T1XX
- 5XX
- P5XX
- T5XX
- 702, 713, 721, 790
- P702, P713, P721, P790
- T702, T713, T721
- Y894 and Y721
- 001
- Corrections, 002 and DoD Corrections.

Follow these steps to update the pay pool ID:

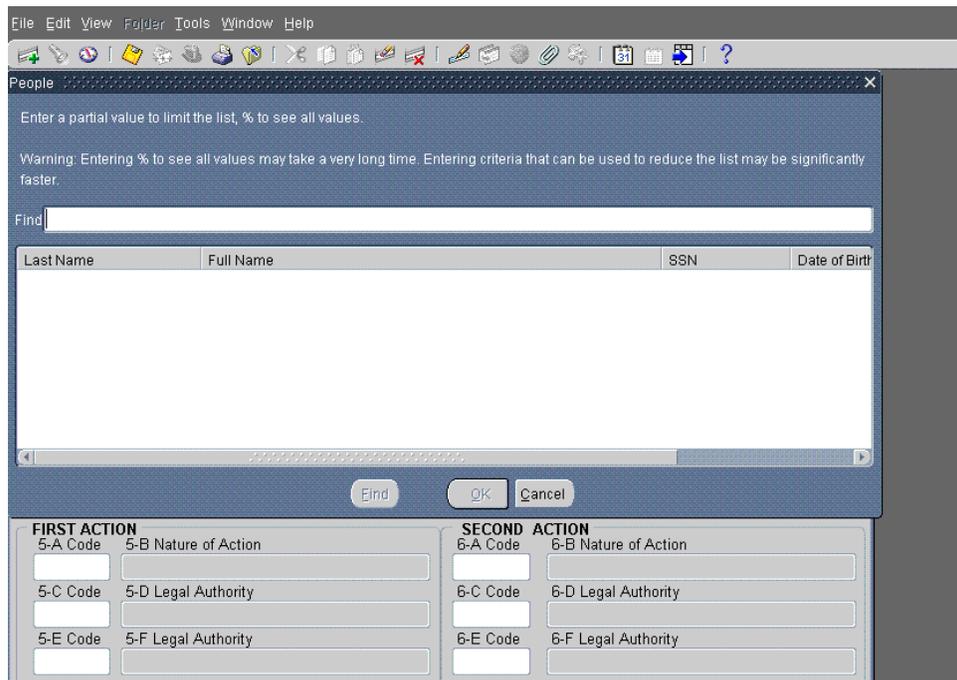


The Navigator screen with RPA responsibilities displayed

1. Navigate to the *Request for Personnel Action* section under the responsibilities for your role.
2. Select the personnel action you want to process from the list under the *Request for Personnel Action* section to open the *Request for Personnel Action* screen.

The *Request for Personnel Action* screen

3. Select the LOV in the **Last Name** field in the *Part B – For Preparation of SF 50* section to go to the *People* window.



The *People* dialog box

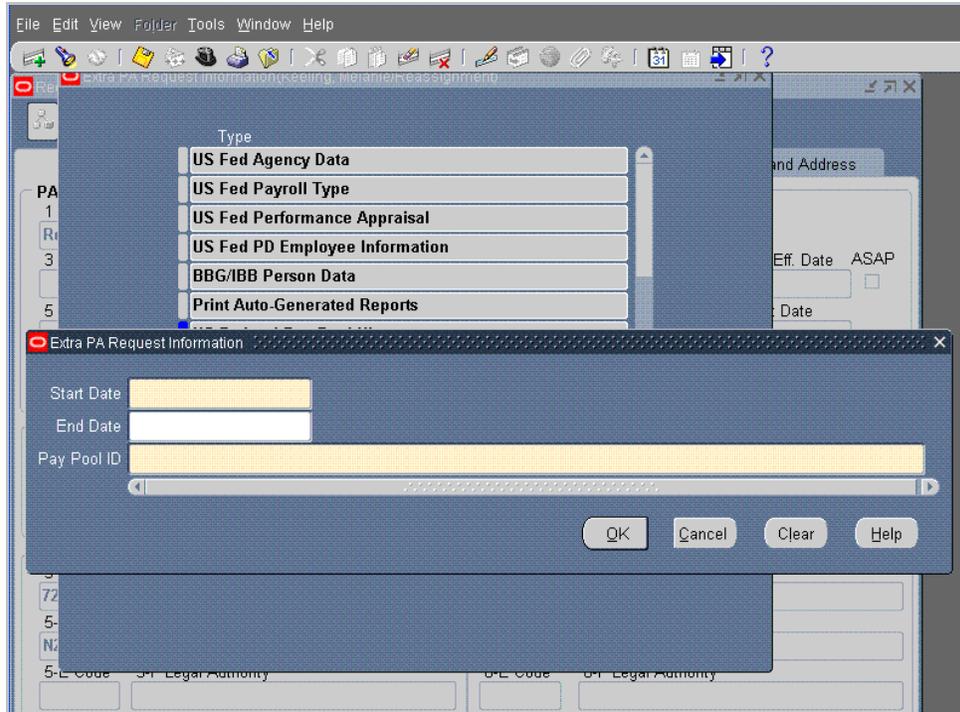
4. Enter the employee last name in the **Find** field.
5. Select the **Find** button to retrieve a list of names that match your entry.
6. Select the employee you want.
7. Select the **OK** button to enter the employee name and information on the *Request for Personnel Action* screen.

The *Requesting Info* screen with the employee name entered

8. Complete the *First Action* section with information as required.
9. Select the **Extra Information** button to go to the *Personnel Action* window.

The *Extra PA Request Information* window

10. Navigate to and select **US Federal Pay Pool History**.
11. Select the **Details** field to open the *Extra PA Request Information* dialog box.



The *Extra PA Request Information* dialog box

12. Complete the dialog box as follows:

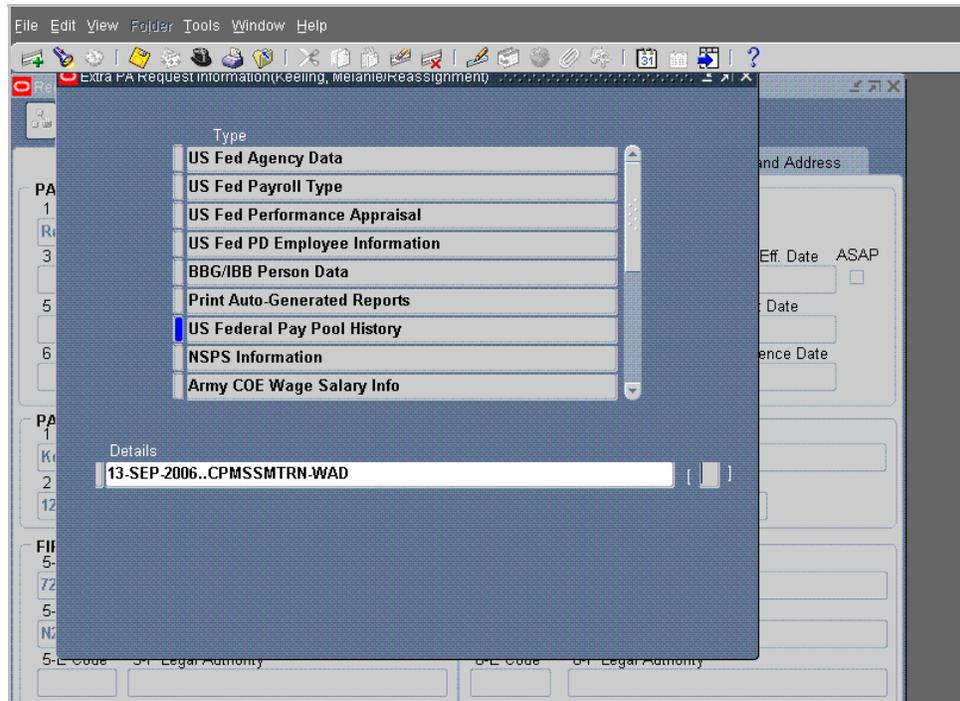
Field	Description
Start Date	Enter the date the employee is assigned to a pay pool or sub-pay pool. This date cannot be earlier than the pay pool ID or sub-pay pool ID creation date. An employee must be assigned to the pay pool on or before the End of the Appraisal Cycle to be considered a part of the pay pool fund.
End Date	Enter the date the employee's assignment to a pay pool or sub-pay pool terminates, if applicable. The End Date must be later than the pay pool ID or sub-pay pool creation date.
Pay Pool ID	Select a pay pool ID or sub-pay pool ID

from the LOV in the **Pay Pool ID** field.



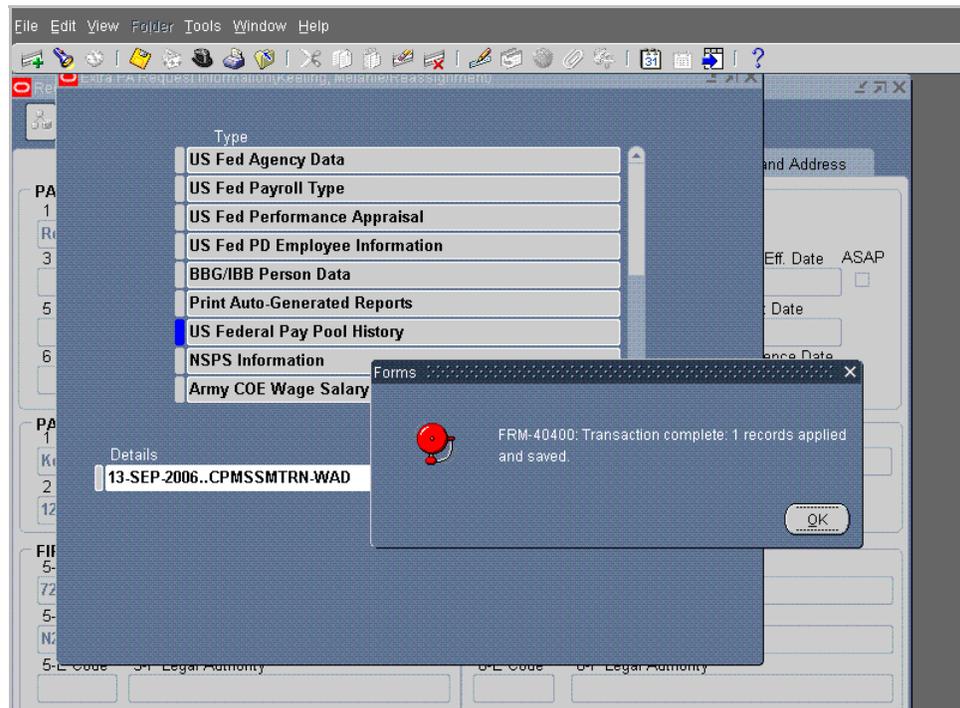
You must select a pay pool ID from the pay pool ID LOV. HR practitioners cannot create pay pool IDs.

13. Select the **OK** button to display the information in the Details line of the *Extra PA Request Information* window.



The *Extra RPA Request Information* window with Details completed

14. Select the **Save**  icon to display a dialog box confirming your request.



The *Confirmation* dialog box

15. Select the **OK** button to close the dialog box.

### ***Congratulations!***

You have just assigned an employee to membership in a pay pool or sub-pay pool using an RPA.

After the RPA is routed to HR, the pay pool ID information entered in the RPA process flows to the personnel record, United States Federal Pay Pool Information Descriptive Data Field (DDF).

## Glossary

Term	Definition
Agency Group	The agency and the administrative subdivision (that is, sub-element) in which a person is employed, such as AF09 – Air Force Personnel Center or ARMC – U.S. Army Medical Command.
Alternate Pay Pool Administrator	An alternate user who administers NSPS pay pool ID functions, forms, and data.
Alternate Pay Pool Manager	An alternate individual charged with the overall responsibility for the effective operation of the pay pool and for the distribution of funds in a manner consistent with Department of Defense (DoD), Component, and organization policies. The pay pool manager is the final approving official of the rating record.
Appointment Type	Identifies the type of appointment under which an employee is serving; for example, 1A = Competitive – Career, 1C = Excepted Career, 3A = Temporary Appointment-NTE.
Appraisal Application	A performance management application that allows rating officials to create performance plans and performance appraisals. The module allows employees to participate in the process with the supervisor by annotating periodic accomplishments, suggesting new job objectives, providing online comments, and providing input on the performance process before the job objective and work plans are finalized. The Performance Appraisal Application is an Oracle® self-service application, integrated with CWB by linking directly the rating official's recommended rating of record and the CWB tool for processing the yearly compensation payout.
Assignment Status	Also known as duty status. Controls presence or non-presence for duty for strength accounting purposes; for example, Active, LWOP, Suspension, Furlough, and Detail.
Bargaining Unit Status	Identifies the employee's bargaining unit or bargaining unit status as related to federal employee representation.
Compensation Workbench Application (CWB)	A performance management application that allows managers to administer a compensation program for employees, either individually or by groups, through compensation planning, administration, and reporting activities.
Date Tracking	Date Tracking is a feature that allows you to view, add, change, or delete information as of any particular date in time – past, present, or future. Through Date Tracking a continuous history of information and changes to records is maintained.

<b>Term</b>	<b>Definition</b>
DCPDS	The Defense Civilian Personnel Data System HR information system that supports civilian personnel operations in the DoD.
DDF	Descriptive Data Field.
Duty Station	The location of an employee's official worksite.
Employee ID	A system-generated number unique to an employee.
End-Date	The date a record or row of data is terminated. It does not mean that the record was deleted; the history of the record remains in the system.
LOV	List of values, displayed in the application as ellipsis points (...).
My Biz	A portal that allows employees to view their performance plans and verify the accuracy of their own employment-related information, such as appointment, position, e-mail address, salary, benefits, awards, and so on.
My Workplace	A portal that centralizes key information about employees for their managers and supervisors. It furnishes managers with easy access to employee's performance plans and personnel information, enabling managers to make budget decisions, staffing plans, and work distributions.
Obligated Expiration Date	A data element used to suspend the date when the obligation attached to the position expires.
Obligated Type	A data element used to store employee obligation type (overseas, temporary assignment, and others).
Occupational Code (Occ Code)	A numeric designator that replaces the occupational series established by OPM in the title 5 classification system. Each code represents a specific type of work (for example, 0110 Economist, 1410 Librarian, 0893 Chemical Engineer).
Office Symbol	A data element that identifies the specific organization office symbol of a position.
Organization Hierarchy	The DoD organization hierarchy is a structure/architecture that depicts the highest organization level down to the lowest organizational level. The organization hierarchy begins at the Secretary of Defense level and proceeds downward to the installation level. The organization hierarchy is managed and built centrally in the system for each Component down to the UIC or PAS code level.
Organization Structure Code	Identifies the internal organization structure of a specific unit as

Term	Definition
	established by manpower.
PAS Code	Personnel Accounting Symbol, controlled and established by the manpower system. Reflects the personnel accounting symbol to which the position is authorized.
Pay Band	Pay bands combine a range of work into discreet levels. The NSPS pay system establishes a pay range for each pay band, with a minimum and a maximum pay rate.
Pay Pool Administrator	The user who administers the NSPS pay pool ID functions, forms, and data.
Pay Pool	The organizational elements/units or other categories that are combined to determine performance payouts. Each employee is in only one pay pool at a time. Pay pool also means the amount designated for performance payouts to employees covered by a pay pool.
Pay Pool Fund	Also known as the pay pool payout budget. The pay pool fund is the sum of the employees' total base salary times the pay pool factor. The pay pool factor is comprised of the base pay increase fund, bonus fund, and any remaining GPI funds.
Pay Pool Hierarchy	The pay pool hierarchy is a structure/architecture that depicts the highest pay pool ID level down to the sub-pay pool level. This architecture functions in a similar manner as the Organization Hierarchy and the self-service hierarchy in the manner in which they are used to create and maintain system security. For example, with the pay pool hierarchy security in place, the PRA, pay pool administrators, pay pool managers, and sub-pay pool managers (and alternates) are authorized to access data <i>only</i> for employees under their responsibility.
Pay Pool ID	The Component-determined name for a pay pool.

Term	Definition
Pay Pool Manager	The individual charged with the overall responsibility for the effective operation of the pay pool and for the distribution of funds in a manner consistent with DoD, Component, and organization policies. The pay pool manager is the final approving official of the rating record.
Pay Pool Panel	These are officials who are usually in positions of line authority or in senior staff positions with resource oversight for the organizations, groups, or categories of employees with membership in the pay pool. The primary function of the pay pool panel is the reconciliation of ratings of record, share distribution, and payout allocation decisions.
Pay Pool Start Date	Date an employee was assigned to the pay pool or the sub-pay pool.
Pay Schedule	A set of related pay bands for a specified category of employees within a career group. There are typically four pay schedules (it varies by career group): Professional/Analytical, Technician/Support, Supervisor/Manager, and Student.
Performance Payout	The total monetary value of performance pay increase and bonus resulting from the performance appraisal process and contribution assessment. Performance payout is a function of pay pool funding, the total number of shares awarded within the pay pool for that appraisal period, the rating of record earned by the employee, the number of shares assigned to the individual employee, and the base salary earned by the employee at the close of the appraisal period.
Performance Review Authority (PRA)	The PRA provides oversight of several pay pools, and addresses the consistency of performance management policies within a Component, Major Command, field activity, or other organization as determined by the Component. The responsibility of the PRA may be assigned to an individual management official or organizational unit or groups.
Performance Review Authority Prime (PRA Prime)	A senior management official that provides oversight of several pay pools and addresses the consistency of performance management policies within a Component, Major Command, field activity, or other organization as determined by the Component.
Personnel Office Identifier (POI)	The identification of the federal civilian personnel office authorized to appoint and separate an employee, and to the extent such functions have been delegated, prepare personnel actions, maintain official personnel records, and administer programs for staff compensation, training and development, benefits and awards, and employee and labor relations. For example: 2241 – U.S. Army Rock Island Arsenal, 2323 – Air and Education Training Command
Position Number	A number used to identify a civilian position in DCPDS.

<b>Term</b>	<b>Definition</b>
Position Sequence Number	A unique system-generated number assigned to a position number.
Position Status	Identifies whether a position is permanent, temporary, seasonal, and so on.
Position Title	The name of a position, such as secretary, civil engineer, or human resources specialist.
Position Type	Identifies whether the position is appropriated, NAF, local, national, and so on.
Position Organization Address (POA)	Used on the RPA and NPA to fill in the position's address. The POA is also used to set up system security in DCPDS.
Pre-Spiral Indicator	Tracks the planned spiral increment in which an employee's position in a specific organization is to be converted to NSPS. This data field allows the Components to query position data prior to implementation for baseline data collection and reporting, such as identifying pay averages and ranges for occupational groups within a unit or geographic market area.
Rating Official	A representative of management, usually the immediate supervisor, who is approved by the pay pool manager to evaluate and assess employee performance and recommend a rating of record for review by the pay pool panel.
Region	The database where the record resides; for example, Region 3 – Air Force; Region 11 – Army.
Responsibility	Determines your system privileges and defines the records, windows, menus, and forms to which you have access based on your job responsibilities; for example, pay pool administrator or pay pool manager.
Role	The name of a responsibility; for example, CIV pay pool manager, CIVDOD PERSONNELIST.
RPA Process	The automated Request for Personnel Action standard form that enables supervisors and managers to request employee and position actions. It enables the Personnel Office to record staffing and classification actions, and to make personnel record changes.
Security	Access to the system is defined based on your assigned role and responsibility. Security within the system controls which menus, forms, and data the user can view/update.
Self-Service	Oracle application that extends the functionality of the DCPDS by enabling both employees and managers to participate in HR via a Web

Term	Definition
	browser.
Self-Service Hierarchy	The organization structure of an installation or individual unit used to create and maintain reporting structures and security, always defined from top senior position down in each unit. The hierarchy must be established to provide the rating official with access to his or her employee records.
Servicing Office Identifier (SOID)	Servicing Civilian Personnel Office; for example, 9P – Randolph AFB, Texas 78150; H2 – DLA, Ft. Belvoir, Virginia 22060.
Special Program Identifier	Data element used to identify special programs such as training, career program requirements, or special emphasis programs.
Sub-Pay Pool	A pay pool organized in a subordinate structure to the pay pool due to the size of the pay pool population, the complexity of the mission, the need to prevent conflicts of interest, or other similar criteria.
Sub-Pay Pool Manager	Individual charged with the overall responsibility for the effective operation of the sub-pay pool in a manner consistent with DoD, Component, and organization policies.
Sub-Pay Pool Panel Member	Usually senior management official, including the sub-pay pool manager, of the organizations or functions represented in the sub-pay pool that assists the sub-pay pool manager in the exercise of his or her responsibilities.
Supervisory Hierarchy	See “Self-Service Hierarchy.”
Supervisory Status	The nature of managerial, supervisory, or non-supervisory responsibility assigned to an employee’s position.
Tenure	For purposes of reduction in force, the retention group in which an employee is placed based on the employee’s type of appointment.
Unit Identification Code (UIC)	A unique identifier for each of the major organizational segments (usually an installation or activity) in the organizational hierarchy. UIC is used for all non-AF organizations.
Work Schedule	The time basis on which an employee is scheduled to work. A work schedule may be full-time, part-time, or intermittent.

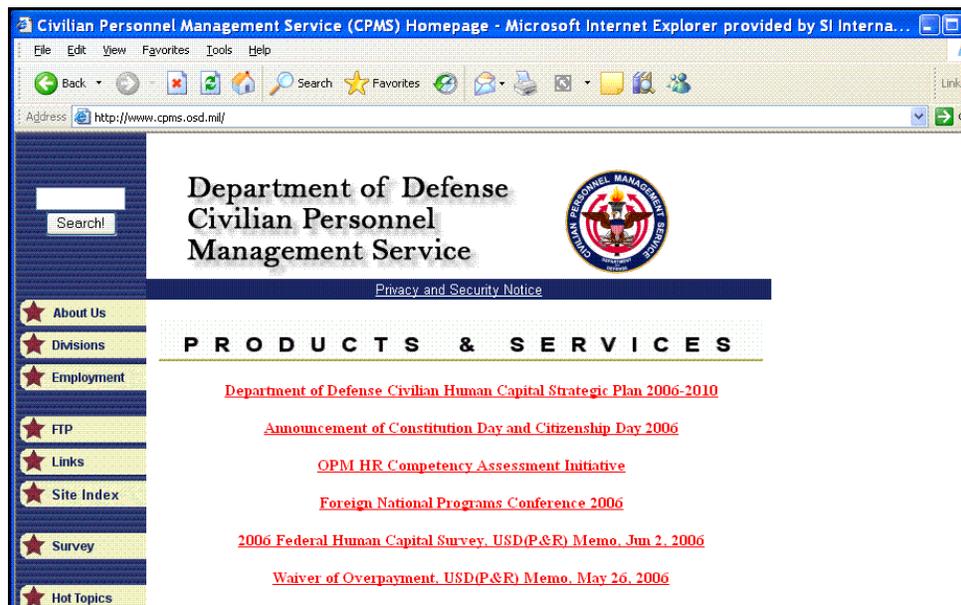
# Appendix A

## JInitiator Installation Instructions

To access the MPP ID application, JInitiator software must be installed on your desktop.

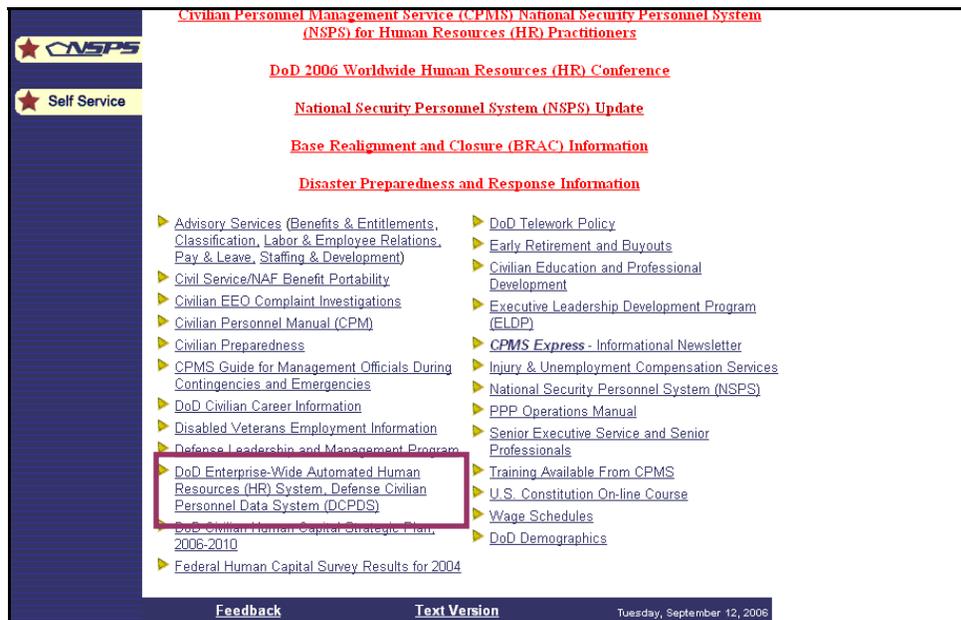


Only system administrators can install this software. Please follow the JInitiator installation instructions below:



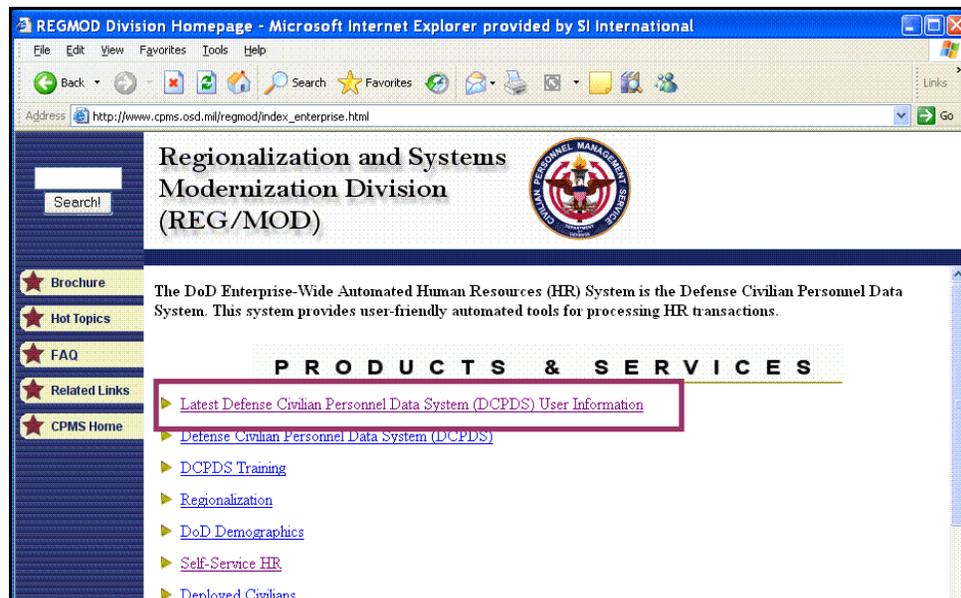
The CPMS Web site - [www.cpms.osd.mil](http://www.cpms.osd.mil)

1. Enter the CPMS Web site address: <http://www.cpms.osd.mil>.



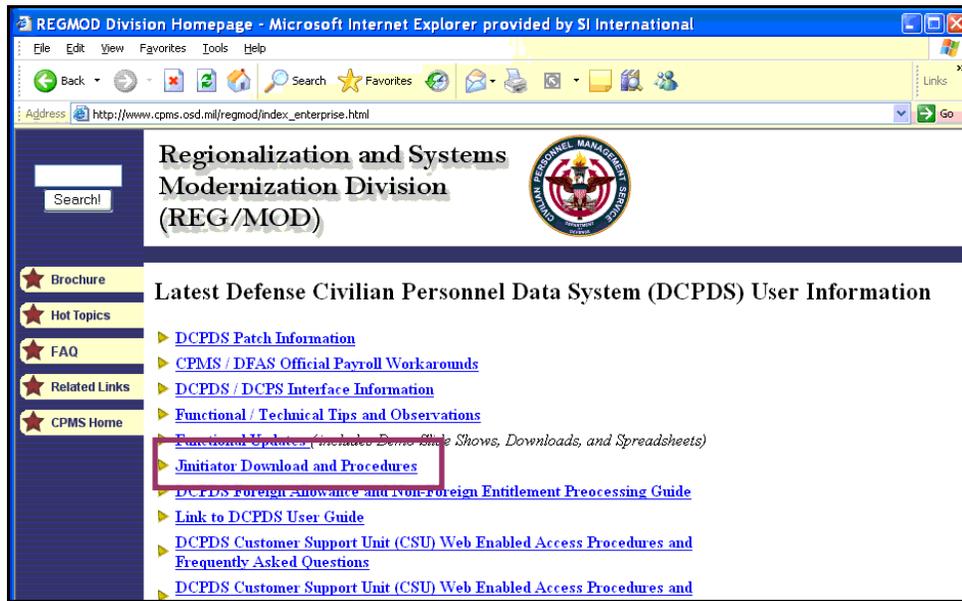
The CPMS Web site with DoD Enterprise-Wide Automated Human Resources HR System highlighted

8. Scroll to DoD Enterprise-Wide Automated Human Resources (HR) System, Defense Civilian Personnel Data System (DCPDS).
9. Select DoD Enterprise-Wide Automated Human Resources (HR) System, Defense Civilian Personnel Data System (DCPDS).



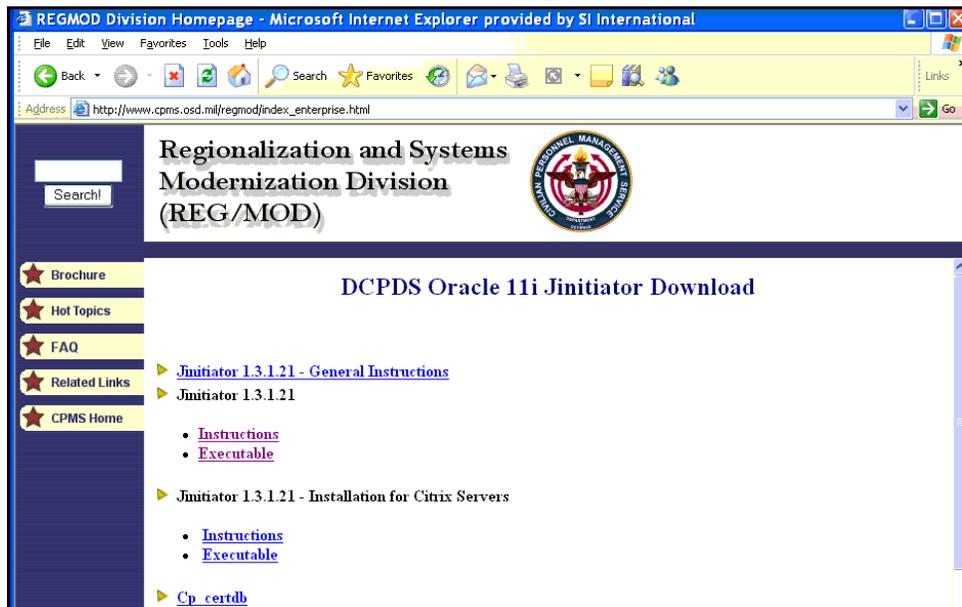
The CPMS Web site with Latest Defense Civilian Personnel Data System (DCPDS) User Information highlighted

10. Select Latest Defense Civilian Personnel Data System (DCPDS) User Information.



The CPMS Web site with JInitiator Download and Procedures highlighted

11. Select JInitiator Download and Procedures.

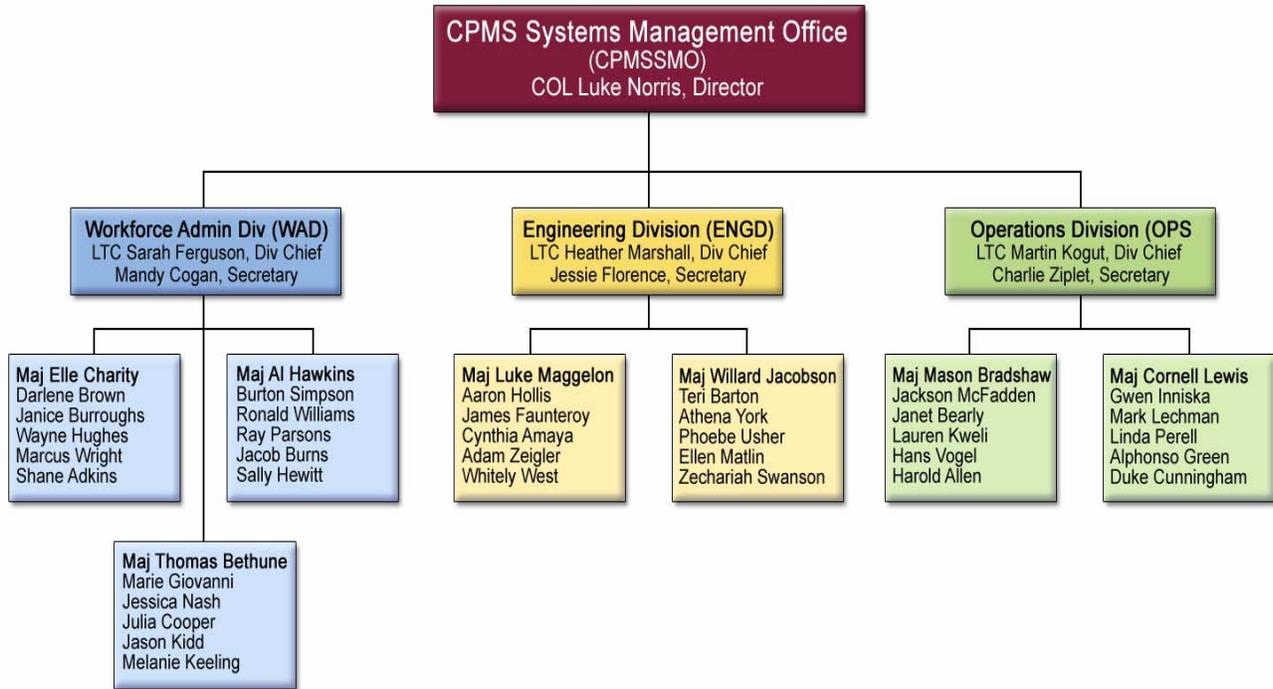


JInitiator download instructions links

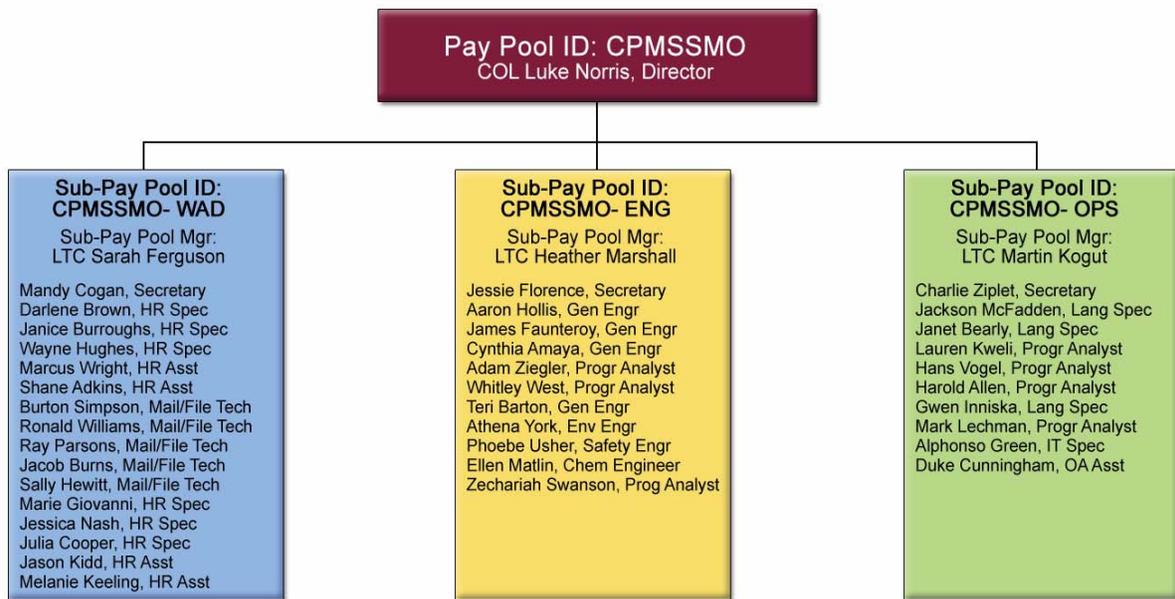
12. Select the installation instructions that are in accordance with your Component's server requirements.

# Appendix B

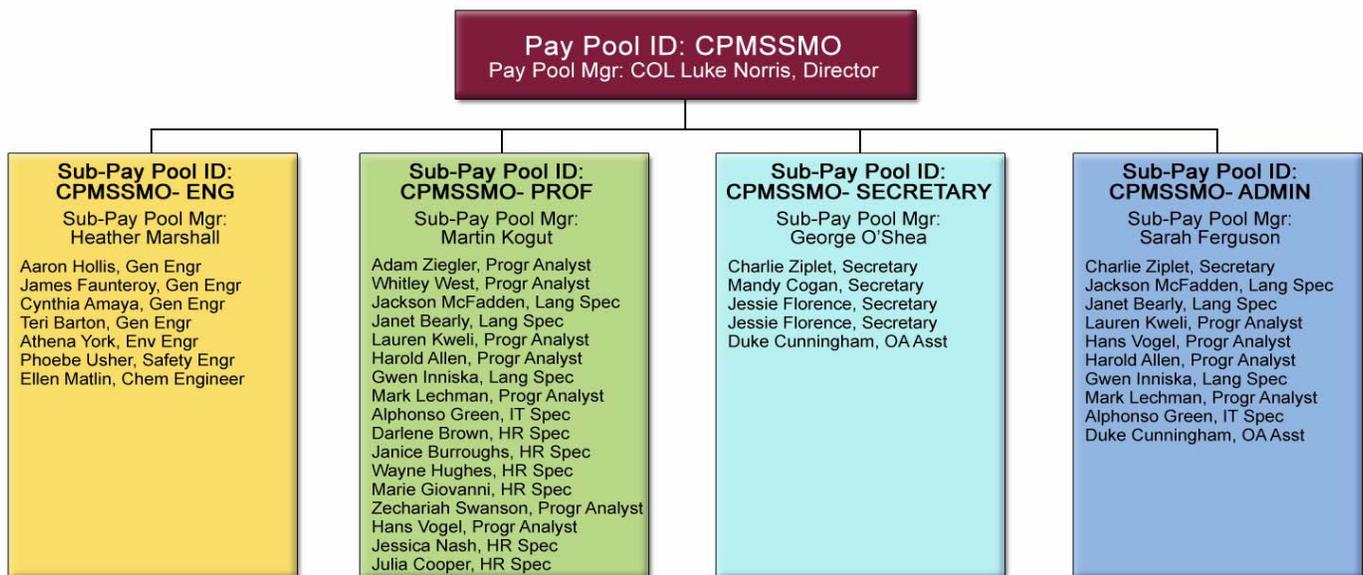
## Organizational and Functional Pay Pool Hierarchy Examples



Depiction of an Organization at a Typical Component  
All SUPV Positions are Military



Pay Pool Hierarchy by Organization



Pay Pool Hierarchy by Function

*Fall 2007*