

User Guide

National Security Personnel System (NSPS)

CWB Extract and NSPS Payout File Upload Processes

For Pay Pool Managers and Pay Pool Administrators – November 2008

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About this Guide

What is the Purpose of this Guide?

This guide describes the procedures and tools that you are required to use to complete the NSPS pay pool process and is intended to be used along-side the Compensation Workbench (CWB) user guide. This guide describes:

- How to obtain a Compensation Workbench (CWB) extract file from DCPDS;
- How to upload a NSPS payout files (CWB export file) back into DCPDS;
- How to reconcile mismatches between the PAA and CWB; and
- The process of finalizing appraisals in the PAA and processing payouts.

Who Should Use this Guide?

This guide is for pay pool managers, pay pool administrators, and their alternates.

How is the Guide Structured?

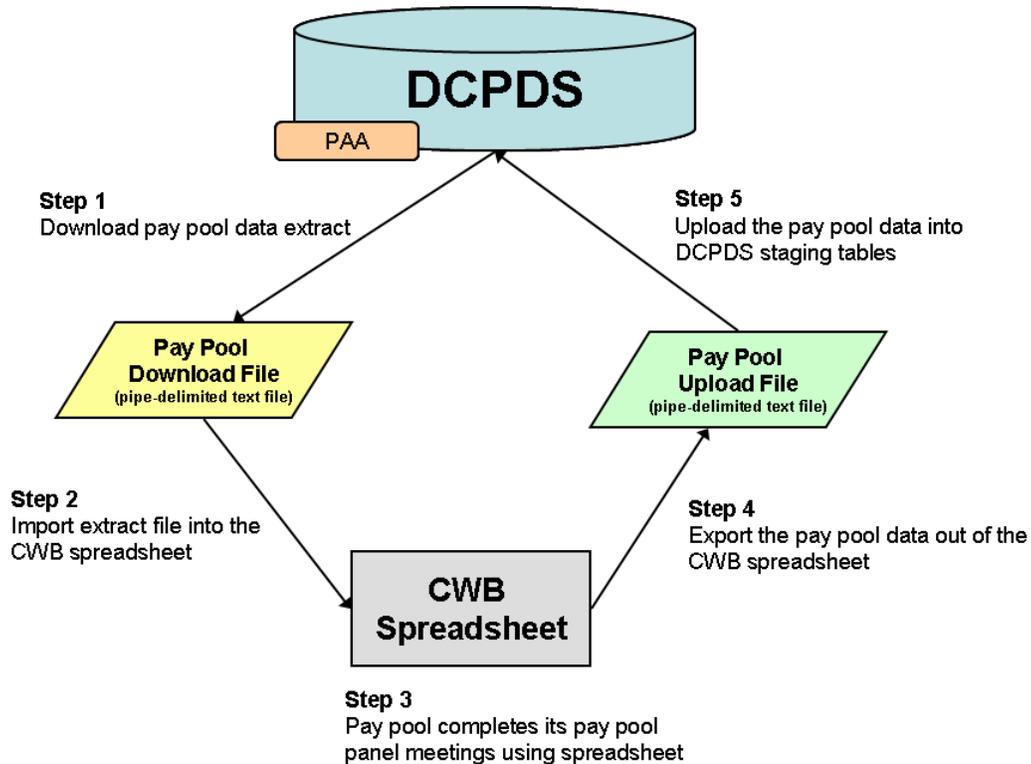
This guide is structured into four sections:

- **CWB Extract Files** – This section walks you through the process of extracting a CWB extract file from DCPDS and saving it on your computer.
- **Loading NSPS Payout Files** – This section describes how to upload a CWB payout file (the data file that is exported out of the CWB) back into DCPDS. This file contains the final certified ratings, shares, and payout information for each member of the pay pool.
- **Reconciling Mismatches Between the PAA and CWB** – This section describes the process of reconciling rating mismatches between the PAA and CWB and specifically addresses the tools that are available to help you identify and fix those mismatches.
- **Finalizing Appraisals in the PAA and NSPS Payouts** – This section describes how appraisals are finalized in the PAA and how the NSPS payouts are processed.

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



CWB Extract Files

Overview

In order to use the Compensation Workbench (CWB) during your pay pool panel meetings, it must first be populated with information about the members of the pay pool. This information is contained in the CWB extract file. This file includes the employees' personnel information (e.g., name, employee ID, pay pool ID, occupational series, pay band, etc.), job objective data (weights, ratings, etc.), and the recommended shares and payout distribution from the PAA. Employees who are temporarily promoted to non-NSPS position and are occupying that non-NSPS position on the last day of the rating cycle *are* included in the CWB extract process. Those employees temporarily reassigned to non-NSPS positions are not included in the extract process. In either case, the employee's salary should not be included in the CWB and their performance payout should be calculated manually. The first data element in each employee's record is their last name, as you can see in the sample file below. Gerald Meltzer is the first employee in the file. A complete list of extracted data elements is in Appendix A.

Also included are the PRA Prime and Pay Pool Manager names. If these names have not been assigned in DCPDS prior to CWB Extract File, at the time the CWB spreadsheet is certified these names will be blank. If the PRA Prime name was not assigned in DCPDS it will have to be assigned in the CWB pop up window. If the Pay Pool Manager was not assigned in DCPDS the CWB Upload process will fail. The Pay Pool Manager will have to be manually assigned in the CWB pop up window as well as in the DCPDS prior to the CWB Upload process.

This file is a pipe-delimited data file, which means that each piece of data is separated by a | or a "pipe."

File	Edit	Format	View	Help
Armbruster Caryn K 466945 31652 CPMSTEST-AA YA 3 346 A 621767F w1B0AA 95549 Isham, Leslie Q				
Ballam Kris H 466965 31656 CPMSTEST-AA YA 3 346 A 621766F w1B0AA 98200 Old, Ed K 4 4 9/26/				
Chiarella Isaura O 464566 31278 CPMSTEST-AA YA 3 346 A 621767F w1B0AA 90471 Old, Ed K 3.2				
Dripps Timmy B 464383 31239 CPMSTEST-AA YA 3 346 A 621764F w1B0AA 106187 Isham, Leslie Q 3				
Kroells Chantel P 467176 31604 CPMSTEST-AA YA 3 346 A 621767F w1B0AA 111339 Old, Ed K 2.8				
Popescu William Q 467009 31666 CPMSTEST-AA YA 3 346 A 621767F w1B0AA 93974 Old, Ed K 2.6 3				
Alvarenga Mervin W 466710 33836 CPMSTEST-BB YA 3 301 A 62179G w1B0AA 121549 Escovedo, Delma				
Corda Cliff C 467162 31602 CPMSTEST-BB YA 2 301 A 62179G w1B0AA 89203 Pigman, Emory U 2.95				
Everheart Barry M 466887 33770 CPMSTEST-BB YA 3 301 A 62179G w1B0AA 105022 Escovedo, Delmar				
Fedalen Hai I 467390 31635 CPMSTEST-BB YA 3 301 A 62179G w1B0AA 106654 Escovedo, Delmar M				
Mormon Monty O 466930 31646 CPMSTEST-BB YA 3 301 A 62179G w1B0AA 97314 Escovedo, Delmar M				
Occhipinti Levi P 466860 33760 CPMSTEST-BB YB 2 318 C 62179G w1B0AA 42002 Tupick, Harland K				
Scheffer Louis S 466904 33776 CPMSTEST-BB YA 3 301 A 62179G w1B0AA 99127 Pigman, Emory U 4				
Stiebel Kelley X 467630 33263 CPMSTEST-BB YA 3 301 A 62179G w1B0AA 93387 Pigman, Emory U 3				
Strength Lorita M 467188 31606 CPMSTEST-BB YA 3 301 A 62179G w1B0AA 101835 Tupick, Harland				
Tupick Harland K 468210 29365 CPMSTEST-BB YA 3 301 A 62179G w1B0AA 111355 M2MDEFAULT, Army				
Barletta Tomas K 465566 32838 CPMSTEST-BB YC 3 1102 P A1CB w4QSAA 129012 Haymaker, Esmerald				
Bularz Kevin Q 466486 33880 CPMSTEST-BB YA 3 1102 P 621733C w1B0AA 130116 Haymaker, Esmerald				
Enderle Isaiah S 466736 33840 CPMSTEST-BB YA 3 1102 P A1C w4QSAA 113931 Haymaker, Esmeralda				
Eutsler Alexander H 466855 33758 CPMSTEST-BB YA 3 1150 A 621730C w1B0AA 117496 Howson, Kent				
Franceschi Benjamin 467637 33264 CPMSTEST-BB YA 3 301 A 621732C w1B0AA 111288 Howson, Kent				
Gallindez Johnathon 466575 32554 CPMSTEST-BB YA 3 1102 P A1 w6A804 87986 Haymaker, Esmerald				
Heckendorf Rusty U 464855 31130 CPMSTEST-BB YA 3 1102 P A1 w6A804 87683 Haymaker, Esmeralda				
Hibbetts Seth W 468294 29321 CPMSTEST-BB YA 3 1102 P A1 w6A804 77018 Haymaker, Esmeralda P				
Hogancamp Sheron E 464603 29067 CPMSTEST-BB YA 3 1102 P A1 w6A804 127717 M2MDEFAULT, Army A				
Howson Kent 466882 33768 CPMSTEST-BB YA 3 301 A 621731C w1B0AA 122403 M2MDEFAULT, Army A				
Jephson Quincy L 466874 33765 CPMSTEST-BB YB 2 303 T 621733C w1B0AA 52169 M2MDEFAULT, Army				
Leanos Blythe 467055 31676 CPMSTEST-BB YA 3 301 A 621732C w1B0AA 115521 Howson, Kent 9/				
Mamoran Kevin R 465339 28909 CPMSTEST-BB YA 3 1102 P A1CA w4QSAA 130211 M2MDEFAULT, Army A				
Meddaugh wan Y 466624 33821 CPMSTEST-BB YA 3 1150 A 621732C w1B0AA 130116 Howson, Kent 9				
Niimi Lucien T 468287 29318 CPMSTEST-BB YA 3 1102 P A1 w6A804 94570 Haymaker, Esmeralda P				
Orkin winfred Z 464468 33048 CPMSTEST-BB YA 3 1102 P A1CA w4QSAA 106853 M2MDEFAULT, Army A				
Pardini Gregorio N 466506 33792 CPMSTEST-BB YA 3 1102 P 621732C w1B0AA 117331 M2MDEFAULT, A				
Plotnik stefan W 466908 33778 CPMSTEST-BB YA 3 1102 P 621732C w1B0AA 108485 M2MDEFAULT, Arm				

CWB Extract File Step-by-Step Process

Step 1: Log into MyBiz/MyWorkplace (i.e., DCPDS).

Step 2: Select your responsibility from the navigator.

Based on your responsibility, you may see the following options in the navigator:

- CIV Pay Pool Manager
- CIV Alternate Pay Pool Manager
- CIV Pay Pool Administrator
- CIV Alternate Pay Pool Administrator



The screenshot shows the Department of Defense MyBiz/MyWorkplace interface. At the top left is the Department of Defense logo and the text "Department of Defense". At the top right are links for "MyBiz Suggestions", "Logout", "Preferences", and "Oracle Help". Below the header is a "Navigator" section with a tree view. The "CIV Pay Pool Administrator" option is highlighted with a red box. To its right is a list of sub-options: "Manage Pay Pool Members", "Manage Pay Pool IDs", "Manage Employee Pay Pool ID", "Request CWB Extract File", "NSPS Appraisal Administration", "View Previous Requests", and "Load NSPS Payout Files". To the right of the Navigator is a "Favorites" section with an "Edit Favorites" button and a text box containing instructions about browser sessions and a "Click here" link.

Step 3: Select Request CWB Extract File from the menu.



The screenshot shows the Department of Defense MyBiz/MyWorkplace interface. At the top left is the Department of Defense logo and the text "Department of Defense". At the top right are links for "MyBiz Suggestions", "Logout", "Preferences", and "Oracle Help". Below the header is a "Navigator" section with a tree view. The "CIV Pay Pool Administrator" option is highlighted with a blue background. To its right is a list of sub-options: "Manage Pay Pool Members", "Manage Pay Pool IDs", "Manage Employee Pay Pool ID", "Request CWB Extract File", "NSPS Appraisal Administration", "View Previous Requests", and "Load NSPS Payout Files". The "Request CWB Extract File" option is highlighted with a red box. To the right of the Navigator is a "Favorites" section with an "Edit Favorites" button and a text box containing instructions about browser sessions and a "Click here" link.

Step 4: Complete the CWB Download Payout Data form and click Submit Request.

The screenshot shows a web browser window with the URL https://sylvestr.dcpds.cpmc.osd.mil:8007/OA_HTML/RF.jsp?function_id=1021375&resp_id=54969&resp_appl_id=8301&se. The page header includes the Department of Defense logo and the text "Department of Defense". Navigation links include "Interactive Customer Evaluation", "Diagnostics", "Preferences", and "Close Window". The main heading is "CWB Download Payout Data". A note states "* Indicates required field". There are "Cancel" and "Submit Request" buttons. The form contains three required fields: "Process Name" (text input), "PP Id Segment1" (text input with a flashlight icon), and "Pay Pool Cycle Closeout Date" (dropdown menu). A tip reads "TIP Recommend Name be Unique." At the bottom, there are links for "About this Page", "Interactive Customer Evaluation", "Diagnostics", "Preferences", and "Close Window".

Process Name – Enter a unique process name and write this name down. One way to ensure the name is unique is to name it the Pay Pool ID and the date (e.g., ArmySMO15Oct).

PP Id Segment 1 – Enter the first segment of the pay pool identifier (e.g., ArmySMO555). You can search for your identifier by selecting the flashlight. On the search page, select “Go” to retrieve the list of your pay pool IDs. If you are responsible for one pay pool, then only one ID will be listed after your select “Go”.

Pay Pool Cycle Closeout Date – Select the end of your pay pool’s rating cycle from the drop-down list. The options are 30-SEP-2007, 31-OCT-2007 or 30-SEP-2008. This is important as it tells the system the “as of” date to pull salary and position information.

Step 5: Wait for the extract file to be generated.

After you select the Submit Request button in Step 4, the requests screen appears. Select the Refresh button until the Phase changes to “Completed”.

 **Department of Defense**

[MyBiz Suggestions](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Oracle Help](#)

Requests

TIP: Click "Refresh" to update the phase of the process execution

Request ID	Status	Process Name	Phase	Output
4733112	✓	ArmySMOOct15 (CIV NSPS Download Payout Data)	Pending	

Right click on the Output Icon and select **Save Target As** to download extract file or **Open Link in New Window** to view extract file prior to downloading. The file must be saved as a text file in order to be imported into the CWB spreadsheet. Recommend you over-write the default value with a naming convention such as: the value in the Pay Pool ID Segment 1 + current date + the word "Extract". Click on Save. The file should be saved in the same sub-directory as the CWB spreadsheet.

[MyBiz Suggestions](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Oracle Help](#)

[About this Page](#)

Step 6: Save the extract file to your computer.

Once the Phase changes to “Completed,” an icon appears in the Output column.

Department of Defense

MyBiz Suggestions Diagnostics Home Logout Preferences Oracle Help

Requests

Refresh TIP: Click "Refresh" to update the phase of the process execution

Request ID	Status	Process Name	Phase	Output
4753112	✓	ArmySMOOct15 (CIV NSPS Download Payout Data)	Completed	

Right click on the Output Icon and select **Save Target As...** to download extract file or Open Link in New Window to view extract file prior to downloading. The file must be saved as a text file in order to be imported into the CWB spreadsheet. Recommend you over-write the default value with a naming convention such as: the value in the Pay Pool ID Segment 1 + current date + the word "Extract". Click on Save. The file should be saved in the same sub-directory as the CWB spreadsheet.

About this Page MyBiz Suggestions | Diagnostics | Home | Logout | Preferences | Oracle Help

To save your extract file, right-click on the output icon and select “Save Target As...” Save the extract file in the same location as your CWB spreadsheet. The system auto-populates a default file name. It is recommended that you change the file name to be something more descriptive.

Department of Defense

MyBiz Suggestions Diagnostics Home Logout Preferences Oracle Help

Requests

Refresh TIP: Click "Refresh" to update the phase of the process execution

Request ID	Status	Process Name	Phase	Output
4753112	✓	ArmySMOOct15 (CIV NSPS Download Payout Data)	Completed	

Right click on the Output Icon and select **Save Target As...** to download extract file or Open Link in New Window to view extract file prior to downloading. The file must be saved as a text file in order to be imported into the CWB spreadsheet. Recommend you over-write the default value with a naming convention such as: the value in the Pay Pool ID Segment 1 + current date + the word "Extract". Click on Save. The file should be saved in the same sub-directory as the CWB spreadsheet.

- Open Link
- Open Link in New Window
- Save Target As...**
- Print Target
- Show Picture
- Save Picture As...
- E-mail Picture...
- Print Picture...
- Go to My Pictures
- Set as Background
- Set as Desktop Item...
- Cut
- Copy
- Copy Shortcut
- Paste
- Add to Favorites...
- Convert to Adobe PDF
- Convert to existing PDF
- Properties

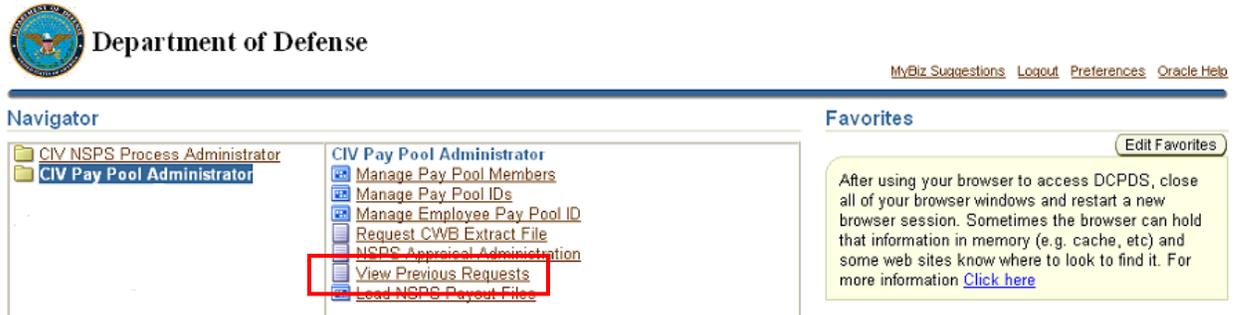
About this Page MyBiz Suggestions | Diagnostics | Home | Logout | Preferences | Oracle Help

Viewing Previous Extract Requests

The Extract process can be executed as often as needed to assure pay pool panels have up-to-date employee information. Extracted files are available for 48 hours inside of DCPDS. If you wish to view previous Extract files that you have generated

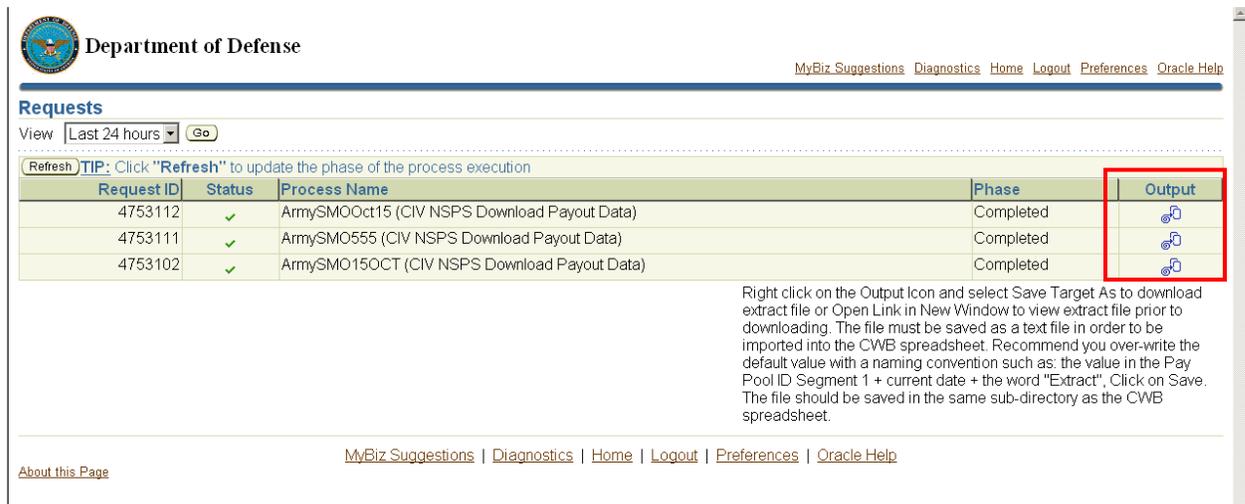
CWB Extract/Upload

within this 48 hour time frame, first select “View Previous Requests” from the Navigator.



The screenshot shows the Department of Defense web interface. The Navigator menu is expanded, showing options under 'CIV Pay Pool Administrator'. The option 'View Previous Requests' is highlighted with a red box. Other options include 'Manage Pay Pool Members', 'Manage Pay Pool IDs', 'Manage Employee Pay Pool ID', 'Request CWB Extract File', 'NSPS Approval Administration', and 'Load NSPS Payout Files'. The Favorites section on the right contains a yellow box with instructions: 'After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. cache, etc) and some web sites know where to look to find it. For more information [Click here](#)'.

Next, to save a previously requested extract file, right-click on the appropriate output icon and select “Save Target As...” Save the extract file in the same location as your CWB spreadsheet.



The screenshot shows the Department of Defense web interface with the 'Requests' section. A table lists requests with columns for Request ID, Status, Process Name, Phase, and Output. The 'Output' column contains icons for each request, which are highlighted with a red box. A tip box on the right provides instructions: 'Right click on the Output Icon and select Save Target As to download extract file or Open Link in New Window to view extract file prior to downloading. The file must be saved as a text file in order to be imported into the CWB spreadsheet. Recommend you over-write the default value with a naming convention such as: the value in the Pay Pool ID Segment 1 + current date + the word "Extract". Click on Save. The file should be saved in the same sub-directory as the CWB spreadsheet.'

Request ID	Status	Process Name	Phase	Output
4753112	✓	ArmySMOOct15 (CIV NSPS Download Payout Data)	Completed	
4753111	✓	ArmySMO555 (CIV NSPS Download Payout Data)	Completed	
4753102	✓	ArmySMO15OCT (CIV NSPS Download Payout Data)	Completed	

Loading NSPS Payout Files

Overview

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 in Step 7 on the Instructions worksheet of CWB, the pay pool manager is certifying that these conditions are true. Once the data is certified, the data can be exported out of the CWB 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” (i.e., navy01nsps31DEC2007export.txt).

Loading NSPS Payout Files Step-by-Step Process

Step 1: Log into MyBiz/MyWorkplace (i.e., DCPDS)

Step 2: Select your responsibility from the navigator.

Based on your responsibility, you may see the following options in the navigator:

- CIV Pay Pool Manager
- CIV Alternate Pay Pool Manager
- CIV Pay Pool Administrator
- CIV Alternate Pay Pool Administrator



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[MyBiz Suggestions](#) [Logout](#) [Preferences](#) [Oracle Help](#)

Navigator

- CIV NSPS Process Administrator
 - CIV Pay Pool Administrator**

CIV Pay Pool Administrator

- Manage Pay Pool Members
- Manage Pay Pool IDs
- Manage Employee Pay Pool ID
- Request CWB Extract File
- NSPS Appraisal Administration
- View Previous Requests
- Load NSPS Payout Files

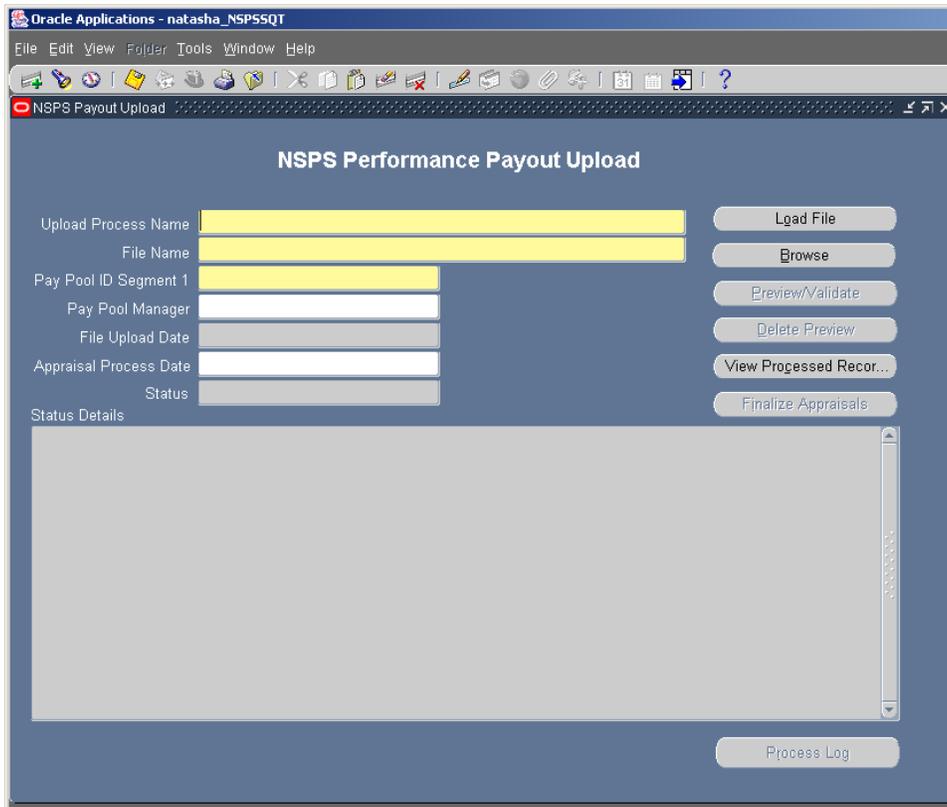
Favorites Edit Favorites

After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. cache, etc) and some web sites know where to look to find it. For more information [Click here](#)

Step 3: Select Load NSPS Payout Files from the menu.



Step 4: Complete the first three fields in the NSPS Performance Payout Upload form.



Upload Process Name – Enter a unique process name that begins with “CWB” (i.e., CWBupload), Upload Process Name should not exceed 24 characters.

File Name – Select the Browse button to locate the CWB export file on your computer. The file path and name should not exceed 240 characters.

Be careful not to select your CWB extract file that is probably in the same folder!

Pay Pool ID Segment 1 – Enter the first segment of the pay pool identifier (e.g., ArmySMO555), or click in the Pay Pool ID Segment 1 field and then use the LOV to select the appropriate pay pool ID



You do not have to complete the Appraisal Process Date field. This field is only used by the HR community when the appraisals are finalized.

Step 5: Select the Load File button.

When the load file button is selected, the Pay Pool Manager field is populated with the pay pool manager's name from the CWB. If the Pay Pool Manager's name from the CWB matches the Pay Pool Manager in DCPDS, then the Preview/Validate button will become active. If this button becomes active, continue to step 6.

The upload process will only allow for one file upload per pay pool. This file can be modified and re-loaded as many times as necessary. If the user attempts to create a new process using a different process name, the user will be given a warning that an upload process already exists for that pay pool, and the user will be given a couple of options on how to deal with uploading a new or modified version of the upload file.

When you click Load File and again when you click on the Finalize Appraisals button, the process will validate the values provided in the CWB export files for Element 2 % (ELEMENT_2_PCTG), GPI % (GPI PCTG), and the rate range increase % (RATE_RNG_PCTG) against values stored in a DCPDS table. If the values don't match at the time the Load File button is selected then the upload will fail and an error message will be provided. If the values don't match at the time the Finalize Appraisals button is selected the process will fail and the user will receive an error message. The user must make the corrections in the CWB spreadsheet Fund tab and re-export the file from CWB. Initially the DCPDS table will provide the default value identified in the CWB spreadsheet if these values are changed prior to the payout the DCPDS values will be changed accordingly

CWB Extract/Upload

The screenshot shows the 'NSPS Performance Payout Upload' window. The title bar reads 'Oracle Applications - natasha_NSP55QT'. The window title is 'NSPS Payout Upload'. The main content area is titled 'NSPS Performance Payout Upload'. It contains several input fields and buttons. The 'Upload Process Name' field is 'CWBUpload2'. The 'File Name' field is 'C:\Documents and Settings\baconsa\Desktop\paypool\ANDY102OCT'. The 'Pay Pool ID Segment 1' field is 'ANDY1'. The 'Pay Pool Manager' field is 'Maggelon, Luke'. The 'File Upload Date' field is '04-OCT-2007'. The 'Appraisal Process Date' field is empty. The 'Status' field is 'Preview Ready'. To the right of these fields are buttons: 'Load File', 'Browse', 'Preview/Validate', 'Delete Preview', 'View Processed Recor...', and 'Finalize Appraisals'. Below the input fields is a 'Status Details' section with a scrollable text area containing the following text: 'File loaded SUCCESSFULLY!', 'Number of Records in Upload File..6', 'Total Records Uploaded..6', 'Total Region ID Errors..0', 'Total Upload Errors..0', 'See Process Log for Details.', and 'Preview records to validate Preview. 04-OCT-2007 02:10:16:PM'. At the bottom right of the window is a 'Process Log' button.

If the Preview/Validate button does not become active, then the Pay Pool Manager's name from the CWB does not match the Pay Pool Manager's name in DCPDS (this includes not having a pay pool manager assigned to the pay pool in DCPDS). To select the appropriate pay pool manager name, select the LOV in the Pay Pool Manager field.

The image shows a close-up of the 'Pay Pool Manager' field. The text 'Sample, Luke' is displayed in the field. To the right of the text is a small icon consisting of three horizontal lines, which is a LOV (Look Up Value) icon. This icon is highlighted with a red rectangular box.

Next, select the pay pool manager's name and select OK. Finally, click inside the status details box and the Preview/Validate button should activate. Go to Step 6.

If names do not appear in the LOV, then your pay pool does not have a pay pool manager assigned to it. This must be accomplished using the manage pay pool ID module.

CWB Extract/Upload

The screenshot shows the Oracle Applications interface for 'NSPS Performance Payout Upload'. The window title is 'Oracle Applications - natasha_NSPSSQT'. The main form contains the following fields and buttons:

- Upload Process Name: **CWBasdfs** (Buttons: Load File)
- File Name: **C:\Documents and Settings\baconsa\Desktop\paypool\ANDY102OCT** (Buttons: Browse)
- Pay Pool ID Segment 1: **ANDY1** (Buttons: Preview/Validate)
- Pay Pool Manager: **Bowling, Mike** (Buttons: Delete Preview)
- File Upload Date: **04-OCT-2007**
- Appraisal Process Date: **Pay Pool Manager/Administrator**
- Status: **Status**

The 'Status Details' section shows the following information:

- File loaded SUCCESS
- Number of Records in
- Total Records Upload
- Total Region ID Errors.
- Total Upload Errors..0
- See Process Log for D
- Preview records to val
- Preview Records Delet

A preview window is open with the search criteria 'Maggelon, Luke%'. The table below shows the results:

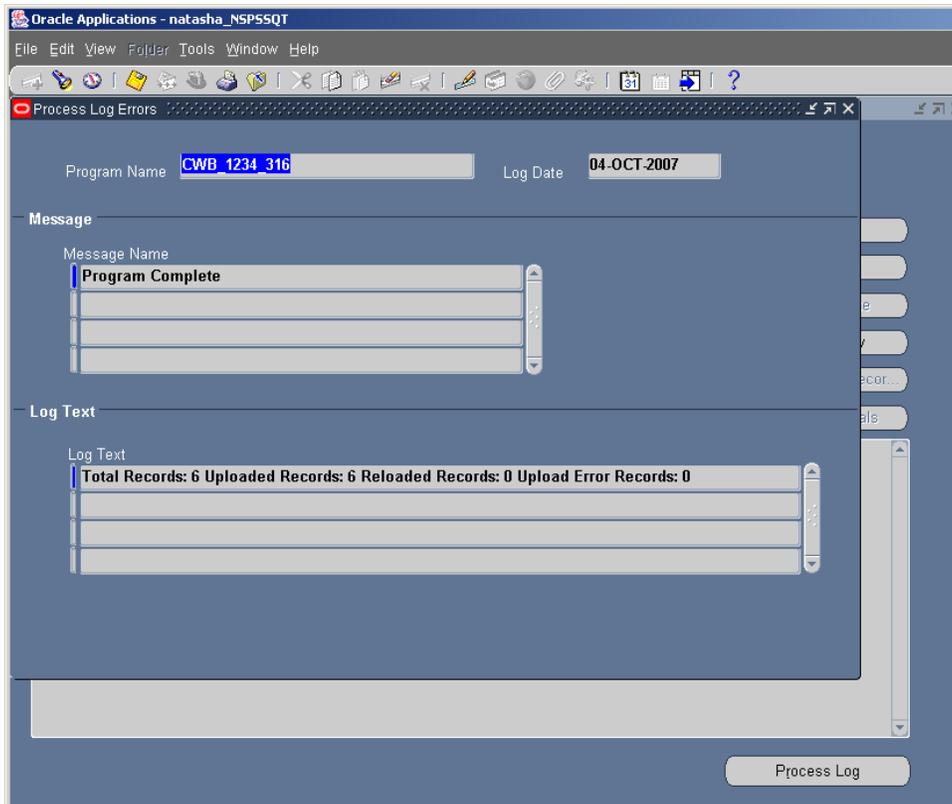
Name	Responsibility	Pay Pool ID
Maggelon, Luke	CIV Pay Pool Manager	ANDY1

Buttons at the bottom of the preview window: Find, OK, Cancel.

Step 6: Review the Status Details and check for load errors.

The Status Details area is populated with information such as the number of records in the upload file, the number of records loaded successfully, and the number of records that were or were not uploaded. Pay particular attention to a mismatch between the number of records in the upload file versus the total number of records uploaded. This type of mismatch means that someone included in your export file did not get uploaded.

If the Status Details area indicates upload errors are encountered, click on the Process Log button for more details. All error and warning messages should be reviewed to determine if further action is required.



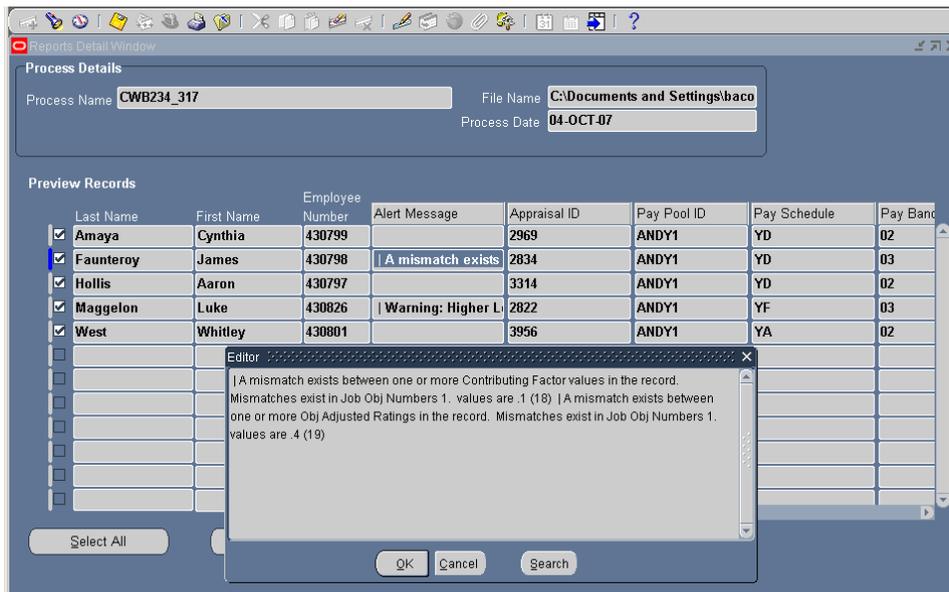
Step 7: Select the Preview/Validate button and review mismatches

This preview screen shows you the data that is loaded from the CWB export file. Mismatches, such as a rating mismatch between the PAA and CWB, are indicated in the Alert Message column. To view the entire text of the alert message, select CTRL-E while your cursor is in an alert message cell. In addition to alert messages the user will receive details on specially situated employees.

If during this process you wish to delete a preview and start over, select the Delete Preview button. You can also load another file and choose to replace the existing preview.

The Finalize Appraisals button will not become active for pay pool managers or administrators. The responsibility to finalize appraisals lies with your HR office.

A complete listing of Alert Messages and Warnings are included in Attachment 5.



CWB Extract/Upload

Records						
	Last Name	First Name	Employee Number	Specially Situated Condition	Rating Official	Sub-Panel M
<input checked="" type="checkbox"/>	Belflower	AFNSPSJeannin	454230	Not Applicable	Bullers, AFNSPSNathan	
<input checked="" type="checkbox"/>	Blubaugh	AFNSPSEthan A	454036	Not Applicable	Quaresma, AFNSPSGle	
<input checked="" type="checkbox"/>	Boulden	AFNSPSWilliam	455169	Not Applicable	Quaresma, AFNSPSGle	
<input checked="" type="checkbox"/>	Bullers	AFNSPSNathani	453897	Not Applicable	M2MDEFAULT, AirForce	
<input checked="" type="checkbox"/>	Crapse	AFNSPSLyle F	455120	Not Applicable	M2MDEFAULT, AirForce	
<input checked="" type="checkbox"/>	Flickner	AFNSPSGustavo	454221	Not Applicable	M2MDEFAULT, AirForce	
<input checked="" type="checkbox"/>	Freda	AFNSPSAitagrac	455122	LWOP (Military)	Quaresma, AFNSPSGle	
<input checked="" type="checkbox"/>	Gerken	AFNSPSVinita C	454148	LWOP (Military)	M2MDEFAULT, AirForce	
<input checked="" type="checkbox"/>	Guedea	AFNSPSsina Q	455119	Not Applicable		
<input checked="" type="checkbox"/>	Haddock	AFNSPSZelma Q	455168	Not Applicable		
<input checked="" type="checkbox"/>	Hemmings	AFNSPSReynald	454174	Not Applicable	M2MDEFAULT, AirForce	
<input checked="" type="checkbox"/>	Krick	AFNSPSTobias L	453906	Not Applicable	Quaresma, AFNSPSGle	

Select All De-Select All

Reconciling Mismatches Between the PAA and CWB

Overview

If the data from the CWB spreadsheet does not match the PAA, you need to notify the appropriate rating official to correct the records in the PAA. If mismatches are not reconciled, the final DD Form 2906 is not generated for the employee. However, *mismatches between the CWB and PAA do not prevent the employee's rating of record from flowing to DCPDS and the employee's payout from being processed.*

To allow a rating official to modify an employee's ratings in the PAA, the employee's plan status must be changed from Pending PPM Approval to PPM Returned for Review. After the rating official makes the appropriate change, you can change the status back to Pending PPM Approval. The rating official can also resubmit the appraisal to the PPM by clicking the Resubmit to PPM button inside the PAA to change to status back to Pending PPM Approval.

Reconciling Mismatches Step-by-Step

Step 1: Log into MyBiz/MyWorkplace (i.e., DCPDS)

Step 2: Select your responsibility from the navigator.

Based on your responsibility, you may see the following options in the navigator:

- CIV Pay Pool Manager
- CIV Alternate Pay Pool Manager
- CIV Pay Pool Administrator
- CIV Alternate Pay Pool Administrator



The screenshot shows the Department of Defense MyBiz/MyWorkplace interface. At the top left is the Department of Defense logo. The page title is "Department of Defense". On the right side, there are links for "MyBiz Suggestions", "Logout", "Preferences", and "Oracle Help". The main content area is divided into two sections: "Navigator" and "Favorites".

The "Navigator" section contains a list of roles: "CIV NSPS Process Administrator" and "CIV Pay Pool Administrator". The "CIV Pay Pool Administrator" role is highlighted with a red box. Below this list, there is a detailed view for the "CIV Pay Pool Administrator" role, which includes the following options: "Manage Pay Pool Members", "Manage Pay Pool IDs", "Manage Employee Pay Pool ID", "Request CWB Extract File", "NSPS Appraisal Administration", "View Previous Requests", and "Load NSPS Payout Files".

The "Favorites" section contains a button labeled "Edit Favorites" and a text box with the following message: "After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. cache, etc) and some web sites know where to look to find it. For more information [Click here](#)".

Step 3: Select NSPS Appraisal Administration from the menu.

The screenshot shows the Department of Defense MyBiz interface. The 'Department of Defense' logo is on the left. The top right contains links for 'MyBiz Suggestions', 'Logout', 'Preferences', and 'Oracle Help'. The main area is divided into a 'Navigator' and a 'Favorites' section. The 'Navigator' shows a tree view with 'CIV NSPS Process Administrator' and 'CIV Pay Pool Administrator'. Under 'CIV Pay Pool Administrator', several options are listed: 'Manage Pay Pool Members', 'Manage Pay Pool IDs', 'Manage Employee Pay Pool ID', 'Request CWB Extract File', 'NSPS Appraisal Administration' (highlighted with a red box), 'View Previous Requests', and 'Load NSPS Payout Files'. The 'Favorites' section on the right contains a yellow box with instructions: 'After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. cache, etc) and some web sites know where to look to find it. For more information [Click here](#)'.

Step 4: Search for the employee whose appraisal status needs to be changed.

There are several ways to find an employee, but the easiest way to find a single employee is to type in the employee's last name, first name and select the flashlight icon. This will search the database for that employee. You can also search for all employees that are rated by the rating official by entering in the rating official's last name and first name into the Rating Official field.

The screenshot shows the 'Performance Appraisal Application (PAA) Version 2.0' interface. The top right contains links for 'MyBiz Suggestions', 'Diagnostics', 'Home', 'Logout', and 'Preferences'. The main area is titled 'List of Plans/Appraisals' and contains a 'Search' section. Below the search title, it says 'Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.' There are four input fields: 'Rating Official', 'Rating Official's Employee ID', 'Employee Name' (containing 'Hollis, Aaron'), and 'Employee ID'. There are 'Find' and 'Clear' buttons. Below the search fields is a table with the following columns: 'Rating Official', 'Employee Name', 'Appraisal Effective Date', 'Rating Cycle Start Date', 'Rating Cycle End Date', 'Plan Phase', 'Appraisal Status', 'Appraisal ID', 'Owner', 'Delete', 'Close', and 'Update'. The table content shows 'No search conducted.' at the beginning. The bottom of the page has a link 'About this Page' and the same navigation links as the top right.

A results screen then appears. To select the employee, select the Quick Select icon. This action populates the full correct name in the Employee Name field. Next, select the Find button. This action populates the table with the active plans for that employee.

Search and Select: Rating Official

[Cancel](#) [Select](#)

Search

Select a field to 'Search By'. Next, enter a value in the text field. Partial searches must begin with the first few characters of the search field followed by the '%'; e.g., Smi% or O2%. Select the "Go" button. Select the 'Quick Select' icon next to your selection.

Search By

Results

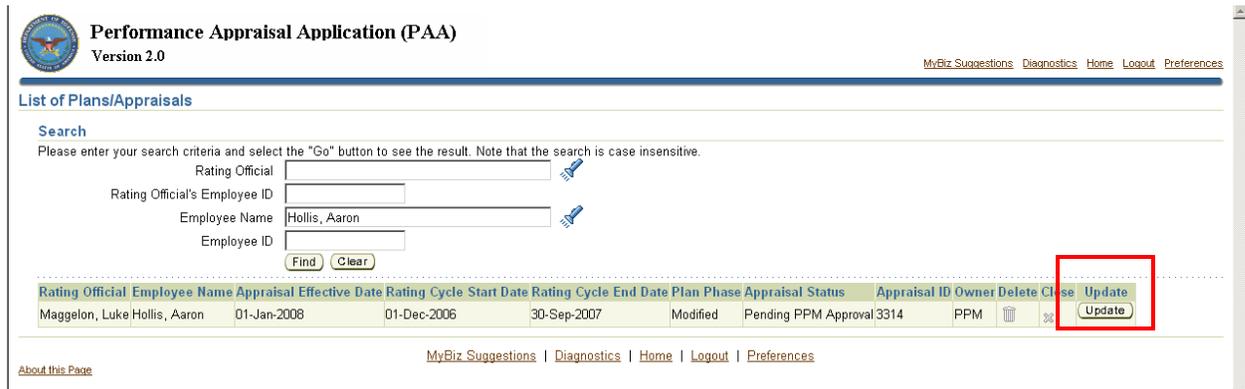
Select	Quick Select	Rating Official's Name	Rating Official's Employee Number	Organization	Person Type	Pay Schedule-Occ Code-Pay Band
<input type="radio"/>		Hollis, Aaron	430797	CIVILIAN PERSONNEL MANAGEMENT SERVICE DD48H50000 01	Employee	YD-0801-02

[About this Page](#)

[Cancel](#) [Select](#)

Step 5: Change the appraisal status from Pending PPM Approval to PPM Returned for Review.

To change the appraisal status for an employee, first select the Update button in that employee's row.



Performance Appraisal Application (PAA)
Version 2.0

[MyBiz Suggestions](#) [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#)

List of Plans/Appraisals

Search
Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Rating Official

Rating Official's Employee ID

Employee Name

Employee ID

Rating Official	Employee Name	Appraisal Effective Date	Rating Cycle Start Date	Rating Cycle End Date	Plan Phase	Appraisal Status	Appraisal ID	Owner	Delete	Update
Maggelon, Luke	Hollis, Aaron	01-Jan-2008	01-Dec-2006	30-Sep-2007	Modified	Pending PPM Approval	3314	PPM		<input type="button" value="Update"/>

[About this Page](#) [MyBiz Suggestions](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

Next, change the Appraisal Status field from Pending PPM Approval to PPM Returned for Review, and select the Update button.

That employee's rating official is now able to modify that employee's appraisal, including ratings and assessment. The rating official does not have to change the shares and payout split, as these values are taken from the CWB.

CWB Extract/Upload

MyBiz Suggestions | Diagnostics | Home | Logout | Preferences

Change Plan/Appraisal

* Rating Official: Maggelon, Luke

Employee Name: Hollis, Aaron

Appraisal ID: 3314

Appraisal Type: Annual Appraisal - NSPS

Appraisal Effective Date: 01-Jan-2008

Rating Cycle start Date: 01-Dec-2006

Rating Cycle End Date: 30-Sep-2007

* Appraisal Status: Pending PPM Approval

* Plan Phase: IR Return for Review by HLR Ongoing

Return to Performance Manage

[About this Page](#) | [MyBiz Suggestions](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

Step 6: Ensure the rating official has made the required changes and change the appraisal status back to Pending PPM Approval.

Confirm that the rating official has made the required changes. Once the rating official changes the ratings and/or assessment, he/she can select the Resubmit to PPM button to change the status of the appraisal back to Pending PPM Approval.

Alternatively, you can change the status back to Pending PPM Approval manually using the Appraisal Administration module as described in Steps 1-5.

Performance Appraisal Application (PAA)
Version 2.0

MyBiz Suggestions | Diagnostics | Home | Logout | Preferences

Rating Official Review

[Need Help?](#)
[Quick Guides](#)

Repeat steps 1-6 for each mismatch.

Step 7: Confirm that all mismatches have been corrected by re-previewing/validating your CWB upload data.

To confirm that you have correctly resolved every mismatch, you need to re-preview/validate your data. When all the mismatches have been resolved, you should not receive any mismatch alert messages. You are now ready to have your HR office finalize your appraisals.

Additional Information on NSPS Appraisal Administration

In addition to changing the appraisal status from Pending PPM Approval to PPM Returned for Review, the NSPS Appraisal Administration menu item is used to:

- Change a select number of appraisal and plan statuses;
- Delete or close a performance plan and appraisal;
- Change the appraisal period start date, appraisal end date, or effective date;
- Identify the ownership of the performance plan or appraisal (to include ex-employees); and
- Change a rating official.

These actions are all taken by first searching for the employee (see page 17) and then selecting the Update button in the employee's row. Any editable fields on the Change Plan/Appraisal form can then be updated. To save your changes, select the Update button on the Change Plan/Appraisal Form.



Performance Appraisal Application (PAA)

Version 2.0

[MyBiz Suggestions](#) [Home](#) [Logout](#) [Preferences](#)

List of Plans/Appraisals

Search for appraisals in order to update the rating official, start and end dates, effective date, the status, or the plan status.

Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Rating Official

Rating Official's Employee ID

Employee Name

Employee ID

Rating Official	Employee Name	Appraisal Effective Date	Appraisal Period Start Date	Appraisal Period End Date	Plan Status	Appraisal Status	Appraisal ID	Owner	Delete	Close	Update
Marum, Jess	Volino, Connie K	01-Jan-2008	01-Oct-2006	30-Sep-2007	Approved	IR Approved by HLR	2006	Marum, Jess			<input type="button" value="Update"/>

Search form and displayed results



Performance Appraisal Application (PAA)
Version 2.0

[MyBiz Suggestions](#) [Home](#) [Logout](#) [Preferences](#)

Change Plan/Appraisal

* Rating Official

Employee Name **Volino, Connie K**

Appraisal ID **2006**

Appraisal Type **Annual Appraisal - NSPS**

Appraisal Effective Date

Appraisal Period Start Date

Appraisal Period End Date

* Appraisal Status

* Plan Status

[MyBiz Suggestions](#) | [Home](#) | [Logout](#) | [Preferences](#)

Change Plan/Appraisal Form

The table below displays the changes that can be made to the plan and appraisal statuses. If you attempt to make a change that is not allowed, the PAA displays an error and tells you which changes are allowed. A complete list of plan and appraisal statuses is in Appendix C.

If the current Appraisal Status is:	Then the Appraisal Status can be updated to:
Pending Approval	Return for Review
Return for Review	Pending Approval
Pending PPM Approval	PPM Return for Review
PPM Return for Review	Pending PPM Approval
Closed	Ongoing
Deleted	Ongoing
If the current Plan Status is:	Then the Plan Status can be updated to:
Pending HLR Approval	Return for Review by HLR
Return for Review by HLR	Pending HLR Approval

To change a rating official or choose a new date, first select the new information and then select the Update button. To confirm a rating official change, search for the new rating official.

A plan/appraisal can be deleted if the plan phase is not equal to “Approved” or “Modified” and the Appraisal Status is not equal to “Pending Approval”, “Pending PPM Approval”, “PPM Return for Review,” or “Approved by PPM.” **WARNING:** If you delete a plan and the Plan Phase equals “Initiated” and the Appraisal Status equals “Planned” or “Saved,” the plan is deleted in its entirety from the system and cannot be retrieved. For all other statuses, the plan/appraisal is marked as deleted but may be re-activated.

A plan/appraisal may be closed if the plan status is not equal to “Initiated” or “Pending” and the Appraisal Status is not equal to “Pending Approval”, “Pending PPM Approval”, “PPM Return for Review”, or “Approved by PPM”.



Performance Appraisal Application (PAA)

Version 2.0

[MyBiz Suggestions](#) [Home](#) [Logout](#) [Preferences](#)

List of Plans/Appraisals

Search for appraisals in order to update the rating official, start and end dates, effective date, the status, or the plan status.

Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Rating Official

Rating Official's Employee ID

Employee Name

Employee ID

Rating Official	Employee Name	Appraisal Effective Date	Appraisal Period Start Date	Appraisal Period End Date	Plan Status	Appraisal Status	Appraisal ID	Owner	Delete	Close	Update
Marum, Jess	Volino, Connie K	01-Jan-2008	01-Oct-2006	30-Sep-2007	Approved	IR Approved by HLR	2006	Marum, Jess			<input type="button" value="Update"/>

Deleting and closing a plan/appraisal

Finalizing Appraisals in the PAA and Payouts

Overview

Once you have resolved all the mismatches between the PAA and CWB, your servicing HR office will finalize the appraisals for your pay pool. This is done after January 1, 2007. When the appraisals are finalized, the following actions take place:

- The appraisal statuses for your pay pool's employees change from Pending PPM Approval to Approved by PPM in the PAA. The appraisals are now available to the rating officials.
- The rating of record from the CWB upload file is populated into DCPDS (into the US Federal Appraisal SIT).

Your servicing HR office processes several pay adjustments during the first full pay period in January. The basic order in which these are processed is:

- Rate range adjustment and Local Market Supplement changes
- Salary increase from the CWB
- Bonus from the CWB

NSPS employees without a rating of record receive a salary increase equal to the full amount of the January Government-wide base pay increase.

Attachment 1 – CWB Extract File Data Elements

Line No.	Data Element (from DCPDS and the PAA)
1	Last Name
2	First Name
3	Employee ID
4	Alert Message
5	Appraisal ID
6	Pay Pool ID
7	Pay Schedule
8	Pay Band
9	Occ Code
10	End Cycle Base Salary
11	Retained Pay
12	Rated?
13	Modal Rating Elig
14	Include Salary in Pay Pool?
15	Payout Eligibility
16	Specially Situated Condition
17	Rating Official
18	Sub-Panel Manager
19	Avg Score
20	Rating
21	Shares
22	Performance Payout (\$)
23	Salary Increase (\$)
24	Salary Increase Split (%)
25	Pro-Rated Salary Increase (%)
26	Pro-Rated Salary Increase (\$)
27	Control Point
28	Allow Over Control Point
29	Max for Pay Band
30	Adjusted Perf Payout (\$)
31	EPI (\$)
32	OAR (\$)
33	New Base Salary
34	Carryover + Bonus (\$)
35	Bonus Split (%)
36	Pro-rated Bonus (%)
37	Pro-rated Bonus (\$)
38	EPI Bonus (\$)
39	OAR Bonus (\$)
40	Certified Date
41	Pay Pool Manager
42	Obj 1 No.

Line No.	Data Element (from DCPDS and the PAA)
43	Obj 1 Title
44	Obj 1 Weight
45	Obj 1 Rating
46	Obj 1 CFI
47	Obj 1 Adj Rating
48	Obj 2 No.
49	Obj 2 Title
50	Obj 2 Weight
51	Obj 2 Rating
52	Obj 2 CFI
53	Obj 2 Adj Rating
54	Obj 3 No.
55	Obj 3 Title
56	Obj 3 Weight
57	Obj 3 Rating
58	Obj 3 CFI
59	Obj 3 Adj Rating
60	Obj 4 No.
61	Obj 4 Title
62	Obj 4 Weight
63	Obj 4 Rating
64	Obj 4 CFI
65	Obj 4 Adj Rating
66	Obj 5 No.
67	Obj 5 Title
68	Obj 5 Weight
69	Obj 5 Rating
70	Obj 5 CFI
71	Obj 5 Adj Rating
72	Obj 6 No.
73	Obj 6 Title
74	Obj 6 Weight
75	Obj 6 Rating
76	Obj 6 CFI
77	Obj 6 Adj Rating
78	Obj 7 No.
79	Obj 7 Title
80	Obj 7 Weight
81	Obj 7 Rating
82	Obj 7 CFI
83	Obj 7 Adj Rating
84	Obj 8 No.
85	Obj 8 Title
86	Obj 8 Weight

Line No.	Data Element (from DCPDS and the PAA)
87	Obj 8 Rating
88	Obj 8 CFI
89	Obj 8 Adj Rating
90	Obj 9 No.
91	Obj 9 Title
92	Obj 9 Weight
93	Obj 9 Rating
94	Obj 9 CFI
95	Obj 9 Adj Rating
96	Obj 10 No.
97	Obj 10 Title
98	Obj 10 Weight
99	Obj 10 Rating
100	Obj 10 CFI
101	Obj 10 Adj Rating

Attachment 2 - CWB Upload Alerts Messages

Error: Data Type Mismatch (1).....33

Warning: Individual has become an Ex-Employee, therefore, not entitled to a performance payout (2)33

Warning: Individual has become an Ex-Employee (3).....34

Warning: Employee is no longer covered by NSPS, therefore, not entitled to a performance-based payout (4)34

Warning: Employee is on a temporary promotion to a non-NSPS position. Only bonus actions can be processed if the employee remains on the NSPS position at the time of payout any performance-based pay increases will be processed once the employee returns to an NSPS position. (4.1)35

Warning: Segment 1 Pay Pool ID Mismatch - DCPDS value is <insert Segment 1 of the Pay Pool ID in the employee’s Assignment EIT>. Please assure rating information is provided to the gaining pay pool (5)36

Warning: Starting Base Salary Mismatch - DCPDS value is <insert Basic Salary as of Appraisal Period End Date (date contained in the upload file)>. Please review payout information for accuracy (6)37

Warning: Higher Level Review not completed. Current Appraisal Status is <insert APPRAISAL_STATUS>. PAA record will not be updated (7).....38

Warning: Please review the PAA record to assure all necessary changes have been made. Current Appraisal Status is Pay Pool Manager Returned for Review (PPMRFR)(7a).....39

Error: Employee is also included in the preview records for the <insert the Pay Pool ID Segment 1 value of the other preview>. Please contact <insert Pay Pool Manager’s name from the upload file of the other preview> to resolve (8)40

Warning: No PAA appraisal record exists for the employee (9)41

Warning: Appraisal Status equals Closed or Deleted for appraisal ID (10)42

Error: Appraisal ID in upload file has been closed or deleted. System will use Appraisal ID: <insert new Appraisal ID> (11)43

Warning: Number of Objectives in the upload file does not match the number of objectives in the PAA Record(12).....44

Error: A mismatch exists between one or more Obj Titles in the PAA record. Mismatches exist in Job Obj Title <insert the Job Objective Title for each mismatch separated by a comma>. PAA values are <insert the corresponding PAA value for each mismatch separated by a comma>. (13)45

Error: Average Score mismatch - PAA value is <insert PAA Average Score value>. Please review and correct all rating information in the PAA record. (14)46

Error: Rating Mismatch - PAA value is <insert PAA Rating value>. Please review and correct all rating information in the PAA record. (15).....47

Error: A mismatch exists between one or more Obj Weights % in the PAA record. Mismatches exist in Job Obj Numbers <insert the Job Objective Numbers for each mismatch separated by a comma>. PAA values are <insert the corresponding PAA value for each mismatch separated by a comma>. (16)48

Error: A mismatch exists between one or more Obj Ratings in the PAA record. Mismatches exist in Job Obj Numbers <insert the Job Objective Numbers for each mismatch separated by a comma>. PAA values are <insert the corresponding PAA value for each mismatch separated by a comma>. (17)49

Error: A mismatch exists between one or more Contributing Factor Impact values in the PAA record. Mismatches exist in Job Obj Numbers <insert the Job Objective Numbers for each mismatch separated by a comma>. PAA values are <insert the corresponding PAA value for each mismatch separated by a comma>. (18) 50

Error: A mismatch exists between one or more Obj Adjusted Rating values in the PAA record. Mismatches exist in Job Obj Numbers <insert the Job Objective Numbers for each mismatch separated by a comma>. PAA values are <insert the corresponding PAA value for each mismatch separated by a comma>. (19)..... 51

Error: The employee is entitled to a Modal rating. Please take appropriate action. (20)..... 52

Warning: Unable to validate PAA Ratings due to duplicate Obj Titles. (21).... 52

Appendix I – Performance Appraisal Administration..... 53

Appendix II – Post-Finalization Instructions 54

Error: Data Type Mismatch (1)

Cause: Data type mismatches on any column.

Example: Upload file includes alpha characters where it is expecting numeric characters

Action Required		Yes
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	No
	Performance Payouts will process	No

Action Required:

1. Check and correct source data in CWB
2. Create new upload file.
3. Delete current upload file in DCPDS preview by selecting the “Delete Preview” button
4. Upload the corrected CWB export file
5. Select “Preview/Validate” to verify warning message is cleared

Warning: Individual has become an Ex-Employee, therefore, not entitled to a performance payout (2)

Cause: The employee was under NSPS as of the end of the rating cycle and was eligible for a payout; however, at the time the file was uploaded, the employee had become an ex-employee.

Example: The employee was under NSPS as of the end of the rating cycle and was eligible for a payout but separates or retires before the effective date of the payout.

Action Required		Yes
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	No
	Performance Payouts will process	No

Action Required:

Communicate appraisal/performance rating to gaining rating official and HR. Employee may also be considered for an award under Chapter 45.

Warning: Individual has become an Ex-Employee (3)

Cause: The employee was under NSPS as of the end of the rating cycle and was not eligible for a payout; however, at the time the file was uploaded, the employee had become an ex-employee.

Example: The employee was under NSPS as of the end of the rating cycle but was not eligible for a performance payout and separates or retires before the effective date of the payout.

Action Required		No ¹
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	No
	Performance Payouts will process	No

¹ Employee may be entitled to an award under Chapter 45.

Warning: Employee is no longer covered by NSPS, therefore, not entitled to a performance-based payout (4)

Cause: The employee was under NSPS as of the end of the rating cycle and was eligible for a payout; however, at the time the file was uploaded the employee was no longer under NSPS.

Example: The employee was under NSPS as of the end of the rating cycle and was eligible for a payout, but moves to a non-NSPS (e.g., GS) position before the effective date of the payout.

Action Required		No ¹
If no action is taken:	PAA will update	Yes
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts will process	No ²

¹ Do not deselect this record if employee is entitled to a rating. PAA record and appraisal area in employee's record will be updated.

² Performance payouts will not process if the employee is no longer NSPS on the effective date of the performance payout; however, employee may be entitled to an award under Chapter 45.

Warning: Employee is on a temporary promotion to a non-NSPS position. Only bonus actions can be processed if the employee remains on the NSPS position at the time of payout any performance-based pay increases will be processed once the employee returns to an NSPS position. (4.1)

Cause: The employee is temporarily promoted to a non-NSPS position.

Example: Employee is permanently assigned to a YA-02 position but has been temporarily promoted to a GS-14 position before the effective date of the payout.

Action Required		No ¹
If no action is taken:	PAA will update	Yes
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts will process	Yes ²

¹ Do not deselect this record if employee is entitled to a rating. PAA record and appraisal area in employee's record will be updated.

² Bonus Only. Any performance -based pay increases will be processed once the employee returns to an NSPS position. Employees who are temporarily promoted to non-NSPS position and are occupying that non-NSPS position on the last day of the rating cycle *are* included in the CWB extract process. The employee's salary should not be included in the CWB and their performance payout should be calculated manually.

Warning: Segment 1 Pay Pool ID Mismatch - DCPDS value is <insert Segment 1 of the Pay Pool ID in the employee's Assignment EIT>. Please assure rating information is provided to the gaining pay pool (5)

Cause: Segment 1 of the Pay Pool ID in the upload file does not match Segment 1 of the Pay Pool ID value in the employee assignment record in DCPDS. Note: Segment 1 is the highest level of the pay pool, additional segments represent sub-pay pools. This warning alerts the user of situations that may warrant closer review of the distribution of pay pool funds.

Example: Segment 1 is CE1W2SF in the employee record but is CE1W3SF in the upload file.

Action Required		Yes
If no action is taken:	PAA will update	Yes
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts will process	No

Action Required:

Do not deselect this record if employee is entitled to a rating. PAA record and appraisal area in employee's record will be updated.

Performance payouts will not process if the Pay Pool ID Segment 1 in the spreadsheet and Pool ID Segment 1 in employee's record do not match on the effective date of the performance payout. Notify gaining pay pool.

Warning: Starting Base Salary Mismatch - DCPDS value is <insert Basic Salary as of Appraisal Period End Date (date contained in the upload file)>. Please review payout information for accuracy (6)

Cause: The employee’s base pay that was included in the upload file does not match the base pay that existed at the end of the rating cycle. This condition looks for situations where an employee’s base pay at the end of the rating cycle may have changed as a result of a retroactive personnel action that either increased or decreased the employee’s base pay.

Example: At the time the data was extracted for the CWB, the employee’s base pay as of the end of the rating cycle was \$50,000. At the time of the upload, the base pay as of the end of the rating cycle was \$52,500 due to a retroactive personnel transaction with an effective date prior to the end of the rating cycle.

Action Required		Yes
If no action is taken:	PAA will update	Yes
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts will process	Yes ¹

¹ The payout information from the CWB will be incorrect, as the salary used was wrong. Follow the action plan below to correct the situation.

Action Required:

Prior to Component deadline:

1. Request new extract file from DCPDS
2. Un-certify CWB (remove check from certify box)
3. Import that employee’s record (only) into the CWB.
4. Pay pool fund will be recalculated; payouts may need to be adjusted.
5. Validate and certify CWB
6. Create new upload file
7. Delete current upload file in DCPDS preview by selecting the “Delete Preview” button
8. Upload corrected CWB export file
9. Select “Preview/Validate” to verify warning message is cleared

After Component deadline:

Do not recalculate entire pay pool. Work with HR office to correct payout actions for the affected employee.

Warning: Higher Level Review not completed. Current Appraisal Status is <insert APPRAISAL_STATUS>. PAA record will not be updated (7)

Cause: This condition alerts the user that the appraisal has not been approved by the Higher Level Reviewer (HLR) and affords them the opportunity to request higher level approval prior to finalizing the appraisal.

Example: The appraisal has not been approved by the Higher Level Reviewer

Action Required		Yes
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts will process	Yes

Action Required:

Before "Finalize Appraisal" has been accomplished in DCPDS:

1. Return appraisal to rating official (see [Appendix I](#) for instructions)
2. Notify rating official to request or document Higher Level Approval and resubmit recommended rating to pay pool.

After "Finalize Appraisal" has been accomplished in DCPDS:

1. Appraisal will be automatically return to rating official
2. Notify rating official to complete the steps to finalize appraisal (see [Appendix II](#) for instructions)

Warning: Please review the PAA record to assure all necessary changes have been made. Current Appraisal Status is Pay Pool Manager Returned for Review (PPMRFR)(7a).

Cause: The appraisal data in the PAA does not match the appraisal data in the CWB and the Rating Official has not made the necessary changes.

Example: The pay pool manager returned an employee’s appraisal to the Rating Official for a change, but the rating official never re-submitted the appraisal back to the pay pool.

Action Required		Yes
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts will process	Yes

Action Required:

Before "Finalize Appraisal" has been accomplished in DCPDS:

3. Return appraisal to rating official (see [Appendix I](#) for instructions)
4. Notify rating official to make the necessary changes and select the Resubmit to PPM button.

After "Finalize Appraisal" has been accomplished in DCPDS:

3. Appraisal will be automatically return to rating official
4. Notify rating official to complete the steps to finalize appraisal (see [Appendix II](#) for instructions)

Error: Employee is also included in the preview records for the <insert the Pay Pool ID Segment 1 value of the other preview>. Please contact <insert Pay Pool Manager’s name from the upload file of the other preview> to resolve (8)

Cause: This error is raised when an employee’s appraisal record is associated with payouts for multiple pay pools.

Example: Employee is included in Preview for pay pool ABC and also included in Preview for pay pool XYZ

Action Required		Yes
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	No
	Performance Payouts will process	No

Action Required: Determine which pay pool is correct.

If employee should be in your preview, notify HR or the manager/administrator of the erroneous pay pool to ensure employee is deleted or deselected from the other preview

If employee should not be in your preview:

Prior to Component deadline:

1. Un-certify CWB (remove check from certify box)
2. Delete that employee’s record (delete their row in the pay pool panel worksheet) from the CWB
3. Pay pool fund will be recalculated; payouts may need to be adjusted.
4. Validate and certify CWB
5. Create new upload file
6. Delete current upload file in DCPDS preview by selecting the “Delete Preview” button
7. Upload corrected CWB export file
8. Validate preview to verify warning message is cleared

After Component deadline:

Do not recalculate entire pay pool. Ensure employee is de-selected from the erroneous preview so it does not affect the employee’s PAA, Appraisal SIT or Performance Payout.

Warning: No PAA appraisal record exists for the employee (9)

Cause: The employee does not have an appraisal record for that effective date.

Examples:

1. Paper appraisal is being used.
2. PAA is being used but appraisal dates are incorrect

Action Required		Yes if using PAA
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts will process	Yes

Action Required:

If PAA is being used, verify appraisal cycle and effective dates.

1. Correct appraisal period and/or appraisal effective dates using the NSPS Appraisal Administration tool (see [Appendix I](#) for instructions)
2. Validate preview to verify warning message is cleared

Warning: Appraisal Status equals Closed or Deleted for appraisal ID (10)

Cause: An appraisal record existed at the time of the extract but has subsequently been closed or deleted.

Example: An appraisal record existed at the time of the extract but has subsequently been closed or deleted.

Action Required		Yes if using PAA
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts will process	Yes

Action Required:

If the closed appraisal should still be used for this cycle:

1. Reactivate appraisal using the Appraisal Administrator responsibility (see [Appendix I](#) for instructions)
2. Verify that RO has completed all necessary steps for submitting recommended ratings to pay pool
3. Validate preview to verify warning message is cleared

If the closed appraisal is being replaced with paper one, no action required.

Error: Appraisal ID in upload file has been closed or deleted. System will use Appraisal ID: <insert new Appraisal ID> (11)

Cause: The employee or Rating Official initiated a Performance Plan / Appraisal and that was the appraisal that existed at time of the extract, but the record was subsequently closed or deleted. However, an additional Performance Plan / Appraisal was created with the same Appraisal Effective Date. This warning message alerts the user that the system will update a different appraisal than the one that was downloaded; it is an opportunity for the user to make sure that the appropriate appraisal gets updated.

Example: Appraisal that existed at time of the extract was closed or deleted. However, another Performance Plan / Appraisal was created with the same Appraisal Effective Date.

Action Required		Yes
If no action is taken:	PAA will update	Yes ¹
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts will process	Yes

¹ The system will update a different appraisal than the one that was loaded into the CWB

Action Required: Verify that the active appraisal is the correct one.

Warning: Number of Objectives in the upload file does not match the number of objectives in the PAA Record(12)

Cause: The number of objectives in the upload file does not match the number of objectives in the PAA.

Example: Performance objectives were added or removed from the Performance Plan / Appraisal after the extract file was loaded into the CWB.

Action Required		Yes
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts will process	Yes

Action Required:

Before Finalize Appraisals has been accomplished in DCPDS:

1. Return appraisal to rating official (see [Appendix I](#) for instructions)
2. Notify rating official to correct the performance objectives and resubmit recommended rating to pay pool.
3. Validate preview to verify warning message is cleared

After "Finalize Appraisal" has been accomplished in DCPDS:

1. Appraisal will be automatically return to rating official
2. Notify rating official to correct the performance objectives and complete the steps to finalize appraisal (see [Appendix II](#) for instructions)

Error: A mismatch exists between one or more Obj Titles in the PAA record. Mismatches exist in Job Obj Title <insert the Job Objective Title for each mismatch separated by a comma>. PAA values are <insert the corresponding PAA value for each mismatch separated by a comma>. (13)

Cause: If one or more Objective titles in the upload file do not match the Objective Titles in the PAA.

Example: One or more Objective titles in the upload file do not match the corresponding Objective Titles in the PAA

Action Required		Yes
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts will process	Yes

Action Required:

Before Finalize Appraisals has been accomplished in DCPDS:

1. Return appraisal to rating official (see [Appendix I](#) for instructions)
2. Notify rating official to correct the performance objectives and resubmit recommended rating to pay pool.
3. Validate preview to verify warning message is cleared

After Finalize Appraisals has been accomplished in DCPDS:

1. Appraisal will be automatically return to rating official
2. Notify rating official to correct the performance objectives and complete the steps to finalize appraisal (see [Appendix II](#) for instructions)

Error: Average Score mismatch - PAA value is <insert PAA Average Score value>. Please review and correct all rating information in the PAA record. (14)

Cause: Average Score in the upload file does not match the Average Score in the PAA.

Example: Average Score in the upload file equals 4.4; the Average Score in the PAA equals 4.6

Action Required		Yes
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts will process	Yes

Action Required:

Before Finalize Appraisals has been accomplished in DCPDS:

1. Return appraisal to rating official (see [Appendix I](#) for instructions)
2. Notify rating official to correct the performance ratings and resubmit recommended rating to pay pool.
3. Validate preview to verify warning message is cleared

After Finalize Appraisals has been accomplished in DCPDS:

1. Appraisal will be automatically return to rating official
2. Notify rating official to correct the performance ratings and complete the steps to finalize appraisal (see [Appendix II](#) for instructions)

Error: Rating Mismatch - PAA value is <insert PAA Rating value>. Please review and correct all rating information in the PAA record. (15)

Cause: Rating in the upload file does not match the Recommended Rating in the PAA.

Example: The Rating in the upload file equals 4; the Recommended Rating in the PAA equals 3

Action Required		Yes
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts will process	Yes

Action Required:

Before Finalize Appraisals has been accomplished in DCPDS:

1. Return appraisal to rating official (see [Appendix I](#) for instructions)
2. Notify rating official to correct the performance ratings and resubmit recommended rating to pay pool.
3. Validate preview to verify warning message is cleared

After Finalize Appraisals has been accomplished in DCPDS:

1. Appraisal will be automatically return to rating official
2. Notify rating official to correct the performance ratings and complete the steps to finalize appraisal (see [Appendix II](#) for instructions)

Error: A mismatch exists between one or more Obj Weights % in the PAA record. Mismatches exist in Job Obj Numbers <insert the Job Objective Numbers for each mismatch separated by a comma>. PAA values are <insert the corresponding PAA value for each mismatch separated by a comma>. (16)

Cause: One or more Objective Weights in the upload file do not match the Objective Weight values in the PAA.

Example: The “Objective Weight %” for Objective Number 1 in the upload file equals 25; the Objective Weight %” for Objective Number 1 in the PAA equals 35

Action Required		Yes
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts will process	Yes

Action Required:

Before Finalize Appraisals has been accomplished in DCPDS:

1. Return appraisal to rating official (see [Appendix I](#) for instructions)
2. Notify rating official to correct the objective weights and resubmit recommended rating to pay pool.
3. Validate preview to verify warning message is cleared

After Finalize Appraisals has been accomplished in DCPDS:

1. Appraisal will be automatically return to rating official
2. Notify rating official to correct the objective weights and complete the steps to finalize appraisal (see [Appendix II](#) for instructions)

Error: A mismatch exists between one or more Obj Ratings in the PAA record. Mismatches exist in Job Obj Numbers <insert the Job Objective Numbers for each mismatch separated by a comma>. PAA values are <insert the corresponding PAA value for each mismatch separated by a comma>. (17)

Cause: One or more Objective Ratings in the upload file do not match the Objective Rating values in the PAA.

Example: The “Objective Rating” for Objective Number 1 in the upload file equals 3; the Objective Rating” for Objective Number 1 in the PAA equals 4

Action Required		Yes
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts will process	Yes

Action Required:

Before Finalize Appraisals has been accomplished in DCPDS:

1. Return appraisal to rating official (see [Appendix I](#) for instructions)
2. Notify rating official to correct the performance objectives and resubmit recommended rating to pay pool.
3. Validate preview to verify warning message is cleared

After "Finalize Appraisal" has been accomplished in DCPDS:

1. Appraisal will be automatically return to rating official
2. Notify rating official to correct the performance objectives and complete the steps to finalize appraisal (see [Appendix II](#) for instructions)

Error: A mismatch exists between one or more Contributing Factor Impact values in the PAA record. Mismatches exist in Job Obj Numbers <insert the Job Objective Numbers for each mismatch separated by a comma>. PAA values are <insert the corresponding PAA value for each mismatch separated by a comma>. (18)

Cause: One or more Objective Contributing Factors in the upload file do not match the Objective Contributing Factor values in the PAA.

Example: The “Contributing Factor Impact” for Objective Number 1 in the upload file equals +1; the “Contributing Factor Impact” for Objective Number 1 in the PAA equals 0.

Action Required		Yes
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts will process	Yes

Action Required:

Before Finalize Appraisals has been accomplished in DCPDS:

1. Return appraisal to rating official (see [Appendix I](#) for instructions)
2. Notify rating official to correct the contributing factors and resubmit recommended rating to pay pool.
3. Validate preview to verify warning message is cleared

After "Finalize Appraisal" has been accomplished in DCPDS:

1. Appraisal will be automatically return to rating official
2. Notify rating official to correct the contributing factors and complete the steps to finalize appraisal (see [Appendix II](#) for instructions)

Error: A mismatch exists between one or more Obj Adjusted Rating values in the PAA record. Mismatches exist in Job Obj Numbers <insert the Job Objective Numbers for each mismatch separated by a comma>. PAA values are <insert the corresponding PAA value for each mismatch separated by a comma>. (19)

Cause: One or more Objective Adjusted Ratings in the upload file do not match the Objective Adjusted Rating values in the PAA.

Example: The “Objective Adjusted Rating” for Objective Number 1 in the upload file equals 3; the “Objective Adjusted Rating” for Objective Number 1 in the PAA equals 4

Action Required		Yes
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts will process	Yes

Action Required:

Before Finalize Appraisals has been accomplished in DCPDS:

1. Return appraisal to rating official (see [Appendix I](#) for instructions)
2. Notify rating official to correct the performance ratings and resubmit recommended rating to pay pool.
3. Validate preview to verify warning message is cleared

After Finalize Appraisals has been accomplished in DCPDS:

1. Appraisal will be automatically return to rating official
2. Notify rating official to correct the performance ratings and complete the steps to finalize appraisal (see [Appendix II](#) for instructions)

Error: The employee is entitled to a Modal rating. Please take appropriate action. (20)

Cause: The employee was not assigned a rating during the appraisal cycle due to a special situation.

Example: The employee performed 100% union duties or the employee was on LWOP (Mil or Wkrs Comp) and did not serve at least 90 days of service under the performance plan assigned.

Action Required		Yes
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	No
	Performance Payouts will process	No

Action Required:

1. The Modal rating must be calculated for the pay pool. Notify the rating official to submit the request(s) for personnel action if appropriate.

Warning: Unable to validate PAA Ratings due to duplicate Obj Titles. (21)

Cause: More than one job objective was created with the same title.

Example: Obj 1 is titled Analysis and Obj 2 it titled Analysis.

Action Required		Yes
If no action is taken:	PAA will update	No
	Appraisal Data in Employee Record will update	Yes
	Performance Payouts will process	Yes

Appendix I – Performance Appraisal Administration

Correcting PAA dates

1. Use either the CIVDOD Performance Management Administrator or CIV Pay Pool Manager/CIV Pay Pool Administrator responsibility in DCPDS
2. Search for appraisals by employee and/or rating official name
3. Locate appraisal and select Update
4. Change appraisal date(s)
5. Save changes by clicking Update again

Reactivating closed or deleted appraisals

1. Use either the CIVDOD Performance Management Administrator or CIV Pay Pool Manager/CIV Pay Pool Administrator responsibility in DCPDS
2. Search for appraisals by employee and/or rating official name
3. Locate closed or deleted appraisal and select Update
4. Change appraisal status to Ongoing
5. Save changes by clicking Update again
6. Notify rating official to complete any unfinished steps and submit recommended ratings

Transferring appraisals back to rating official for correction

If the PAA appraisal status equals anything other than “Pending Approval” or “Pending PPM Approval”, rating official already has access to the appraisal for correction.

If the PAA appraisal status equals “Pending Approval”, notify HLR to complete approval process or return appraisal to rating official. If HLR is unavailable to return appraisal to rating official:

1. Use either the CIVDOD Performance Management Administrator or CIV Pay Pool Manager/CIV Pay Pool Administrator responsibility in DCPDS
2. Search for appraisals by employee and/or rating official name
3. Locate appraisal and select Update
4. Change appraisal status to "Returned for Correction"
5. Save changes by clicking Update again
6. Notify rating official to document HLR approval and submit the recommended ratings

If the PAA appraisal status equals “Pending PPM Approval”

1. Use either the CIVDOD Performance Management Administrator or CIV Pay Pool Manager/CIV Pay Pool Administrator responsibility in DCPDS
2. Search for appraisals by employee and/or rating official name
3. Locate appraisal and select Update
4. Change appraisal status to "PPM Returned for Correction"
5. Save changes by clicking Update again
6. Notify rating official to correct the appraisal and resubmit the recommended ratings

Appendix II – Post-Finalization Instructions

After the Finalize Appraisals process is completed in DCPDS, any appraisals that still contained erroneous data or where not submitted to the PPM will be returned to the rating official:

1. Rating official must complete any missing steps and correct any appraisal information as necessary to match what was submitted in the preview.
2. Rating official clicks the “Validate” button to verify that the appraisal now matches what was submitted in the preview. Error messages will appear if appraisal still contains mismatching data or necessary steps are incomplete.
3. Once all mismatches are fixed and missing steps are complete, the Validate button will change the appraisal status to “Approved by PPM”. Rating official can then communicate the appraisal to the employee and complete the appraisal in the PAA.

Attachment 3 – List of Plan/Appraisal Statuses

The following is a list of all plan and appraisal statuses in the PAA.

Plan Status	Description
Initiated	Performance plan has been initiated by either the rating official or employee but has not been approved.
Pending	Performance plan initiated, saved during the creation but has not been transferred to employee/manager and has not been approved.
Pending HLR Approval	Performance plan has been routed to the Higher Level Reviewer but has not been approved.
Return for Review by HLR	Performance plan has been reviewed by the Higher Level Reviewer and returned to the Rating Official for modifications.
Approved by HLR	Performance plan has been approved by the Higher Level Reviewer and returned to the Rating Official.
Approved	Performance plan approved by rating official.
Planned	Performance plan initiated, saved during the creation but has not been transferred to the employee/rating official and has not been approved.
Saved	Performance plan has been initiated. The user exited the build process at step 1 of 3 steps.
Transferred	Performance plan/appraisal has been transferred to the employee.
Ongoing	Performance plan/appraisal has been initiated and routed, but has not been routed to the higher level reviewer for approval.
Pending IR HLR Approval	Interim Review has been forwarded to the Higher Level Reviewer but has not been approved.
IR Return for Review by HLR	Interim Review was reviewed by the Higher Level Reviewer and returned to the Rating Official for Review.
IR Approved by HLR	Interim Review has been approved by the Higher Level Reviewer.
Pending Approval	Recommended rating of record has been routed to the higher level reviewer for approval.
Returned for Review	Higher level reviewer has returned the appraisal to the rating official for modification.
Pending PPM Approval	Higher level reviewer approved the recommended rating of record.
PPM Returned for Review	Pay pool manager has returned the appraisal for correction.
Deleted	An unapproved performance plan has been deleted by rating official.
Closed	The rating official has closed an approved performance plan/appraisal (i.e., due to employee getting a new performance plan, changing positions or separation prior to the end of the rating cycle).

Attachment 4 – CWB Upload File Data Elements

Line No.	DCPDS Upload Table Column Heading
1	LAST_NAME
2	FIRST_NAME
3	EMPLOYEE_NUMBER
4	APPRAISAL_ID
5	PAY_POOL_ID
6	WILDCARD 1
7	PAY_SCHEDULE
8	PAY_BAND
9	OCC_CODE
10	OCC CAT ID
11	ORG STRUCTURE ID
12	UIC/PAS CODE
13	END CYCLE BASE_SALARY
14	RETAINED_PAY_FLAG
15	RATED_ELIG
16	MODAL RATING
17	INCL_SALARY_PAY_POOL
20	PAYOUT_ELIGIBILITY
21	SPECIALLY SITUATED CONDITION
22	RATING_OFFICIAL
23	SUB_PAY_POOL_MGR
24	AVERAGE_SCORE
25	RATING
26	SHARES
27	PAYOUT_AMT
28	SALARY_INCR_DOLLARS
29	SALARY_INCR_PCTG
30	PRO_RATE_SALARY_INCR_PCTG
31	PRO_RATED_SALARY_INCR_DOLLARS
32	CTRL_PT_DOLLARS
33	ALLOW_OVER_CTRL_PT
34	PAY_BAND_MAX
35	ADJ_SALARY_INCR_DOLLARS
36	EPI_SALARY
37	OAR_SALARY
38	NEW_BASE_SALARY
39	WILDCARD 3
4	BONUS_DOLLARS
	BONUS_PCTG
42	PRO_RATE_BONUS_PCTG

Line No.	DCPDS Upload Table Column Heading
43	PRO_RATED_BONUS_DOLLARS
44	EPI_BONUS
45	OAR_BONUS
46	WILDCARD 4
47	WILDCARD 5
48	OBJ_ONE_ID
49	OBJ_ONE_NUMBER
50	OBJ_ONE_TITLE
51	OBJ_ONE_WEIGHT_USED
52	OBJ_ONE_RATING
53	OBJ_ONE_CONTFACT
54	OBJ_ONE_ADJUSTED_RATING
55	OBJ_TWO_ID
56	OBJ_TWO_NUMBER
57	OBJ_TWO_TITLE
58	OBJ_TWO_WEIGHT_USED
59	OBJ_TWO_RATING
60	OBJ_TWO_CONTFACT
61	OBJ_TWO_ADJUSTED_RATING
62	OBJ_THREE_ID
63	OBJ_THREE_NUMBER
64	OBJ_THREE_TITLE
65	OBJ_THREE_WEIGHT_USED
66	OBJ_THREE_RATING
67	OBJ_THREE_CONTFACT
68	OBJ_THREE_ADJUSTED_RATING
69	OBJ_FOUR_ID
70	OBJ_FOUR_NUMBER
71	OBJ_FOUR_TITLE
72	OBJ_FOUR_WEIGHT_USED

Line No.	DCPDS Upload Table Column Heading
73	OBJ_FOUR_RATING
74	OBJ_FOUR_CONTRACT
75	OBJ_FOUR_ADJUSTED_RATING
76	OBJ_FIVE_ID
77	OBJ_FIVE_NUMBER
78	OBJ_FIVE_TITLE
79	OBJ_FIVE_WEIGHT_USED
80	OBJ_FIVE_RATING
81	OBJ_FIVE_CONTRACT
82	OBJ_FIVE_ADJUSTED_RATING
83	OBJ_SIX_ID
84	OBJ_SIX_NUMBER
85	OBJ_SIX_TITLE
86	OBJ_SIX_WEIGHT_USED
87	OBJ_SIX_RATING
88	OBJ_SIX_CONTRACT
89	OBJ_SIX_ADJUSTED_RATING
90	OBJ_SEVEN_ID
91	OBJ_SEVEN_NUMBER
92	OBJ_SEVEN_TITLE
93	OBJ_SEVEN_WEIGHT_USED
94	OBJ_SEVEN_RATING
95	OBJ_SEVEN_CONTRACT

Line No.	DCPDS Upload Table Column Heading
96	OBJ_SEVEN_ADJUSTED_RATING
97	OBJ_EIGHT_ID
98	OBJ_EIGHT_NUMBER
99	OBJ_EIGHT_TITLE
100	OBJ_EIGHT_WEIGHT_USED
101	OBJ_EIGHT_RATING
102	OBJ_EIGHT_CONTRACT
103	OBJ_EIGHT_ADJUSTED_RATING
104	OBJ_NINE_ID
105	OBJ_NINE_NUMBER
106	OBJ_NINE_TITLE
107	OBJ_NINE_WEIGHT_USED
108	OBJ_NINE_RATING
109	OBJ_NINE_CONTRACT
110	OBJ_NINE_ADJUSTED_RATING
111	OBJ_TEN_ID
112	OBJ_TEN_NUMBER
113	OBJ_TEN_TITLE
114	OBJ_TEN_WEIGHT_USED
115	OBJ_TEN_RATING
116	OBJ_TEN_CONTRACT
117	OBJ_TEN_ADJUSTED_RATING
118	REGION_ID

CWB Extract/Upload

Line No.	DCPDS Upload Table Column Heading
119	APPRAISAL_EFFECTIVE_DATE

Attachment 5 – List of NSPS Performance Payout Upload Errors and Process Log Messages

Upload Process Log Messages

Process log messages are generated at various stages of the NSPS Performance Payout Upload process. They are generated at the time of the upload, upon Preview/Validate and during the Finalize Appraisal process.

The following is a list of events process log Message Names associated with selecting the Load File button.

Attachment 5 – List of NSPS Performance Payout Upload Errors and Process Log Messages	61
Upload Errors	63
<i>Upload File Error - please check the file format and data in your file</i>	63
<i>Error: The CWB export did not contain a Pay Pool Manager's name. The file must contain a Pay Pool Manager name. Please assign a Pay Pool Manager and reload the file.</i>	63
<i>The values for Remaining GPI (Element 2), GPI, or Rate Range Adjustment is incorrect. Valid values are <insert values from DCPDS table>.</i>	63
<i>Region ID Mismatch: Please assure this record is uploaded to the appropriate DCPDS database</i>	65
<i>Employee transferred to <insert the name of the physical regional database, e.g., Air Force, Army, Navy, WHS, DLA, etc.> regional database. Please assure appraisal information is provided to the gaining pay pool manager or HR professional.</i>	66
<i>The values for Remaining GPI (Element 2), GPI, or Rate Range Adjustment is incorrect. Valid values are <insert values from DCPDS table>.</i>	67
Process Log Messages	68
<i>Validation – No Mismatch records</i>	68
<i>Validation –Mismatch records</i>	68
<i>Region ID Mismatch</i>	69
<i>Ex-Employees</i>	69
<i>Upload Program Complete</i>	69
<i>Final PAA not Updated</i>	70
<i>Final PAA no Appraisal exists</i>	70
<i>Final PAA Update Complete</i>	71
<i>Final PAA Returned for Review</i>	71
<i>Final PAA Appraisal Status</i>	71
<i>Appraisal Update Complete</i>	71
<i>Appraisal SIT Update Success</i>	72

Appraisal SIT StDtNot Updated.....72

Upload Errors

Upload File Error - please check the file format and data in your file

Message is displayed on upload

Cause: User selected the wrong file or Upload file format is incorrect.

Example: User selected the DCPDS extract file and not the CWB export file when loading the preview.

Action Required:

1. Select the correct or modified CWB export file for the pay pool
2. Click the “Load File” button

Error: The CWB export did not contain a Pay Pool Manager’s name. The file must contain a Pay Pool Manager name. Please assign a Pay Pool Manager and reload the file.

Cause: The CWB upload file did not contain a pay pool manager name or the pay pool manager in the CWB upload file does not match the pay pool manager name stored in DCPDS. The names must match for the upload to be successful. If there is a pay pool manager name stored in DCPDS at the time of download, that pay pool manager name will download and generate in the CWB spreadsheet when the CWB spreadsheet is certified.

Example: The pay pool manger stored in DCPDS is Smith, John. The pay pool manager name was changed at the time the CWB was certified to Col, Smith, John.

Action Required:

1. Select the correct pay pool manager name from the list of values provided in the upload process, found in the Pay Pool Manager data field.
2. If there is no list of values provided in the Pay Pool Manager data field this would mean that no pay pool manager has been assigned in DCPDS. This must be accomplished using the ‘Manage Pay Pool ID’ form.

The values for Remaining GPI (Element 2), GPI, or Rate Range Adjustment is incorrect. Valid values are <insert values from DCPDS table>.

Message is displayed on Upload

Cause: Values for Remaining GPI (Element 2), GPI, or Rate Range Adjustment do not match the values in the DCPDS validation table

Example: CWB Export file Remaining GPI (Element 2) value is 2.5 and the DCPDS value is 1.16

Action Required:

Ensure the correct funding values are identified in your upload file.

Pay Pool ID Segment 1 does not match values in upload file

Message is displayed on upload

Cause: The Pay Pool ID Segment 1 value entered on the upload screen does not match the Segment 1 portion of the value in the CWB export file being staged.

Example: J.W. Smith is the Pay Pool Manager for pay pool ABC and for pay pool DEF. J.W. typed in ABC on the in the Pay Pool ID Segment 1 on the upload screen, but he mistakenly tried to load pay pool DEF's CWB export file.

Action Required:

1. Correct the Pay Pool ID Segment 1 value entered on the upload screen

OR

2. Click “Load File” button and select the correct CWB export file (for the pay pool matching the value input on the screen).

Region ID Mismatch: Please assure this record is uploaded to the appropriate DCPDS database

Message is displayed in Process Log on upload

Cause: Employee is not on the DCPDS (Region) database the file is being uploaded to, but is on another database (Region).

Example: A pay pool with members from multiple regions, i.e., a DeCA pay pool which includes employees serviced by DeCA and by Army.

Action Required		Yes
If no action is taken:	PAA will update for affected employee(s)	No
	Appraisal Data in Employee Record will update for affected employee(s)	No
	Performance Payouts will process for affected employee(s)	No

Action Required:

Provide copy of the CWB export file to the Region which services the employee.

Employee transferred to <insert the name of the physical regional database, e.g., Air Force, Army, Navy, WHS, DLA, etc.> regional database. Please assure appraisal information is provided to the gaining pay pool manager or HR professional

Message is displayed in Process Log on upload

Cause: Employee is now an ex-employee, separated sometime between the day after the appraisal period end date and the appraisal effective date (normally between 1 Oct and 1 Jan) but transferred to another Region.

Example: YA-02 DLA employee transfers to a YA-02 position with Navy on 25 Nov 07.

Action Required		Yes
If no action is taken:	PAA will update for affected employee(s)	No
	Appraisal Data in Employee Record will update for affected employee(s)	Not in gaining region
	Performance Payouts will process for affected employee(s)	No

Action Required:

Ensure the gaining rating official, pay pool manager or HR professional has the appraisal information.

The values for Remaining GPI (Element 2), GPI, or Rate Range Adjustment is incorrect. Valid values are <insert values from DCPDS table>.

Message is displayed on Upload

Cause: Values for Remaining GPI (Element 2), GPI, or Rate Range Adjustment do not match the values in the DCPDS validation table

Example: CWB Export file Remaining GPI (Element 2) value is 2.5 and the DCPDS value is 1.16

Action Required		Yes
If no action is taken:	PAA will update for affected employee(s)	Yes
	Appraisal Data in Employee Record will update for affected employee(s)	Yes
	Performance Payouts will process for affected employee(s)	No

Action Required:

Ensure the correct funding values are identified in your upload file.

Process Log Messages

Messages displayed in Process Log

Validation – No Mismatch records

Validation occurs with the Preview/Validate button or Finalize Appraisals button

Cause: No mismatches

Example: Appraisal data in PAA and CWB matched.

Action Required		No
If no action is taken:	PAA will update for affected employee(s)	Yes
	Appraisal Data in Employee Record will update for affected employee(s)	Yes
	Performance Payouts will process for affected employee(s)	Yes

Validation –Mismatch records

Validation occurs with the Preview/Validate button or Finalize Appraisals button

Cause: Appraisal data mismatches were found when comparing PAA and CWB appraisal data.

Example: The Rating for Job Obj 3 in the PAA was a 5 and the Rating for Job Obj 3 in the CWB was a 4.

Action Required		Yes
If no action is taken:	PAA will update for affected employee(s)	No
	Appraisal Data in Employee Record will update for affected employee(s)	Yes
	Performance Payouts will process for affected employee(s)	Yes

Action Required: Review appraisal data in the PAA and CWB and make adjustments in the PAA.

Region ID Mismatch

Validation occurs on upload

Cause: The region ID identified for this employee record does not exist on the data base.

Example: A pay pool may consist of employees that reside on separate databases. Pay pool 123 may have employees from Region 11 and Region 12. The CWB spreadsheet will include all employees. When the CWB Export File is uploaded to database for Region 11 all records that belong to Region 12 will reject. When the CWB Export Files is uploaded to Region 12 all records that belong to Region 11 will reject.

Action Required		No
If no action is taken:	PAA will update for appropriate employee(s)	Yes
	Appraisal Data in Employee Record will update for appropriate employee(s)	Yes
	Performance Payouts will process for appropriate employee(s)	Yes

Ex-Employees

Validation occurs at multiple stages of the upload process

Cause: Employee separated after the DCPDS extract file was generated.

Example: During the upload Preview or Finalize process the system detected this employee had separated. Employee Alfred Cedillo separated after the extract file was generated.

Action Required: No

Upload Program Complete

Validation occurs on upload

Cause: CWB file is uploaded and summary is provided.

Example: Message provides the number of records that were loaded successfully and those that failed.

Action Required		No
If no action is taken:	PAA will update for uploaded employee record(s)	Yes
	Appraisal Data in Employee Record will update for affected employee(s)	Yes
	Performance Payouts will process for affected employee(s)	Yes

Final PAA not Updated

Validation occurs when Finalize Appraisals is selected

Cause: Mismatch between the PAA and CWB appraisal data.

Example: A list of employees records where the status of the PAA was not changed to Approved by PPM.

Action Required		Yes
If no action is taken:	PAA will update for uploaded employee record(s)	No
	Appraisal Data in Employee Record will update for affected employee(s)	Yes
	Performance Payouts will process for affected employee(s)	Yes

Action Required: Review PAA record for required changes.

Final PAA no Appraisal exists

Validation occurs when Finalize Appraisals is selected

Cause: No appraisal ID was found in the PAA.

Example: No plan was found in the PAA for the employee at the time the DCPDS extract file was generated so employee appraisal data was created in the CWB or the employee plan and appraisal data was created in the PAA after the DCPDS extract file had been generated.

Action Required		Yes
If no action is taken:	PAA will update for uploaded employee record(s)	No
	Appraisal Data in Employee Record will update for affected employee(s)	Yes
	Performance Payouts will process for affected employee(s)	Yes

Action Required: Ensure PAA appraisal data matches CWB appraisal data.

Final PAA Update Complete

Validation occurs when Finalize Appraisals is selected

Cause: No mismatches found when comparing PAA and CWB appraisal data.

Action Required		No
If no action is taken:	PAA will update for uploaded employee record(s)	Yes
	Appraisal Data in Employee Record will update for affected employee(s)	Yes
	Performance Payouts will process for affected employee(s)	Yes

Final PAA Returned for Review

Validation occurs when Finalize Appraisals is selected

Cause: Appraisal data mismatches were found when comparing data in the PAA and CWB.

Example: A list of employees where the status of the PAA record was changed to Returned for Review due to mismatches. Job Obj Title for Job Obj 3 in the PAA read 'Test' the Job Obj Title for Job Obj 3 in the CWB read 'Test Plan'.

Action Required		Yes
If no action is taken:	PAA will update for uploaded employee record(s)	No
	Appraisal Data in Employee Record will update for affected employee(s)	Yes
	Performance Payouts will process for affected employee(s)	Yes

Action Required: Ensure PAA appraisal data matches CWB appraisal data.

Final PAA Appraisal Status

Validation occurs when Finalize Appraisals is selected

Cause: The Finalize Appraisals button has been executed.

Example: A summary count of PAA record updates e.g., Total Records: 3 PAA record Updated: 2, PAA Records Returned for Review 1.

Action Required: No

Appraisal Update Complete

Validation occurs when Finalize Appraisals is selected

Cause: The Finalize Appraisals button has been executed.

Example: A summary count of updates made to employee record DCPDS.

Action Required: No

Appraisal SIT Update Success

Validation occurs when Finalize Appraisals is selected

Cause: The Finalize Appraisals button has been executed.

Example: The Appraisal Start Date did not update in the employee DCPDS record due to a mismatch of appraisal data in the PAA and CWB.

Action Required: No

Appraisal SIT StDtNot Updated

Validation occurs when Finalize Appraisals is selected

Cause: The Finalize Appraisals button has been executed.

Example: The Appraisal Start Date did not update in the employee DCPDS record due to a mismatch of appraisal data in the PAA and CWB.

Action Required		Yes
If no action is taken:	PAA will update for uploaded employee record(s)	No
	Appraisal Data in Employee Record will update for affected employee(s) except for Appraisal Start Date	Partial
	Performance Payouts will process for affected employee(s)	Yes

Action Required: Manual update of the Appraisal Start Date is necessary to complete the Appraisal SIT update in DCPDS. Review the PAA Start Date in the PAA to determine the correct Appraisal Start Date.

Attachment 6 - Payout Summary Table

CWB_LOAD Column Heading
ELEMENT_1_PCTG
ELEMENT_1_DOLLARS
ELEMENT_2_PCTG
ELEMENT_2_DOLLARS
ELEMENT_3_PCTG
ELEMENT_3_DOLLARS
GPI_PCTG
RATE_RNG_PCTG
SHARE_VALUE_TYPE
SHARE_VALUE
CARRYOVER_DOLLARS
YG02_MAX
YG03_MAX
YJ04_MAX
EPI_SALARY_DOLLARS
EPI_BONUS_DOLLARS
OAR_SALARY_DOLLARS
OAR_BONUS_DOLLARS
APPRAISAL_CYCLE_CLOSEOUT_DATE
CERTIFIED_DATE
PAY_POOL_MANAGER
EMPLOYEE_COUNT
VERSION_NUMBER

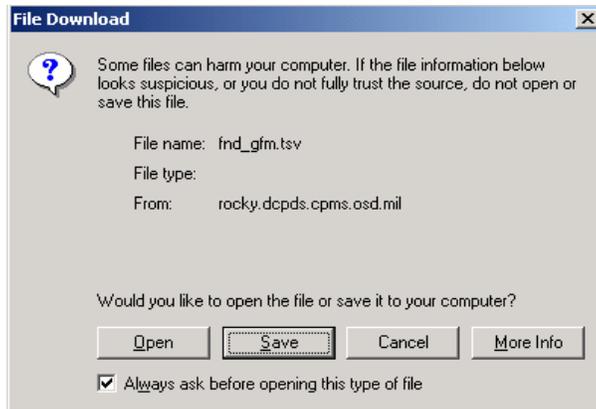
Attachment 7 – Exporting the Preview Screen

The following steps allow export of a Preview screen to an Excel spreadsheet.

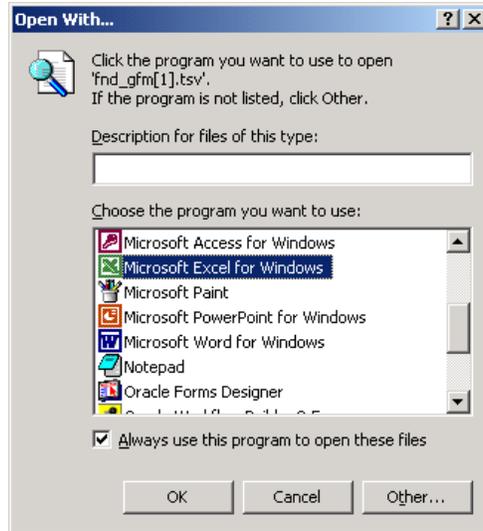
Step 1: Select File from the menu and then select Export.



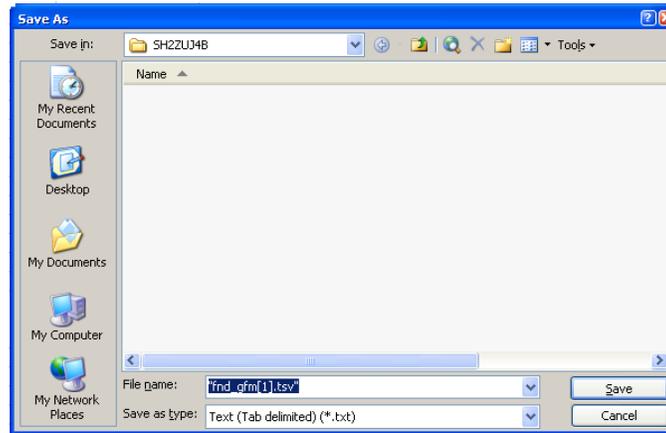
Step 2: Select Open. Hint: If the File Download window immediately disappears from your screen, hold the Control key when you select Export.



Step 3: Selecting Open displays the following screen advising that the 'TSV' file extension is unknown. Scroll down and highlight Microsoft Excel, then select OK. The file will open in Excel.



Step 4: To save the Excel file, select the Save button on the toolbar.



Step 5: Identify the file location, give the file a unique name, and change 'Save as type' to Microsoft Excel.

