

## Compensation Workbench (CWB) Version 3.0 Summary of Enhancements September 2008

### DCPDS Extract File

- The DCPDS Extract file now includes Organization Code, Occupational Category Code (Professional, Administrative, Technical, Clerical, Other, and Blue-collar (PATCOB)), and UIC/PAS (Unit Identification Code for everyone except Air Force and Personnel Accounting Symbol for Air Force)
- 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.

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