Pay Pool Administrators

How to Update the Single Block Option for Individuals in your Pay Pool ID – for Annual Appraisals and Midpoint Reviews

Note: This guide is intended to be visual instructions. Some screens may not exactly match screens viewed by administrators; however, the intent is the same.

Log into DCPDS and select your pay pool responsibility from the Navigator.

Select 'Manage Pay Pool IDs' from the menu.

Manage Compensation Pay Pool

| Create PP ID | Find PP ID | Manage PP Roles | View PP Roles | View PP Rating Official/Member |

Create Pay Pool

Pay Pool Details

Segment 1 is used to identify the highest level of the pay pool for budgetary purposes

Segment 1 [   ] [...]

Personnel System Indicator [   ] [   ]

Segments 2 - 5 do not apply to DCIPS pay pools

Segment 2 [   ]   PP Start Date [   ]

Segment 3 [   ]

Segment 4 [   ]

Segment 5 [   ]

Pay Pool ID [   ]

Pay Pool Description (limited to 250 characters)

[   ]

DCIPS Pay Pool PAA Assessment Options

Performance Year DCIPS PAA Assessment Option

DCIPS PAA Performance Evaluation Assessment Area

Assessment Type   Character Limit

'Create PP ID' tab

Notice the 'Segment 1' field is highlighted in yellow. You must press the "F11" key to remove the highlight. If you do not accomplish this step before following the rest of the instructions, you will get an error message.

Create Pay Pool

Pay Pool Details

Segment 1 is used to identify the highest level of the pay pool for budgetary purposes

Segment 1 `PN1500015P`

Personnel System Indicator

Segments 2 - 5 do not apply to DCIPS pay pools

Segment 2 | PP Start Date
Segment 3
Segment 4
Segment 5

Pay Pool ID

Pay Pool Description (limited to 250 characters)

DCIPS Pay Pool PAA Assessment Options

Performance Year DCIPS PAA Assessment Option

Once you have pressed the "F11" key, the yellow highlight goes away and you can type in your Pay Pool ID #. After you have entered your Pay Pool ID #, press the "ctrl" key and the "F11" key at the same time. This will populate the screen with your Pay Pool's information.

Create Pay Pool

Pay Pool Details

Segment 1 is used to identify the highest level of the pay pool for budgetary purposes

Segment 1 `PN1500015P`

Personnel System Indicator `02` **Defense Civilian Intelligence Personnel System (DCIPS)**

Segments 2 - 5 do not apply to DCIPS pay pools

Segment 2 | PP Start Date `01-OCT-2014`
Segment 3
Segment 4
Segment 5

Pay Pool ID `PN1500015P`

Pay Pool Description (limited to 250 characters)

DCIPS Pay Pool PAA Assessment Options

Performance Year DCIPS PAA Assessment Option

`2017` **Assess Perf Objectives and Perf Elements for the Performance Eval in a Single Bloc**

The "DCIPS Pay Pool PAA Assessment Options" area should reflect your option from the previous year.

| Create PP ID | Find PP ID | Manage PP Roles | View PP Roles | View PP Rating Official/Member |

Create Pay Pool

Pay Pool Details

Segment 1 is used to identify the highest level of the pay pool for budgetary purposes

Segment 1 `PN1500015P`

Personnel System Indicator `02`   `Defense Civilian Intelligence Personnel System (DCIPS)`

Segments 2 - 5 do not apply to DCIPS pay pools

Segment 2 ``   PP Start Date `01-OCT-2014`

Segment 3 ``

Segment 4 ``

Segment 5 ``

Pay Pool ID `PN1500015P`

Pay Pool Description (limited to 250 characters)

DCIPS Pay Pool PAA Assessment Options

Performance Year DCIPS PAA Assessment Option

`2017`   ··· Assess Perf Objectives and Perf Elements for the Performance Eval in a Single Bloc

Place your cursor in the "Performance Year" field to see the List of Values (LOV) tab. Click on the tab to see your options.

For the Annual report, we will choose '2018' from the LOVs and click 'OK'.

Create Pay Pool

Pay Pool Details

Segment 1 is used to identify the highest level of the pay pool for budgetary purposes

Segment 1 `PN1500015P`

Personnel System Indicator `02` `Defense Civilian Intelligence Personnel System (DCIPS)`

Segments 2 - 5 do not apply to DCIPS pay pools

Segment 2 [ ] PP Start Date `01-OCT-2014`

Segment 3 [ ]

Segment 4 [ ]

Segment 5 [ ]

Pay Pool ID `PN1500015P`

Pay Pool Description (limited to 250 characters)

[ ]

DCIPS Pay Pool PAA Assessment Options

Performance Year	DCIPS PAA Assessment Option
2018	Assess Perf Objectives and Perf Elements for the Performance Eval in a Single Bloc

The "DCIPS PAA Assessment Option" field still states, 'Assess Perf Objectives and Perf Elements for the Performance Eval in a Single Block' because that is what we used last year. If we needed to change it, we would click inside the block to see the LOVs for that field.

Highlight 'Assess Perf Objectives and Perf Elements for the Performance Eval in a Single Block' and click on 'OK' to choose the Single Block option.

| Create PP ID | Find PP ID | Manage PP Roles | View PP Roles | View PP Rating Official/Member |

Create Pay Pool

Pay Pool Details

Segment 1 is used to identify the highest level of the pay pool for budgetary purposes

Segment 1 PN1500015P

Personnel System Indicator 02 Defense Civilian Intelligence Personnel System (DCIPS)

Segments 2 - 5 do not apply to DCIPS pay pools

Segment 2 [   ]   PP Start Date 01-OCT-2014

Segment 3 [   ]

Segment 4 [   ]

Segment 5 [   ]

Pay Pool ID PN1500015P

Pay Pool Description (limited to 250 characters)

[   ]

DCIPS Pay Pool PAA Assessment Options

Performance Year DCIPS PAA Assessment Option

| 2018 | Assess Perf Objectives and Perf Elements for the Performance Eval in a Single Bloc |

Click on the "Save" icon at the top of the screen, to save your update.

File Edit View Folder Tools Window Help

| Create PP ID | Find PP ID | Manage PP Roles | View PP Roles | View PP Rating Official/Member |

Create Pay Pool

Create Pay Pool

Pay Pool Details
Segment 1 is used to identify the highest level of the pay pool for budgetary purposes

Segment 1 PN1500015P

Personnel System Indicator 02   Defense Civilian Intelligence Personnel System (DCIPS)

Segments 2 - 5 do not apply to DCIPS pay pools

Segment 2 _____   PP Start Date 01-OCT-2014
Segment 3 _____
Segment 4 _____
Segment 5 _____

Pay Pool ID PN1500015P

Pay Pool Description (limited to 250 characters)

Forms — Do you want to save the changes you have made?

[Yes] [No] [Cancel]

DCIPS Pay Pool PAA Assessment Options

Performance Year DCIPS PAA Assessment Option
2018   Assess Perf Objectives and Perf Elements for the Performance Eval in a Single Bloc

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If you forget to Click on the "Save" icon at the top of the screen, and try to click in the field underneath the year, to accomplish your midterm update, you will receive a message prompting you to save your changes. Click on 'Yes'.

Create Pay Pool

Pay Pool Details

Segment 1 is used to identify the highest level of the pay pool for budgetary purposes

Segment 1 `PN1500015P`

Personnel System Indicator `02` `Defense Civilian Intelligence Personnel System (DCIPS)`

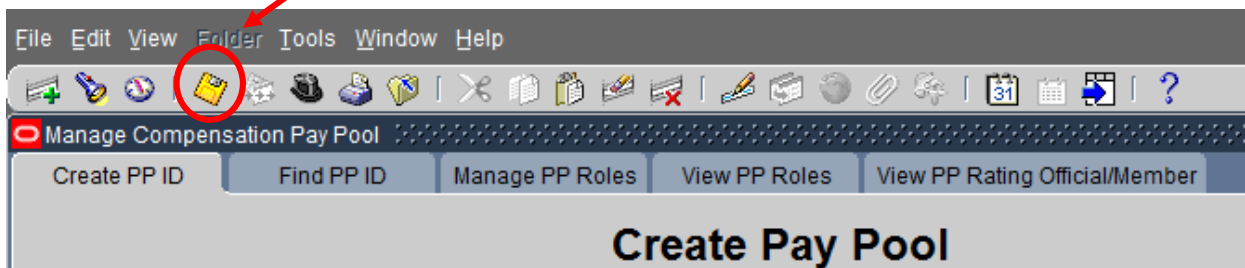Segments 2 - 5 do not apply to DCIPS pay pools

Segment 2 _____   PP Start Date `01-OCT-2014`

Segment 3 _____

Segment 4 _____

Segment 5 _____

Pay Pool ID `PN1500015P`

Pay Pool Description (limited to 250 characters)

Decision ✕

You have updated an assessment option record for 2018 using Assess Perf Objectives and Perf Elements for the Performance Eval in a Single Block.

This action will submit a concurrent request to update the paypool member's appraisals for that performance year to use this assessment option for their appraisals.

You may view the results using the menu option View and then selecting Requests.

Do you wish to continue?

No   Yes

DCIPS Pay Pool PAA Assessment Options

Performance Year	DCIPS PAA Assessment Option
2018	Assess Perf Objectives and Perf El

You will receive a message informing you that you have updated an assessment option. Click 'Yes' to continue to select your option for your Midpoint Review.
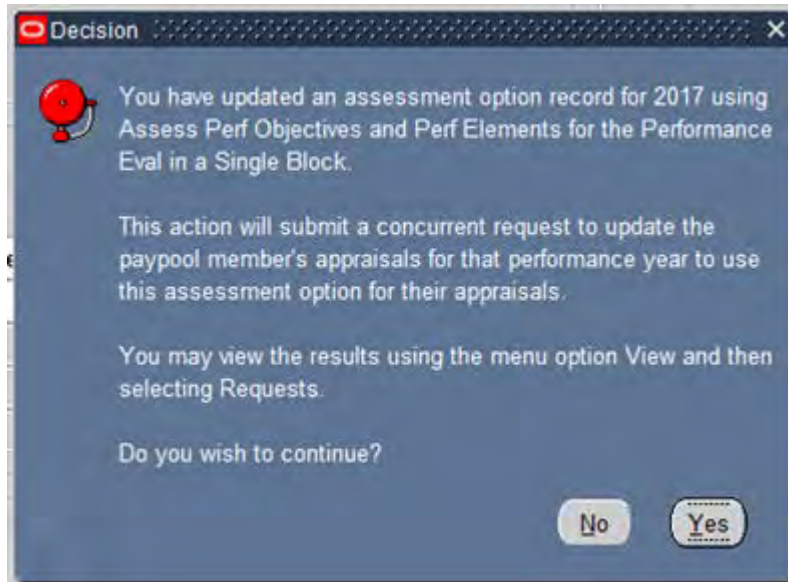
Decision

You have updated an assessment option record for 2017 using Assess Perf Objectives and Perf Elements for the Performance Eval in a Single Block.

This action will submit a concurrent request to update the paypool member's appraisals for that performance year to use this assessment option for their appraisals.

You may view the results using the menu option View and then selecting Requests.

Do you wish to continue?

No   Yes

1) When 'Yes' is selected, a concurrent program will be executed to update the PAA assessment option for those PAAs that have already been created for the Performance Year specified for employees in the pay pool UNLESS the PAA already contains data in the assessment blocks. If the PAA already contains assessment text in the Performance Evaluation area, then the assessment screens will continue to display the prior assessment option for that specific PAA.

2) Any new Performance Plans created once the option is set will display the Performance Evaluation assessment screens based on this option. Thus, it is highly recommended that the updating of the DCIPS PAA Assessment Option is accomplished prior to creation of the performance plans for that Performance Year.

| Create PP ID | Find PP ID | Manage PP Roles | View PP Roles | View PP Rating Official/Member |

Create Pay Pool

Pay Pool Details

Segment 1 is used to identify the highest level of the pay pool for budgetary purposes

Segment 1 | PN1500015P

Personnel System Indicator | 02 | Defense Civilian Intelligence Personnel System (DCIPS)

Segments 2 - 5 do not apply to DCIPS pay pools

Segment 2 |

PP Start Date | 01-OCT-2014

Segment 3 |

Segment 4 |

Segment 5 |

Pay Pool ID | PN1500015P

Pay Pool Description (limited to 250 characters)

DCIPS Pay Pool PAA Assessment Options

Performance Year | DCIPS PAA Assessment Option

| 2018 | Assess Perf Objectives and Perf Elements for the Performance Eval in a Single Bloc |
| | ... |

Place your cursor in the "Performance Year" field to see the List of Values (LOV) tab. Click on the tab to see your options.

For the Midpoint Review, we will choose '2018 Midpoint Review' from the LOVs and click 'OK'.

Create Pay Pool

Pay Pool Details

Segment 1 is used to identify the highest level of the pay pool for budgetary purposes

Segment 1 PN1500015P

Personnel System Indicator 02   Defense Civilian Intelligence Personnel System (DCIPS)

Segments 2 - 5 do not apply to DCIPS pay pools

Segment 2   PP Start Date 01-OCT-2014

Segment 3

Segment 4

Segment 5

Pay Pool ID PN1500015P

Pay Pool Description (limited to 250 characters)

DCIPS Pay Pool PAA Assessment Options

Performance Year DCIPS PAA Assessment Option

| 2018 | Assess Perf Objectives and Perf Elements for the Performance Eval in a Single Bloc |
| 2018 Midpoint Rev | |

Click inside the block to see the LOVs tab. Click on the tab to see the LOVs for that field.

Highlight 'Assess Perf Objectives and Perf Elements for the Performance Eval in a Single Block' and click on 'OK' to choose the Single Block option.

Manage Compensation Pay Pool

| Create PP ID | Find PP ID | Manage PP Roles | View PP Roles | View PP Rating Official/Member |

Create Pay Pool

Pay Pool Details

Segment 1 is used to identify the highest level of the pay pool for budgetary purposes

Segment 1 `PN1500015P`

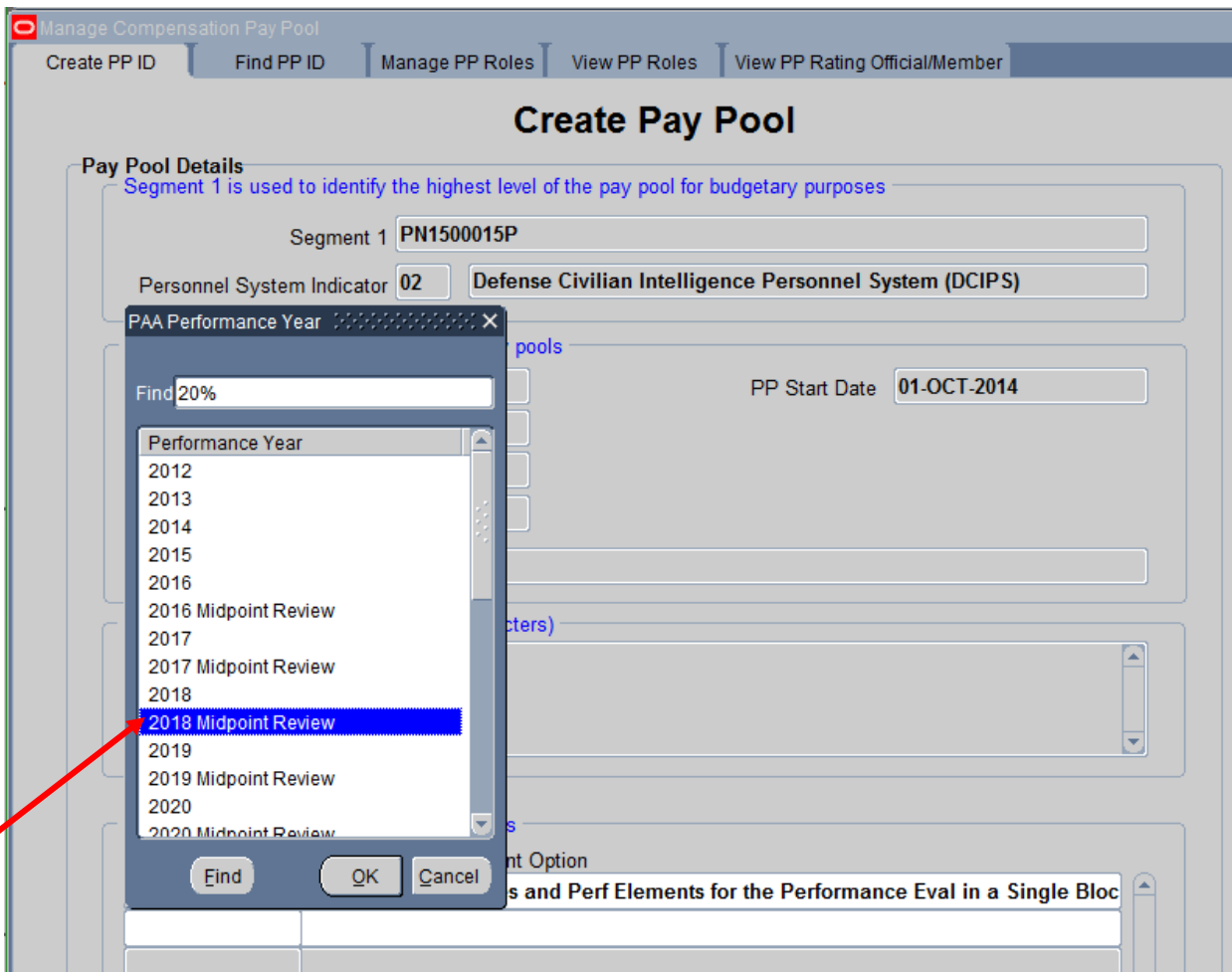Personnel System Indicator `02` `Defense Civilian Intelligence Personnel System (DCIPS)`

Segments 2 - 5 do not apply to DCIPS pay pools

Segment 2 [ ]   PP Start Date `01-OCT-2014`

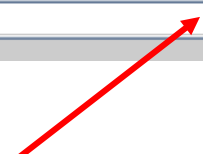Segment 3 [ ]
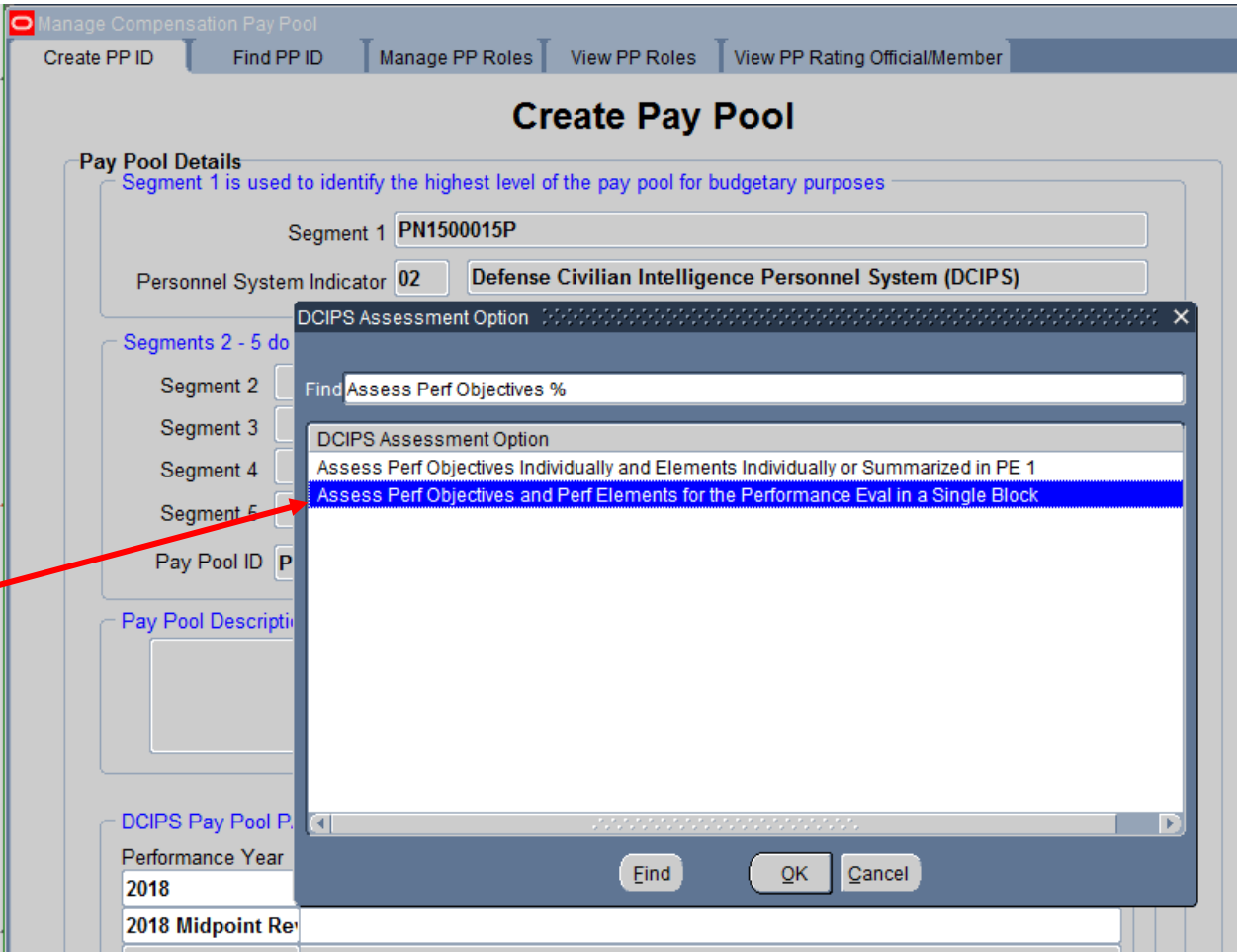
Segment 4 [ ]

Segment 5 [ ]

Pay Pool ID `PN1500015P`

Pay Pool Description (limited to 250 characters)

[ ]

DCIPS Pay Pool PAA Assessment Options

Performance Year	DCIPS PAA Assessment Option
2018	Assess Perf Objectives and Perf Elements for the Performance Eval in a Single Bloc
2018 Midpoint Re	Assess Perf Objectives and Perf Elements for the Performance Eval in a Single Bloc

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Click on the "Save" icon at the top of the screen, to save your update.

File Edit View Folder Tools Window Help

Manage Compensation Pay Pool

| Create PP ID | Find PP ID | Manage PP Roles | View PP Roles | View PP Rating Official/Member |

Create Pay Pool

You will receive a message informing you that you have updated an assessment option. Click 'Yes' to continue. You may see this message twice. Click Yes again to proceed.

| Create PP ID | Find PP ID | Manage PP Roles | View PP Roles | View PP Rating Official/Member |

Create Pay Pool

Pay Pool Details

Segment 1 is used to identify the highest level of the pay pool for budgetary purposes

Segment 1 **PN1500015P**

Personnel System Indicator **02** **Defense Civilian Intelligence Personnel System (DCIPS)**

Segments 2 - 5 do not apply to DCIPS pay pools

Segment 2

Segment 3
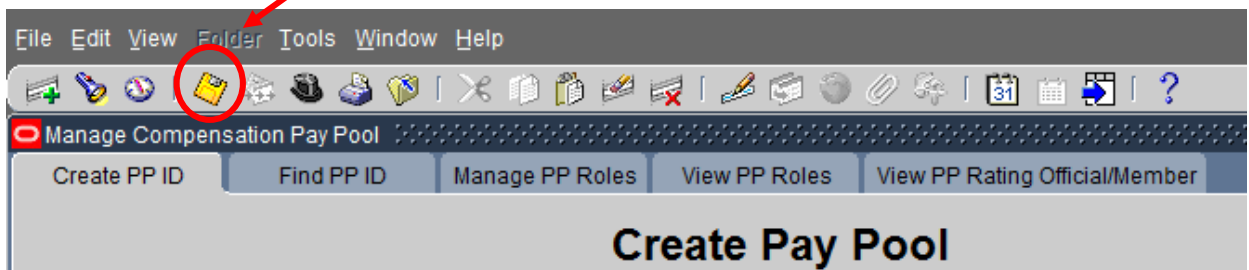
Segment 4

Segment 5

PP Start Date **01-OCT-2014**

Pay Pool ID **PN1500015P**

Pay Pool Description (limited to 250 characters)

DCIPS Pay Pool PAA Assessment Options

Performance Year	DCIPS PAA Assessment Option
2018	Assess Perf Objectives and Perf Elements for the Performance Eval in a Single Bloc
2018 Midpoint Re	Assess Perf Objectives and Perf Elements for the Performance Eval in a Single Bloc

DCIPS PAA Performance Evaluation Assessment Area

Assessment Type	Character Limit
Rating Official Assessment	

Screen shows your chosen options for the upcoming Midpoint Review and Annual reports for the individuals in your Pay Pool ID. Your update is complete. You can exit out of the screen or follow the instructions on the following slide to run a report.
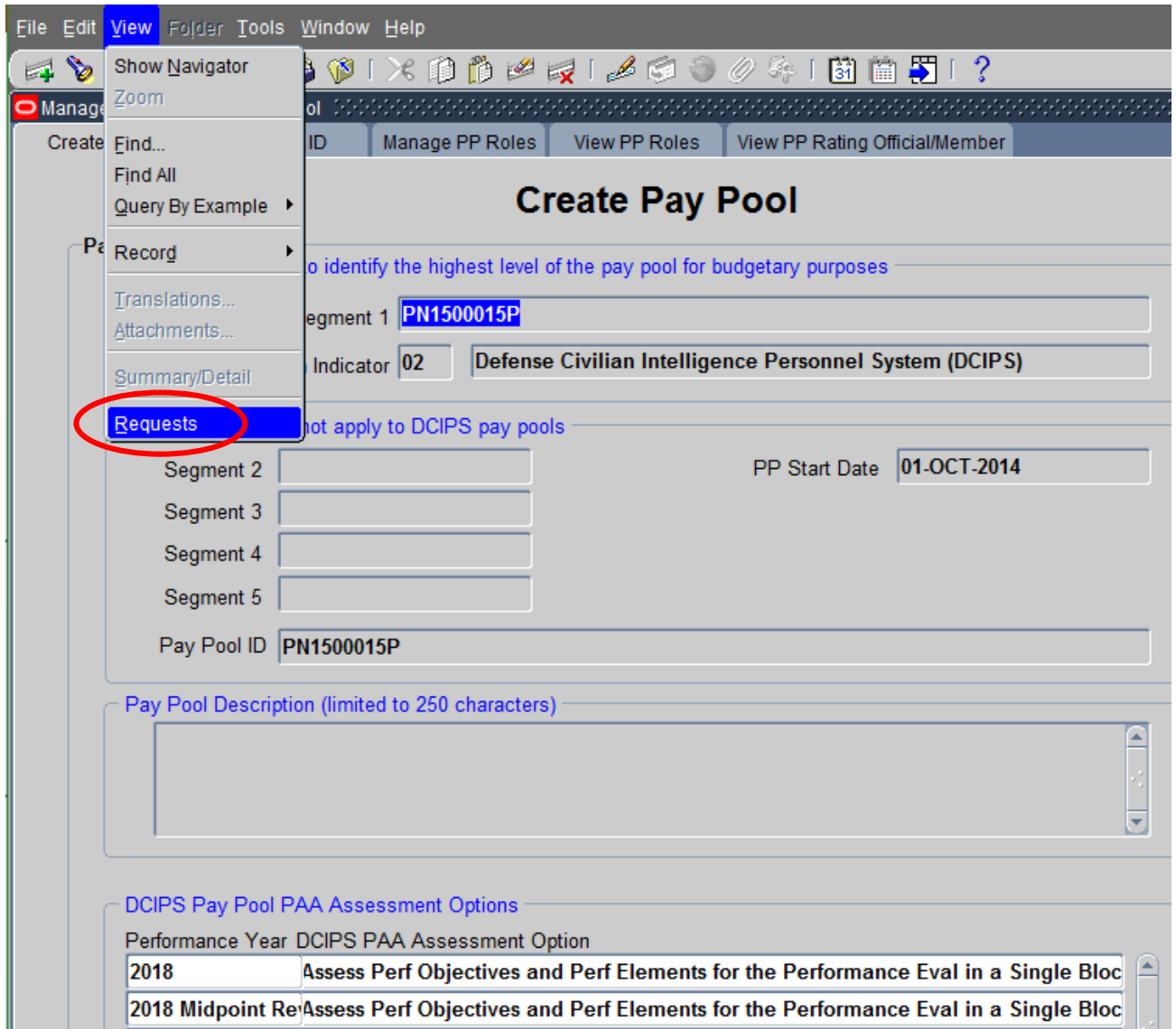
Choose 'View' from the Menu bar and click on 'Requests' to initiate a report

Select 'All My Requests', change 'Select the Number of Days to View' to '1' and select 'Find'.

Click on 'Refresh Data' until the Phase column reflects 'Completed'. Select 'View Output' to view results.

Processing appraisal records for members of pay pool PN1500015Q to use assessment option Assess Perf Objectives and Perf Elements for

Using an effective date of 19-MAY-2017 to determine pay pool membership.
This is the date you created or updated an assessment option record for the pay pool.

Appraisals with a status of DELETED, CLOSED, or COMPLETED are not picked up by this process.

An Appraisal ID of 0 means no appraisal record was found for the performance year.

We are checking if any assessment text exists in the performance evaluation area before attempting to update the appraisal record.
There are 4 possible values in the Assessment Text Exists column when there is an appraisal record.

Yes - Appraisal record not updated
No - Appraisal record updated
Option already set
Error - Appraisal record not updated

Yes and No are self explanatory
"Option already set" means the appraisal record is already set to this assessment option.
Error means some type of technical error happened and Technical Support has to examine the system for the problem.

Employee Name	Employee Number	Appraisal ID	Assessment Text Exists
EHRIS Psrdnx, Ejizzr M	505579	0	
EHRIS Wjtf, Hmnvj D	506963	0	

File Menu	
New tab	Ctrl+T
Duplicate tab	Ctrl+K
New window	Ctrl+N
New session	
Open...	Ctrl+O
Edit	
Save	
Save as...	Ctrl+S
Close tab	Ctrl+W
Page setup...	
Print...	Ctrl+P
Print preview...	
Send	>
Import and export...	
Properties	
Exit	

for members of pay pool PN1500015Q to use assessment option Assess Perf Objectives and Perf Elements for

-MAY-2017 to determine pay pool membership.
or updated an assessment option record for the pay pool.

ELETED, CLOSED, or COMPLETED are not picked up by this process.

appraisal record was found for the performance year.

ment text exists in the performance evaluation area before attempting to update the appraisal record.
the Assessment Text Exists column when there is an appraisal record.

dated

updated

ry
appraisal record is already set to this assessment option.
ical error happened and Technical Support has to examine the system for the problem.

	Employee Number	Appraisal ID	Assessment Text Exists
	505579	0	
EHRIS Wjtf, Hmnvj D	506963	0	
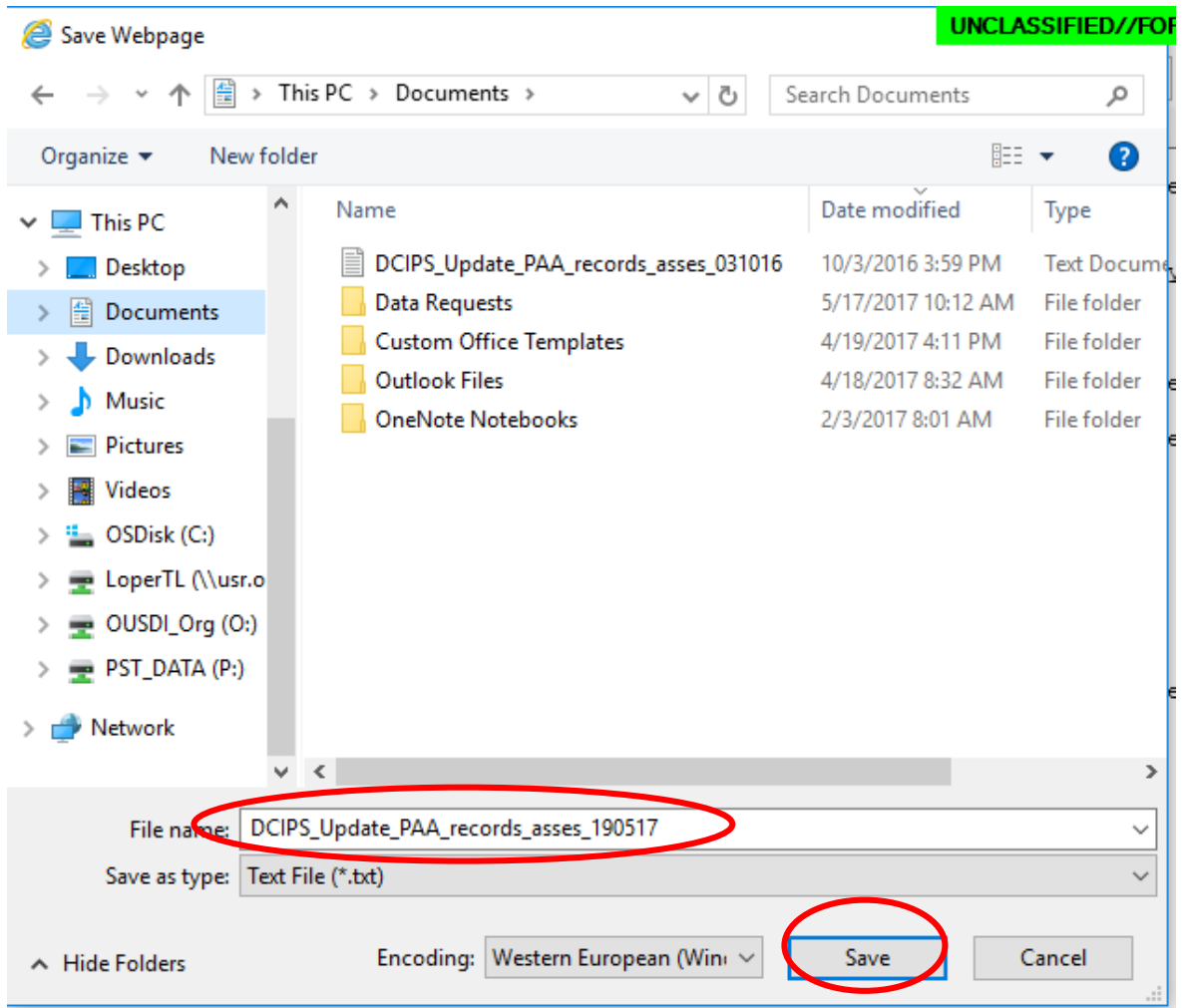
Save as a Text file
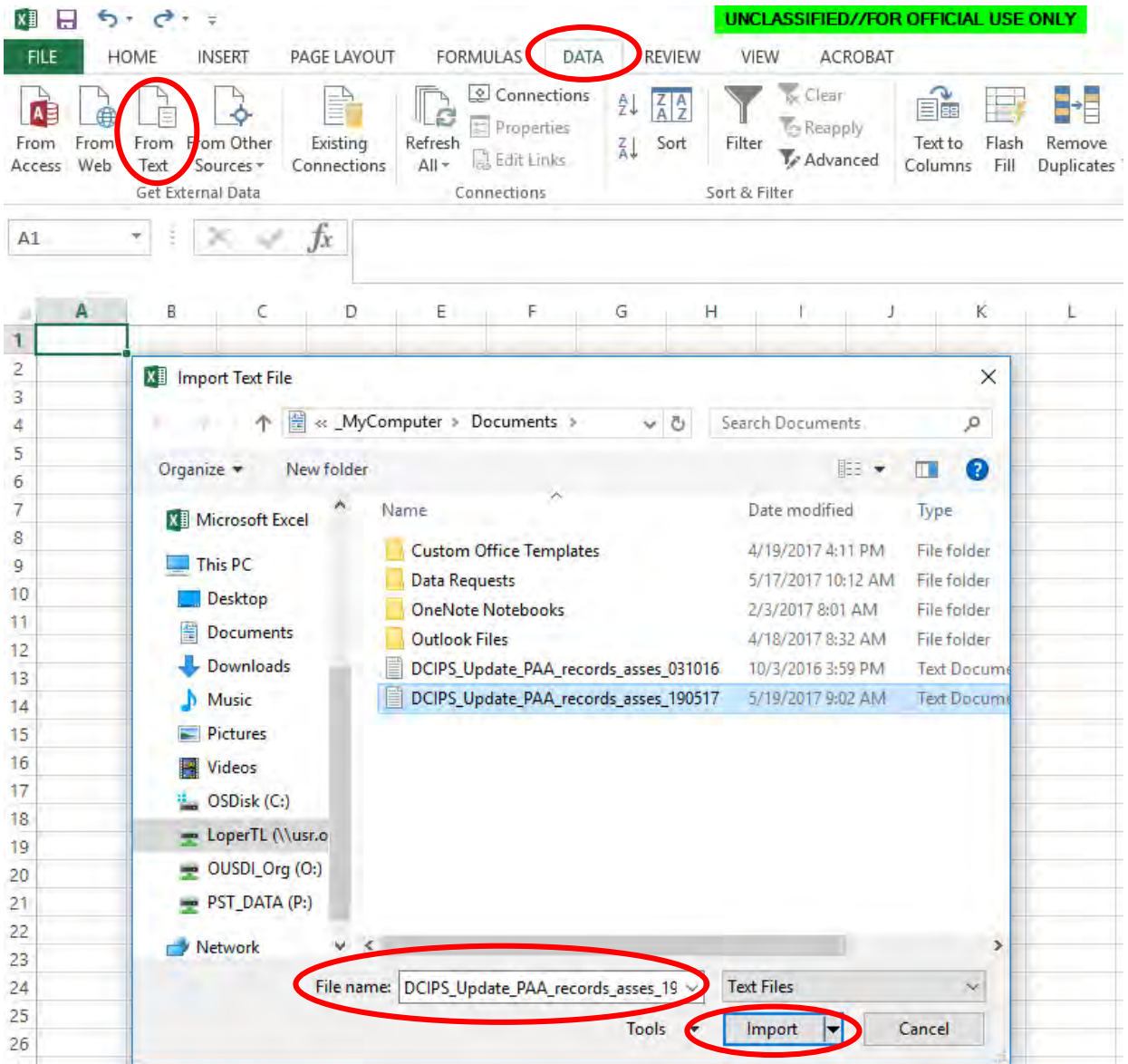
To import into a Excel file, open Excel. Choose the Data tab and click on 'From text'. Locate the file name of your report and click on 'import'

Text Import Wizard - Step 1 of 3   ?   ×

The Text Wizard has determined that your data is Fixed Width.

If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

○ Delimited   - Characters such as commas or tabs separate each field.
● Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 22   ⬍   File origin: 437 : OEM United States   ∨

☐ My data has headers.

Preview of file H:_MyComputer\Documents\DCIPS_Update_PAA_records_asses_190517.txt.

19	"Option already set" means the appraisal record is already set to this a
20	Error means some type of technical error happened and Technical Support
21	
22	Employee Name Employee Num
23	

Cancel   < Back   Next >   Finish

Choose 'Fixed width'. Then choose the import row to start at '22', which is the line that the Row Column Titles start on.

Text Import Wizard - Step 2 of 3   ?   ✕

This screen lets you set field widths (column breaks).
Lines with arrows signify a column break.

To CREATE a break line, click at the desired position.
To DELETE a break line, double click on the line.
To MOVE a break line, click and drag it.

Data preview

```
       10        20        30        40        50        60        70
"Option already set" means the appraisal record is already set to this asse ^
Error means some type of technical error happened and Technical Support has

Employee Name                                                  Employee Number
```

Cancel   < Back   Next >   Finish

	A	B	C	D	E	F	G	H	I
1	Employee Name	Employee Number	Appraisal ID	Assessment Text Exists	Appraisal Type	Appraisal Start Date	Appraisal End Date	Appraisal System Status	Rating Official R
2									
3	EHRIS Psrdnx, Ejizzr M	505579	0						
4	EHRIS Wjtf, Hmnvj D	506963	0						
5									
6									
7									

Create line breaks by clicking between each column of information – Click next when finished. The Excel screenshot shows the finished product.

DCIPS Pay Pool PAA Assessment Options

Performance Year	DCIPS PAA Assessment Option
2018	Assess Perf Objectives and Perf Elements for the Performance Eval in a Single Bloc
2018 Midpoint Re	Assess Perf Objectives and Perf Elements for the Performance Eval in a Single Bloc

DCIPS PAA Performance Evaluation Assessment Area

Assessment Type	Character Limit
Rating Official Assessment	

Note: Only Pay Pool ID's that have chosen to limit the characters that their Rating Officials can use in their assessment blocks should utilize the "DCIPS PAA Performance Evaluation Assessment Area."

Pay Pool ID PN1500015P

DCIPS Assessment Text Lengths ✕

Pay Pool Description (limited to 250 characters)

Find %

Character Limit
3000
4000
5000
6000

DCIPS Pay Pool PAA Assessment Options

Performance Year DCIPS PAA Assessment Option

2018	Assess Perf Objectives and Perf Elements for the Performa
2018 Midpoint Re	Assess Perf Objectives and Perf Elements for the Performa

DCIPS PAA Performance Evaluation Assessment Area

Find   OK   Cancel

Assessment Type
Rating Official Assessment

If your management has mandated that the Rating Officials Assessment character limit should be anything other than 6,000 characters, then click on the LOV tab in the "Character Limit" field. Choose the Character Limit and click on "OK".

DCIPS Pay Pool PAA Assessment Options

Performance Year	DCIPS PAA Assessment Option
2018	Assess Perf Objectives and Perf Elements for the Performance Eval in a Single Bloc
2018 Midpoint Re	Assess Perf Objectives and Perf Elements for the Performance Eval in a Single Bloc

DCIPS PAA Performance Evaluation Assessment Area

Assessment Type	Character Limit
Rating Official Assessment	3000

Next, click on the Save Icon to save your character update. You will see a small message at the bottom left of the screen that states the record has been saved.

File   Edit   View   Folder   Tools   Window   Help

Manage Compensation Pay Pool

| Create PP ID | Find PP ID | Manage PP Roles | View PP Roles | View PP Rating Official/Member |

Create Pay Pool