

User Guide

National Security Personnel System (NSPS)

Compensation Workbench Version 3.0 – September 2008

About this Guide	3
What is Compensation Workbench?.....	3
Who Should Use this Guide?	3
How is the Guide Structured?.....	3
Introduction	4
Using the Application	5
Overview	5
Where do I get CWB?.....	8
Opening the Spreadsheet and Enabling Macros	8
Instructions Worksheet	11
Importing Data into the Spreadsheet.....	11
Funding Worksheet.....	19
Pay Pool Funding Elements.....	19
Enter and Select a Share Value.....	20
Assign Salary Increase Method.....	20
Automatically Hiding Sections of the Pay Pool Panel Worksheet.....	22
Control Point Worksheet.....	22
Objectives Worksheet.....	25
Modifying Job Objective Data	25
Pay Pool Panel Worksheet.....	27
Eligibility and Specially Situated Employees (Modal Ratings)	27
Ratings.....	28
Shares	28
Payout Distribution.....	28
Proration	28
EPI and OAR.....	28
Validating Data	29
Determining a Final Share Value	30
Reconciling Payout Distributions with Pay Pool Budget.....	31
Pay Pool Panel Worksheet Column Descriptions.....	33
Summary Worksheet.....	43
Statistics Worksheet	44
Rating Charts.....	45
Share Charts	46
Combo Chart	47
Salary Markers Worksheet.....	48
Certifying Data.....	49
Exporting Data out of the Spreadsheet	50
Generating Employee Notices	51
Record Mismatches Worksheet.....	52
Relationship with Other Applications and Tools.....	54

Relationship with the Manage Pay Pool ID (MPPID) Application..... 54
Relationship with the Pay Pool Analysis Tool (PAT)..... 54
APPENDIX 1 – Summary Of Enhancements.....55
APPENDIX 2 – Using the CWB with Excel 200758

About this Guide

What is Compensation Workbench?

Compensation Workbench (CWB), Version 3.0, is a tool used by NSPS organizations to facilitate their pay pool and sub-pay pool panel meetings. It is a spreadsheet similar to the one used during the pay pool panel training and mock pay pool exercises. It contains all the functionality needed to conduct an effective pay pool. Specific functionality includes the ability to:

- Set a pay pool budget
- Assign and reconcile ratings, shares, and payout distributions
- Assign and enforce control points
- Prorate salary increase and bonus amounts
- Distribute OAR and EPI salary increases and bonuses
- Determine a final share value
- Reconcile your distribution of salary increases and bonuses with your pay pool budget
- Generate a summary of rating, share, and payout distribution for each pay pool member
- Show employee's salary position in pay band using a graphical salary marker chart

Who Should Use this Guide?

This guide is for pay pool administrators, pay pool managers, pay pool panel members, performance review authorities, sub-pay pool managers, and sub-pay pool panel members who are responsible for using the CWB during their organization's pay pool panel process.

It is also intended for HR practitioners who support NSPS organizations.

How is the Guide Structured?

This guide is structured into two sections:

- **Using the Application**– this section walks you through the features of the application and explains how to use it during your sub-pay pool and pay pool panel meetings. In addition, this section explains the process of getting pay pool data into the application, handling mistakes in personnel data, and uploading the pay pool panel results into DCPDS.
- **Relationship with Other Applications and Tools** – this section describes how CWB relates with the Manage Pay Pool ID (MPPID) Application and the Pay Pool Analysis Tool (PAT).

Introduction

Organizations use two applications to complete the NSPS performance appraisal and payout distribution process. The first is an online tool, the Performance Appraisal Application (PAA), which is accessed via DCPDS Self Service (MyBiz/MyWorkplace). Employees and rating officials use the PAA to create and maintain their performance plans. Also, rating officials use it to enter their recommended performance ratings, shares, and payout distribution.

The second application is the Compensation Workbench (CWB). CWB imports a data file from DCPDS containing pay pool employees' personnel information as of the end of the current cycle, (e.g., name, employee ID, pay pool ID, occupational code, pay band, etc.), as well as job objective data (weights, recommended ratings, etc.) and the recommended shares and payout distribution from the PAA. The pay pool panel uses the CWB to reconcile performance ratings, shares, and payout distributions. The results of this reconciliation process are uploaded back into DCPDS. Finally, this information is used to create the pay transactions that will be effective the first full pay period in January 2009. This downloading and uploading process is accomplished via a special DCPDS interface accessible by designated HR practitioners, pay pool managers, and pay pool administrators. The complete process is summarized in the graphic below.

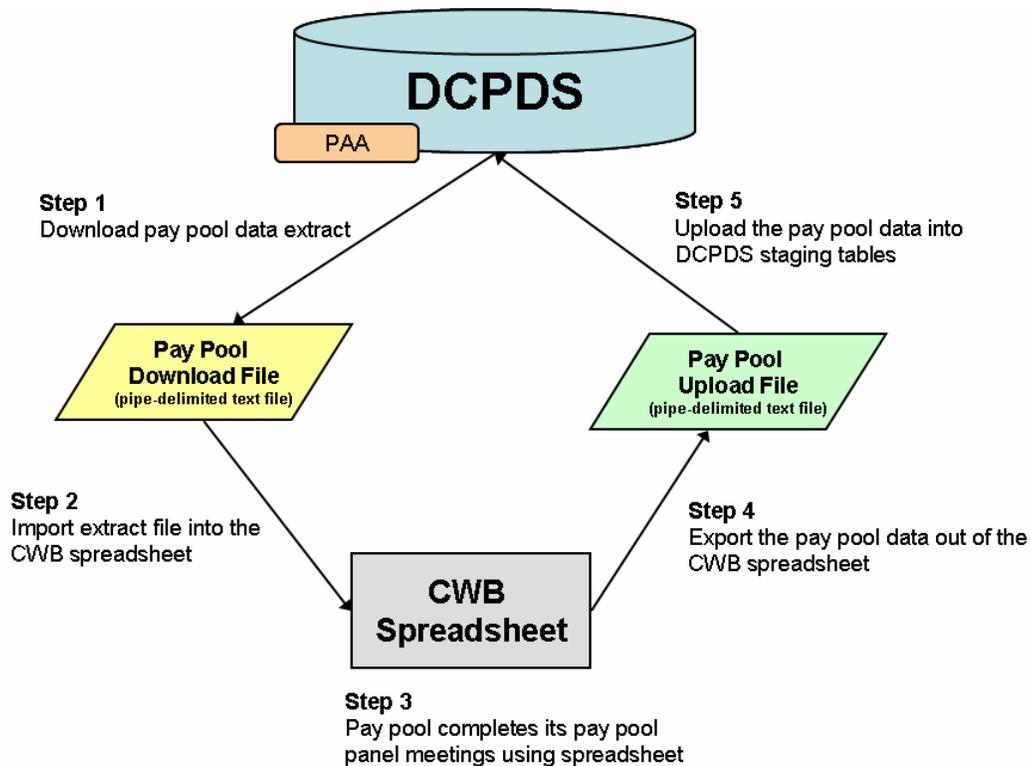
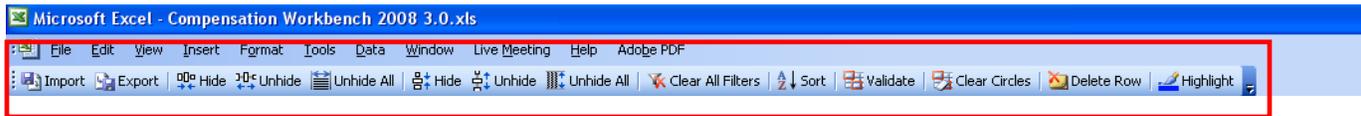


Figure 1 – CWB Process Flow

Using the Application

Overview

CWB contains 13 worksheets and over 150 macros that provide the application with advanced functionality. Each worksheet is described in detail in this guide. A custom toolbar appears at the top of each worksheet. The toolbar is made up of custom buttons that match the worksheet's specific functionality. For example, the **Pay Pool Panel** worksheet has all 14 custom buttons while the Combo chart only has 3 custom buttons (Import, Export, and Validate). The 14 custom buttons are described in the table below.



Toolbar Item	Description
	<p>Import</p> <p>Use import to load a data file into the workbook.</p>
	<p>Export</p> <p>Use export to create a data file for uploading the results to DCPDS.</p>
	<p>Hide Column</p> <p>The user may hide columns from view by selecting any cell in the columns to be hidden and then hitting this button. Single columns are selected from any cell in the column. Multiple columns are selected by holding down the <Ctrl> key while selecting any cells in the columns. Selecting and dragging across any row of cells in the range of columns hides a range of columns. The first two columns (A and B) cannot be hidden.</p>
	<p>Unhide Column</p> <p>Selecting this button allows users to unhide columns you have just hidden <i>as long as you have not moved the cursor</i>. Also users can unhide a specific column or range of columns by highlighting cells in the columns on either side of the hidden column or range of columns, and then selecting this button.</p>
	<p>Unhide All Columns</p> <p>This button restores to view <u>all</u> hidden columns.</p>

Toolbar Item	Description
	<p>Hide Row</p> <p>The user may hide rows from view by selecting any cell in the row or rows to be hidden and then hitting this button. A single row is selected from any cell in the row. Multiple rows are selected by holding down the <Ctrl> key while highlighting any cells in the rows. A range of rows is selected from any column of cells, then dragging them up or down. Hiding an employee on the Pay Pool Panel worksheet also hides them on the Objectives worksheet.</p>
	<p>Unhide Row</p> <p>Selecting this button allows users to unhide hidden rows <i>as long as you have not moved the cursor</i>. Also users can unhide a specific row or range of rows by highlighting cells in the rows on either side of the hidden rows or range of rows, and then selecting this button. Users will be prompted when un-hiding row(s) to make sure they are not un-hiding sensitive employee data; this is especially useful when the CWB is projected to a pay pool panel and some of the panel members should not see some employee's information, such as their supervisor's. Unhiding selected records will also unhide the employee's information on the Objectives worksheet.</p>
	<p>Unhide All Rows</p> <p>This button restores to view <u>all</u> hidden rows in both the Pay Pool Panel and Objectives worksheet. As for the "Unhide Row" feature, users will get a prompt to make sure they indeed are intending to unhide rows.</p>
	<p>Clear All Filters</p> <p>Each column heading contains a filter arrow for the column. Selecting on the filter arrow brings up a list of all of the values in the column, plus the following other choices: All, Top 10, Custom, Blanks, and Non-Blanks. The user can limit which rows are displayed by filtering on specific values in one or more columns. For example, the display may be limited to only YA-3 employees by filtering on "YA" in column G and "3" in column H. When a filter is active, the filter arrow turns blue. A filter may be de-activated by selecting "All" under the filter choices. Blanks and Non-Blanks also may be used for filtering. For example, to identify employees who do not yet have shares assigned, select "Blanks" in the filter for the shares column. The "Top 10" choice displays the ten highest values</p>

Toolbar Item	Description
	<p>in a column – it can only be used with numerical data. The “Custom” choice allows the user to design more complex filter criteria.</p> <p>The Clear All Filters button clears all filters you have set, including filters on worksheets other than the one you are currently on.</p> <p>Important Tip: You cannot import data into the workbook with filters set, so any time you select the “Import” link on the custom toolbar, all filters are automatically cleared.</p>
	<p>Sort</p> <p>Allows users to sort the rows in the worksheet by any combination of up to three columns. Sorts may be in either ascending or descending order. The sorts are specified using the standard Excel sort function. Make sure to note the letters of the columns you want to sort on, because the column headings cannot be included in the sort range.</p>
	<p>Validate</p> <p>Checks the internal consistency of data entered in the Objectives and Pay Pool Panel worksheets and circles inconsistent entries in red. For example, a share assignment given outside the range allowed for a given rating. It is important that you validate your data often. There is a “Validate” custom button on every worksheet.</p> <p>Important Tip: In order to validate, data cannot be hidden or filtered. Unhide all columns and rows and clear all filters before running the validation macro.</p>
	<p>Clear Circles</p> <p>After selecting the “Validate” button and correcting any highlighted inconsistencies, use this button to remove all red circles.</p> <p>Important Tip: Correcting inconsistencies alone does not automatically remove red circles. Remember to click on “Clear Circles” after corrections are made or click on “Validate” again.</p>

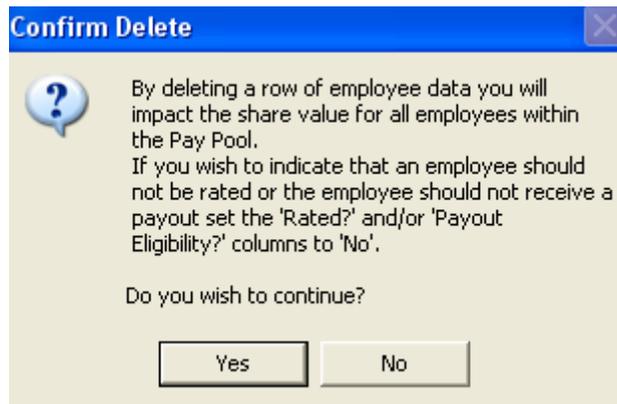
Toolbar Item	Description
--------------	-------------



Delete Row

Removes a row (employee) from the spreadsheet.

You will be prompted to confirm your decision to delete to prevent unintended consequences :



Highlight

This button allows users to change the background color of any selected cell or range of cells. To remove the highlighting, select the cell or range of cells, select the highlight button, and choose the white background.

Important Tip: When projecting highlighted cells, especially black highlights, some of the data still may show through due to projector's resolution. Test your projected image before displaying to an audience.

Where do I get CWB?

CWB is available on the NSPS Readiness Tool (<https://macbeth.cpms.osd.mil>).

Opening the Spreadsheet and Enabling Macros

Each time you open the spreadsheet, the macros inside must be enabled for the spreadsheet to operate properly. In most cases, when you open the spreadsheet you receive a security warning like the one that appears in the screen shot on the next

page. To enable the macros, select Enable Macros, and the spreadsheet opens and operates normally. See Appendix 2 if you are using Excel 2007.

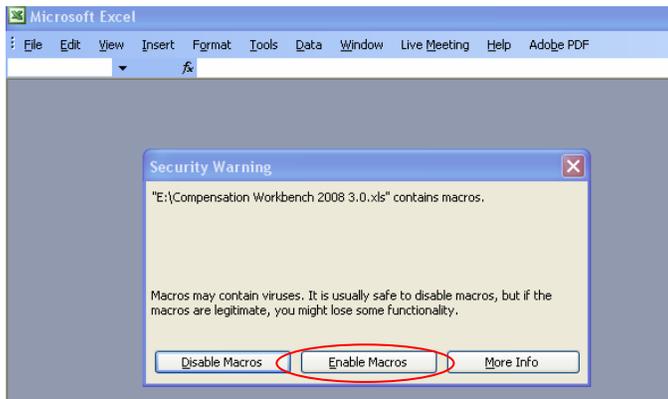
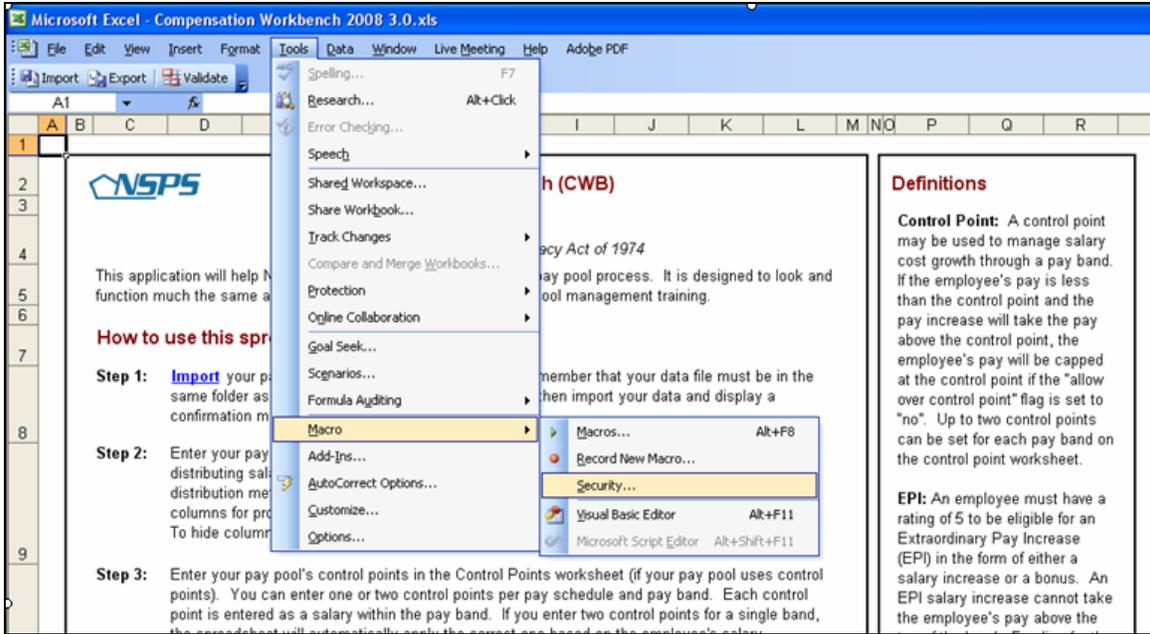


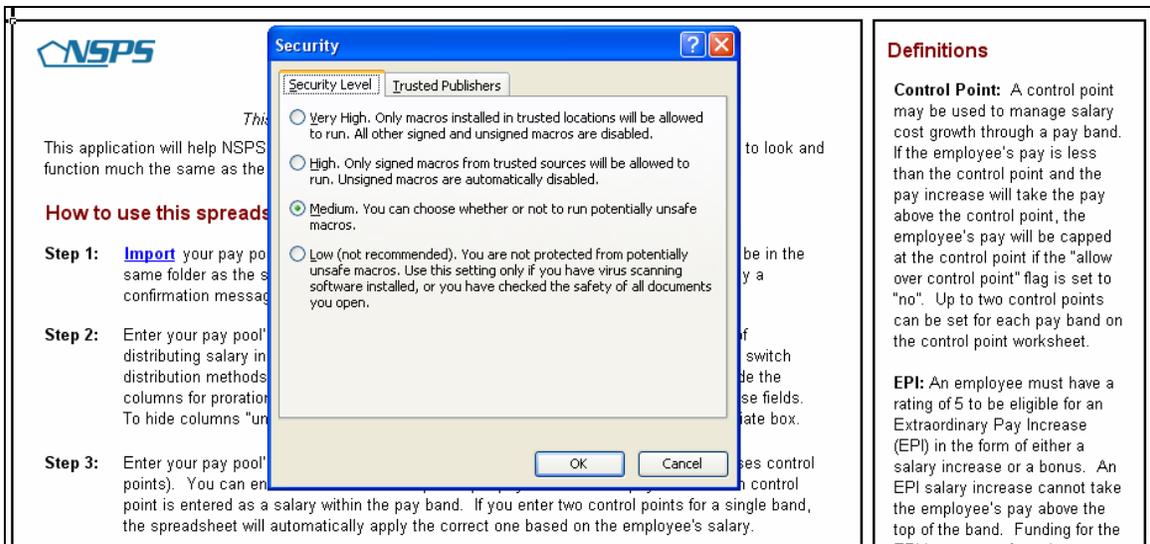
Figure 2 – Pop-up Form to Enable Macros

If the security setting in Excel is set to either High or Very High, Excel automatically disables the macros in the spreadsheet. You can recognize this because 1) you are not prompted to enable the macros in the spreadsheet, and 2) the spreadsheet is not operating properly (e.g., links are non-responsive, the tool-bar does not appear). If this occurs, do the following:

- Open Excel
- From the Tools Menu, select Macro → Security
- Change the security level to Medium
- Close Excel
- Reopen the spreadsheet
- Select Enable Macros, when prompted



First: Select Tools → Macro → Security



Then: Select a Medium security level
 Figure 3 – How to Set Security Settings in Excel

Instructions Worksheet

The **Instructions Worksheet** contains step-by-step instructions on the use of the application.

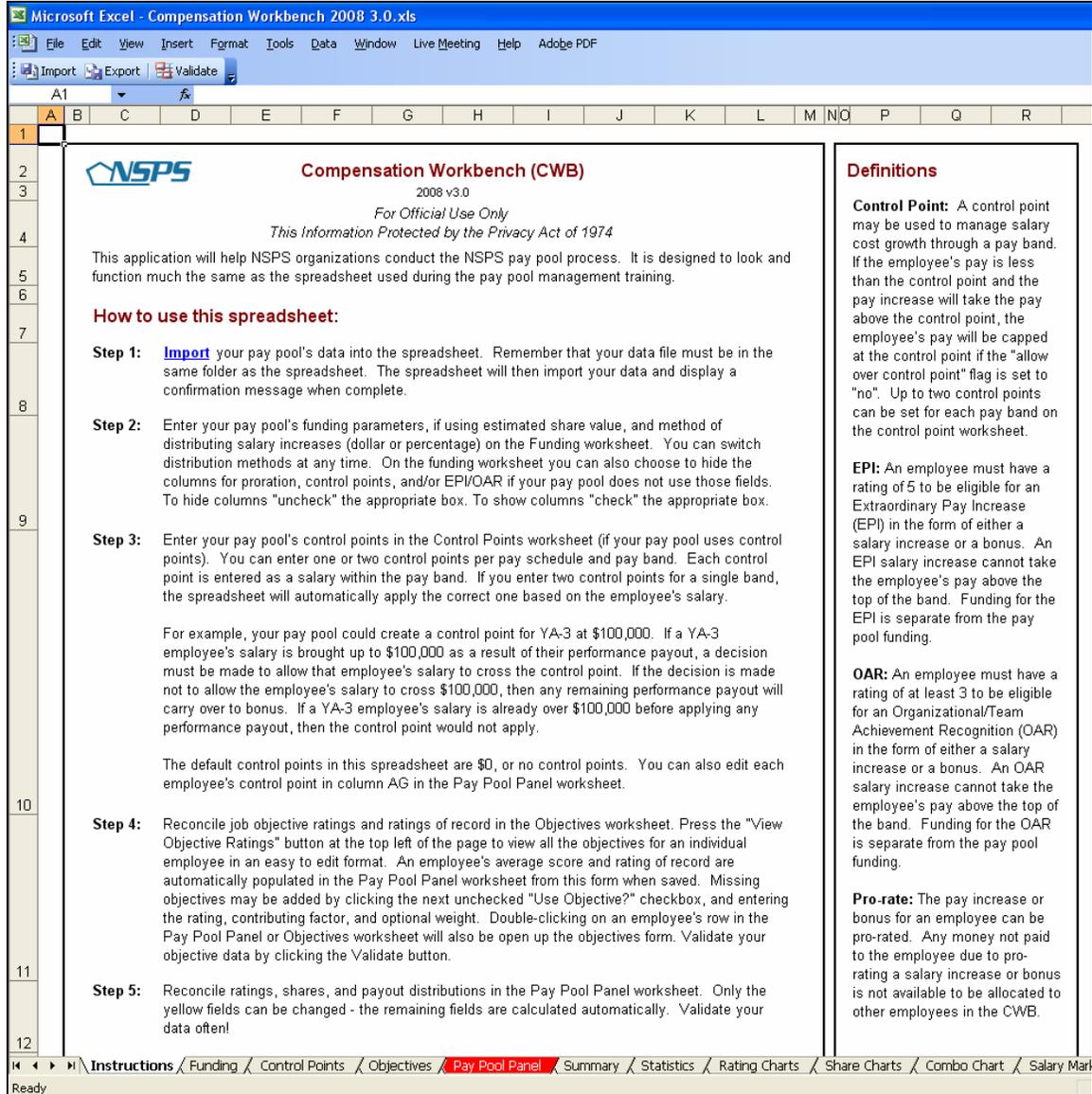


Figure 4 - Instructions Tab

Importing Data into the Spreadsheet

Data can be imported into the CWB from the DCPDS data file and from other CWB spreadsheets. How you do your import depends on whether or not you have sub-pay pools, and whether or not you want to create separate spreadsheets for each of those sub-pools.

(1) Single Spreadsheet Import

If you only need a single spreadsheet to conduct your pay pool panel process – meaning you do not have any sub-pools or you do not want to create different spreadsheets for your sub-pools – the import process is conducted as follows:

1. Begin with a new (empty) copy of the CWB spreadsheet and rename it (e.g., paypoolxyx11Nov2008.xls). It is a good idea to keep a blank copy of the spreadsheet available in case you make a mistake and want to start over.
2. Open the spreadsheet and select *Enable Macros*.
3. Select the **Import** button on the custom menu bar.
4. In Step 1 of the import form, select *Pay pool data from DCPDS* then select *Continue*.
5. Select the name of the file you want to import (it must be in the same folder on your computer as the spreadsheet itself), and select *Open*. Note that the date the file was extracted is displayed above the file name on the import form.
6. Select the employees you want to import (most likely all employees if this is your first import) and select the *Import Selected*.
7. The spreadsheet then imports the selected employees.
8. Select "Yes" when you receive a confirmation saying *Data successfully imported. Would you like to save the spreadsheet?*

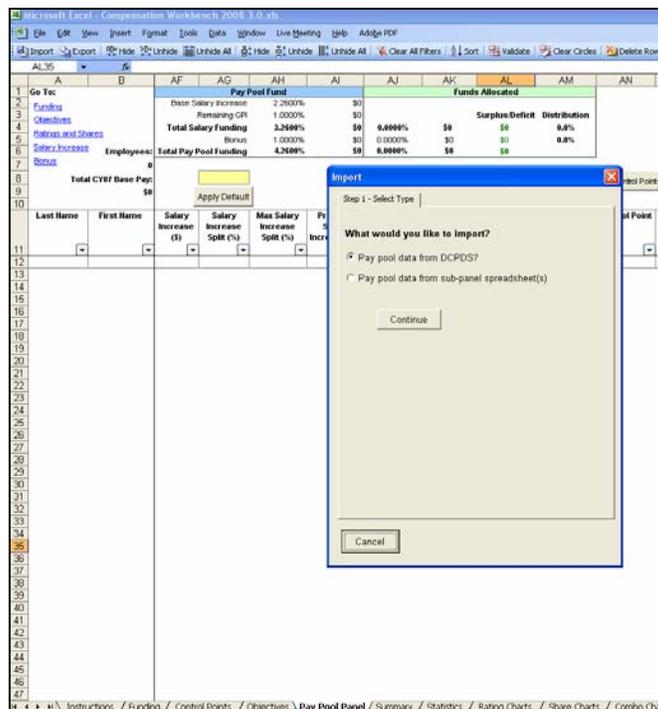


Figure 5 - Select the Type of Import

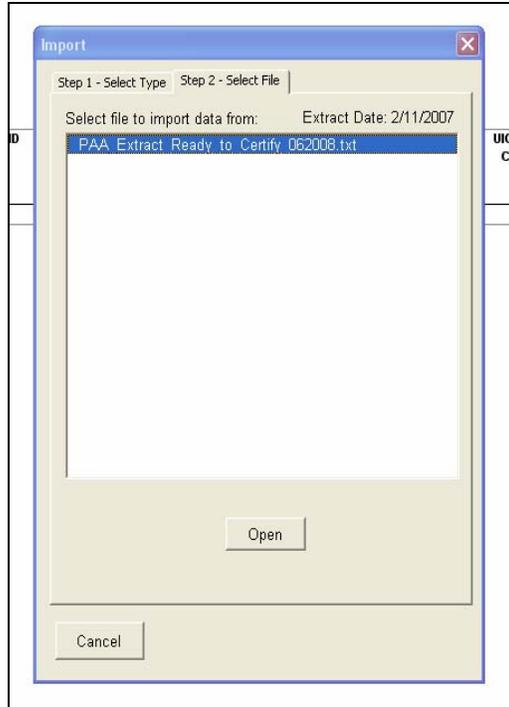


Figure 6 - Select the Import Data File

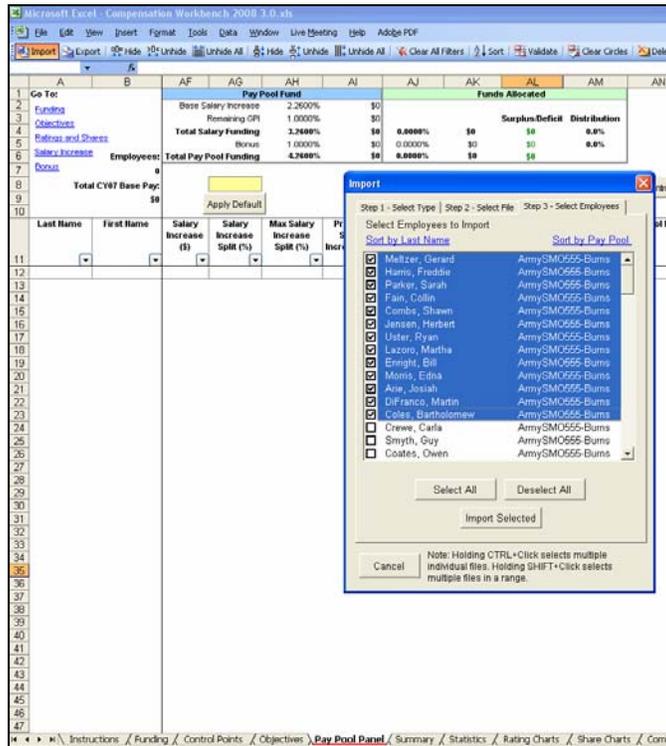


Figure 7 - Select the Employees to Import

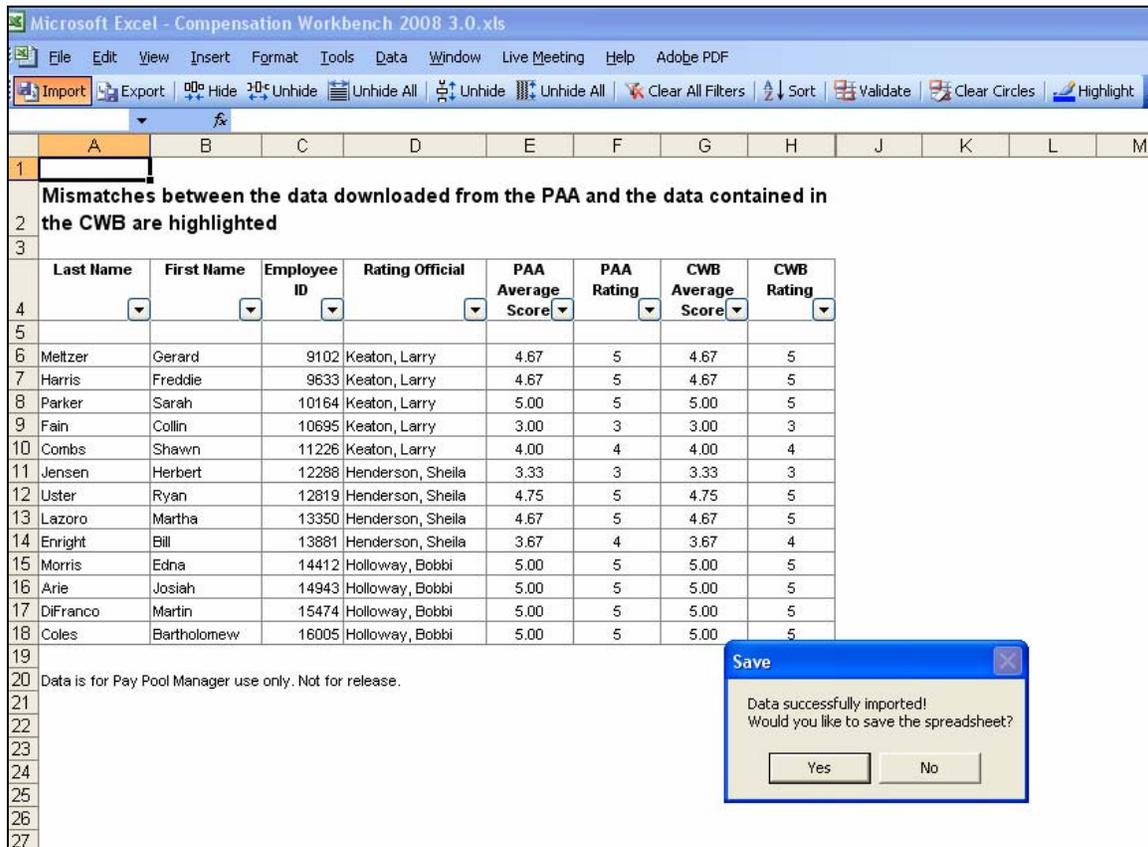


Figure 8 - Save the spreadsheet

(2) Multiple Spreadsheets Import

If you are using multiple spreadsheets to conduct your pay pool panel process – meaning you have sub-pools and want to create different spreadsheets for your sub-pools – the import process is conducted as follows:

To populate each sub-pool spreadsheet:

1. Begin with a new (empty) CWB spreadsheet and rename it so that you know which sub-panel the spreadsheet belongs to. It is a good idea to keep a blank copy of the spreadsheet available in case you make a mistake and want to start over.
2. Open the spreadsheet and select *Enable Macros*.
3. Select the **Import** button on the custom menu bar.
4. In Step 1 of the import form, select *Pay pool data from DCPDS* then *Continue*.
5. Select the name of the file you want to import (it must be in the same folder on your computer as the spreadsheet itself) and select *Open*.
6. Select the employees you want to import (only the employees in that sub-pool), and select the *Import Selected*.

7. The spreadsheet then imports the selected employees.
8. Select "Yes" when you receive a confirmation saying *Data successfully imported. Would you like to save the spreadsheet?*
9. Repeat the process with a new spreadsheet for each additional sub-pool. It is recommended that you name each of your sub-pool spreadsheet files meaningfully, to include the name/number of each sub-pool and the date.

To combine the sub-pool spreadsheets to create an entire pay pool:

1. Begin with a new (empty) spreadsheet, rename it so that you can identify that it is the pay pool CWB.
2. Open the spreadsheet and select *Enable Macros*.
3. Select the **Import** button on the custom menu bar.
4. In Step 1 of the import form, select *Pay pool data from sub-panel spreadsheet(s)*, then select *Continue*.
5. Select the names of the sub-pool spreadsheet file(s) you want to import (the spreadsheets must be in the same folder on your computer as the new spreadsheet) and select *Open*.
6. The spreadsheet then imports the employees.
7. Select "Yes" when you receive a confirmation saying *Data successfully imported. Would you like to save the spreadsheet?*

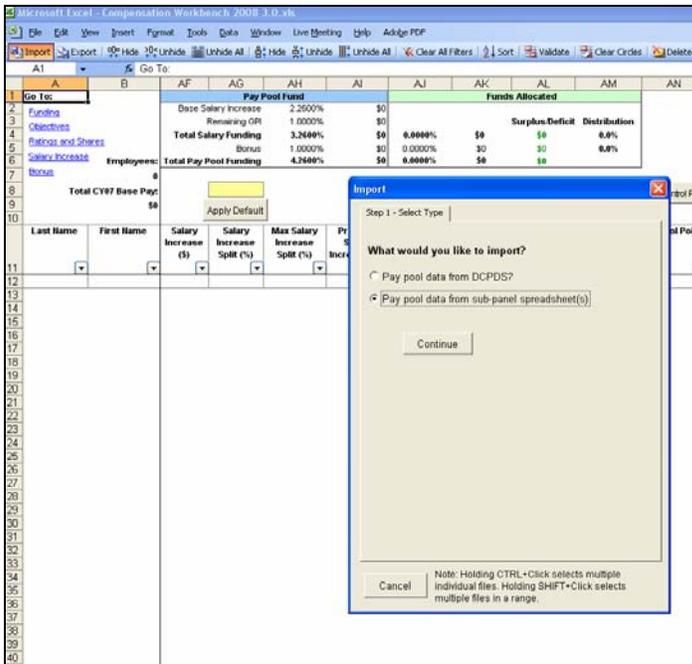


Figure 9 - Select the Type of Import

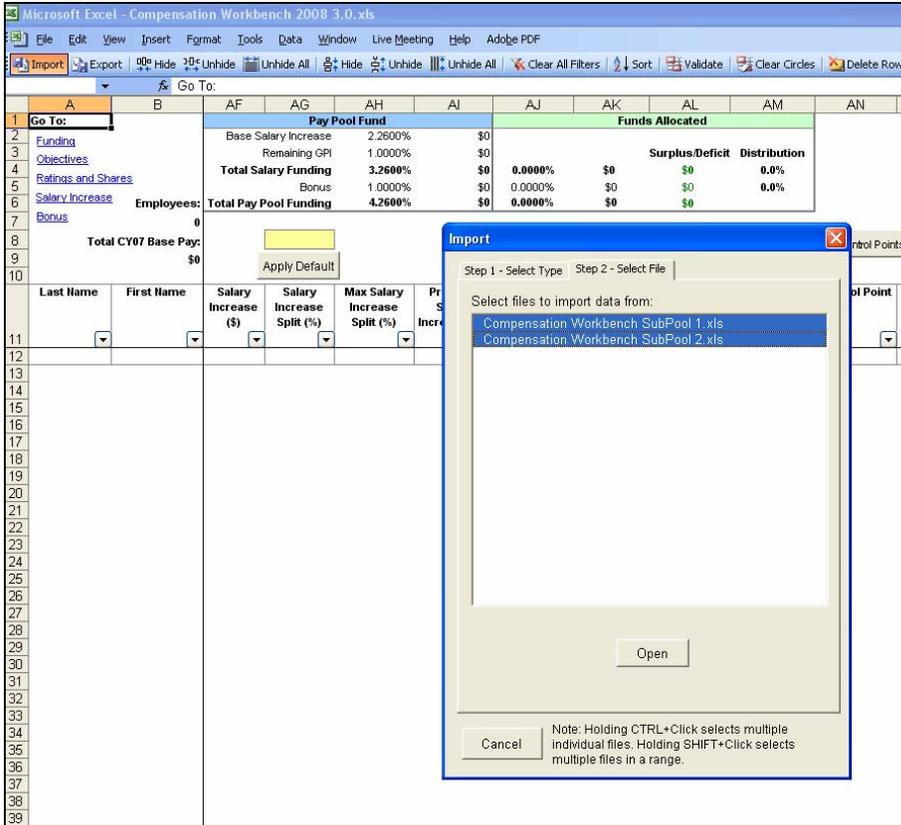


Figure 10 - Select the Sub-pool Spreadsheets

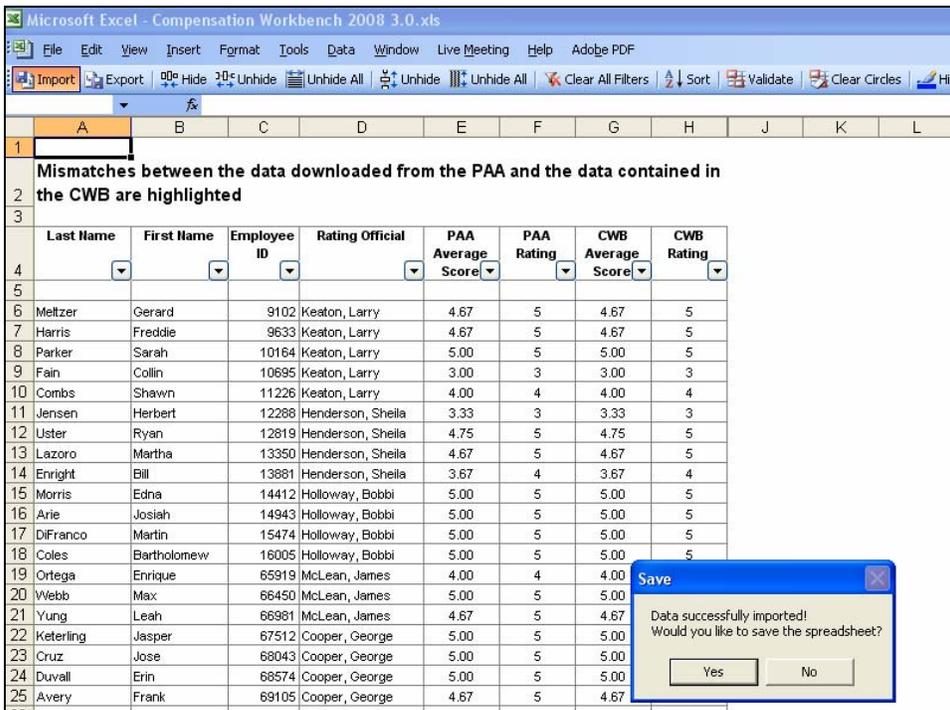


Figure 11 - Save the spreadsheet

If an employee needs to be added or the employee information was incorrect in the original upload (pay band, occupational series, etc.) and has been updated in DCPDS, complete the following steps:

1. Extract an updated pay pool data file from DCPDS.
2. Save the updated extract file to the same folder as your spreadsheets.
3. Open the spreadsheet and select *Enable Macros*.
4. Select the **Import** button on the custom menu bar.
5. In Step 1 of the import form, select *Pay pool data from DCPDS* then select *Continue*.
6. Select the name of the file you want to import (it must be in the same folder on your computer as the spreadsheet itself), and select *Open*.
7. Select **ONLY** those employee(s) you need to add or correct and select the *Import Selected*. **IMPORTANT** – if the **employee is already in the spreadsheet**, when you re-import their data a form appears indicating that matches have been found. You can either choose to keep the existing job objective information (including shares and payout split) or replace the existing data with the data from the import file. Select the option you like, then select *OK*.
8. The spreadsheet then imports the selected employees.
9. Select "Yes" when you receive a confirmation saying *Data successfully imported. Would you like to save the spreadsheet?*

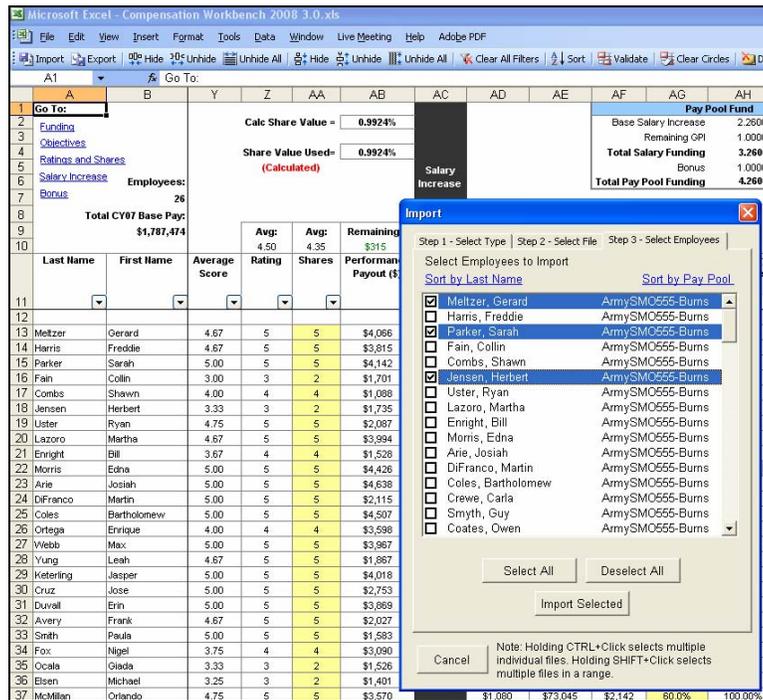


Figure 12 - Select the Employees to Import.

The screenshot shows the 'Compensation Workbench 2008 3.0.xls' spreadsheet. The main data table includes columns for Last Name, First Name, Average Score, Rating, Shares, Performance Payout (\$), Rate Range Adjustment, Current Base Salary + RRA, Salary Increase (\$), Salary Increase Split (%), Max Salary Increase Split (%), and Pro-Rat Salary Increase. An 'Objective Data' dialog box is open, displaying 'Matches Found!' for 3 employees: Jensen, Herbert; Meltzer, Gerard; and Parker, Sarah. The dialog offers two options: 'Keep the existing job objective data' (selected) and 'Replace the existing job objective data with data from the import file data'. Buttons for 'OK' and 'Cancel Import' are visible.

Last Name	First Name	Average Score	Rating	Shares	Performance Payout (\$)	Rate Range Adjustment	Current Base Salary + RRA	Salary Increase (\$)	Salary Increase Split (%)	Max Salary Increase Split (%)	Pro-Rat Salary Increase
Meltzer	Gerard	4.67	5	5							
Harris	Freddie	4.67	5	5							
Parker	Sarah	5.00	5	5							
Fain	Collin	3.00	3	2							
Combs	Shawn	4.00	4	4							
Jensen	Herbert	3.33	3	2							
Uster	Ryan	4.75	5	5							
Lazoro	Martha	4.67	5	5							
Enright	Bill	3.67	4	4							
Morris	Edna	5.00	5	5							
Arie	Josiah	5.00	5	5							
DiFranco	Martin	5.00	5	5							
Coles	Bartholomew	5.00	5	5							
Ortega	Enrique	4.00	4	4							
Webb	Max	5.00	5	5							
Yung	Leah	4.67	5	5							
Keterling	Jasper	5.00	5	5							
Cruz	Jose	5.00	5	5	\$2,753	\$833	\$56,330	\$1,852	60.0%	100.00%	
Duvall	Erin	5.00	5	5	\$3,869	\$1,170	\$79,144	\$2,321	60.0%	100.00%	
Avery	Frank	4.67	5	5	\$2,027	\$613	\$41,477	\$1,216	60.0%	100.00%	

Figure 13 - Select Whether or Not to Keep the Existing Job Objective Information

Funding Worksheet

The **Funding** worksheet is used to enter pay pool funding levels, enter a share estimate, select a share value used in the pay pool calculations, and select the method to assign the salary increase portion of the performance payout.

Pay Pool Funding Elements

Enter your pay pool’s percentage funding levels in each of the yellow cells corresponding to each of the funding elements. Note that in the CWB, yellow cells can be edited, white cells are protected, and cells are grayed out when not applicable. Element 2 is pre-set to 1.00%. Do not change this value unless directed to do so by DoD. The Element 2 value is important because it changes the funds for your pay pool, and controls the rate ranges in the CWB. Looking at the Pay Pool Funding Elements section below, the Rate Range Adjustment (RRA) is calculated as the value entered for the GPI (in this case, 2.50%) minus the value of Element 2 (in this case, 1.00%). The 1.50% RRA is also displayed in the **Pay Pool Panel** worksheet and is used to estimate the value of an employee’s base salary after being adjusted for the RRA.

The maximum pay for three pay bands (YG2, YG3, and YJ4) is set by the Veterans Administration. If they change after the CWB is released, use the “Update VA Max Pays” button to correct them.”

The screenshot shows the 'Funding Tab' in Microsoft Excel. The spreadsheet contains the following data and controls:

1																	
2		Pay Pool Fund \$ =	Pay Pool Fund % *	Total Base Salary													
3		=	4.260%	\$1,787,474													
4		=	\$76,144														
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	
16																	
17																	
18																	
19																	
20																	
21																	
22																	
23																	
24																	
25																	
26																	
27																	
28																	
29																	
30																	
31																	
32																	
33																	
34																	
35																	
36																	
37																	
38																	
39																	
40																	
41																	
42																	

Go To: [Instructions](#), [Control Points](#), [Pay Pool Panel](#)

Use Proration
 Use Control Points
 Use EPI/OAR

Select Share Value:
 Estimated 2.0000%
 Calculated 0.9924%

Assign Salary Increase:
 Dollar Amount Percentage

Figure 14 – Funding Tab

Enter and Select a Share Value

At any time, you can select which share value is used in the spreadsheet. The share value estimate can be entered in the yellow cell next to **Estimated**, and the **Calculated** share value calculates automatically. Using the calculated share value ensures the pay pool allocates its entire pay pool budget.

21	
22	
23	
25	Select Share Value:
26	<input checked="" type="radio"/> Estimated <input style="background-color: yellow;" type="text" value="2.0000%"/>
28	<input type="radio"/> Calculated <input type="text" value="0.9875%"/>
30	
31	

Both the calculated share value and the share value currently used to calculate the employees' performance payouts are displayed in cells AB2 and AB4, respectively, in the **Pay Pool Panel** worksheet.

Assign Salary Increase Method

You can distribute the performance salary increases as either a dollar amount or a percentage of the performance payout. You can change between methods at any time.

When you select **Dollar Amount** on the **Funding** spreadsheet, it unprotects the Salary Increase (\$) column in the **Pay Pool Panel** spreadsheet (column AF). The Salary Increase (\$) column turns yellow, indicating you can edit the values and the "Apply Default" button gets grayed out to indicate entering a % value there is no longer applicable.

When you select **Percentage**, on the **Funding** spreadsheet, it unprotects the Salary Split (%) column in the **Pay Pool Panel** spreadsheet (column AG). The Salary Increase Split (%) column turns yellow, indicating you can edit the values in that column.

33	Assign Salary Increase:
34	<input type="radio"/> Dollar Amount
35	<input checked="" type="radio"/> Percentage
36	
37	

AC	AD	AE	AF	AG	AH												
Salary Increase	<table border="1"> <thead> <tr> <th colspan="2">Pay Pool Fund</th> </tr> </thead> <tbody> <tr> <td>Base Salary Increase</td> <td>2.2600%</td> </tr> <tr> <td>Remaining GPI</td> <td>1.0000%</td> </tr> <tr> <td>Total Salary Funding</td> <td>3.2600%</td> </tr> <tr> <td>Bonus</td> <td>1.0000%</td> </tr> <tr> <td>Total Pay Pool Funding</td> <td>4.2600%</td> </tr> </tbody> </table>					Pay Pool Fund		Base Salary Increase	2.2600%	Remaining GPI	1.0000%	Total Salary Funding	3.2600%	Bonus	1.0000%	Total Pay Pool Funding	4.2600%
	Pay Pool Fund																
	Base Salary Increase	2.2600%															
	Remaining GPI	1.0000%															
	Total Salary Funding	3.2600%															
	Bonus	1.0000%															
	Total Pay Pool Funding	4.2600%															
	<input type="text" value=""/> <input type="button" value="Apply Default"/>																
	RRA: 1.50%																
	Rate Range Adjustment	Current Base Salary + RRA	Salary Increase (\$)	Salary Increase Split (%)	Max Salary Increase Split (%)												
	▼	▼	▼	▼	▼	▼											
		\$1,230	\$83,190	\$1,998	50.0%	100.00%											
		\$1,154	\$78,058	\$1,875	50.0%	100.00%											
		\$1,253	\$84,739	\$2,035	50.0%	100.00%											
		\$1,287	\$87,030	\$1,003	60.0%	100.00%											
	\$412	\$27,835	\$641	60.0%	100.00%												
	\$1,312	\$88,735	\$1,023	60.0%	100.00%												
	\$632	\$42,711	\$1,231	60.0%	100.00%												
	\$1,208	\$81,704	\$2,354	60.0%	100.00%												
	\$578	\$39,074	\$901	60.0%	100.00%												
	\$1,403	\$94,882	\$2,735	60.0%	100.00%												
	\$640	\$43,273	\$1,247	60.0%	100.00%												
	\$1,363	\$92,210	\$2,657	60.0%	100.00%												

Figure 15 - Distribute by Percentage in Pay Pool Panel Worksheet

AC	AD	AE	AF	AG	AH												
Salary Increase	<table border="1"> <thead> <tr> <th colspan="2">Pay Pool Fund</th> </tr> </thead> <tbody> <tr> <td>Base Salary Increase</td> <td>2.2600%</td> </tr> <tr> <td>Remaining GPI</td> <td>1.0000%</td> </tr> <tr> <td>Total Salary Funding</td> <td>3.2600%</td> </tr> <tr> <td>Bonus</td> <td>1.0000%</td> </tr> <tr> <td>Total Pay Pool Funding</td> <td>4.2600%</td> </tr> </tbody> </table>					Pay Pool Fund		Base Salary Increase	2.2600%	Remaining GPI	1.0000%	Total Salary Funding	3.2600%	Bonus	1.0000%	Total Pay Pool Funding	4.2600%
	Pay Pool Fund																
	Base Salary Increase	2.2600%															
	Remaining GPI	1.0000%															
	Total Salary Funding	3.2600%															
	Bonus	1.0000%															
	Total Pay Pool Funding	4.2600%															
	<input type="text" value=""/> <input type="button" value="Apply Default"/>																
	RRA: 1.50%																
	Rate Range Adjustment	Current Base Salary + RRA	Salary Increase (\$)	Salary Increase Split (%)	Max Salary Increase Split (%)												
	▼	▼	▼	▼	▼	▼											
		\$1,230	\$83,190	\$1,998	50.0%	100.00%											
		\$1,154	\$78,058	\$1,875	50.0%	100.00%											
		\$1,253	\$84,739	\$2,035	50.0%	100.00%											
		\$1,287	\$87,030	\$1,003	60.0%	100.00%											
	\$412	\$27,835	\$641	60.0%	100.00%												
	\$1,312	\$88,735	\$1,023	60.0%	100.00%												
	\$632	\$42,711	\$1,231	60.0%	100.00%												
	\$1,208	\$81,704	\$2,354	60.0%	100.00%												
	\$578	\$39,074	\$901	60.0%	100.00%												
	\$1,403	\$94,882	\$2,735	60.0%	100.00%												
	\$640	\$43,273	\$1,247	60.0%	100.00%												
	\$1,363	\$92,210	\$2,657	60.0%	100.00%												

Figure 16 - Distribute by Dollar Amount in Pay Pool Panel Worksheet

Automatically Hiding Sections of the Pay Pool Panel Worksheet

You can automatically hide some of the lesser-used sections of the **Pay Pool Panel** worksheet from the **Funding** worksheet. To hide proration, control points, and/or the EPI/OAR sections, uncheck the appropriate checkbox. When you uncheck a box, the corresponding columns in the **Pay Pool Panel** worksheet are hidden. A warning message confirms that you want to continue and reminds you that any data contained in the sections to be hidden will be deleted. To unhide columns, re-check the appropriate check box.

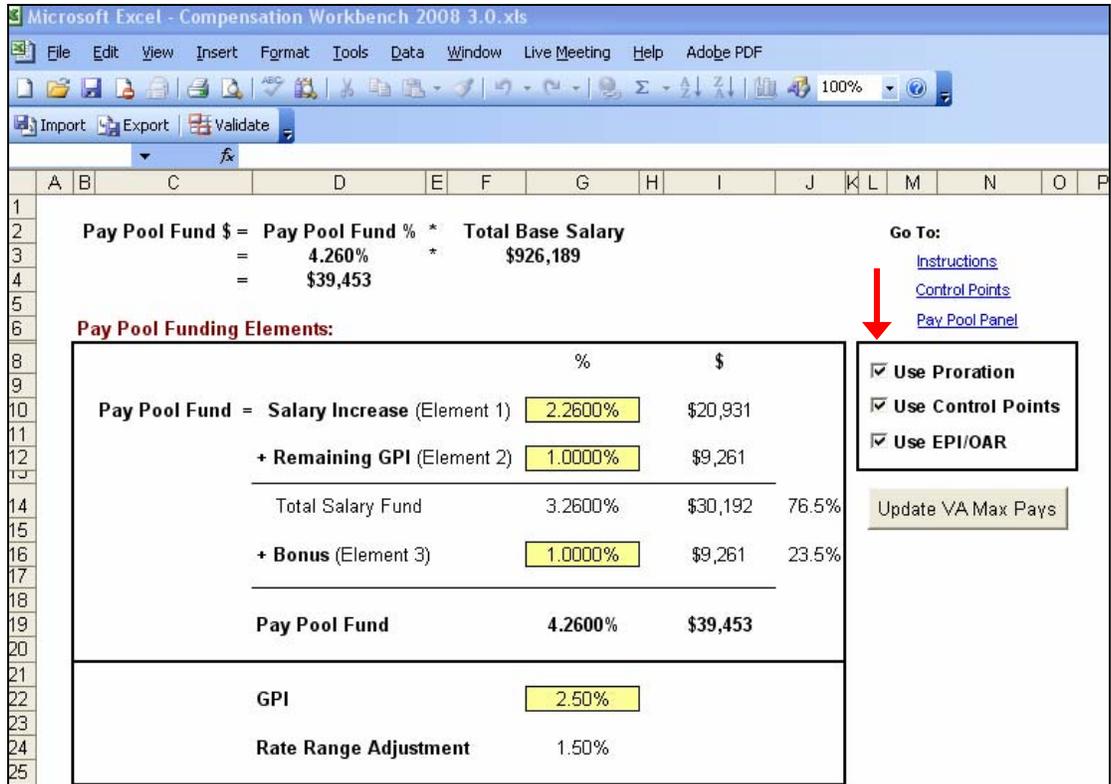


Figure 17 - Check/uncheck the Checkboxes to Hide/unhide Sections of the Pay Pool Panel Worksheet

Control Point Worksheet

The **Control Point** worksheet allows you to set two control points by pay schedule and pay band and then apply those control points across a pay pool. Enter the desired control point(s) in the yellow cells corresponding to the pay schedules and pay bands (you do not have to enter control points for every pay band). If you only have one control point for a band, use the first control point column. If you enter two control points, the second control point must be greater than the first. This applies the appropriate control point for each employee in the pay pool based on their pay schedule and pay band. If the pay bands do not have control points, the control point column for those employees is blank.

Control points can be assigned to individual employees on the **Pay Pool Panel** worksheet. This overwrites a control point set by the **Control Point** worksheet. To reassign a control point from the **Control Point** worksheet, use the Reset Control Points button on the **Pay Pool Panel** worksheet. The Reset Control Points button replaces any individual control points you may have set in the **Pay Pool Panel** worksheet.

	A	B	C	D	E	F	G	H	I	J
1	Pay Schedule	Minimum	Maximum	Control Point One	Control Point Two					
2	YA1	\$26,399	\$64,157							
3	YA2	\$39,999	\$91,446							
4	YA3	\$78,174	\$133,462	\$90,000						
5	YB1	\$17,134	\$39,008							
6	YB2	\$32,701	\$58,393							
7	YB3	\$48,395	\$76,900	\$55,000	\$65,000					
8	YC1	\$32,701	\$64,157							
9	YC2	\$58,004	\$113,462	\$75,000						
10	YC3	\$81,507	\$133,462							
11	YD1	\$26,399	\$64,157							
12	YD2	\$39,999	\$91,446							
13	YD3	\$78,174	\$133,462							
14	YE1	\$17,134	\$39,008							
15	YE2	\$32,701	\$58,393							
16	YE3	\$48,395	\$76,900							
17	YE4	\$65,739	\$91,446							
18	YF1	\$32,701	\$64,157							
19	YF2	\$58,004	\$113,462							
20	YF3	\$78,174	\$133,462							
21	YG2	\$89,059	\$175,000							
22	YG3	\$114,871	\$225,000							
23	YH1	\$26,399	\$64,157							
24	YH2	\$39,999	\$108,059							
25	YH3	\$78,174	\$133,462							
26	YI1	\$17,134	\$39,008							
27	YI2	\$32,701	\$58,393							
28	YI3	\$48,395	\$76,900							
29	YJ1	\$32,701	\$64,157							
30	YJ2	\$58,004	\$113,462							
31	YJ3	\$81,507	\$133,462							
32	YJ4	\$104,775	\$200,000							
33	YK1	\$26,399	\$64,157							
34	YK2	\$39,999	\$91,446							
35	YK3	\$78,174	\$133,462							
36	YL1	\$17,134	\$39,008							
37	YL2	\$32,701	\$58,393							
38	YL3	\$48,395	\$76,900							
39	YL4	\$65,739	\$108,059							
40	YM1	\$17,134	\$39,008							
41	YM2	\$32,701	\$58,393							
42	YN1	\$32,701	\$64,157							
43	YN2	\$58,004	\$113,462							
44	YN3	\$81,507	\$133,462							
45	YP1	\$17,134	\$64,157							
46										
47										
48										

This Sheet
To use control points, enter the desired dollar amount in the yellow cells corresponding to the appropriate pay schedule and pay band. If you only have one control point for a band, use the first control point column. If you enter two control points, the second control point must be larger than the first. Either control point must also be less than the max pay for the appropriate pay schedule and pay band.

This will apply the appropriate control point for each employee in the pay pool based on their pay schedule and pay band. If the pay bands don't have control points, the control point column for those employees will be blank.

Pay Pool Panel Sheet
Control points can be assigned to individual employees on the Pay Pool Panel worksheet. This will overwrite a control point set by the Control Point worksheet. To reassign a control point from the Control Point worksheet, use the Reset Control Points button on the Pay Pool Panel worksheet. The Reset Control Points button will replace any individual control points you may have set in the Pay Pool Panel worksheet with a lookup function into the Control Points sheet.

Please note that use of control points is optional.

Figure 18 - Enter Control Points

Microsoft Excel - Compensation Workbench 2008 3.0.xls															
File Edit View Insert Format Tools Data Window Live Meeting Help Adobe PDF															
AP13 Yes															
Go To: AD AE AF AG AH AI AJ AK AL AM AN AO AP AQ															
Funding Objectives Ratings and Shares Salary Increase Bonus Employees: 13															
Total CV07 Base Pay: \$926,189															
RRA: 1.50%															
Apply Default															
Reset Control Points															
Remaining \$ \$0															
EPI Salary \$0															
OAR Salary \$0															
Total \$0															
Surplus/Deficit Distribution															
Base Salary Increase 2.2600% \$20,831															
Remaining GPI 1.0000% \$9,261															
Total Salary Funding 3.2600% \$30,192 2.1270% \$19,700 \$10,492 50.3%															
Bonus 1.0000% \$9,261 2.1002% \$19,452 (\$10,191) 49.7%															
Total Pay Pool Funding 4.2600% \$39,453 4.2272% \$39,152 \$301															
Last Name	First Name	Rate Range Adjustment	Current Base Salary + RRA	Salary Increase (\$)	Salary Increase Split (%)	Max Salary Increase Split (%)	Pro-Rate Salary Increase (%)	Pro-Rated Salary Increase (\$)	EPI Salary (\$)	OAR Salary (\$)	New Base Salary (computed)	Control Point	Hit Control Point?	Allow Over Control Point?	Note:
Meltzer	Gerard	\$1,230	\$83,190	\$1,898	50.0%	100.00%					\$85,188	\$84,000	Yes	Yes	\$91,446
Parler	Sarah	\$1,253	\$84,739	\$2,035	50.0%	100.00%					\$86,774	\$0	No		\$91,446
Combs	Shawn	\$412	\$27,835	\$641	60.0%	100.00%					\$28,476	\$0	No		\$39,008
Jensen	Herbert	\$1,312	\$88,735	\$1,023	60.0%	100.00%					\$89,758	\$0	No		\$133,462
Uster	Ryan	\$632	\$42,711	\$1,231	60.0%	100.00%					\$43,942	\$0	No		\$64,157
Lazoro	Martha	\$1,208	\$81,704	\$2,354	60.0%	100.00%					\$84,058	\$90,000	No		\$133,462
Enright	Bill	\$578	\$39,074	\$801	60.0%	100.00%					\$39,875	\$0	No		\$64,157
Morris	Edna														
Arie	Josiah	\$1,403	\$94,882	\$2,735	60.0%	100.00%					\$97,617	\$0	No		\$133,462
DiFranco	Martin	\$640	\$43,273	\$1,247	60.0%	100.00%					\$44,520	\$0	No		\$58,393
Coles	Bartholomew	\$1,363	\$92,210	\$2,657	60.0%	100.00%					\$94,867	\$0	No		\$133,462

Figure 19 - Select Whether or Not to Allow an Employee over a Control Point

Objectives Worksheet

The **Objectives** worksheet is where the job objective data is stored in the CWB. The objective data, if entered into the PAA, is included in the DCPDS extract that is imported into CWB. The first columns of this worksheet provide some of the same demographic information that is in the **Pay Pool Panel** worksheet (name, pay schedule, pay band, etc.). Columns M and N calculate each employee’s average score and rating respectively. Column O indicates whether or not the rating is valid. To be valid and pass validation, each objective must have a title and rating, and weights must sum to 100%.

The remaining columns contain the same six data elements for each of the 10 possible job objectives for each employee. These elements are: ID, Number, Title, Weight, Rating, Cont Fact, Adj Rating. The Contributing Factor columns have conditional formatting to indicate contributing factor impact of +1, 0, or -1.

	A	B	C	D	O	P	Q	R	S	T	U	V	W
1	View Objective Ratings				Objective 1					Objective 2			
2	Last Name	First Name	Employee ID	Appraisal ID	Title	Weight	Rating	Cont Fact	Adj Rating	ID	Number	Title	Weight
5	Meltzer	Gerard	9102	apprid 1	Objective 1001 for Gerard Meltzer		5			5	2001	Objective 2001 for Gerard Meltzer	
6	Harris	Freddie	9633										
7	Holloway	Bobbi	21315	apprid 24	Objective 18 for Bobbi Holloway		1			1	22	Objective 22 for Bobbi Holloway	
8	Parker	Sarah	10164	apprid 3	Objective 1 for Sarah Parker		4			4	1	This has a contrib factor	
9	Fain	Collin	10695	apprid 4	This is not rated		4	1		5	2	Objective 2 for Collin Fain	
10	Combs	Shawn	11226	apprid 5	Objective 3 for Shawn Combs		5			5	3	Objective 3 for Shawn Combs	
11	Hollenbeck	Kevin	11757								4	Objective 1 was missing	
12	Jensen	Herbert	12288	apprid 7	Objective 1 for Herbert Jensen		5			5	5	Objective 5 for Herbert Jensen	
13	Uster	Ryan	12819	apprid 8	This has a negative cf		5	-1		4	6	Objective 6 for Ryan Uster	
14	Lazoro	Martha	13350	apprid 9	Objective 3 for Martha L	50	4			4	7	Objective 7 for Martha L	30
15	Enright	Bill	13881	apprid 10	Objective 4 for Bill Enright		4			4	8	Objective 8 for Bill Enright	
16	Morris	Edna	14412	apprid 11	Objective 5 for Edna Morris		4			4	9	Objective 9 for Edna Morris	
17	Arie	Josiah	14943	apprid 12	Objective 6 for Josiah Arie		4			4	10	Objective 10 for Josiah Arie	
18	DiFranco	Martin	15474	apprid 13	Objective 7 for Martin DiFranco		4	-1		3	11	Objective 11 for Martin DiFranco	
19	Coles	Bartholomew	16005	apprid 14	Objective 8 for Bartholomew Coles		4			4	12	Objective 12 for Bartholomew Coles	
20	Crewe	Carla	16536	apprid 15	Objective 9 for Carla Crewe		4			4	13	Objective 13 for Carla Crewe	
21	Smyth	Guy	17067	apprid 16	Objective 10 for Guy Smyth		4			4	14	Objective 14 for Guy Smyth	
22	Coates	Owen	17598	apprid 17	Objective 11 for Owen	30	4	1		5	15	Objective 15 for Owen	35
23	Wolf	Doug	18129	apprid 18	Objective 12 for Doug Wolf		4			4	16	Objective 16 for Doug Wolf	
24	Gibrar	Calek	18660	apprid 19	Objective 13 for Calek Gibrar		4			4	17	Objective 17 for Calek Gibrar	
25	Morris	Todd	19191	apprid 20	Objective 14 for Todd Morris		2			2	18	Objective 18 for Todd Morris	
26	Weaver	Beverly	19722	apprid 21	Objective 15 for Beverly Weaver		2			2	19	Objective 19 for Beverly Weaver	
27	Keaton	Larry	20253	apprid 22	Objective 16 for Larry Keaton		2			2	20	Objective 20 for Larry Keaton	
28	Henderson	Sheila	20784	apprid 23	Objective 17 for Sheila Henderson		2			2	21	Objective 21 for Sheila Henderson	
29	Kozak	Marcus	21846	apprid 25	Objective 19 for Marcus Kozak		2			2	23	Objective 23 for Marcus Kozak	

Figure 20 – Objectives Tab

Modifying Job Objective Data

The job objective data is editable; however, it cannot be modified directly on the worksheet itself. To modify an employee’s job objective data, double click anywhere on that employee’s row in the **Objectives** worksheet or in the **Pay Pool Panel** worksheet. Double clicking on an employee’s row will open up the *Review Job Objectives* form, and on this form you can add, modify or remove job objective data. To save your changes, select *Save Changes*. To discard your changes, select *Discard*

Changes. To close the form, select *Close*. The form automatically saves when you close the form.

The average score and rating of record calculated on this form are reflected on the **Pay Pool Panel** worksheet when the record is saved. The only way to modify a rating of record is by modifying the job objective ratings on this form.

Important: *Objective Title* is a required field in the CWB. Any changes made to objective information in the CWB must also be made in the PAA (if applicable) before the appraisal can be finalized.

Review Objective Ratings

Select an Employee

- Meltzer, Gerard
- Harris, Freddie
- Parker, Sarah
- Fain, Collin
- Combs, Shawn
- Jensen, Herbert

Prev Next

Score

Average Score: 4.67
 Rating of Record: 5
 Sum of Weights:

Employee Info

Employee Name: Meltzer, Gerard
 Pay Schedule: YD
 Pay Band: 2
 Occupational Code: 1515
 Base Salary: \$81,960
 Rating Official: Keaton, Larry

Objectives 1-5 | Objectives 6-10

Use Objective?	Objective Title	Weight	Rating	Contributing Factor	Adjusted Rating
<input checked="" type="checkbox"/>	Objective 1 Promote safety/health in the workplace		5		5
<input checked="" type="checkbox"/>	Objective 2 Support Weapon System Sustainment		5		5
<input checked="" type="checkbox"/>	Objective 3 Produce Reports		4		4
<input type="checkbox"/>	Objective 4				
<input type="checkbox"/>	Objective 5				

Close Discard Changes Save Changes

Objectives Pay Pool Panel Summary Statistics Rating Charts Share Charts Combo Chart Salary Markers Record Mismatch

Figure 21 - Modify Objective Ratings in the Review Objective Ratings Form.

Pay Pool Panel Worksheet

The **Pay Pool Panel** worksheet displays 65 columns. Yellow cells can be edited but white cells are protected and cannot be changed. The spreadsheet information flows left to right.¹ Unused columns can be hidden using the hide feature in the custom tool bar or checking the **Funding** worksheet *Proration, Control Points, EPI/OAR* box(es).

Eligibility and Specially Situated Employees (Modal Ratings)

You can define your employee eligibility for payout from a selection of five indicators offered in the **Pay Pool Panel** worksheet (starting with column O). The first is whether an employee is eligible for a performance rating. Although most of the employees in your pay pool are eligible for a rating, some employees may not be eligible. For example, an employee who was hired from outside DoD into an NSPS organization on September 20, 2008, is not eligible for a rating. When employees are not eligible to be rated, the value in column O (Rated?) should be changed to “No.”

The second indicator is whether the employee is eligible for a modal rating. Specially situated employees who receive a modal rating and payout, as defined in DoD NSPS Implementing Issuances (SC 1940 Appendix 1), should not be included in the spreadsheet and must be handled manually. If employees do meet the Modal Rating definition, the value in column P (Modal Rating Eligibility?) should be changed to “Yes” and the value in column O should be changed to “No”.

The third indicator is whether an employee’s salary is included in the pay pool. There may be very rare circumstances when an employee’s salary should not be included in the pay pool. For example, you have an employee that does not belong in your pay pool. In these cases, the value in column Q (Include Salary in Pay Pool?) should be changed to “No.” You may also consider deleting these employees from your spreadsheet.

The fourth indicator describes an employee eligibility to receive a performance payout. Most employees who are eligible for a rating are also eligible for a performance payout, but there are some special circumstances when this is not the case.

For example, an employee who retires after the end of the appraisal period, but before the payout is not eligible to receive a payout. In such situations, the value in column R (Payout Eligibility) should be chosen from the drop down menu: (a) Eligible to be paid from this CWB? (b) Eligible to be paid from a different CWB? (c) Eligible based on Modal Rating?; (d) Not payout eligible? Refer to Appendix 1 for more information on Payout Eligibility.

¹ Working from right to left can cause problems in the spreadsheet. For example, changing a rating after the number of shares has been set causes a mismatch. Avoid working from right to left and use the validate function on the tool bar often to check for mismatches.

The fifth indicator describes an employee's specially situation condition. Refer to Appendix 1 for more information.

Ratings

In the **Pay Pool Panel** worksheet, the average score (column Y) and rating (column Z) are populated from the **Objectives** worksheet. The only way to modify a rating of record is to modify the job objective ratings on the *Review Job Objectives* form. To modify an employee's job objective ratings, double click on an employee's row to open up the *Review Job Objectives* form.

Shares

The number of shares an employee receives is contained in column AA in the **Pay Pool Panel** worksheet. The share range available for each employee corresponds to the rating for that employee (column Z). For example, if an employee receives a rating of 3, only 1 or 2 shares can be assigned.

Payout Distribution

Payout distribution, or the payout split between base salary increase and bonus, is calculated based on the **Performance Payout** amount (column AB in the **Pay Pool Panel** worksheet). Once a salary increase amount is calculated, the remainder of the performance payout is automatically distributed as bonus. The amount of salary increase can either be entered as a dollar amount or as a percentage of the performance payout. You can choose which method on the **Funding** worksheet. By default, 100% of the payout split goes to bonus.

A default payout split can be applied to the entire pay pool by entering a default split in cell Z8, and selecting the *Apply Default* button. Selecting the *Apply Default* button replaces any existing salary increase split values with the default.

The Rate Range Adjustment (RRA) is estimated in the **Funding** worksheet and calculated for individual employees in column AD in the **Pay Pool Panel** worksheet. That amount gets added to their current base salary in column AE.

Proration

Performance salary increases and bonuses can be prorated. By entering a proration percentage in *Pro-rate Salary Increase (%)*, column AI, the employee's salary increase is prorated by that percentage. The resulting salary increase is displayed in *Pro-rate Salary Increase (\$)*, column AJ. When a percentage is entered into *Pro-rate Bonus (%)*, column BE, the employee's bonus is prorated by that percentage. The resulting bonus is displayed in *Pro-rate Bonus (\$)*, column BF.

The salary increase and bonus funds that are prorated cannot be redistributed to the pay pool.

EPI and OAR

Extraordinary Pay Increases (EPI) and Organizational/Team Achievement Recognition (OAR) in the form of base salary increases and/or bonuses can be

distributed in the spreadsheet using columns AK, AL, BG, and BH. The aggregate amounts distributed in the form of EPIs and OARs are calculated and displayed at the top of the spreadsheet between columns AK, AL and BG, BH. Funds used for EPI and OAR are **not** part of the pay pool funds and are not calculated in the **Funding** worksheet.

Employees must have a final rating of record of 5 to be eligible for an EPI, and a final rating of record of at least 3 to be eligible for an OAR.

Validating Data

One of the most important features of the spreadsheet is the **Validate** button contained in the custom tool bar. When you select the validate button, the data is checked and problems are circled in red. The validate feature checks for errors such as rating and share mismatch and missing share values. A red marker appears over the columns where an error occurs. When you correct the problem and validate again, the circle and marker disappear. **You should validate your data often!**

Go To:		Z	AA	AB	AC	AD	AE
Funding		Calc Share Value =		1.0643%	Salary Increase		
Objectives		Share Value Used=		1.0643%			
Ratings and Shares		(Calculated)					
Salary Increase		Employees:					
Bonus		13					
Total CY07 Base Pay:		Invalid					
\$926,189		Avg:	Avg:	Remaining \$			
Invalid Cells Found		4.50	4.42	\$328			
Last Name	First Name	Rating	Shares	Performance Payout (\$)		Rate Range Adjustment	Current Base Salary + RRA
Meltzer	Gerard	5	3	\$2,616		\$1,230	\$83,190
Harris	Freddie	5	5	\$4,092	\$1,154	\$78,058	
Parker	Sarah	3	5	\$4,442	\$1,253	\$84,739	
Fain	Collin	3	2	\$1,825	\$1,287	\$87,030	
Combs	Shawn	4	4	\$1,167	\$412	\$27,835	
Jensen	Herbert				\$0	\$87,423	
Uster	Ryan	5	5	\$2,239	\$632	\$42,711	
Lazoro	Martha	5	5	\$4,283	\$1,208	\$81,704	
Enright	Bill	4	4	\$1,638	\$578	\$39,074	
Morris	Edna	5	5	\$4,747			
Arie	Josiah	5	5	\$4,974	\$1,403	\$94,882	
DiFranco	Martin	5	5	\$2,268	\$640	\$43,273	
Coles	Bartholomew	5	5	\$4,834	\$1,363	\$92,210	

Figure 22 - Validating Will Circle Errors in the Pay Pool Panel Worksheet in Red

Determining a Final Share Value

Once every employee has received a rating and share assignment, the calculated share value is set. In the **Pay Pool Panel** worksheet below, you can see that this pay pool estimated their share value to be 1.2000% and the calculated share value turned out to be 0.9752%. By using the share value estimate, you can see that this pay pool has over spent its budget by approximately \$8,726 because the share estimate was greater than the calculated share value.

The screenshot shows a Microsoft Excel spreadsheet titled "Compensation Worksheet 2006 3.0". The main data area is a table with columns for employee information and compensation details. Key elements include:

- Calc Share Value = 0.9752%** (highlighted in green)
- Share Value Used= 1.2000% (Estimated)** (highlighted in red)
- Remaining \$ (\$8,726)** (highlighted in red)
- Pay Pool Fund** summary table:

Pay Pool Fund		Funds Allocated		
Base Salary Increase	2.2600%	\$20,931		
Remaining GPI	1.0000%	\$9,261		
Total Salary Funding	3.2600%	\$30,192	3.2368%	\$29,979
Bonus	1.0000%	\$9,261	1.9650%	\$18,200
Total Pay Pool Funding	4.2600%	\$39,453	5.2019%	\$48,179
				\$213
				(\$8,939)
				62.2%
				37.8%
- Employees:** 13
- Total CY07 Base Pay:** \$926,189
- Avg:** 4.54 (Average Score), 4.38 (Average Rating)
- Rate Range Adjustment:** RRA: 1.50%
- Salary Increase:** 70.0%
- Pro-Rate Salary Increase:** 70.0%
- Pro-Rated Salary Increase:** 70.0%
- EPI Salary (\$):** \$0
- OAR Salary (\$):** \$0
- Total:** \$0

The main table lists 25 employees with columns for Last Name, First Name, Average Score, Rating, Shares, Performance Payout (\$), Rate Range Adjustment, Current Base Salary + RRA, Salary Increase (\$), Salary Increase Split (%), Max Salary Increase Split (%), Pro-Rate Salary Increase (%), Pro-Rated Salary Increase (\$), EPI Salary (\$), OAR Salary (\$), and New Base Salary (computed).

Figure 23 – Pay Pool Has Overspent Budget by \$8,726

In order to spend its entire budget, the pay pool should calculate the performance payouts based upon the calculated share value. To do this, go to the **Funding** worksheet and switch the share value from *Estimated* to *Calculated*.

Select Share Value:

Estimated 1.2000%
 Calculated 0.9752%

AE	AF	AG	AH	AI	AJ	AK	AL	AM
Pay Pool Fund					Funds Allocated			
	Base Salary Increase	2.2600%	\$20,931					
	Remaining GPI	1.0000%	\$9,261					
	Total Salary Funding	3.2600%	\$30,192	2.6303%	\$24,362	\$5,830	62.2%	
	Bonus	1.0000%	\$9,261	1.5969%	\$14,790	(\$5,529)	37.8%	
	Total Pay Pool Funding	4.2600%	\$39,453	4.2272%	\$39,152	\$301		
		70.0%			Remaining \$	EPI Salary	OAR Salary	
		Apply Default			\$0	\$0	\$0	
						Total		
Current Base Salary + RRA	Salary Increase (\$)	Salary Increase Split (%)	Max Salary Increase Split (%)	Pro-Rate Salary Increase (%)	Pro-Rated Salary Increase (\$)	EPI Salary (\$)	OAR Salary (\$)	New Base Salary (computed)
\$83,190	\$2,797	70.0%	100.00%					\$85,987
\$78,058	\$2,624	70.0%	100.00%					\$80,682
\$84,739	\$2,849	70.0%	100.00%					\$87,588
\$87,030	\$1,170	70.0%	100.00%					\$88,200
\$27,835	\$748	70.0%	100.00%					\$28,583
\$88,735	\$1,194	70.0%	100.00%					\$89,929
\$42,711	\$1,436	70.0%	100.00%					\$44,147
\$81,704	\$2,747	70.0%	100.00%					\$84,451
\$39,074	\$1,051	70.0%	100.00%					\$40,125
\$94,882	\$3,191	70.0%	100.00%					\$98,073
\$43,273	\$1,455	70.0%	100.00%					\$44,728
\$92,210	\$3,100	70.0%	100.00%					\$95,310

Figure 24 - Use the Calculated Share Value to Spend the Overall Budget.

Reconciling Payout Distributions with Pay Pool Budget

When you use the calculated share value, it ensures that the sum of your performance payouts equals your total pay pool budget except for a small amount due to rounding payouts, the payout computation for retained pay employees, and proration. However, it does not guarantee that the funds allocated for base salary increases stay within with your salary increase budget. In the example below, this

pay pool has under spent its salary increase budget by approximately \$5,830. Its salary increase budget was 3.26% and it has allocated only 2.6303%. To correct this situation, the pay pool must increase the salary allocation. Pay pools should allocate as close to their budgeted amounts for salary increase and bonus as possible.

AF	AG	AH	AI	AJ	AK	AL	AM
Pay Pool Fund				Funds Allocated			
Base Salary Increase		2.2600%	\$20,931				
Remaining GPI		1.0000%	\$9,261				
Total Salary Funding		3.2600%	\$30,192	2.6303%	\$24,362	\$5,830	62.2%
Bonus		1.0000%	\$9,261	1.5969%	\$14,790	(\$5,529)	37.8%
Total Pay Pool Funding		4.2600%	\$39,453	4.2272%	\$39,152	\$301	

Figure 25 – Funding and Spending Summary

Pay Pool Panel Worksheet Column Descriptions

The **Pay Pool Panel Worksheet** displays 65 columns. Only columns/cells that are yellow can be modified by the user. Other cells contain data that is either populated from DCPDS or calculated in the spreadsheet. Every column has an auto filter. The table below describes the columns.

Column	Source	Description
A	DCPDS	Last Name Employee's last name.
B	DCPDS	First Name Employee's first name.
C	DCPDS	Employee ID Employee's unique identifier assigned by DCPDS.
D	DCPDS	Appraisal ID Employee's unique appraisal identifier assigned by Performance Appraisal Application.
E	DCPDS	Pay Pool ID Pay Pool's unique identifier.
F	User Input	Wildcard 1 First of five open columns available for use. The cells in this column are not protected and can be used to hold data or equations. Wildcards can be used to define sub-sets of a pay pool (e.g., divisions, teams or departments) that are used to generate statistics for those groups in the Statistics worksheet. Calculations include: average rating; average shares; number of employees; number of employees already rated; and number of employees who have been assigned shares for each groupings.
G	DCPDS	Pay Schedule Employee's NSPS Pay Schedule. A set of related pay bands for a specified category of employees within a

Column	Source	Description
		career group. There are typically four pay schedules (it varies by career group): Professional/Analytical, Technician/Support, Supervisor/Manager, and Student.
H	DCPDS	Pay Band Employee's NSPS Pay Band. Pay bands combine a range of work into discrete levels. NSPS pay system establishes a pay range for each pay band, with a minimum and a maximum pay rate.
I	DCPDS	Occ Code 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).
J	DCPDS	Occ Cat Code Occupational Category Code (Professional, Administrative, Technical, Clerical, Other, and Blue-collar (PATCOB))
K	DCPDS	Org Structure ID Organization Structure Identification Number
L	DCPDS	UIC/PAS Code UIC/PAS (Unit Identification Code for everyone except Air Force and Personnel Accounting Symbol for Air Force)
M	DCPDS	End Cycle Base Salary Employee's base salary as of the end of the rating cycle.
N	DCPDS	Retained Pay A "Yes" in this column indicates the employee's base salary is greater than the maximum for their pay band. The employee is not eligible for performance, EPI, or OAR <u>salary</u> increases, but may receive

Column	Source	Description
		bonuses.
O	User Input	<p>Rated? Enables the user to select whether or not an employee should be rated. The default value is “Yes.”</p>
P	User Input	<p>Modal Rating Eligibility? Employee will receive a modal rating and be paid outside of the CWB The default value is No”</p>
Q	User Input	<p>Include Salary in Pay Pool? Salaries for most employees will be included in the pay pool. The default value is “Yes.”</p>
R	User Input	<p>Payout Eligibility Choice of four indicators describe employee’s eligibility status The default value is “a” meaning that the employee will be rated and paid in this CWB</p>
T	User Input	<p>Specially Situated Condition Choice of twelve indicators describe employee’s specially situated condition if applicable The default value is “a” meaning that the employee is not specially situated</p>
U	DCPDS	<p>Rating Official Name of the rating official who issued the employee’s recommended rating of record in the Performance Appraisal Application (PAA). A Rating Official is a management representative, 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.</p>

V	DCPDS	<p>Sub-Panel Manager Name of the sub-panel manager who oversees the sub-panel to which the employee belongs.</p>												
W	N/A	<p>Ratings and Shares Marks the beginning of the ratings and shares section of the spreadsheet.</p>												
X	User Input	<p>Wildcard 2 Second of five open columns available for use. The cells in this column are not protected and can be used to hold data or equations It can also be used to create a user-specified group.</p>												
Y	Calculated	<p>Average Score The average of the employee’s adjusted objective ratings. This value is carried to two decimal places (e.g., 3.75).</p>												
Z	Calculated	<p>Rating (Rating of Record) The rounded average of the adjusted ratings for each objective (see rounding rules below).</p> <p>Rounding Rules for the Rating of Record:</p> <p>If the average score is greater than x.50, then the rating of record is calculated by rounding up to the next whole number.</p> <p>If the average score is less than or equal to x.50, then the rating of record is calculated by rounding down to the whole number.</p>												
		<table> <thead> <tr> <th><u>Rating of Record</u></th> <th><u>Rating of Record Descriptor</u></th> </tr> </thead> <tbody> <tr> <td>5</td> <td>Role Model</td> </tr> <tr> <td>4</td> <td>Exceeds Expectations</td> </tr> <tr> <td>3</td> <td>Valued Performer</td> </tr> <tr> <td>2</td> <td>Fair</td> </tr> <tr> <td>1</td> <td>Unacceptable</td> </tr> </tbody> </table>	<u>Rating of Record</u>	<u>Rating of Record Descriptor</u>	5	Role Model	4	Exceeds Expectations	3	Valued Performer	2	Fair	1	Unacceptable
<u>Rating of Record</u>	<u>Rating of Record Descriptor</u>													
5	Role Model													
4	Exceeds Expectations													
3	Valued Performer													
2	Fair													
1	Unacceptable													
AA	User Input	<p>Shares</p>												

<u>Rating of Record</u>	<u>Share Range Available for Assignment</u>
5	5 or 6
4	3 or 4
3	1 or 2
2	0
1	0

AB	Calculated	<p>Performance Payout (\$) An employee’s performance payout is calculated by multiplying the employee’s base salary at the end of the appraisal period (column M or pay band max if on retained pay) by the number of shares earned by the employee (column AA) by the share value (cell AB4).</p>
----	------------	--

AC	N/A	<p>Salary Increase Marks the beginning of the salary increase section of the spreadsheet.</p>
----	-----	---

AD	Calculated	<p>Rate Range Adjustment and RRA % This column shows the Rate Range Adjustment percentage as entered in the Funding worksheet For each employee, it calculates the value of the rate range adjustment as the product of the RRA% and the base salary (column M)</p>
----	------------	---

AE	Calculated	<p>Current Base Salary + RRA Employee’s base salary as of the end of the rating cycle including the RRA calculated in column AD</p>
----	------------	---

AF	User Input	<p>Salary Increase (\$) The performance salary increase dollar amount. This value must be between 0 and the performance payout amount. Salary increase split can either be distributed as a dollar amount or as a percentage of the performance payout. A toggle switch is provided on the Funding worksheet to switch between the two methods.</p>
----	------------	---

AG	User Input	<p>Salary Increase Split (%) The percentage of the performance payout distributed as salary increase. <i>See Max Salary Increase</i></p>
----	------------	--

		<p><i>Split (%)</i> below.</p> <p>Salary increase split can either be distributed as a dollar amount or as a percentage of the performance payout. A toggle switch is provided on the Funding worksheet to switch between the two methods.</p>
AH	Calculated	<p>Max Salary Increase Split (%) Maximum salary increase percentage the employee can receive based on a control point or pay band maximum.</p> <p>If a control point is entered for the employee, and the Allow Over Control Point (column AP) is “No,” then Max Salary Increase Split (%) is based on the control point.</p> <p>If a control point is entered for the employee, and the Allow Over Control Point (column AP) is “Yes,” then Max Salary Increase Split (%) is based on the Max for Pay Band.</p>
AI	User Input	<p>Pro-Rate Salary Increase (%) The percentage by which the employee’s performance salary increase is pro-rated.</p>
AJ	Calculated	<p>Pro-Rated Salary Increase (\$) The resulting pro-rated salary increase amount. For example, if an employee’s salary increase was \$2,000, and the pro-ration percent was 50%, then the pro-rated salary increase would be \$1,000.</p>
AK	User Input	<p>EPI Salary (\$) The dollar amount of the Extraordinary Pay Increase (EPI) salary increase. This amount is limited by control points and/or the maximum for a pay band.</p> <p>Employees must have a final rating of record of 5 to be eligible for an EPI.</p>
AL	User Input	<p>OAR Salary (\$) The dollar amount of the Organizational/Team Achievement Recognition (OAR) salary increase. This amount is limited by control points and/or the maximum for a pay band.</p>

		Employees must have a final rating of record of 3 or greater to be eligible for an OAR.
AM	Calculated	<p>New Base Salary (computed) The employee’s new base salary after adding in the performance salary increase, EPI, and OAR, but before enforcing control points or the maximum for a pay band.</p>
AN	User Input	<p>Control Point The salary used as a control point for the employee. Control points can be manually entered for each employee, or can be applied by pay schedule and pay band by using the Control Point worksheet.</p>
AO	Calculated	<p>Hit Control Point? A “Yes” indicates the employee has reached the entered control point.</p>
AP	User Input	<p>Allow Over Control Point? If “Yes” is selected, the employee’s salary is allowed to pass over the control point salary. If “No” is selected, the employee’s salary is capped at the control point salary, and any remaining salary increase is rolled over as carryover [bonus]. The carryover amount is displayed in column BA.</p>
AQ	Calculated	<p>Max for Pay Band The maximum base salary for the employee’s pay schedule and pay band in the CWB. These maximums are the new pay band maximums effective in January 2009.</p>
AR	Calculated	<p>Hit Max for Band? A “Yes” indicates the employee has reached the maximum for the employee’s pay band.</p>
AS	Calculated	<p>Performance Salary Increase (\$) The final performance salary increase after the control point and pay band maximum rules are enforced.</p>
AT	Calculated	<p>EPI (\$) The final EPI salary increase amount after the</p>

		control point and pay band maximum rules are enforced.
AU	Calculated	<p>OAR (\$) The final OAR salary increase amount after the control point and pay band maximum rules are enforced.</p>
AV	Calculated	<p>Final Base Salary Increase (\$) The sum of the final performance salary increase, EPI salary increase, and OAR salary increase.</p>
AW	Calculated	<p>New Base Salary The employee's new base salary after adding their final performance salary increase, EPI salary increase, and OAR salary increase to their base salary.</p> <p>The sum of columns M and AV.</p>
AX	Calculated	<p>New Salary in Relation to Pay Band Max The \$ amount the employee's salary is below the maximum of their pay band.</p> <p>The difference between columns AQ and AW.</p>
AY	User Input	<p>Wildcard 3 Third of five open columns available for use. The cells in this column are not protected and can be used to hold data or equations. It can also be used to create user-defined groups.</p>
AZ	n/a	<p>Bonus Marks the beginning of the bonus section of the spreadsheet.</p>
BA	Calculated	<p>Carryover (\$) Any funds intended to be given as a salary increase but could not because of a control point or pay cap.</p> <p>Sum of Carryover cell (BA10) is the sum of all carryover values in the pay pool.</p>
BB	Calculated	<p>Bonus (\$) The performance bonus dollar amount. This amount is the difference between the entire performance</p>

		payout and the amount of the payout distributed as salary increase.
BC	Calculated	Carryover + Bonus (\$) The sum of Carryover (\$) and Bonus (\$).
BD	Calculated	Bonus Split The split of the performance payout distributed as bonus.
BE	User Input	Pro-Rate Bonus (%) The percentage by which the employee's performance bonus increase is pro-rated.
BF	Calculated	Pro-Rated Bonus (\$) The resulting pro-rated bonus amount. For example, if an employee's performance bonus was \$1,000, and the pro-ration percent was 50%, then the pro-rated bonus would be \$500.
BG	Calculated	EPI Bonus (\$) The dollar amount of the extraordinary pay increase (EPI) bonus. Employees must have a rating of 5 to be eligible for an EPI.
BH	Calculated	OAR Bonus (\$) The dollar amount of the Organizational/Team Achievement Recognition (OAR) bonus. Employees must have a rating of 3 or greater to be eligible for an OAR.
BI	Calculated	Performance Bonus (\$) The final performance bonus.
BJ	Calculated	EPI Bonus (\$) The final EPI bonus.
BK	Calculated	OAR Bonus (\$) The final OAR bonus.
BL	Calculated	Total Bonus (\$) The sum of the final performance bonus, EPI bonus,

and OAR bonus.

BM	User Input	Wildcard 4 Fourth of five open columns available for use. The cells in this column are not protected and can be used to hold data or equations. It can also be used to create user-defined groups.
BN	User Input	Wildcard 5 Last of five open columns available for use. The cells in this column are not protected and can be used to hold data or equations. It can also be used to create user-defined groups.

Summary Worksheet

The **Summary** worksheet displays a “print-ready” view of your pay pool data. This report prints one-page wide. The sort, filter, and hide/unhide button is used to customize the report. A wildcard column is included to help generate custom filters and sorts.

	A	B	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
1	Last Name	First Name	Pay Schedule	Pay Band	Occ Code	Wildcard	End Cycle Base Salary	Rating Official	Sub Pay Pool Manager	Rating	Shares	Performance Payout (\$)	Salary Increase Split (%)	Performance Salary Increase (\$)	Performance Increase %	Bonus Split	Performance Bonus (\$)	Bonus Increase %	
2																			
3																			
4	Arie	Josiah	YD	3	801		\$93,479	Holloway, Bobbi	Burns, Ian	3	1	\$2,148	60.0%	\$1,289	1.38%	40.0%	\$659	0.92%	
5	Combs	Shawn	YB	1	303		\$27,423	Keaton, Larry	Burns, Ian	4	4	\$2,521	60.0%	\$1,513	5.52%	40.0%	\$1,008	3.68%	
6	Enright	Bill	YP	1	301		\$38,496	Henderson, Sheila	Burns, Ian	4	4	\$3,539	60.0%	\$2,123	5.51%	40.0%	\$1,416	3.68%	
7	Fain	Collin	YD	3	819		\$85,743	Keaton, Larry	Burns, Ian	3	2	\$3,942	60.0%	\$2,365	2.76%	40.0%	\$1,577	1.84%	
8	Harris	Freddie	YA	2	2210		\$76,904	Keaton, Larry	Burns, Ian	3	1	\$1,767	50.0%	\$884	1.15%	50.0%	\$863	1.15%	
9	Hollenbeck	Kevin	YA	2	601		\$68,419	Charity, Eleanor	Ferguson, Sarah	4	3	\$4,718	60.0%	\$2,831	4.14%	40.0%	\$1,867	2.76%	
10	Jensen	Herbert	YD	3	819		\$87,423	Henderson, Sheila	Burns, Ian	3	2	\$4,019	60.0%	\$2,411	2.76%	40.0%	\$1,608	1.84%	
11	Lazoro	Martha	YA	3	2210		\$80,496	Henderson, Sheila	Burns, Ian	5	5	\$9,252	60.0%	\$5,551	6.90%	40.0%	\$3,701	4.60%	
12	Meltzer	Gerard	YD	2	1515		\$81,960	Keaton, Larry	Burns, Ian	3	1	\$1,884	50.0%	\$942	1.15%	50.0%	\$942	1.15%	
13	Morris	Edna	YA	2	601		\$95,220	Holloway, Bobbi	Burns, Ian	2	0	\$0	0.0%	\$0	0.00%	100.0%	\$0	0.00%	
14	Parker	Sarah	YA	2	601		\$83,486	Keaton, Larry	Burns, Ian	3	1	\$1,919	50.0%	\$960	1.15%	50.0%	\$959	1.15%	
15	Uster	Ryan	YA	1	301		\$42,079	Henderson, Sheila	Burns, Ian	3	1	\$967	60.0%	\$580	1.38%	40.0%	\$387	0.92%	
16																			
17																			
18	Data is for pay pool use only. Do not release without pay pool manager approval.																		

Figure 26 - Summary Worksheet Is Formatted to Print One Page Wide

Statistics Worksheet

The **Statistics** worksheet displays the average rating, average shares, number of employees, number of employees already rated, and number of employees who have been assigned shares for each rating official and sub-pool. To view data for portions of your pay pool, set a filter on the **Pay Pool Panel** worksheet to select the group of employees, and then select the *Refresh Wildcard* button.

Wildcards can be used to define sub-sets of a pay pool (e.g., divisions, teams or departments) that are used to generate statistics for those groups in the Statistics worksheet. To refresh the wildcard grouping, select the desired Wildcard group in the drop-down box provided and click on the *Refresh Wildcard* button.

Pay Pool Statistics								
Wildcard Stats by: Wildcard 1		Average Rating	Average Shares	Number of Employees	Employees Rated	Employees Assigned Shares	Employees Payout Eligible	Average Payout
Overall Pay Pool		4.20	3.85	20	20	20	20	\$3,117
Rating Official								
Henderson, Sheila		4.40	4.20	5	5	5	5	\$3,232
Holloway, Bobbi		5.00	5.00	5	5	5	5	\$3,993
Keaton, Larry		4.40	4.20	5	5	5	5	\$3,379
Kozak, Marcus		3.00	2.00	5	5	5	5	\$1,863
Sub-Panel Manager								
Burns, Jan		4.20	3.85	20	20	20	20	\$3,117
Wildcard 1 Column								
FLD		4.20	3.80	10	10	10	10	\$3,128
HQ		4.20	3.90	10	10	10	10	\$3,106

Statistics are for pay pool use only. Do not release without pay pool manager approval.

Figure 27 - In This Example, Groups Entered into Wildcard 1 in the Pay Pool Panel Worksheet Are Used in the Statistics Worksheet

Rating Charts

The rating charts provide a bar chart showing the rating distribution of the pay pool. The top chart shows the count of employees receiving each rating, and the bottom chart shows the percentage distribution. Charts are for pay pool use only. Do not release without pay pool manager approval.

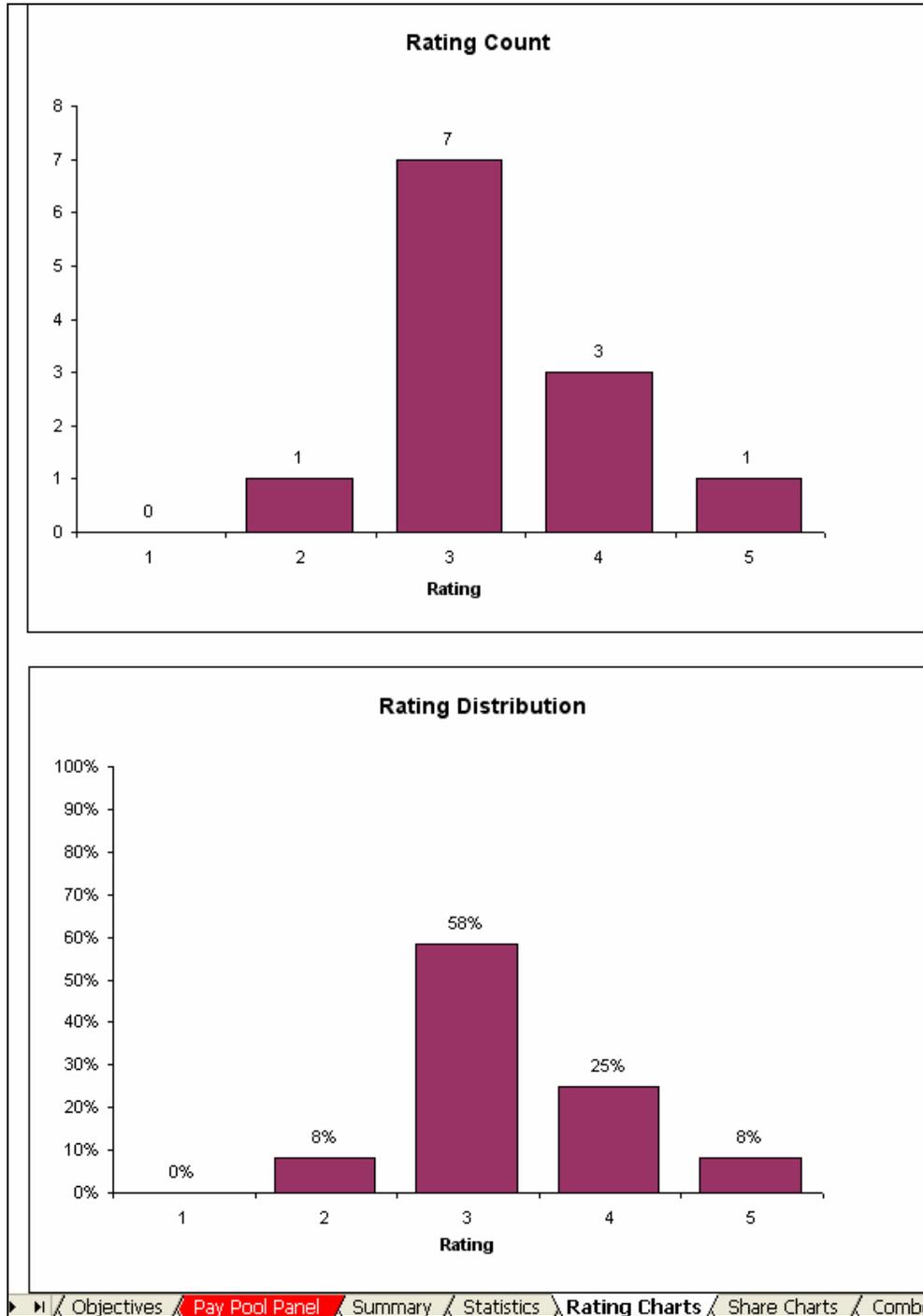


Figure 28 – Rating Charts

Share Charts

The share charts provide a bar chart showing the shares distribution of the pay pool. The top chart shows the count of employees receiving each number of shares, and the bottom chart shows the percentage distribution. Charts are for pay pool use only. Do not release without pay pool manager approval.

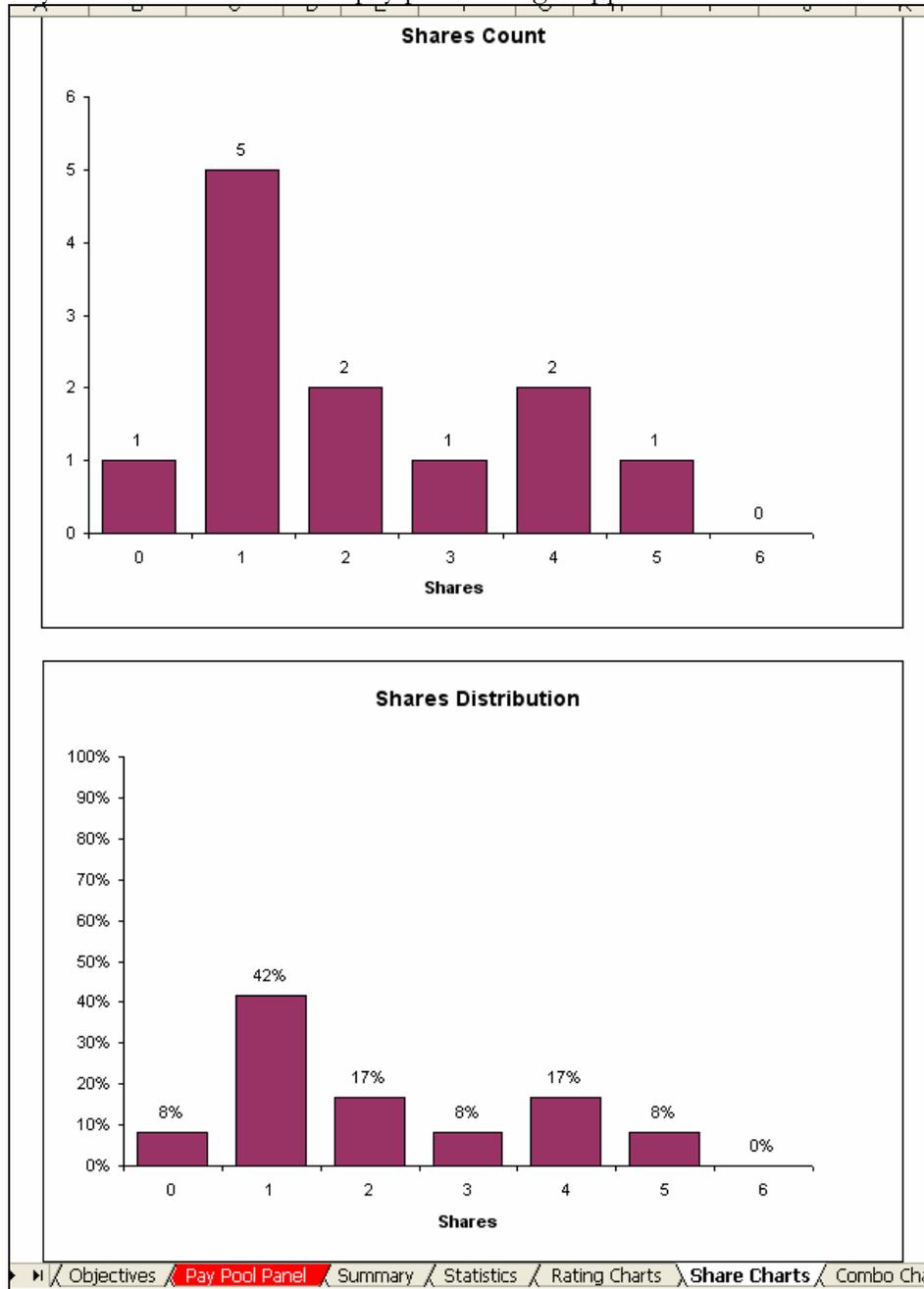


Figure 29 – Shares Charts

Combo Chart

The combo chart provides a bar chart showing the percentage of employees in each pay band that received each rating or share. For example, the chart below shows that 50% of YA-2s received a 3 rating, and 25% received 2 and 4, and none received a 1 and 5. You can select a different pay schedule and view either rating or share distribution in the chart options menu. Pay schedules that do not exist in your pay pool are grayed out. Charts are for pay pool use only. Do not release without pay pool manager approval.

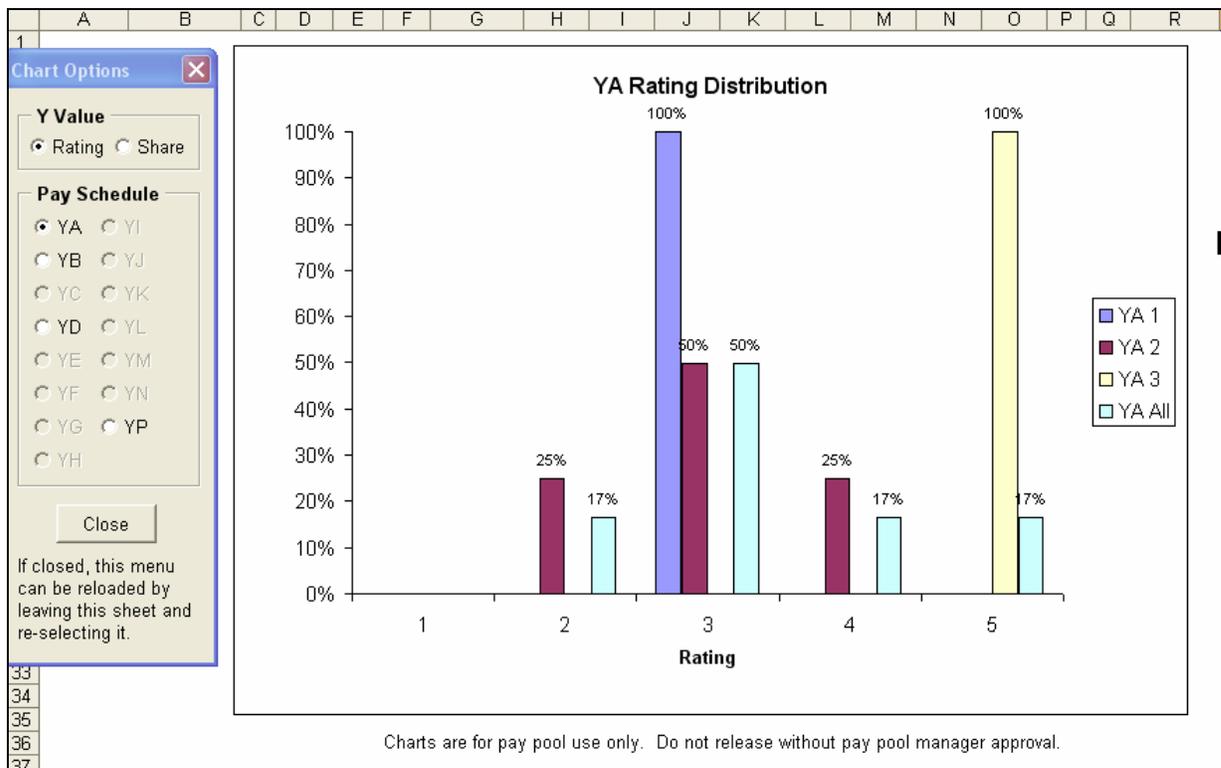


Figure 30 – Combo Chart

Salary Markers Worksheet

The **Salary Markers** worksheet provides two charts which can be designed to display employees' salary positions within a pay band and pay schedule. The population is limited to employees that are eligible for a payout from this CWB. Click the *Modify Charts* button to change the pay schedule, the starting or final salary, and to limit the displayed population with a wildcard. Charts are for pay pool use only. Do not release without pay pool manager approval.

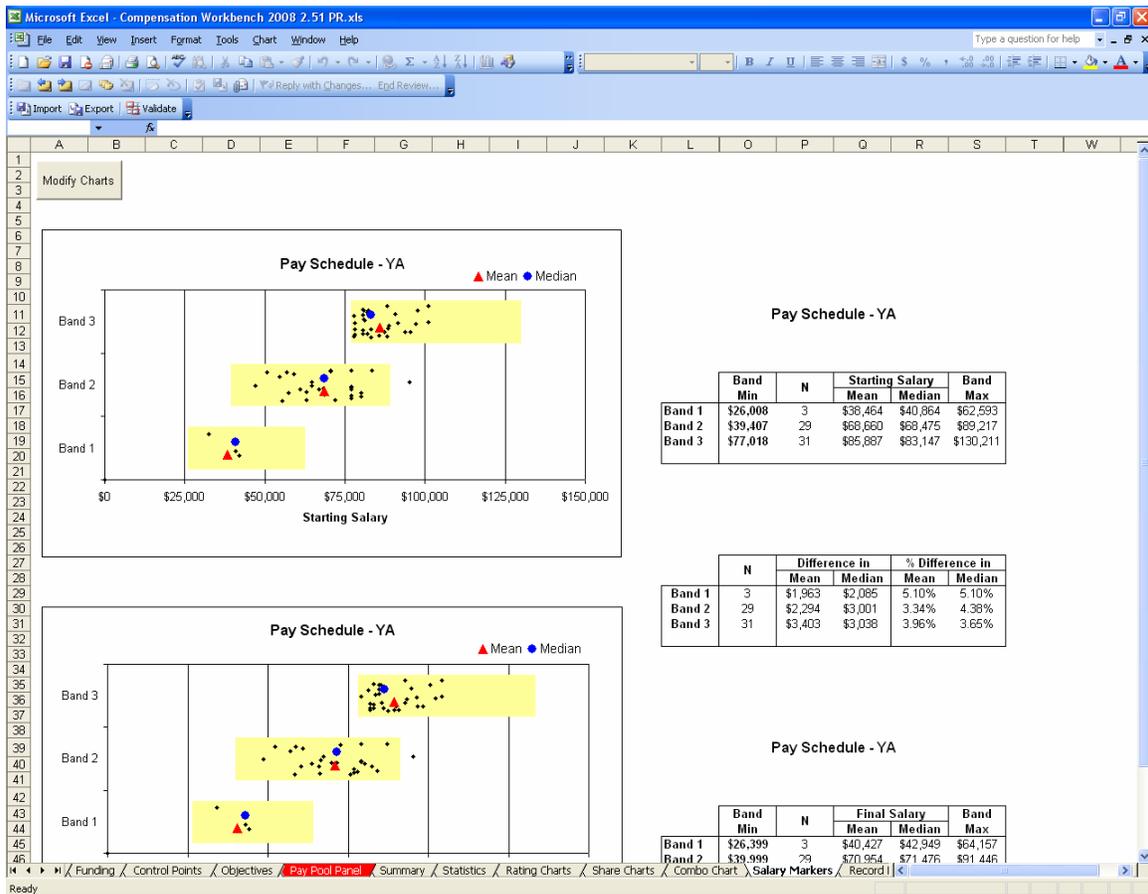


Figure 31 - Salary Markers Worksheet

Certifying Data

Once your pay pool data is finalized and you are ready to upload the data into DCPDS, **your pay pool manager must certify** that the data is final and correct. By selecting the certify results checkbox on the **Instructions** worksheet, the pay pool manager is certifying that these conditions are true. The spreadsheet performs a last validation when you certify your data. You will not be able to certify your data until it passes validation. Upon certifying your data, you will be prompted to enter the Performance Review Authority and Pay Pool Manager’s names. These names are used on the addendum to the DD2906 generated from the CWB.

S	End Cycle Base Salary	Rating Official	Average Score	Rating	Valid Rating?	Sum of Weights	ID	Nur
	\$81,960	Keaton, Larry	4.67	5	Yes		6574	
	\$76,904	Keaton, Larry	4.67	5	Yes		6575	
	\$83,486	Keaton, Larry	5.00	5	Yes		6576	
	\$85,743	Keaton, Larry	3.00	3	Yes		6577	
	\$27,423	Keaton, Larry	4.00	4	Yes		6578	
	\$87,000						6580	
	\$42,000						6581	

Certify ✖

Congratulations! Your spreadsheet has passed validation.

Please enter the Performance Review Authority and Pay Pool Manager below as they should appear on the 2906 addendums. After the OK button is clicked employee data can be exported and 2906 addendums can be generated.

Pay Pool Review Authority

Pay Pool Manager

Figure 32 – Certification Pop-up Form

Exporting Data out of the Spreadsheet

To export the data out of the spreadsheet, select the **Export** button on the custom menu. Save the file onto your computer. Now, the file can be uploaded to DCPDS. The file name appears in the format “first 10 characters of the pay pool ID” + “date” + “export”.

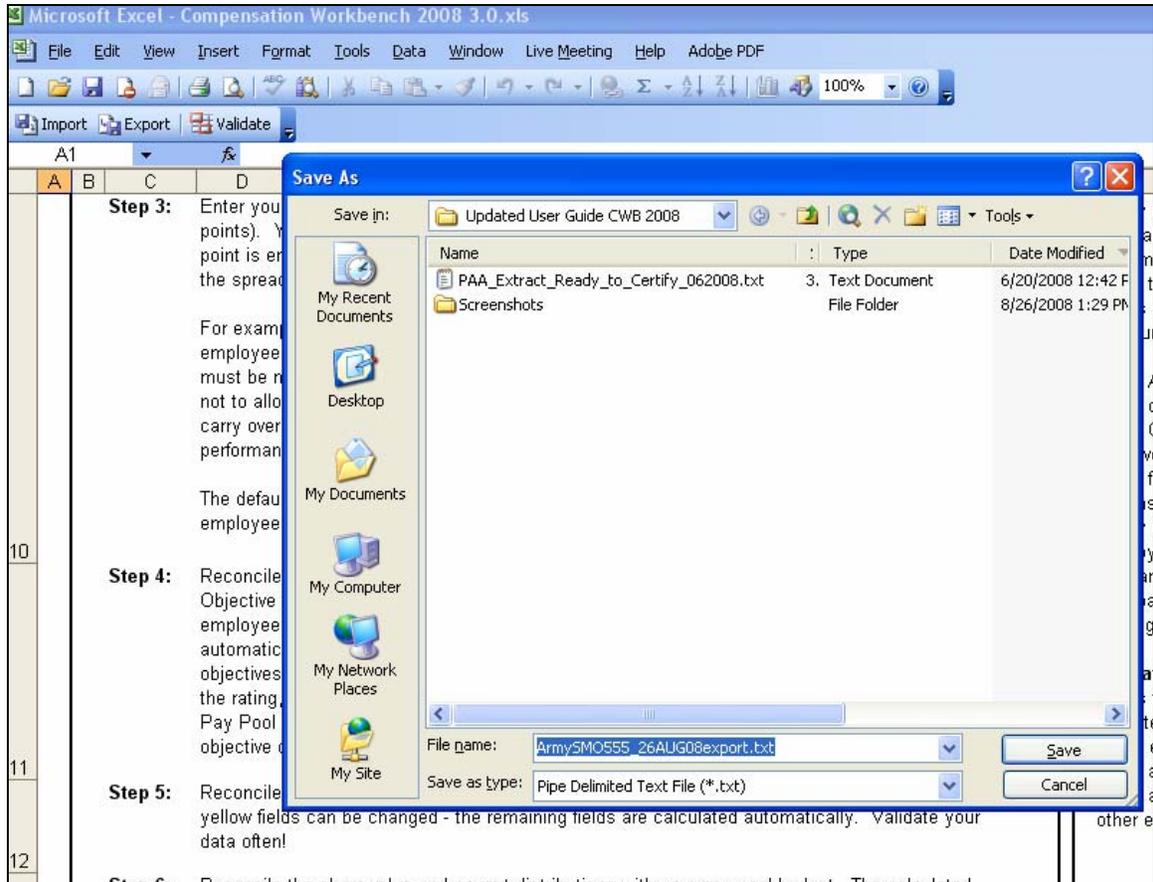


Figure 33 – Export Dialogue

Generating Employee Notices

An addendum to the DD2906 form can be printed from the **Instructions** worksheet. Before generating the forms, you can use the filters on the **Pay Pool Panel** worksheet to select the set of employees for whom you want forms. Also you can use the sort button to place the employees in the order you want the forms generated.

Forms are generated in batches of 200.

Step 10: [Generate Employee Notices](#) (addendum to the DD2906) Employee notices will be generated in the order in which they appear in the Pay Pool Panel worksheet. If filters have been set, notices will only be generated for visible employees.
 Include detailed objective information on 2906 addendum

Select the **Generate Employee Notices** button on the **Instructions** worksheet;

You can check “*Include detailed objective information on 2906 addendum*” if more information is desired. The CWB asks you where you want to save your notices file. Once the employee notice forms are generated, the CWB asks you if you would like to print them. Be aware that, as noted on the form, the new salary may be incorrect if pay changed between the end of the cycle and the start of the new pay year.

Employee Notice of Pay Pool Decisions (Addendum to DD 2906) <i>For Official Use Only</i> <i>This Information Protected by the Privacy Act of 1974</i>	
Employee Name:	Meltzer, Gerard
Base Salary (on last day of performance cycle end date)	\$81,960
Org Structure ID:	AAA11122
Pay Pool Review Authority:	Piven, Bartholomew
Pay Pool Manager:	Simpson, Clark
Rating Official	Keaton, Larry
Performance Cycle End Date:	9/30/2008
Rating Effective Date:	1/1/2009
Rating of Record:	5
Number of Shares Awarded:	5
Final Share Value (%):	0.9752%
Total Value of Awarded Shares:	\$3,996
Share Distribution	
Base Salary Increase (\$):	\$2,797
Bonus (\$):	\$1,199
<i>Salaries and payout amounts may change due to salary changes made after the appraisal closeout period.</i>	

Objective #	Weight	Rating	Contributing Factor	Adjusted Rating
1		5		5
2		5		5
3		4		4
4				

Figure 34 - Each Employee Notice Is a Tab in the Generated Spreadsheet

Record Mismatches Worksheet

The **Record Mismatches** worksheet displays a list of employees in the pay pool with their average scores and ratings in the PAA at the time of download and the average scores and ratings contained in the CWB. Mismatches are highlighted in orange.

Mismatches between the data downloaded from the PAA and the data contained in the CWB are highlighted

Last Name	First Name	Employee ID	Rating Official	PAA Average Score	PAA Rating	CWB Average Score	CWB Rating
Meltzer	Gerard	9102	Keaton, Larry	4.67	5	4.67	5
Harris	Freddie	9633	Keaton, Larry	4.67	5	4.67	5
Parker	Sarah	10164	Keaton, Larry	5.00	5	5.00	5
Fain	Collin	10695	Keaton, Larry	3.00	3	3.00	3
Combs	Shawn	11226	Keaton, Larry	4.00	4	3.00	3
Jensen	Herbert	12288	Henderson, Sheila	3.33	3	3.33	3
Uster	Ryan	12819	Henderson, Sheila	4.75	5	4.75	5
Lazoro	Martha	13350	Henderson, Sheila	4.67	5	3.33	1
Enright	Bill	13881	Henderson, Sheila	3.67	4	3.67	4
Morris	Edna	14412	Holloway, Bobbi	5.00	5	5.00	5
Arie	Josiah	14943	Holloway, Bobbi	5.00	5	5.00	5
DiFranco	Martin	15474	Holloway, Bobbi	5.00	5	5.00	5
Coles	Bartholomew	16005	Holloway, Bobbi	5.00	5	5.00	5

Data is for Pay Pool Manager use only. Not for release.

Figure 35 - Mismatches Are Highlighted

Relationship with Other Applications and Tools

Relationship with the Manage Pay Pool ID (MPPID) Application

Since pay pool data is extracted from and uploaded to DCPDS based on MPPID, it is required that your pay pool hierarchy, including sub-pay pools, be created and current using the Manage Pay Pool ID application. The MPPID application is currently available via self-service for pay pool administrators. The MPPID User Guide is available on the NSPS Readiness Tool.

Relationship with the Pay Pool Analysis Tool (PAT)

Files exported from CWB can be imported to populate the PAT. The PAT can import multiple export files and generates statistics and comparisons across and between pay pools. The PAT can also import data directly from one or more CWBs. The PAT is available on the NSPS Readiness Tool.

APPENDIX 1 – Summary Of Enhancements

DCPDS CWB Extract File

- The DCPDS CWB Extract file now includes Organization Code, Occupational Category Code (Professional, Administrative, Technical, Clerical, Other, and Blue-collar (PATCOB)), and UIC/PAS (Unit Identification Code/Personnel Accounting Symbol)
- This information cannot be edited within the CWB.

Pay Pool Panel Worksheet– Additional Status Indicators

- To help identify specially situated conditions for the HR community, the pay pool panel worksheet displays new indicators such as “Payout Eligibility”, “Modal Rating Eligibility” and “Specially Situated Condition” to last year’s “Rated”, and “Include Salary in Pay Pool” status indicators. The “Payout Eligible” (Yes/No) indicator has been deleted.

Payout Eligibility	<i>Indicator Label</i>	<i>Indicator Description</i>
Eligible to be paid from this CWB	a	Employee will be rated and paid in this CWB
Eligible to be paid from a different CWB	b	Employee will be rated in this CWB, but paid from another
Eligible to be paid based on Modal Rating	c	Employee will receive a modal rating and be paid outside of the CWB
Not payout eligible	d	Employee is not eligible for a payout
Specially Situated Condition	<i>Indicator Label</i>	<i>Indicator Description</i>
Not Applicable	a	No specially situated condition
Ex-Employee	b	Employee left DoD after rating cycle ended
LWOP(Mil)	c	Employee is on leave without pay due to military duties
LWOP (Wkrs Comp)	d	Employee is on leave without pay due to workers compensation
LWOP (Other)	e	Employee is on leave without pay due to some other qualifying condition
Temp Asmnt Non-NSPS	f	Employee is temporarily assigned to dues in a non-NSPS position
Perf. 100% Union Duties	g	Employee performs union duties full time (payout eligibility should be c)
Min period not met	h	Employee does not meet the 90 day minimum period to receive a rating
Moved to Non-NSPS posn	i	Employee left for a non-NSPS position after the rating cycle ended
Post cycle move to new Pay Pool	j	Employee will be rated in the old pay pool and paid in the new (payout eligibility should be b)
Ext'd paid leave	k	Employee is away from his or her position for an extended leave period
Long Term Trng	l	Employee is away from his or her position for an extended period of training

Enhanced Hide Functionality

- In the Objectives, Pay Pool Panel, Summary and Record Mismatch tabs, you can use the “Hide” button to hide selected row(s). When un-hiding these rows using the “Unhide” or “Unhide All Rows” buttons, you will be prompted as to whether you want to continue (Yes/No) to help ensure that sensitive employee data is protected. Hiding rows on the “Pay Pool Panel” sheet hides the respective employee(s) on the Objectives, Summary and Record Mismatches sheets.

Objectives Worksheet –View Objective Ratings Interface

- When looking at an employee’s objectives from the “View Objective Ratings” interface, only five of the maximum ten objectives will be displayed at one time when selecting the new “Objectives 1-5” tab. You can toggle to view the last five objectives by selecting the “Objectives 6-10” tab.

Pay Pool Panel Worksheet

- Added a column to show amount of each employee’s pay band adjustment in the Salary Increase section. The “Rate Range Adjustment” (RRA) for that employee is calculated based on Rate Range Adjustment percentage in the Funding worksheet.
- There is another column, the “Current Base Salary +RRA” column, that shows the employee’s current base salary to which the calculated rate range adjustment from the previous column has been added.
- Displays the amount of salary dollars carried over to bonus. In the Bonus section, you can now see the sum of all carryovers in a new cell in row 10 labeled “Sum of Carryover (\$)” right above the “Carryover (\$)” label
- Wildcard Columns:
 - Values entered into the Wildcard columns are now included in the Export file. One direct outcome is that those values are imported into the Pay Pool Analysis Tool (PAT) if you decide to use that tool for advanced statistics and reports.
 - You can now use any of the five Wildcard columns of the Pay Pool Panel worksheet to generate the Wildcard statistics section on the Statistics worksheet.

Rating, Share, and Combo Charts Worksheets

- The CWB now allows for copy and paste of charts. In the Rating, Shares, and Combo charts, this new release makes it easier for you to copy and paste graphs and charts from the CWB into a presentation such as PowerPoint: just copy and paste into a slide and format as needed. Be sure to use “paste special” to avoid embedding the entire CWB (including sensitive data) in the copy.

Salary Markers Worksheet (New)

- Added salary marker chart to show position in pay band. The tool will display individual, mean, and median values of starting or final salaries for the pay schedule you selected.
- This information will be displayed by dots in boxes corresponding to that pay schedule’s pay band.

- You create the charts by selecting the Pay Schedule you are interested as you click on the “Modify Charts” button.
- You can further refine your selections with the “Salary Marker Choices” button where you can create charts showing either the Starting or Final salaries.

Instructions Worksheet: Modified DD2906 Addendum

- The following information is now available on the DD2906 Addendum:
 - Employee Name, Base Salary, Org Structure ID, Pay Pool Review Authority, Pay Pool Manager, Rating Official, Performance Cycle End Date, Rating of Record, Number of Shares Awarded, Final Share Value (%), Total Value of Awarded Shares, Share Distribution (Base Salary/Bonus)
 - In addition, for each objective, you can select to display the weight, rating, contributing factor, and adjusted rating values.

APPENDIX 2 – Using the CWB with Excel 2007

Installing Service Pack One for Office 2007 before using the CWB in Excel 2007 will eliminate problems you may otherwise see in several of the charts.

Enabling Macros

The CWB is currently developed in Excel 2003 to maintain compatibility with users of previous versions of Excel. Excel 2007 has quite a few differences with previous versions. One of the most significant is enabling macros.

In Excel 2007 Microsoft has taken a different approach to security. It is now necessary to click the *Options* button in the *Security Warning* dialogue.

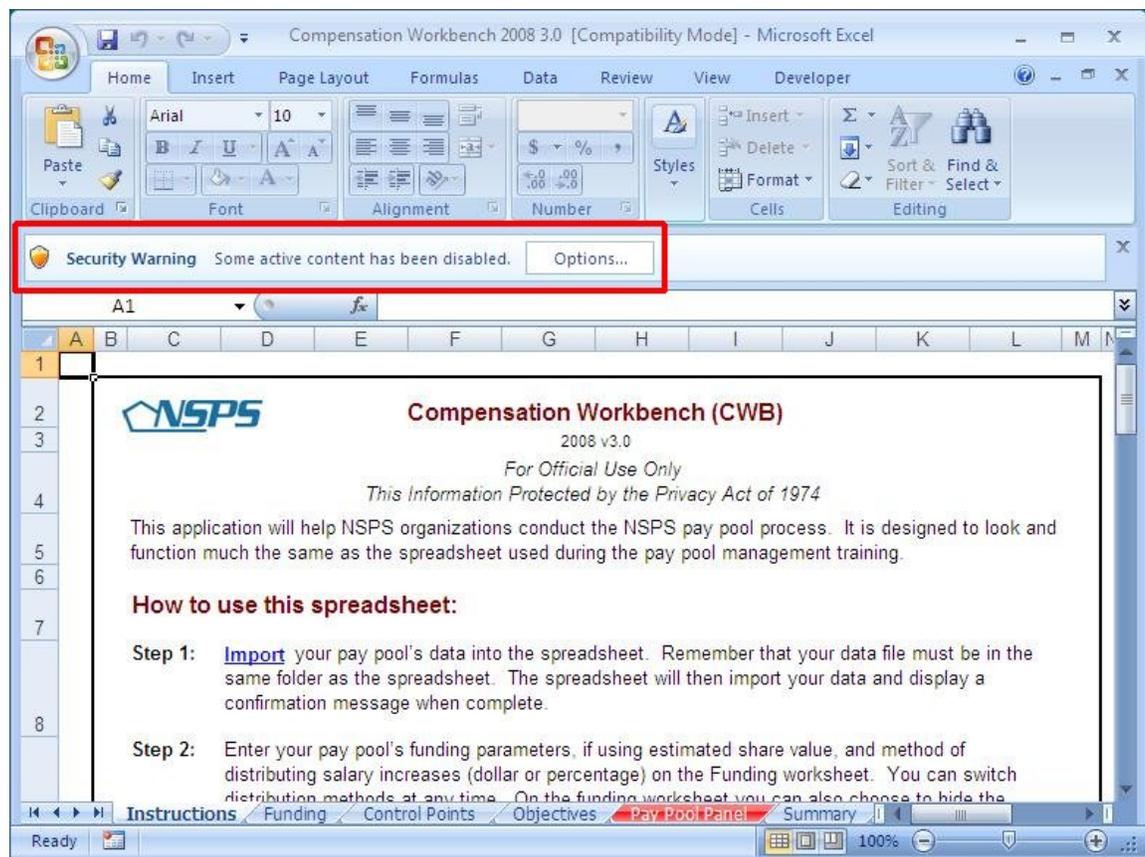


Figure 36 – Enabling Macros in Excel 2007

Macros are enabled by clicking the option *Enable this Content* option and then clicking the *OK* button.



Figure 37 – More on Enabling Macros

CWB Custom Toolbar

The custom toolbar is not as accessible as it is in earlier versions of Excel. Much of Excel's functionality lies in the *Ribbon*. There is a tab in the Ribbon named add-ins. Clicking this tab brings up the custom toolbar as in the image below.

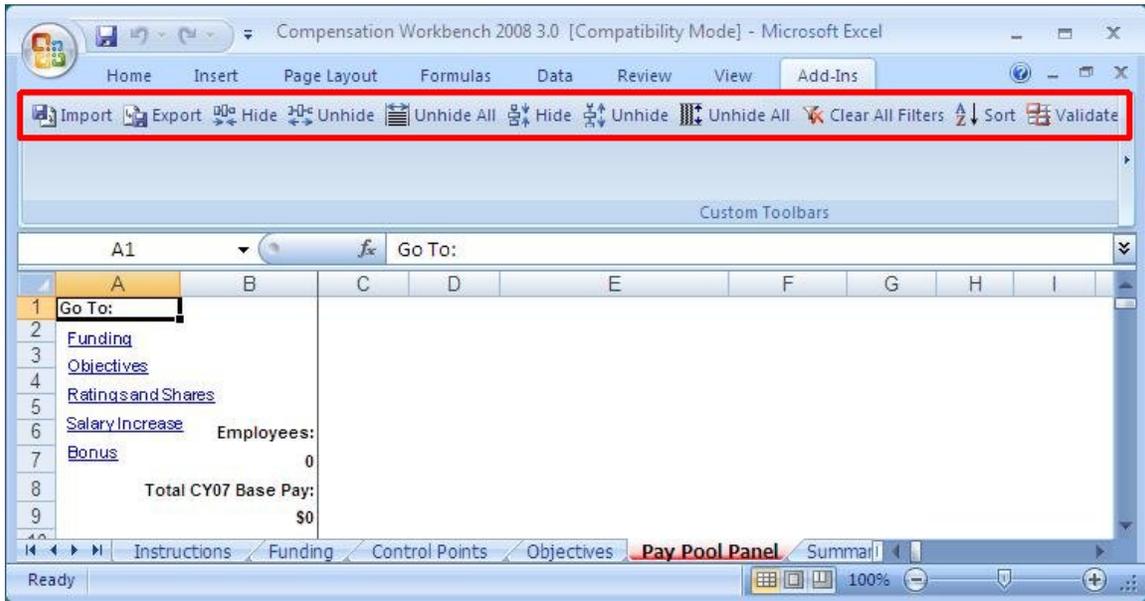


Figure 38 – See Add-Ins for Custom Tool Bar

Compatibility Checker

When the CWB is saved, Excel 2007 may generate an alert stating the CWB is not compatible with earlier versions of Excel. This is inaccurate as the CWB was developed in an earlier version of Excel. Ignore this error and click the *Continue* button.

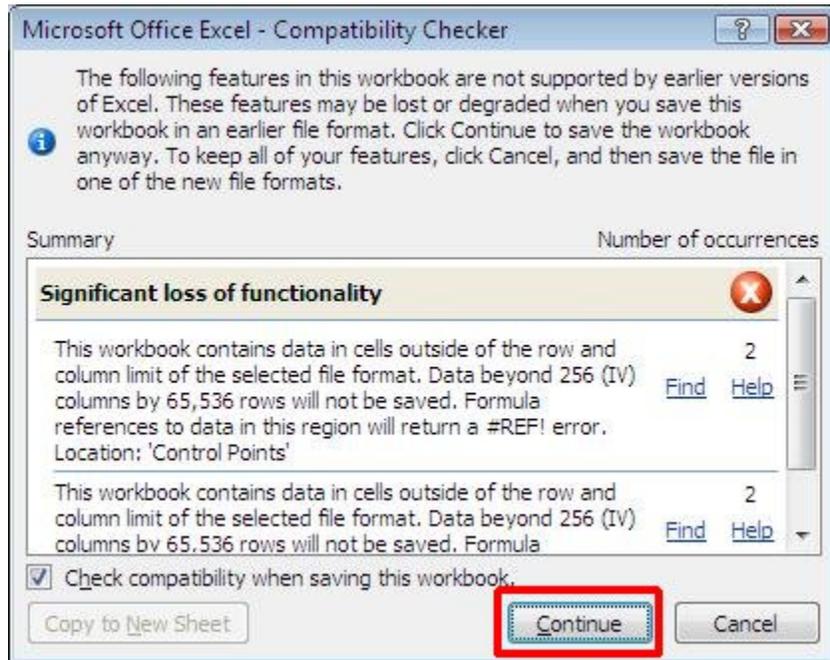


Figure 39 – Erroneous Warning

Saving in Excel 2007 format

It is advisable to save the CWB in compatibility 2003 format rather than in 2007 format. Unpredictable results can occur if the CWB is save in 2007 format.

Trusted Locations

The CWB can be opened in a *Trusted Location* and security loosens up a little. The user is no longer prompted to *Enable Content* and all macros are enabled upon opening the spreadsheet.

Trusted Locations can be created using the following steps:

- 1) Click the round Office button in the top left window of Excel and the Click the *Excel Options* button in the bottom.



Figure 40 – Excel Options

2) On the next screen that appears click the *Trust Center* button and then click the *Trust Center Settings* button.

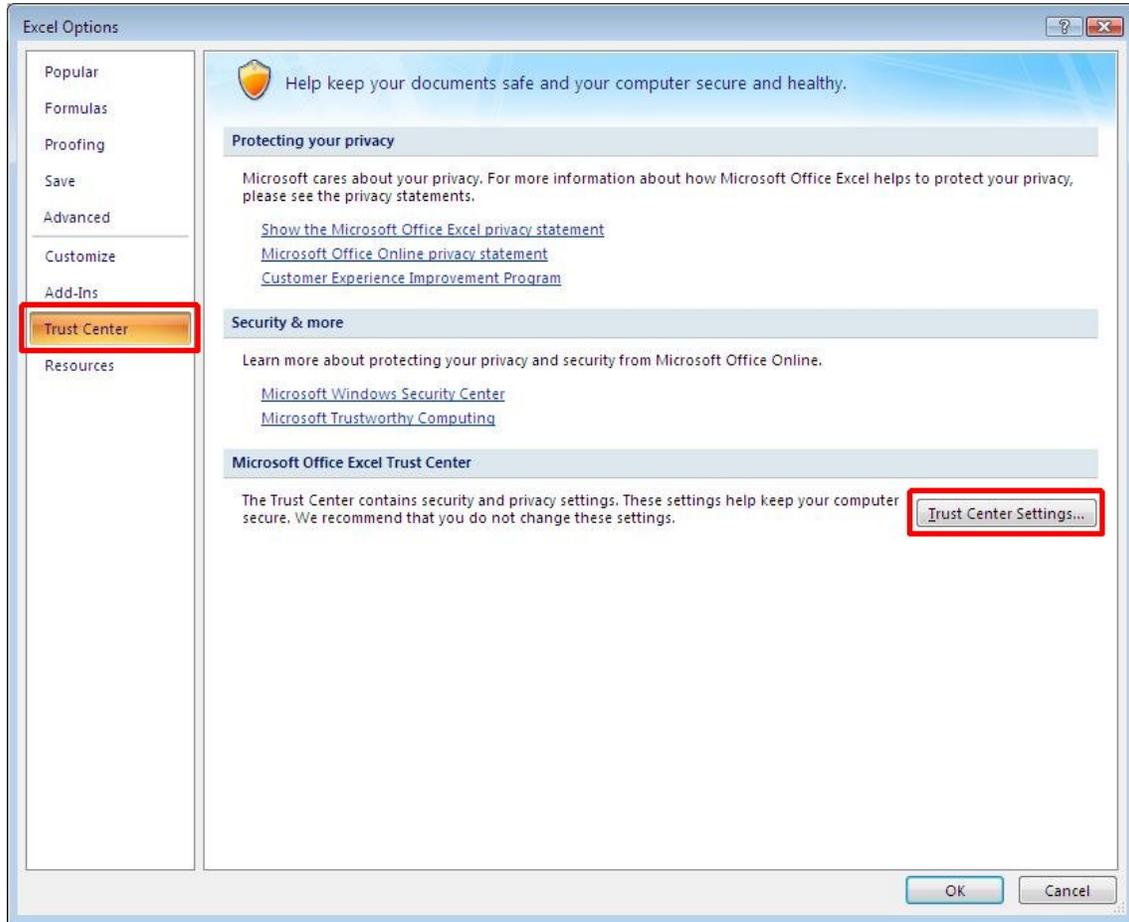


Figure 41 – Trust Center

3) Click the *Add New Location* Button.

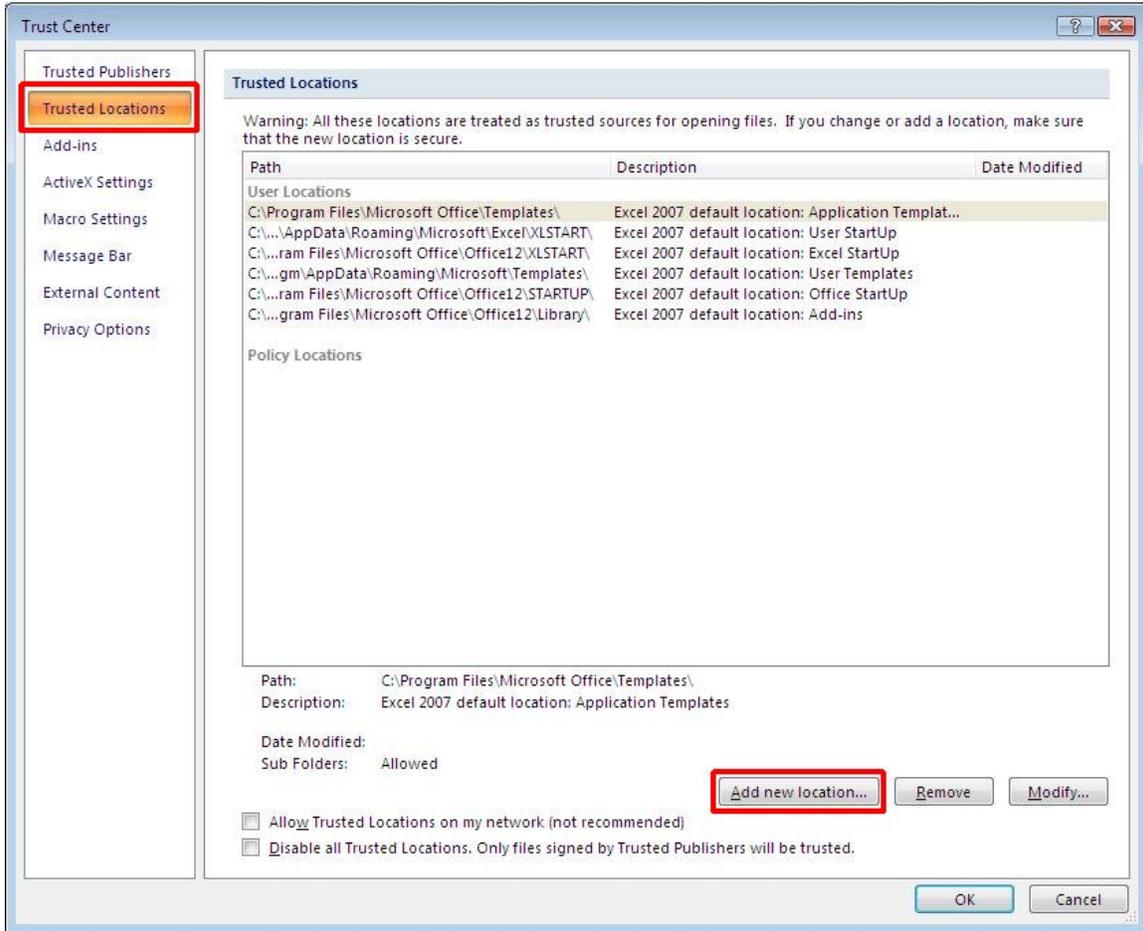


Figure 42 – Add new location

- 4) Click the *Browse* button and navigate to the desired folder to add to the Trusted Locations
- 5) Click the *OK* button.

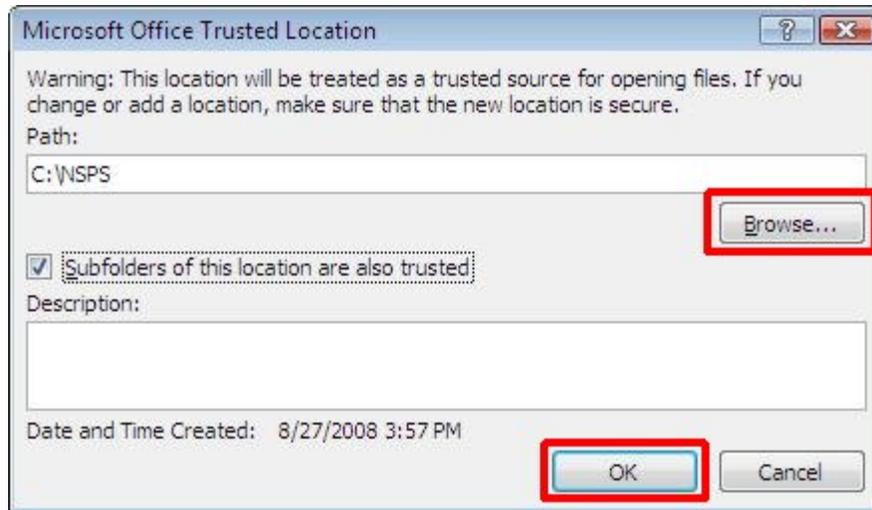


Figure 43 –Browse for Folder

6) Click the OK button to exit the Trusted Locations dialogue box.

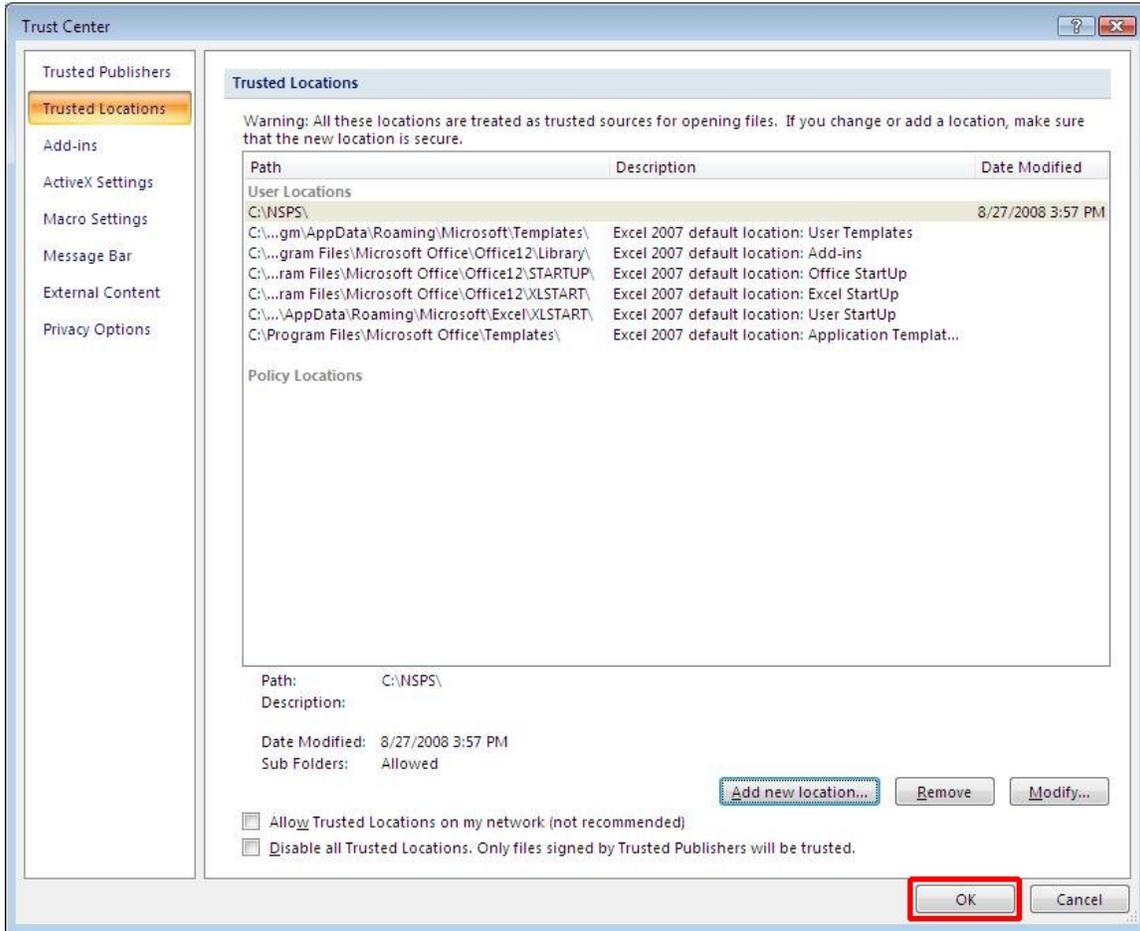


Figure 44 – Select Folder

7) Click the OK button to exit the Excel Options dialogue box.

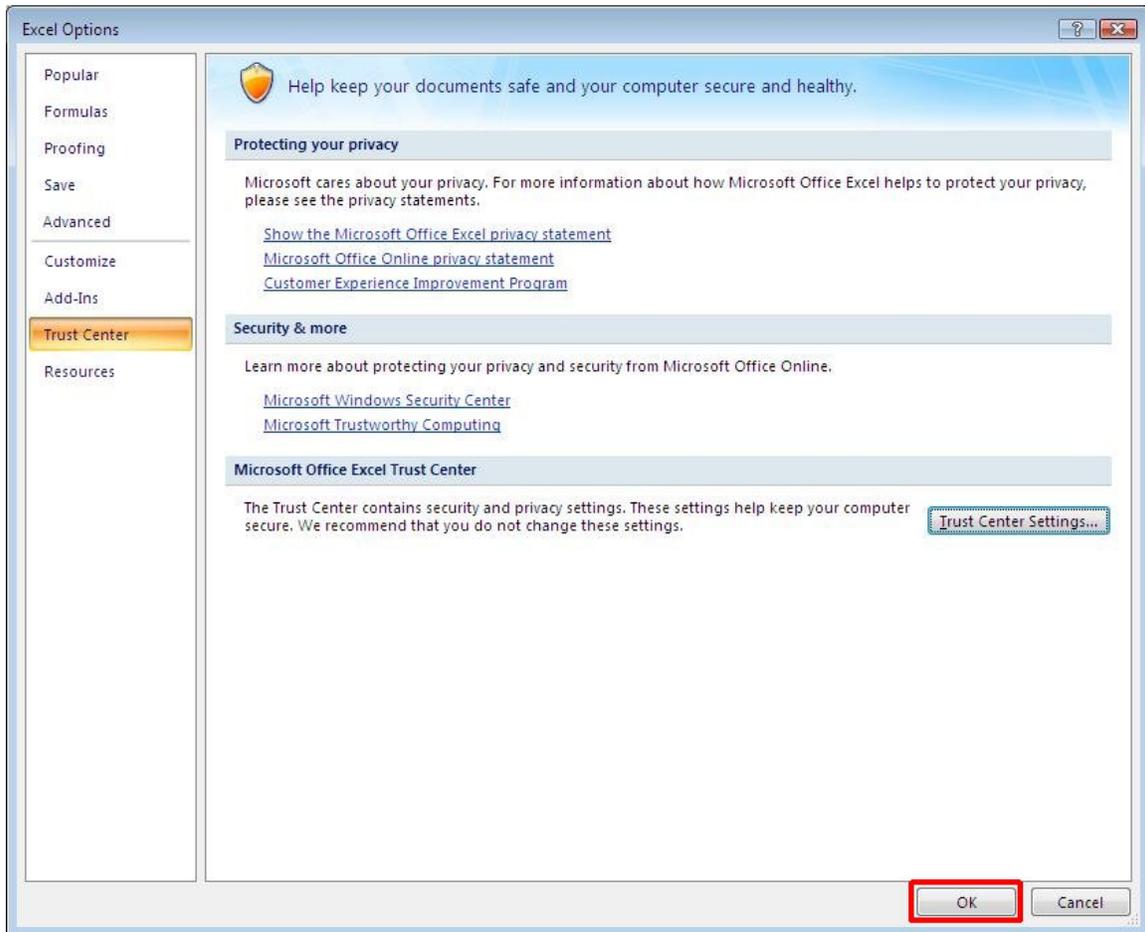


Figure 45 – Exit the Options Dialogue