

# Performance Appraisal Application (PAA) Version 3.0 Advisory – Upcoming Changes

Issue Date: March 12, 2009

## Sunsetting PAA Version 2.0

On March 29, 2009, PAA v2.0 disappears. Appraisals completed under PAA v2.0 appear in PAA v3.0 under the Completed Plans/Appraisals area on the PAA Main Page.

**IMPORTANT:** After March 29, 2009, you will not have access to your incomplete FY2008 records. Please complete the 1-JAN-2009 appraisals now!

## New PAA v3.0 Features Coming March 29, 2009!

New features are available to assist employees, rating officials, reviewing officials, pay pool administrators, and pay pool managers with their important work.

The new features include:

- A **My Journal** tab that allows employees (regardless of who has ownership of their plan/appraisal) to keep track of their accomplishments throughout the year. The tab is located in the upper right corner of the My Biz Performance Appraisal Application Main Page.
- Ability for rating officials to invite **Guest Participants** to provide assessment (**Guest Rater**) or feedback (**Guest Reviewer**) for consideration when completing an employee's appraisal.
- Ability to complete a **Special Purpose Rating** for an employee with a Level 1 rating of record who exhibits significant and sustained improvement, for at least 90 days, that equates to Level 2 performance or higher.
- A **Mock Pay Pool Info** tab that facilitates mock pay pool deliberations. Employees and rating officials may add mock information to the PAA such as assessments, recommended ratings, number of shares, and payout distributions. Pay pool administrators and managers can download the mock data and import it into a mock CWB spreadsheet.
- **Transfer of Performance Appraisal Application (PAA) Record between Regional Databases** - As employees move from one DoD Component/ Agency to another, their appraisal records will transfer with them.

