

**User Guide for
Defense Civilian Intelligence Personnel System (DCIPS)
Payout Analysis Tool (DPAT)**

2018

DCIPS Payout Analysis Tool (DPAT) User Guide – 2018

About this Guide.....	1
What is the DCIPS Payout Analysis Tool?	1
Who Should Use this Guide?.....	1
How is the Guide Structured?.....	1
Relationship to Other Applications	2
When Do I Use the DPAT?.....	2
Using the DPAT.....	3
Overview	3
Where do I get the DPAT?	7
Opening the DPAT and Enabling Macros (Excel 2007 and 2010).....	7
Compatibility Checker.....	9
Instructions Worksheet.....	10
Importing Data into the DPAT.....	11
Customize the Data (Optional).....	13
Data Worksheet.....	15
Using the Wildcard Columns and Generating Custom Stats and Charts	15
Rating Statistics Worksheet	18
Rating Charts Worksheet.....	19
Rating Distribution by Group Worksheet.....	20
Payout Statistics Worksheet	21
Payout Charts Worksheet	22
Salary Increase Statistics by Group Worksheet (NGA ONLY).....	23
Salary Increase Charts by Group Worksheet (NGA ONLY)	24
Salary-Bonus Charts by Wildcard Worksheet.....	25
Salary Increase Charts Worksheet (NGA ONLY).....	26
Total Salary Increase Charts Worksheet (NGA ONLY)	27
Bonus Statistics by Group Worksheet.....	28
Bonus Charts by Group Worksheet.....	29
Bonus Charts Worksheet	30
Funding Statistics Worksheet.....	32
Funding Charts Worksheet.....	33
Net Draw Analysis Worksheet (NGA ONLY).....	34
Net Draw Charts Worksheet (NGA ONLY)	35
Capturing DPAT Charts and Exporting to PowerPoint or Excel.....	36
Helpful Hints	37
Copying and Pasting Data from Worksheets.....	37
APPENDIX 1: Definitions.....	38
APPENDIX 2: Using the DPAT with Excel 2003	39
Enabling Macros	39

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About this Guide

What is the DCIPS Payout Analysis Tool?

The DCIPS Payout Analysis Tool (DPAT) is a spreadsheet application that organizations may use to analyze the results of their DCIPS performance evaluation and pay pool processes. The tool imports data directly from your organization's Human Resources Management System (HRMS) or from one or more Compensation Workbench (CWB) spreadsheets and automatically generates a variety of statistics, including:

- Rating distributions;
- Salary increase (NGA Only) and bonus statistics and charts;
- Pay pool funding and allocations; and
- Net Draw (NGA Only)

Who Should Use this Guide?

This guide is for pay pool administrators, pay pool managers, pay pool panel members, and pay pool review authorities who are responsible for compiling, reporting, or presenting results of their organization's pay pool process. It is also intended for HR practitioners who support DCIPS organizations.

How is the Guide Structured?

This guide is structured as follows:

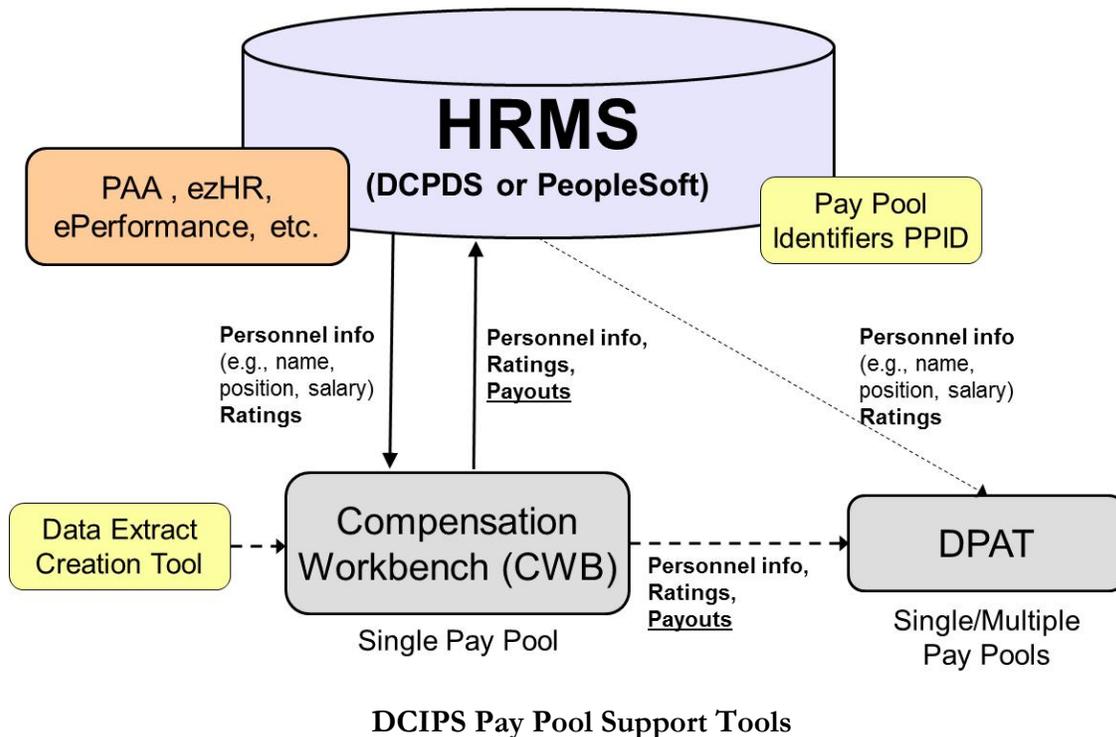
- **Relationship with Other Applications and Tools** – this section describes how DPAT relates with DCPDS/PeopleSoft and the Compensation Workbench (CWB).
- **Using the DPAT** – this section walks you through the features of the application and how to use the tool.
- **Using the DPAT in Excel 2003** – this section addresses some of the functionality and interface differences the user encounters when using Excel 2003 versus Excel 2007 and later.

Relationship to Other Applications

NEW: There are no enhancements in the relationships to other applications and tools in 2016.

Each Compensation Workbench (CWB) spreadsheet is populated with personnel data (e.g., names, pay bands, base salary) that is extracted from your organization’s Human Resources Management System (HRMS) – either DCPDS or PeopleSoft. The data is extracted based on each employee’s pay pool identifier, which links employees to their pay pool. In addition to the personnel data, performance rating information is also included in the data extract.

The CWB is used by individual pay pools to determine salary increase (NGA ONLY) and bonus amounts for each employee in the pool. An additional tool, called the DCIPS Payout Analysis Tool (DPAT), provides the capability to analyze results across multiple pay pools.



When Do I Use the DPAT?

The DPAT primarily is intended to assist pay pools and organizations review and analyze performance salary increase and bonus data calculated in the CWB. Because the tool accepts data in the format of actual CWB spreadsheets (.xls files) or the upload export files generated by the CWB, the DPAT can be used both during and after the pay pool process to analyze results. The DPAT can analyze the results of a single pay pool or across multiple pay pools. For that reason, the DPAT is particularly useful during the Pay Pool PRA review process.

Reviewing Officials and Performance Management PRAs can also use the DPAT to review ratings data, including element and objective ratings, directly from the online Performance Management Support Tool (e.g., PAA, ezHR, ePerformance, etc.). In this situation, the DPAT can accept one or more extract files from the HRMS (either DCPDS or PeopleSoft), which is the same file format that the CWB uses. Note that when the DPAT imports directly from the HRMS, the DPAT can only analyze rating data because payout data has not yet been calculated and is not included in the extract.

Using the DPAT

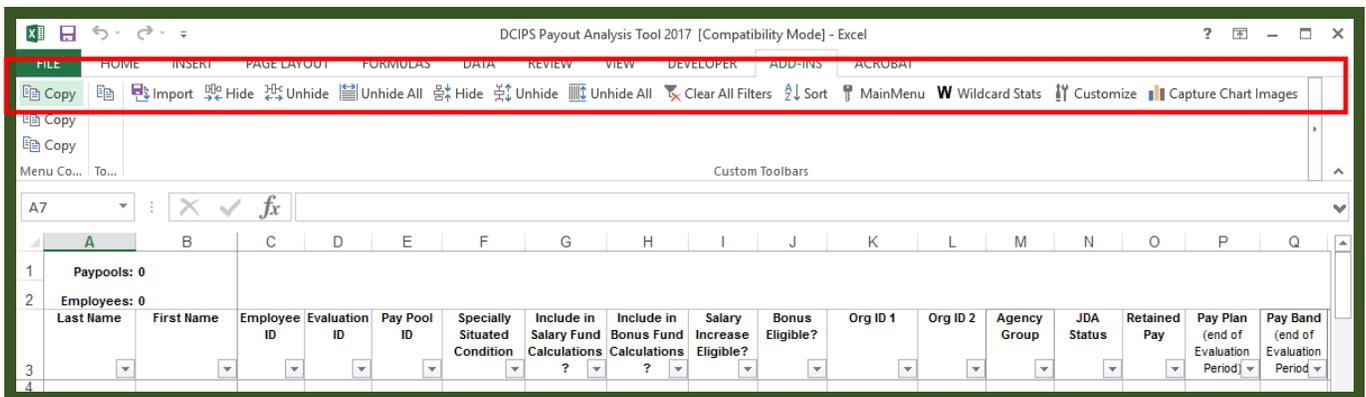
Overview

NEW: There are no new features in the custom toolbar in 2018.

ALWAYS save the DPAT in compatibility 97-2003 (.xls) format. Simply clicking the Save icon  in the upper left corner of the screen will accomplish this. You also may save the tool as a .xlsm (Macro-Enabled Worksheet) file; however, most DoD computer system configurations do not allow these files to be sent via email or to be opened with macros enabled. Check with your local system administrator before attempting to save the tool as a .xlsm file.

NEVER save the DPAT in 2007 or later (.xlsx) format. Doing so will cause irreparable harm to your spreadsheet and you will have to start over with a blank DPAT.

The DPAT contains 19 worksheets and numerous macros that provide the application with advanced functionality. Each worksheet is described in detail in this guide. A custom toolbar appears at the top of each worksheet. The toolbar is made up of custom buttons that match the worksheet's specific functionality. To access the toolbar when using Excel 2007 or later, click the **Add-Ins** tab in the **Ribbon**. This brings up the custom toolbar as in the image below. You may have to click the Right-facing arrow on the right side of the toolbar to see all of the buttons.



Toolbar Item	Description
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Import

Loads a data file from HRMS or one or more CWB files into the workbook. This button is active on all worksheets.



Hide Column

Hides any column(s) from view. Single columns are selected from any cell in the column. Multiple columns are selected by holding down the <Ctrl> key while selecting any cells in the columns. Selecting and dragging across any row of cells in the range of columns hide a range of columns. The first two columns (A and B) in the **Data** worksheet cannot be hidden. This button is active on the **Data** worksheet only.



Unhide Column

Unhides columns you have just hidden *as long as you have not moved the cursor*. Also users

Toolbar Item	Description
	<p>can unhide a specific column or range of columns by highlighting cells in the columns on either side of the hidden column or range of columns, and then selecting this button.</p> <p>This button is active on the Data worksheet only.</p>
	<p>Unhide All Columns</p> <p>Restores the view to show <u>all</u> columns.</p> <p>This button is active on the Data worksheet only.</p>
	<p>Hide Row</p> <p>Users may hide rows from view by selecting any cell in the row or rows to be hidden and then hitting this button. Select any cell in a single row and then select this button. Multiple rows are selected by holding down the <Ctrl> key while highlighting any cells in the rows. A range of rows is selected from any column of cells, then dragging them up or down. Rows 1 through 3 in the Data worksheet cannot be hidden.</p> <p>This button is active on the Data worksheet only.</p>
	<p>Unhide Row</p> <p>Unhides rows you have just hidden <i>as long as you have not moved the cursor</i>. Also users can unhide a specific row or range of rows by highlighting cells in the rows on either side of the hidden rows or range of rows, and then selecting this button.</p> <p>This button is active on the Data worksheet only.</p>
	<p>Unhide All Rows</p> <p>Restores the view to show <u>all</u> hidden rows in the Data worksheet. Pressing Unhide All causes a warning notice to pop up as a reminder that <u>all</u> rows will be revealed. Press OK to proceed.</p> <p>This button is active on the Data worksheet only.</p>

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

Clear All Filters

Each column heading contains a filter arrow for the column. Clicking on the filter arrow brings up a list of all of the values in the column, plus the following other choices: *Select All*, *Blanks*, and *Text or Number Filters* (depending on whether the column contains text or numbers). You can limit which rows are displayed by filtering on specific values in one or more columns. For example, you may limit the display to only work level / work category 3 Professional employees by filtering on “3” in Column Q (work level / work category at end of Evaluation Period) and “Professional” in column Y (Work Category). When



a filter is active, the filter arrow turns blue (in Excel 2003) or changes from  to  (in Excel 2007 and later). A filter may be de-activated by selecting *Select All* under the filter choices. *Blanks* also may be used for filtering. For example, to identify employees with no Wildcard 2 value assigned, select *Blanks* in the filter for the Wildcard 2 column (Column AP). The *Custom* (Excel 2003) or *Text or Number Filters* (Excel 2007/later) choice allows the user to design more complex filter criteria. The Clear All Filters button on the toolbar removes all filters you have set on the **Data** worksheet.

This button is active on the **Data** worksheet only.

Sort

Allows users to sort the rows in the worksheet by any combination of up to three columns. Sorts may be in either ascending or descending order.



Note: The first options you may see when you click on a filter button show “Sort Z to A” and “Sort A to Z”. Sorting has been disabled here and under the “Data” tab in the menu bar in the CWB and is ONLY accessible through the Sort button on the toolbar.

This button is active on the **Data** worksheet only.

Main Menu



Returns users to the **Instructions** worksheet. This button is active on all worksheets.

Wildcard Stats



Generates statistics and charts on ANY one column in the **Data** worksheet. Pressing the Wildcard Stats button causes the Wildcard interface to display, which allows you to select which column’s stats and charts you want to generate. For more information, see “Using Wildcards in the DPAT”.

This button is active on all worksheets.

Customize



Allows users to re-sort pay pools and wildcard statistics. Users can also use the Customize pop-up interface to delete or rename pay pools in the DPAT.

This button is active on all worksheets.

Toolbar Item	Description
	<p>Capture Chart Images</p> <p>Selects and automatically exports to PowerPoint or Excel any or all of the 22 charts generated by the CWB. Pressing the Capture Chart Images button causes the Charts interface to display, which allows you to select which charts from which worksheets you want to export.</p> <p>This button is active on all worksheets.</p>
	<p>Highlight</p> <p>Changes the background color of any selected cell or range of cells. To remove the highlighting, select the cell or range of cells, select the highlight button, and choose the large “No Fill” option. This item is active on the Pay Pool Panel, Bonus Adjustment Summary, and Summary worksheets.</p> <p>Note: When using a projector to display the CWB during a meeting, data in some rows still may show through due to projector’s resolution, even if you use black highlighting. Test your projected image before displaying to an audience.</p>

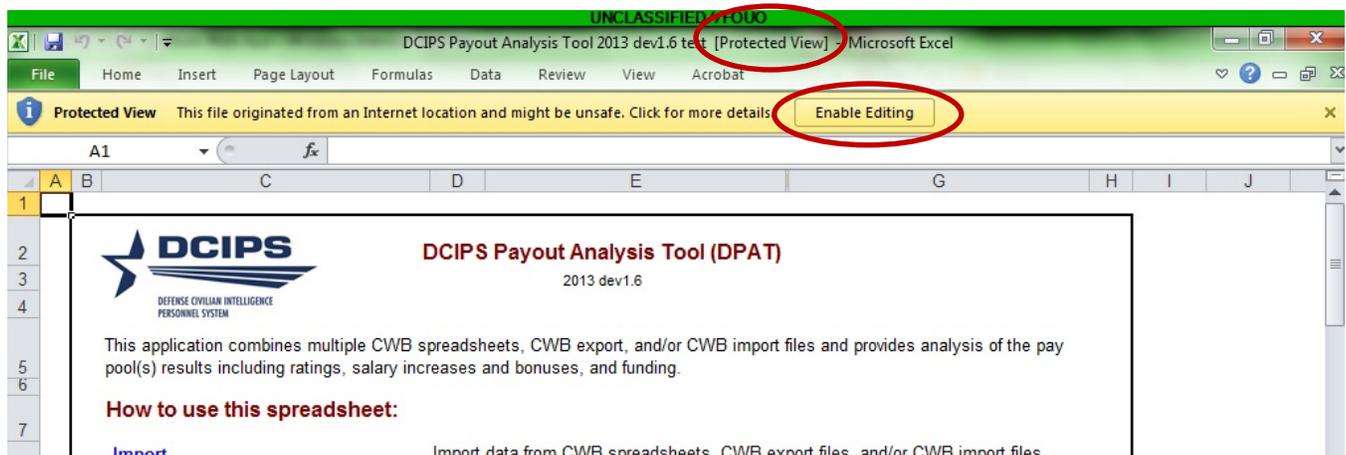
Where do I get the DPAT?

The OUSD(I) HCMO DCIPS Working Group will make the DPAT available to POCs in each component. Component POCs may wish to further disseminate the tool for local use within their organization.

Opening the DPAT and Enabling Macros (Excel 2007 and later)

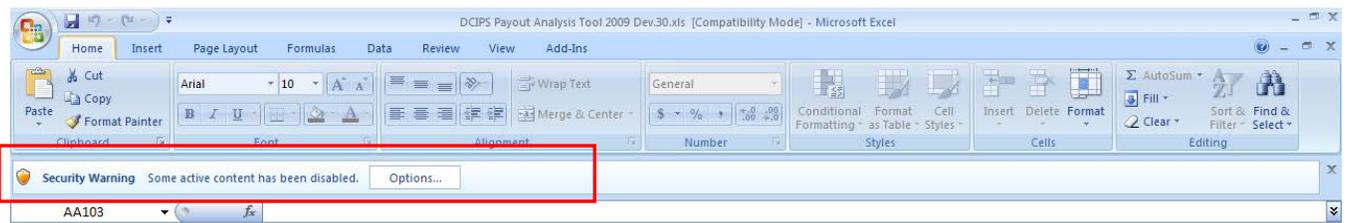
NEW: The 2018 DPAT includes enhanced compatibility with Excel 2010; however, there are no new features relevant to opening the tool or enabling macros. For instructions on opening the spreadsheet in Excel 2003, please see the Excel 2003 section at the end of this guide.

The first time you open the DPAT spreadsheet, the tool may open in Protected View. Click the *Enable Editing* button in the yellow security warning banner under the tabs in the Menu bar to enable normal viewing and use, as shown in the figure below.



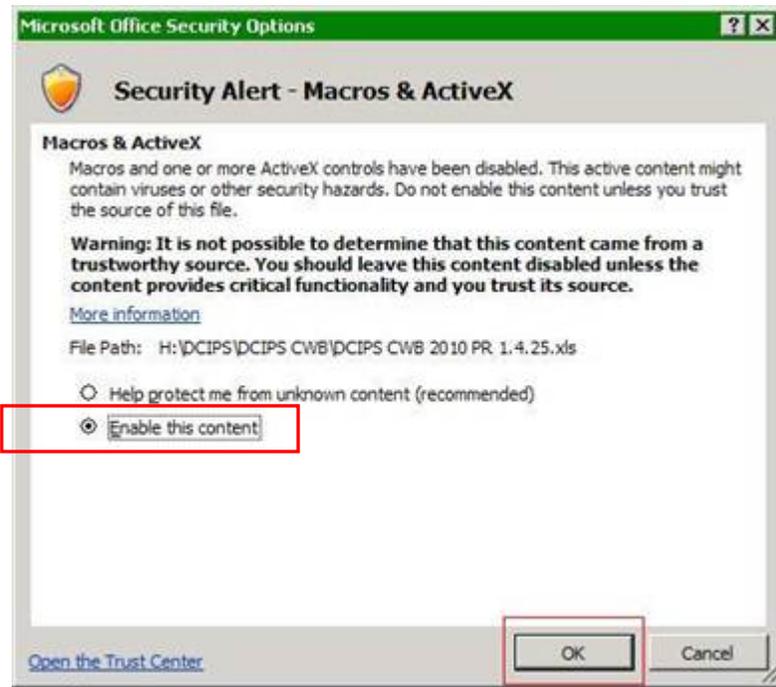
Opening in Protected View

Each time you open the DPAT, the macros must be enabled for the spreadsheet to operate properly. In most cases, when you open the spreadsheet you receive a security warning as shown below. In Excel 2007, users must click the *Options* button in the *Security Warning* dialogue.



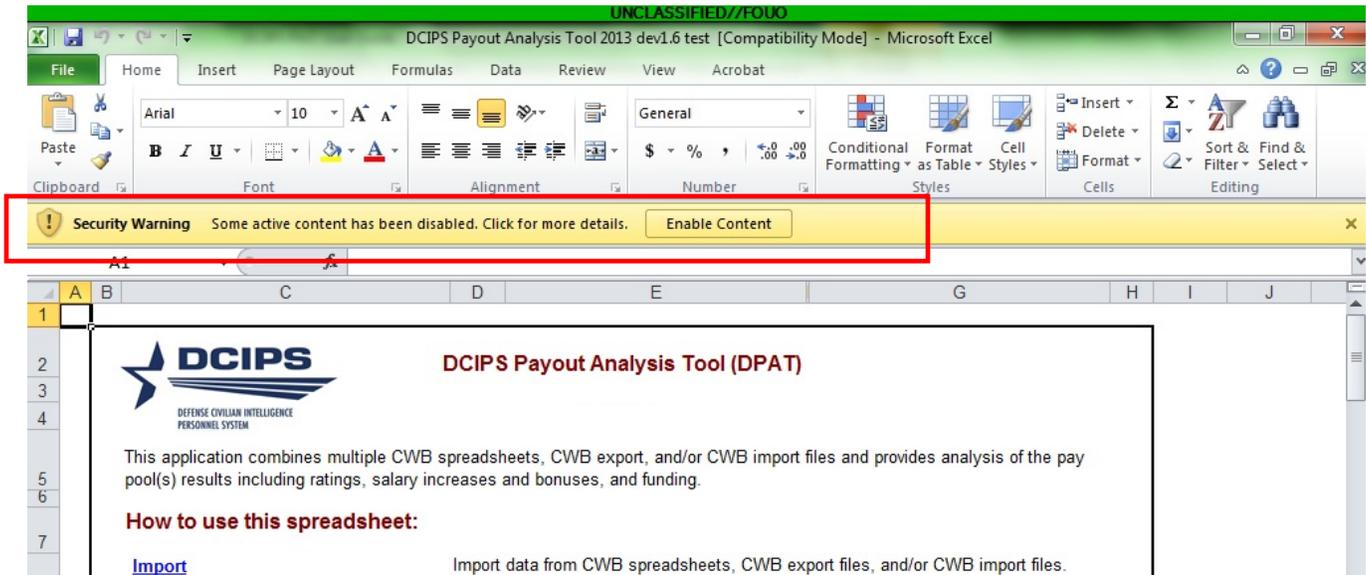
Security Warning Banner in Excel 2007 upon Opening the Tool

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



Enabling Macros in Excel 2010 or later

In Excel 2010 or later, it is necessary to click the *Enable Content* button in the *Security Warning* dialogue.

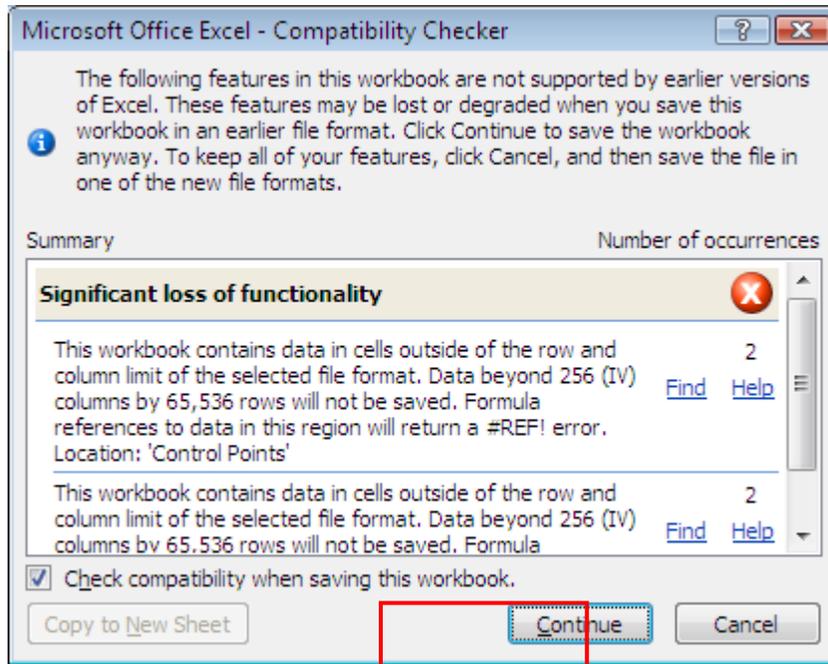


Security Warning Banner in Excel 2010 or later upon Opening the Tool

Unlike in Excel 2007, there is no other pop-up box to click through once you click *Enable Content*. Depending on your local security settings, you may see a pop-up box asking if you would like to make this a trusted document. Clicking “Yes” means that you will not have to click *Enable Content* every time you open the tool. Follow your local security procedures regarding whether to make the DPAT a trusted document.

Compatibility Checker

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



Instructions Worksheet

NEW: There are no new features on the **Instructions** worksheet in 2018.

The **Instructions Worksheet** contains a listing of the analysis worksheets contained in the tool. Beginning in Row 38, users can see a list of the most-recently analyzed Wildcard field, as well as a list of all the pay pools currently in the DPAT.



DCIPS Payout Analysis Tool (DPAT)

2016 v1

This application combines multiple CWB spreadsheets, CWB export, and/or CWB import files and provides analysis of the pay pool(s) results including ratings, salary increases and bonuses, and funding.

How to use this spreadsheet:

[Import](#) Import data from CWB spreadsheets, CWB export files, and/or CWB import files.

Table of Contents

Data	Pay Pool(s) Data
Rating Statistics	Rating Statistics and Distributions by Group
Rating Charts	Overall Rating Distribution Charts
Rating Distribution by Group	Chart and Table of Rating of Record Distributions
Payout Statistics	Statistics on Payout, Salary Increase, Bonus (\$ and %) by Pay Pool
Payout Charts	Above Statistics in Chart Form
Salary Increase Stats by Group	Statistics on Salary Increases (\$ and %) by Group
Salary Increase Charts by Group	Above Statistics in Chart Form
Salary-Bonus Charts by Wildcard	Salary Increase and Bonus Charts by Wildcard
Salary Increase Charts	Charts on Distribution of Performance Salary Increases
Total Salary Increase Charts	Charts on Distribution of Total Salary Increases
Bonus Stats by Group	Statistics on Bonus, Eligible, Received, Mean (\$ and %) by Group
Bonus Charts by Group	Above Statistics in Chart Form
Bonus Charts	Charts on Distribution of Bonuses
Funding Statistics	Statistics on Funding Amounts Budgeted and Allocated by Pay Pool
Funding Charts	Above Statistics in Chart Form
NetDraw Analysis	Summary of Net Draw Statistics by several Categories including Wildcard
NetDraw Charts	Net Draw Statistics in Chart Form

Notes and Special Features:

To navigate more easily through the many tabs within this file, you may right click any of the arrow navigation buttons in the bottom left-hand corner of this window. A list of all available tabs will be opened from which you can choose.

Instructions Worksheet

38
39
40

41
42
43
44
45
46

Last analyzed Wildcard:

Wildcard_5
Division

Pay Pools present in the DPAT

Pay Pool	Alias Name
PP005	Mr. James' Pay Pool
NV15000158	Col. Barnwell's Pay Pool

Bottom of the Instructions Worksheet

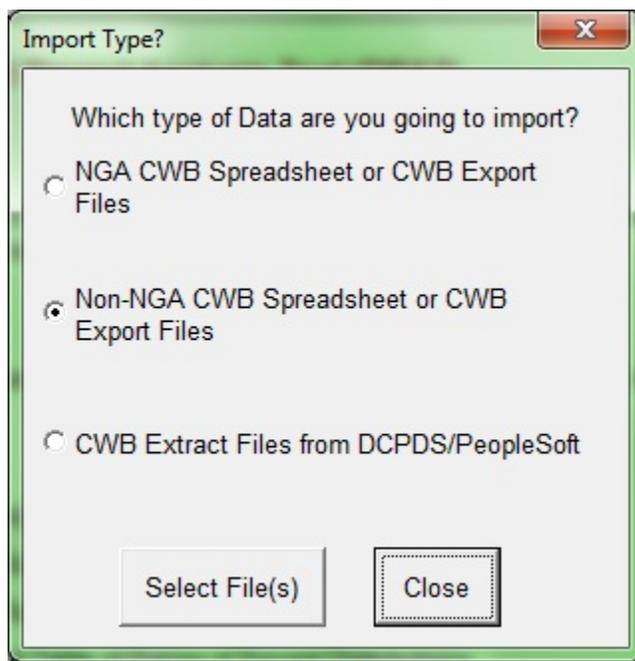
Importing Data into the DPAT

NEW: There are no updates to the import routines in the 2018 DPAT.

Users can import data into the DPAT from the HRMS extract file (the CWB import file) as well as from the actual CWB spreadsheets.

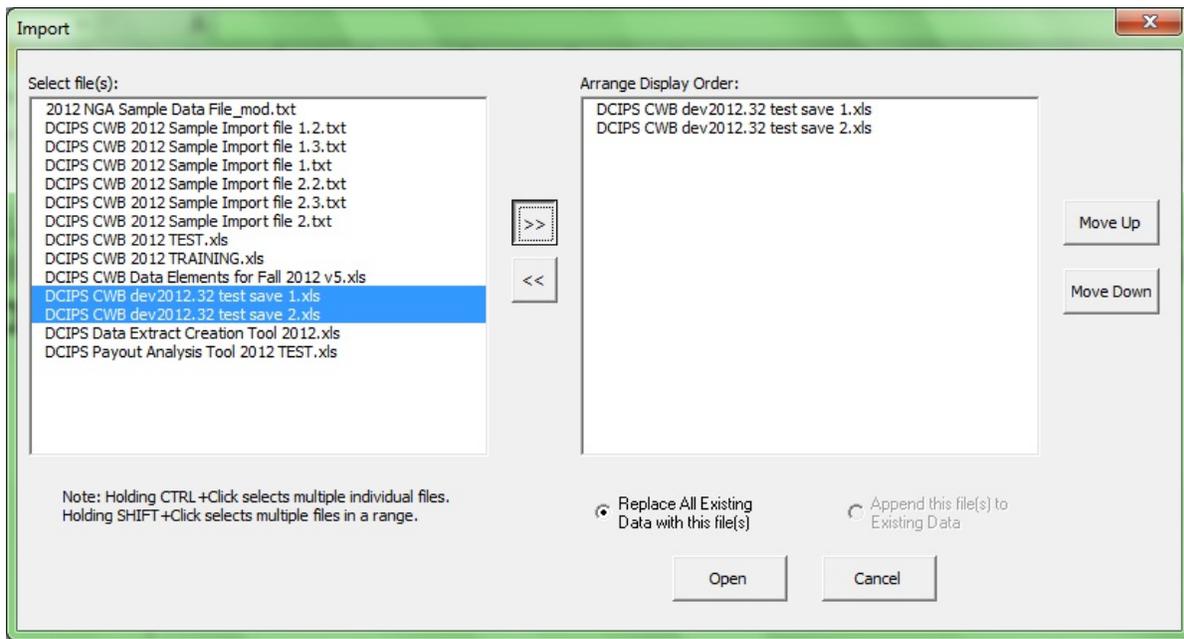
The import process is conducted as follows:

1. Begin with a new (empty) copy of the DPAT spreadsheet and rename it (e.g., *paypoolxyx11Nov2016.xls*). It is a good idea to keep a blank copy of the spreadsheet available in case you make a mistake and want to start over.
2. Open the spreadsheet and select **Enable Macros** (or **Enable Content** in Excel 2007 or later).
3. Select the **Import** button on the custom toolbar.
4. Select one of the options: **NGA CWB Spreadsheet or CWB Export File**, **Non-NGA CWB Spreadsheet or CWB Export File**, or **CWB Extract Files from DCPDS/PeopleSoft**, then click **Select File(s)**. Choose either of the first two options (dependent on whether your organization is a part of NGA or not) to look at summary statistics and charts on ratings AND payouts from one or more pay pools AFTER your pay pool panel has convened. Choose the third option to look at summary statistics and charts on ratings ONLY, typically during the Performance Management Performance Review Authority (PM PRA) process.



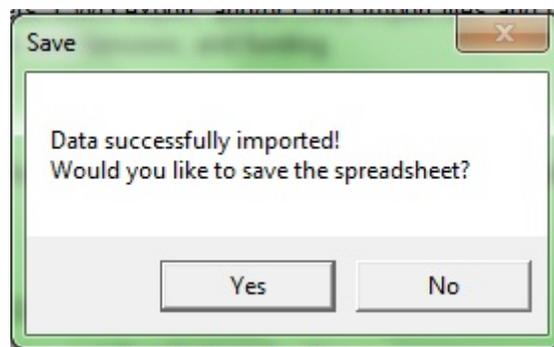
Select the type of file and click “Select File(s)”

5. Select the files you wish to import. To select the import files, double click the file name or highlight the file name and click the double-right arrows in the center of the form. This action will move the files to the right-hand box for import. *The files you want to import must be in the same folder on your computer as the DPAT.*



Select the file to import and use the arrows to move them to the right side of the screen

6. Order the files as you want the pay pools listed in the tool (and displayed on charts) by using the *Move Up* or *Move Down* buttons.
7. Select whether the imported data replaces any existing data in the DPAT or appends to it by using the radial buttons, *Replace All Existing Data with this file(s)* or *Append this file(s) to Existing Data*.
8. Select the *Open* button (the tool will import the selected pay pool data.)
9. The spreadsheet then imports the selected data files.
10. Select *Yes* when you receive a confirmation reading: *Data successfully imported. Would you like to save the spreadsheet?* The spreadsheet is saved.



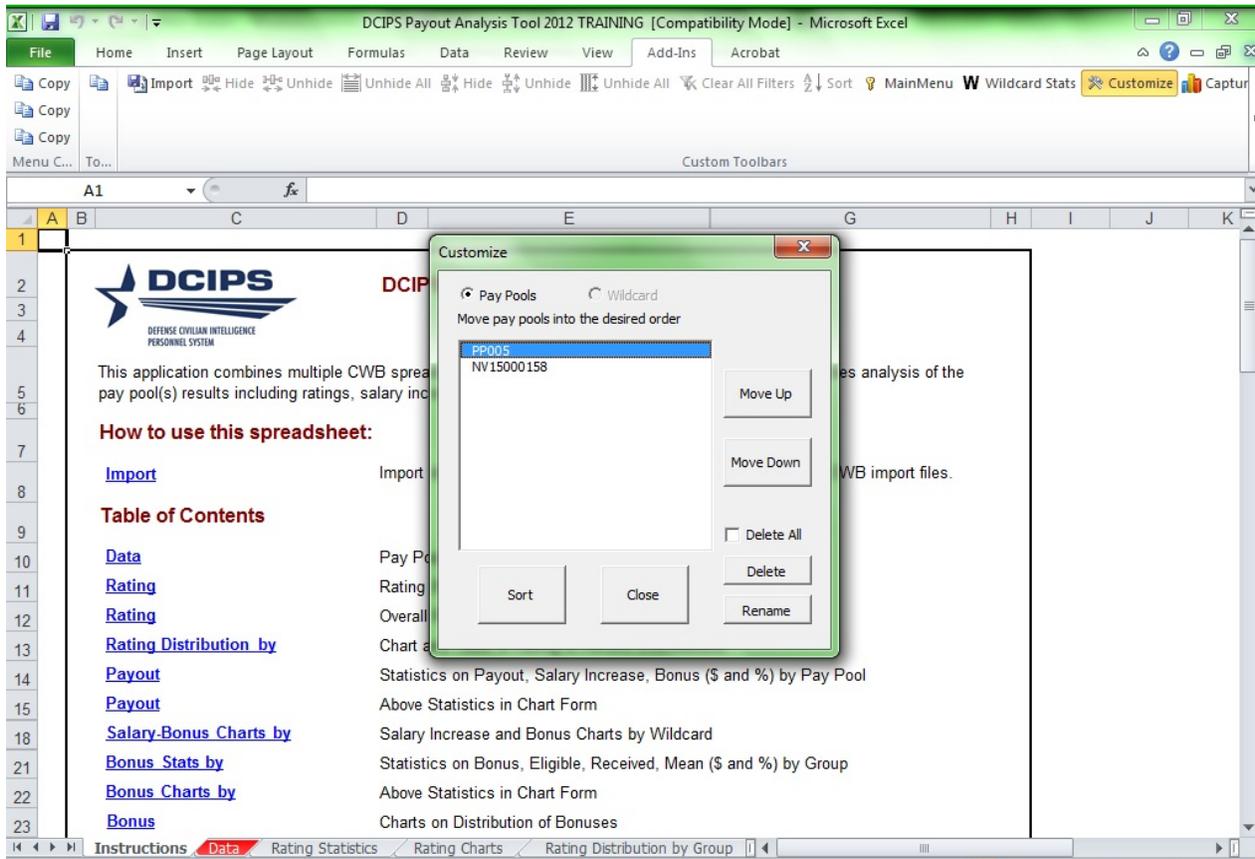
Save the spreadsheet once data is imported

Customize the Data (Optional)

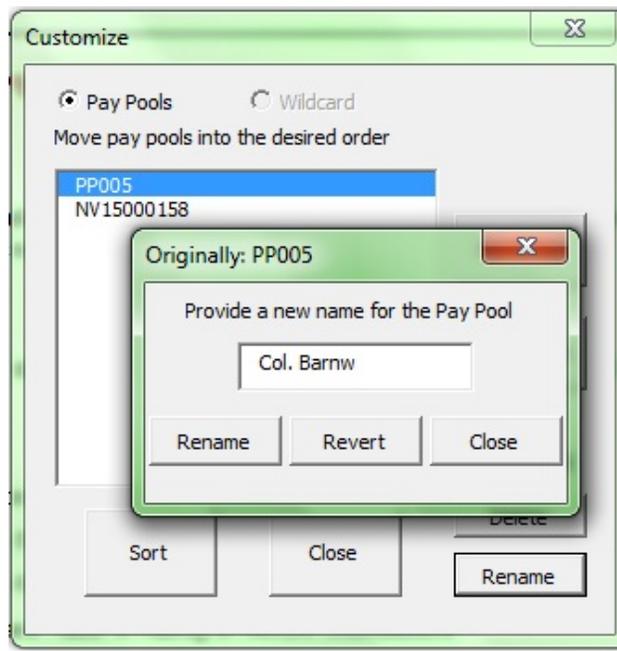
NEW: There are no new features in the **Customize** function in 2018.

Organizations with multiple pay pools may choose to apply the features of the **Customize** button to rename and re-arrange pay pools within the DPAT's database and displays.

1. Click on the **Customize** button on the toolbar.



2. The imported pay pool files will be listed in the pop-up interface in the order they were arranged during import into the DPAT.
3. To rename the pay pools, select the **Rename** button in the lower right-hand side of the form, type in a new name for the pay pool, and click Rename (in the smaller Rename pop-up box). Once the file is renamed, the Rename pop-up form will include the original name in the pop-up reference title. The renamed files can revert to their original names by selecting the Revert button on the Customize form.



Renaming a pay pool

4. To re-arrange the import files, select the file in the text box. Once highlighted in blue, select the *Move Up* and *Move Down* buttons until the files in the text box are arranged in the preferred order, then click *Sort*. This will change the order in which the pay pools display in all charts and statistics.
5. Users can also delete one or more pay pools with the Customize pop-up interface. Highlighting one pay pool's name and then clicking *Delete*, or checking the "*Delete all*" box and then clicking *Delete* removes all of the employees from the selected pay pool(s) from the tool.

Data Worksheet

NEW: There are no new features on the **Data** worksheet in

The **Data** worksheet displays 103 (if NGA) or 66 (if non-NGA) visible columns of data when importing data from CWB spreadsheets, and 54 visible columns of data when importing from HRMS extract files. The **Data** worksheet stores information such as personnel info, rating (including objective and element rating when importing from HRMS extract), as well as payout, salary increase, and bonus that were calculated in the CWB. The only columns that can be edited are the 14 Wildcard columns spaced throughout the worksheet. The data can be sorted by any visible column and each of the columns has a filter. The number of pay pools and employees in the DPAT are displayed in cells B1 and B2 respectively.

When data is imported from an HRMS extract file, no payout information is visible on the **Data** worksheet (because this information is not contained in the extract file). The payout columns (columns AR through CW) are permanently hidden. Instead, the objective and element rating columns (columns EG through EV) are visible at the far right side of the worksheet so that Reviewing Officials or Performance Management PRAs may view individual element and objective ratings in a spreadsheet format. The **Data** worksheet contains space for 10 objectives for each employee; however since most employees have five or fewer objectives, an administrator may wish to hide the extra objective rating columns. Additionally, the user may wish to sort or filter the data in the DPAT by Rating Official (column AG), Reviewing Official (column AH), or others when looking at element and/or objective ratings.

Using the Wildcard Columns and Generating Custom Stats and Charts

Wildcard columns in the **Data** worksheet are open columns that are used for a variety of purposes. If wildcard data exists in the imported files, it will be available in the DPAT. These columns can be used to define sub-sets of the data (e.g., geographic locations, divisions, teams, or departments) in four of the generated **Wildcards** and three of the generated charts worksheets within the tool.

To select the wildcard columns used throughout the application:

3. Select **Run Statistics**.

You can also remove any previous statistics generated by the Wildcard columns.

Example: Consider a Pay Pool PRA that oversees two pay pools that have employees working in three areas in the US – San Antonio, Washington DC, and San Diego. The application can generate a variety of statistics comparing employees from each of those areas.

To accomplish this, the user first enters the appropriate data into a Wildcard column (as seen in the example below). In this example, the user has also renamed the Wildcard 1 column by typing “Area” into the green header cell at the top of the Wildcard 1 column.

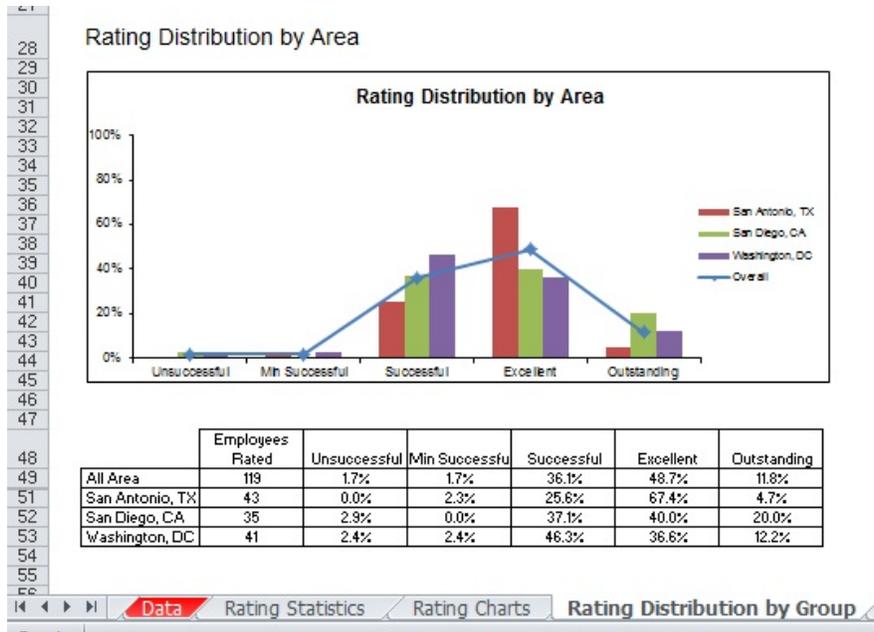
Paypools: 2		Rating Section		Mean:	Mean:	Mean:	Mean:			
Employees: 125				3.67	3.65	3.67	3.7			
Last Name	First Name	Rating Official	Reviewing Official	Area	Objective Rating	Element Rating	Overall Mean Rating	Rating of Record	Rating Description	Wildcard
Becquerel	Antoine-Henri	Lou Gehrig	Kirstie Alley	Washington, DC	4.5	3.2	3.8	4	Excellent	
Newcomen	Thomas	Hank Greenberg	Daryl Hannah	Washington, DC	3.6	3.0	3.3	3	Successful	
Einstein	Albert	Lou Gehrig	Kirstie Alley	Washington, DC	3.2	3.8	3.4	3	Successful	
Berners-Lee	Tim	Jimmie Fox	Daryl Hannah	Washington, DC	3.4	3.2	3.3	3	Successful	
Gauss	Carl	Jimmie Fox	Kirstie Alley	San Diego, CA	4.6	4.5	4.6	5	Outstanding	
Newton	Isaac	Lou Gehrig	Daryl Hannah	San Antonio, TX	4.0	4.2	4.1	4	Excellent	
Watt	James	Hank Greenberg	Daryl Hannah	San Antonio, TX	3.5	4.5	4.0	4	Excellent	
Ehrlich	Paul	Hank Greenberg	Daryl Hannah	San Antonio, TX	2.8	2.8	2.8	3	Successful	
Harvey	William	Hank Greenberg	Daryl Hannah	Washington, DC	2.9	3.3	3.1	3	Successful	
Babbage	Charles	Lou Gehrig	Kirstie Alley	San Diego, CA	4.0	4.2	4.1	4	Excellent	
Gallei	Galleo			San Diego, CA				0	No Rating	
Helmont	Johann	Hank Greenberg	Daryl Hannah	San Diego, CA	2.9	3.3	3.1	3	Successful	
Wright	Orville	Jimmie Fox	Daryl Hannah	San Antonio, TX	4.6	4.5	4.6	5	Outstanding	
Goddard	Robert	Hank Greenberg	Daryl Hannah	Washington, DC	0.8	2.8	1.8	1	Unacceptable	
Morgan	Thomas	Hank Greenberg	Daryl Hannah	San Antonio, TX	3.6	3.8	3.7	4	Excellent	
Volta	Alessandro	Hank Greenberg	Kirstie Alley	San Antonio, TX	2.8	2.7	2.7	3	Successful	
Grothendieck	Alexander	Lou Gehrig	Kirstie Alley	San Antonio, TX	4.5	3.2	3.8	4	Excellent	
Riemann	Bernhard	Jimmie Fox	Kirstie Alley	San Diego, CA	4.2	3.5	3.9	4	Excellent	
Pascal	Blaise	Hank Greenberg	Kirstie Alley	Washington, DC	2.8	2.7	2.7	3	Successful	
Darwin	Charles	Lou Gehrig	Kirstie Alley	San Diego, CA	4.0	5.0	4.4	4	Excellent	
Fahrenheit	Daniel	Jimmie Fox	Kirstie Alley	Washington, DC	3.5	4.0	3.8	4	Excellent	

Example of Data Entry in Wildcard 1

Next, the user selects the *Wildcard Stats* button from the custom toolbar, chooses the appropriate wildcard column (in this example, Wildcard 1), and selects *Run Statistics*. The DPAT will automatically generate the statistics by the groupings identified in Wildcard 1 (example below). Note that the new name for Wildcard 1, “Area”, appears in the list of Wildcard columns in the Wildcard Selection interface.

Using Wildcard Stats Button to Select Wildcard 1

The example below, a rating distribution by wildcard, is only one of the many statistical graphs generated by the tool. Other statistics that capture wildcard data include: ratings statistics; salary increase statistics; bonus statistics; net draw.



Sample Graph Generated from Wildcard Data

Rating Statistics Worksheet

NEW: There are no new features in the **Rating Statistics** worksheet in 2018.

The **Rating Statistics** worksheet includes breakout by pay plan/grade combination.

The **Rating Statistics** worksheet is available regardless of whether data is imported into the DPAT from an HRMS extract file or a CWB spreadsheet/export file, and for both NGA and non-NGA pay pools.

The **Rating Statistics** worksheet displays the mean objective rating, mean element rating, mean overall rating, standard deviation, number of employees, number of employees rated, and the rating distributions by group. The statistics review data by pay pool, work level / work category, work category/work level, work role, occ series, rating official, reviewing official, organization, and wildcard.

To simplify the list of rating group breakouts displayed on the **Rating Statistics** worksheet, click the **Display Options** button in the top left corner of the page and choose which breakouts you want to see in the pop-up interface. You can also modify the sorting of these groupings using the same interface (statistics can be sorted in ascending or descending order). Click **Apply** once you have set which breakouts and sorts you would like to view. Note that the **Display Options** button only affects the **Rating Statistics** page.

The screenshot shows the 'Rating Statistics' worksheet with a 'Display Options' dialog box overlaid. The dialog box has a 'View All' checkbox and a 'Sort' section. Under 'View All', there are checkboxes for 'Pay Pool', 'Pay Band', 'Work Cat', 'Work Role', 'Occ Series', 'Rating Official', 'Review Official', 'Org ID 1', 'Org ID 2', and 'Wildcard'. The 'Sort' section has a 'Sort All By' dropdown and individual dropdowns for each selected category. The 'Rating Official' dropdown is currently open, showing options: 'Rating', 'Not Used', 'AlphaNumeric', 'Rating', 'Standard Deviation', and 'Number of Employees'. At the bottom of the dialog, there are radio buttons for 'Ascending' and 'Descending' sorting, and 'Apply' and 'Close' buttons.

	Mean Objective Rating	Element Rating
Entire Population	3.67	
Pay Pool		
PP005	3.63	
NV15000158	3.74	
Band/Grade		
3	4.00	
7	2.90	
9	3.80	
11	3.52	
12	3.61	
13	3.59	
14	3.81	
15	3.84	
Work Category		
P	3.68	3.65
	3.67	0.64
		108

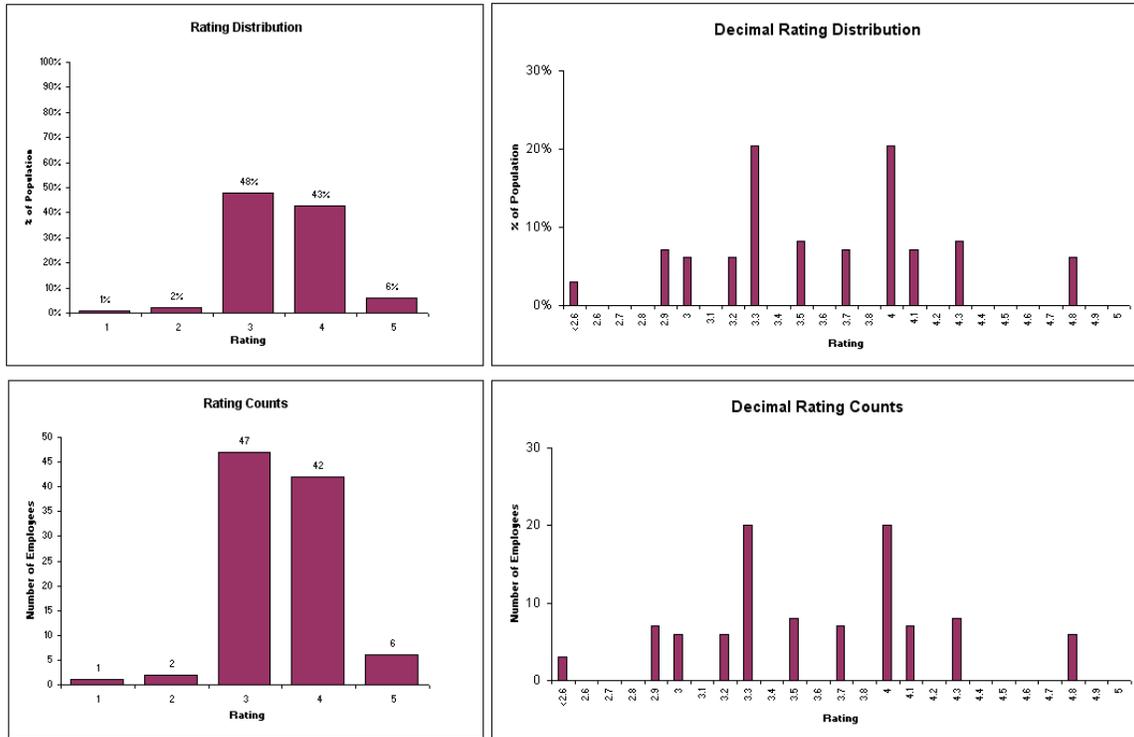
Display Options on the Rating Statistics worksheet

Rating Charts Worksheet

NEW: There are no new features on the **Rating Charts** worksheet in 2018.

The **Rating Charts** worksheet is available regardless of whether data is imported into the DPAT from an HRMS extract file or a CWB spreadsheet/export file, and for both NGA and non-NGA pay pools.

The **Rating Charts** worksheet provides bar charts showing the rating distribution of all the employees in the **Data** worksheet with a rating. **Charts on this page are aggregated across pay pools.** The top left chart shows the percentage distribution by Evaluation of Record, and the top right chart show the percentage distribution by Overall Rating. The bottom left chart shows the count of employees by Evaluation of Record, and the bottom right chart shows the count of employees by the Overall Rating.



Rating Charts Worksheet

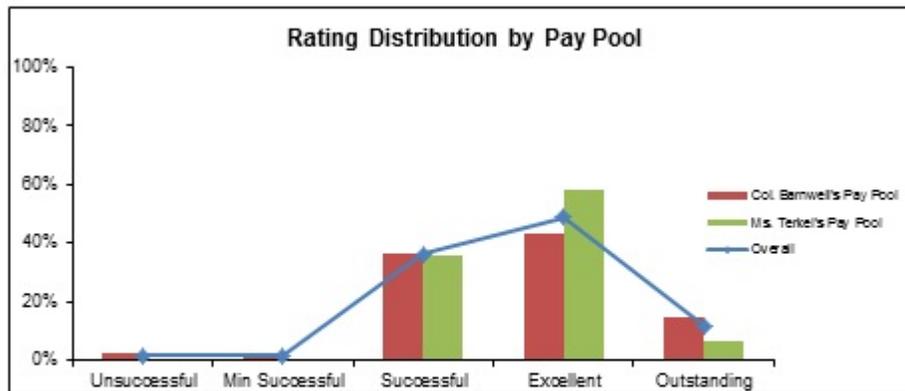
Rating Distribution by Group Worksheet

NEW: There are no new features on the **Rating Distribution by Group** worksheet in 2018.

The **Rating Distribution by Group** worksheet is available regardless of whether data is imported into the DPAT from an HRMS extract file or a CWB spreadsheet/export file, and for both NGA and non-NGA pay pools.

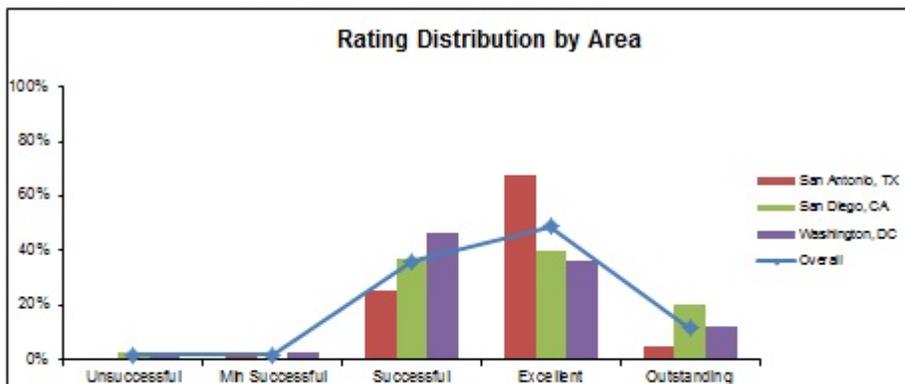
The **Rating Distribution by Group** worksheet provides two bar charts showing the rating distribution by pay pool and Wildcard grouping. The top chart shows the rating distribution by pay pool and the bottom chart shows the distribution by the selected Wildcard grouping (empty if no grouping is selected from the **Wildcard Stats** button). A trend line shows the average across the groupings in both charts.

Rating Distribution by Pay Pool



	Employees Rated	Unsuccessful	Min Successful	Successful	Excellent	Outstanding
Overall	119	1.7%	1.7%	36.1%	48.7%	11.8%
Col. Barnwell's P	74	2.7%	2.7%	36.5%	43.2%	14.9%
Ms. Terkel's Pay	45	0.0%	0.0%	35.6%	57.8%	6.7%

Rating Distribution by Area



	Employees Rated	Unsuccessful	Min Successful	Successful	Excellent	Outstanding
All Area	119	1.7%	1.7%	36.1%	48.7%	11.8%
San Antonio, TX	43	0.0%	2.3%	25.6%	67.4%	4.7%
San Diego, CA	35	2.9%	0.0%	37.1%	40.0%	20.0%
Washington, DC	41	2.4%	2.4%	46.3%	36.6%	12.2%

Rating Distributions by Group

Payout Statistics Worksheet

This worksheet is only available when data is imported from CWB spreadsheets or CWB export files.

NEW: There are no new features on the **Payout Statistics** worksheet in 2018.

The **Payout Statistics** worksheet provides the following data for each individual pay pool as well as averages across all the pools in the DPAT. The salary increase portions of this worksheet are hidden when the user imports non-NGA pay pool data. The payout values include only employees that are rated.

- Analyzed Population Counts
- Mean Rating
- Share Value for Salary and Bonus
- Salary Increase (\$) – Non-zero minimum, Mean, Median, and Maximum
- Salary Increase (% of Base Pay) – Non-zero minimum, Mean, Median, and Maximum
- Bonus (\$) – Non-zero minimum, Mean, Median, and Maximum
- Bonus (% of Midpoint) – Non-zero minimum, Mean, Median, and Maximum

	Overall	Col. Bartwell's Pay Pool	Ms. Terkel's Pay Pool
Analyzed Population	119	74	45
Mean Rating	3.67	3.64	3.72
Share Value Bonus	1.5146%	1.3570%	1.7675%
Bonus \$			
Min (non-zero)	\$435	\$435	\$1,310
Mean	\$2,028	\$1,954	\$2,168
Median	\$1,935	\$1,736	\$2,057
Max	\$5,055	\$5,055	\$4,479
Bonus % of Midpoint			
Min (non-zero)	1.23%	1.23%	1.77%
Mean	2.33%	2.20%	2.58%
Median	2.14%	1.80%	2.35%
Max	4.29%	4.29%	3.80%

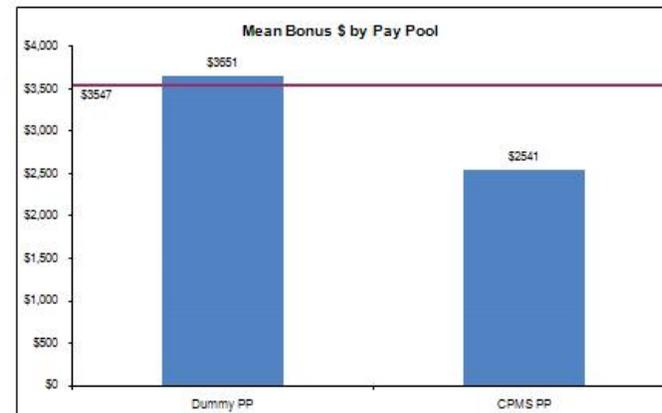
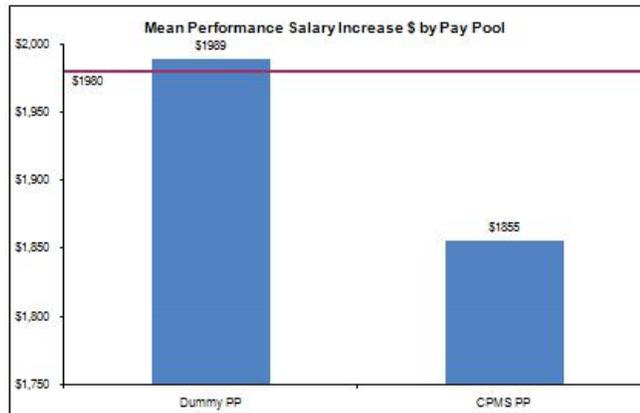
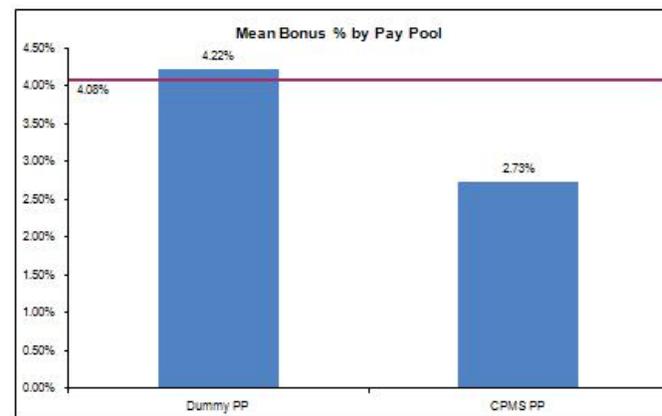
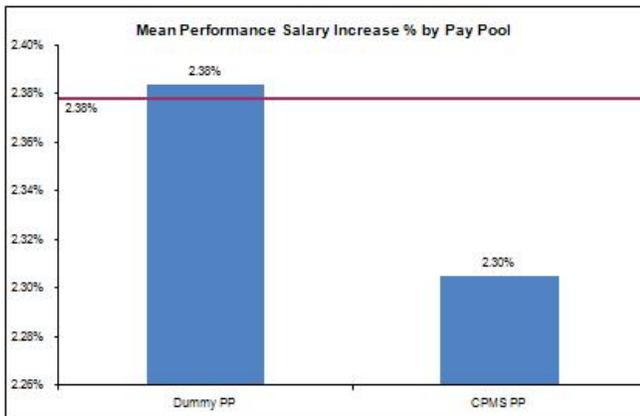
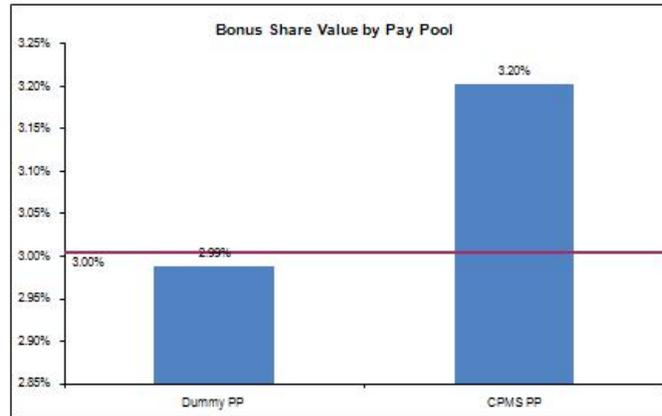
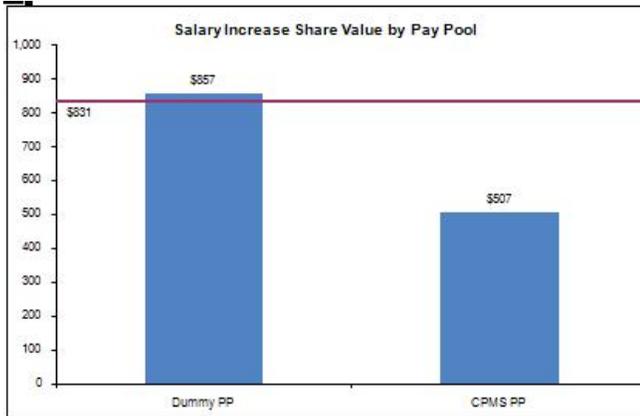
Payout Statistics Worksheet – non-NGA pay pool view

Payout Charts Worksheet

This worksheet is only available when data is imported from CWB spreadsheets or CWB export files.

NEW: There are no new features on the **Payout Charts** worksheet in 2018.

The **Payout Charts** worksheet provides bar charts showing the salary increase share value by pay pool, bonus share value by pay pool, mean salary increase percentage by pay pool, mean salary increase dollar amount by pay pool, mean bonus increase percentage by pay pool, and mean bonus increase dollar amount by pay pool. The salary increase portions of this worksheet are hidden when the user imports non-NGA pay pool data.



Payout Charts Worksheet – NGA pay pool view

Salary Increase Statistics by Group Worksheet (NGA ONLY)

This worksheet is only available when data is imported from CWB spreadsheets or CWB export files.

NEW: There are no new features on the **Salary Increase Statistics by Group** worksheet in 2018.

The **Salary Increase Stats by Group** worksheet includes a *Display Options* button with the same functionality as the one on the **Rating Statistics** worksheet.

The **Salary Increase Stats by Group** worksheet provides salary increase statistics by pay pool, work level / work category, rating, work category/work level, work role, occ series, rating official, reviewing official, organization and wildcard.

<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;"> Display Options </div> <div> <h3 style="margin: 0;">Salary Increase Statistics by Group</h3> <p style="margin: 0; font-size: small;">Only includes employees that are rated and Salary Increase Eligible</p> </div> </div>									
	Number Analyzed for Salary Increase	Mean Overall Rating	Mean Starting Salary \$	Mean Salary Increase \$	Mean Salary Increase %	Minimum Salary Increase \$	Minimum Salary Increase %	Maximum Salary Increase \$	Maximum Salary Increase %
Entire Population:	79	3.64	\$82,201	\$1,937	2.42%	\$230	0.36%	\$5,215	6.79%
Pay Pool									
PP005	79	3.64	\$82,201	\$1,937	2.42%	\$230	0.36%	\$5,215	6.79%
Pay Band									
IA01	2	3.45	\$34,413	\$622	1.95%	\$327	0.84%	\$916	3.05%
IA02	9	3.48	\$44,205	\$1,189	2.85%	\$230	0.55%	\$2,610	6.79%
IA03	28	3.53	\$74,638	\$1,607	2.25%	\$316	0.36%	\$2,991	4.85%
IA04	29	3.81	\$97,384	\$2,424	2.52%	\$588	0.64%	\$4,874	5.27%
IA05	5	3.70	\$120,588	\$2,914	2.49%	\$680	0.54%	\$5,215	4.54%
Police Pay Band									
PI02	1	4.30	\$64,764	\$1,056	1.63%	\$1,056	1.63%	\$1,056	1.63%
PI04	1	3.80	\$63,572	\$1,874	2.95%	\$1,874	2.95%	\$1,874	2.95%
PI06	1	2.80	\$94,835	\$448	0.47%	\$448	0.47%	\$448	0.47%
PI07	1	2.70	\$79,310	\$444	0.56%	\$444	0.56%	\$444	0.56%
PI08	1	4.40	\$98,256	\$3,984	4.05%	\$3,984	4.05%	\$3,984	4.05%
PI09	1	3.80	\$109,557	\$3,383	3.09%	\$3,383	3.09%	\$3,383	3.09%
Rating									
1	2	1.80	\$46,175	\$0	0.00%	\$0	0.00%	\$0	0.00%
2	2	2.45	\$80,474	\$0	0.00%	\$0	0.00%	\$0	0.00%
3	28	3.08	\$81,587	\$1,001	1.29%	\$230	0.36%	\$2,137	4.05%
4	36	3.92	\$82,908	\$2,337	2.93%	\$908	1.53%	\$3,984	4.85%
5	11	4.72	\$88,319	\$3,713	4.47%	\$2,504	2.65%	\$5,215	6.79%
Work Category/Level									
Other	79	3.64	\$82,201	\$1,937	2.42%	\$230	0.36%	\$5,215	6.79%

Salary Increase Stats by Group Worksheet

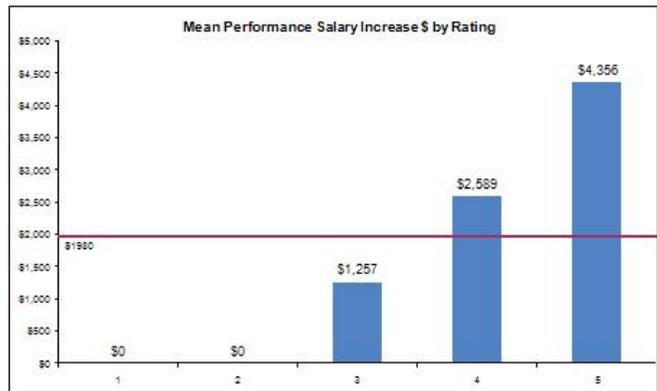
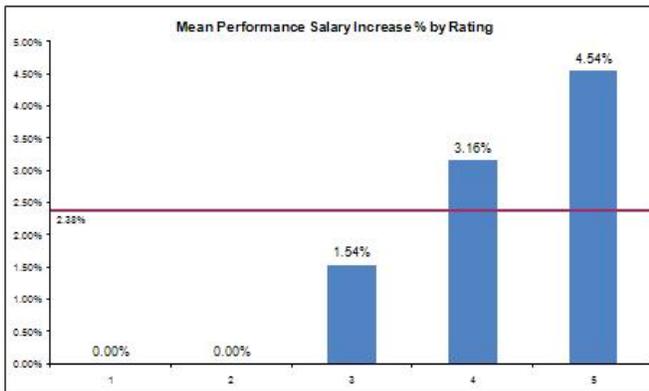
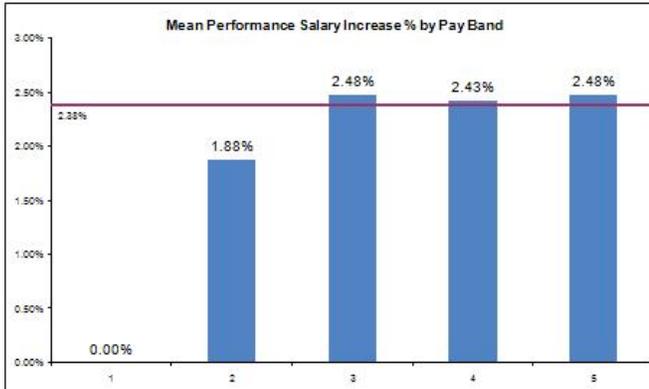
Salary Increase Charts by Group Worksheet (NGA ONLY)

This worksheet is only available when data is imported from CWB spreadsheets or CWB export files.

NEW: There are no new features on the **Salary Increase Charts by Group** worksheet in 2018.

The **Salary Increase Charts by Group** worksheet provides charts of the data provided in the **Salary Increase Stats by Group** worksheet. Note: not all available charts on this worksheet are shown here.

Performance Based Salary Increases. No Salary Floor \$ is included.



Salary Increase Charts by Group Worksheet

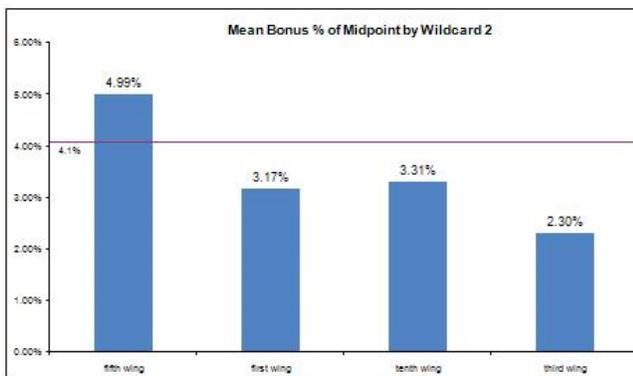
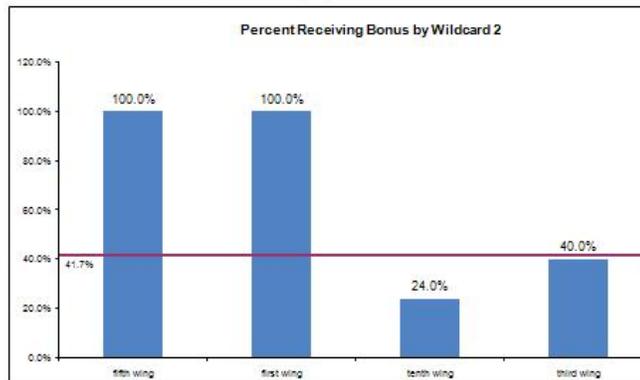
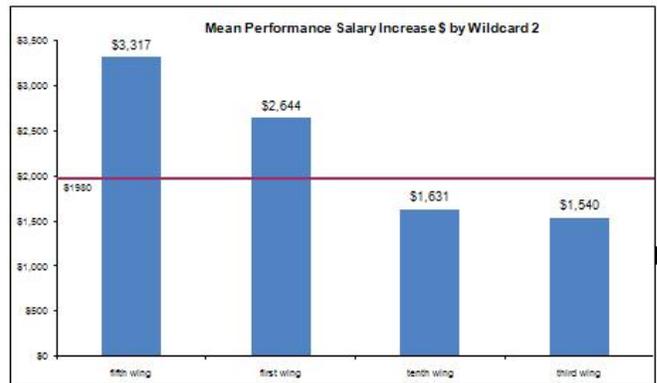
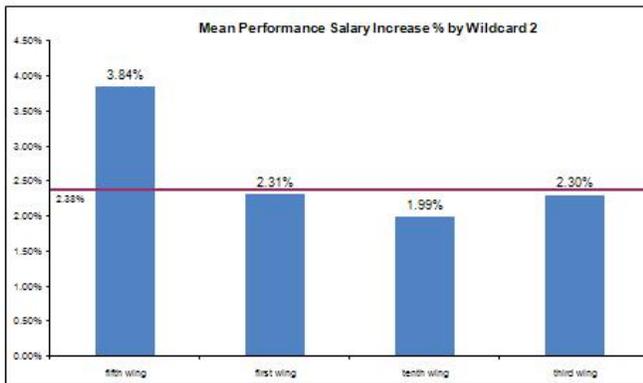
Salary-Bonus Charts by Wildcard Worksheet

This worksheet is only available when data is imported from CWB spreadsheets or CWB export files.

NEW: There are no new features on the **Salary-Bonus Charts by Wildcard** worksheet in 2018.

The **Salary-Bonus Charts by Wildcard** worksheet provides charts of the wildcard groupings data provided in all relevant worksheets. Charts by wildcard include: mean salary increase percentage; mean salary increase in dollar amount; percent receiving bonus; mean bonus percentage; and mean bonus in dollar amount. The salary increase portions of this worksheet are hidden when the user imports non-NGA pay pool data.

Performance Based Salary Increases. No Salary Floor \$ is included.



Salary-Bonus Charts by Wildcard Worksheet – NGA pay pool view

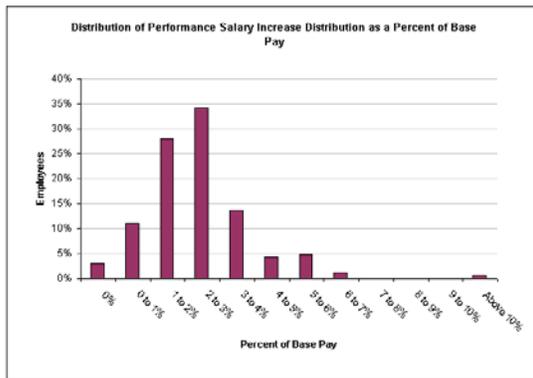
Salary Increase Charts Worksheet (NGA ONLY)

This worksheet is only available when data is imported from CWB spreadsheets or CWB export files.

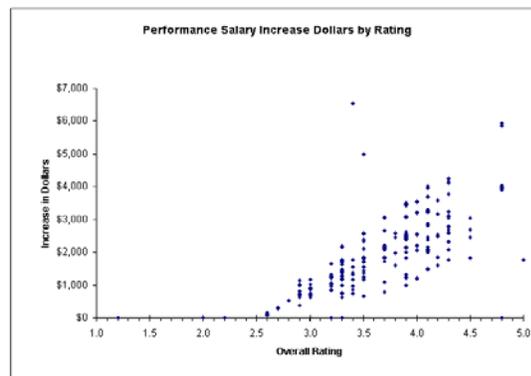
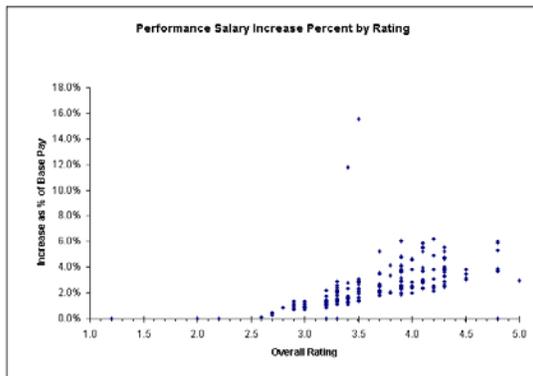
NEW: There are no new features on the **Salary Increase Charts** worksheet in 2018.

The **Salary Increase Charts** worksheet displays the performance salary increase distribution as a percentage of base pay, the salary increase as a percentage of base pay, and the correlation between performance rating and the performance salary increase in dollar amount.

The scatter plots can be filtered by filtering in the **Data** worksheet.



Scatterplots reflect only visible rows in the Data tab. If filters have been applied, the corresponding data will not be visible in the scatterplot.



Salary Increase Charts Worksheet

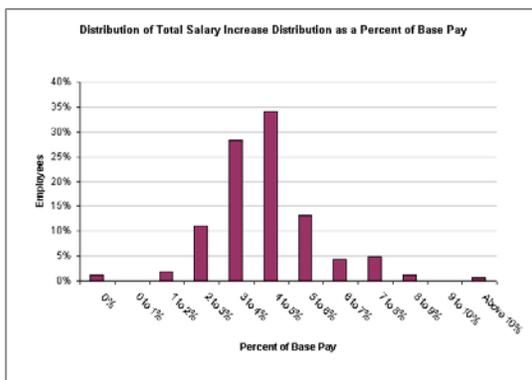
Total Salary Increase Charts Worksheet (NGA ONLY)

This worksheet is only available when data is imported from CWB spreadsheets or CWB export files.

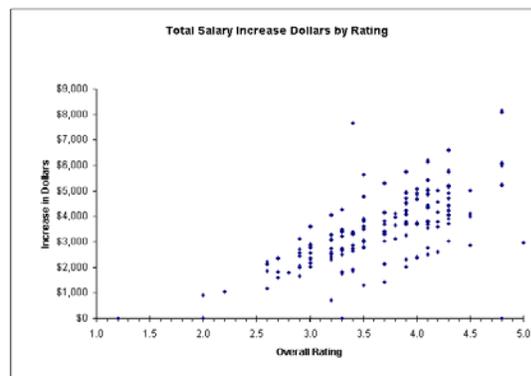
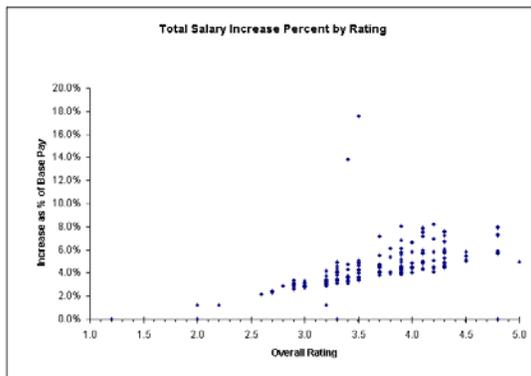
NEW: There are no new features on the **Total Salary Increase Charts** worksheet in 2018.

The **Total Salary Increase Charts** worksheet displays the total salary increase distribution as a percentage of base pay, the salary increase as a percentage of base pay, and the correlation between performance rating and the total salary increase in dollar amount. The charts on this worksheet differ from those on the **Salary Increase Charts** worksheet in that the charts on this worksheet take the floor increase and increases to LMS into account.

The scatter plots can be filtered by filtering in the **Data** worksheet.



Scatterplots reflect only visible rows in the Data tab. If filters have been applied, the corresponding data will not be visible in the scatterplot.



Total Salary Increase Charts Worksheet

Bonus Statistics by Group Worksheet

This worksheet is only available when data is imported from CWB spreadsheets or CWB export files.

NEW: There are no new features on the **Bonus Statistics by Group** worksheet in 2018.

The **Bonus Stats by Group** worksheet includes a *Display Options* button with the same functionality as the one on the **Rating Statistics** worksheet.

The **Bonus Stats by Group** worksheet provides bonus statistics by pay pool, work level / work category, rating, work category/work level, work role, occ series, rating official, reviewing official, organization, work location, and wildcard.

<div style="display: flex; align-items: center;"> <div style="border: 1px solid gray; padding: 5px; margin-right: 10px;">Display Options</div> <h3 style="margin: 0;">Bonus Statistics by Group</h3> </div>								
	Number Eligible for Bonus	Number Receiving Bonus	% Receiving Bonus	Min Bonus \$	Max Bonus \$	Mean Bonus \$	Mean % of Midpoint	% Receiving DQI or SQI
Entire Population:	80	49	61.3%	\$368	\$3,400	\$1,357	1.61%	0.00%
Pay Pool								
PP005	80	49	61.3%	\$368	\$3,400	\$1,357	1.61%	0.00%
Pay Band								
IA01	2	1	50.0%	\$368	\$368	\$368	1.12%	0.00%
IA02	9	5	55.6%	\$457	\$1,193	\$816	1.66%	0.00%
IA03	28	17	60.7%	\$638	\$1,833	\$1,081	1.43%	0.00%
IA04	29	19	65.5%	\$807	\$3,400	\$1,694	1.77%	0.00%
IA05	6	3	50.0%	\$1,635	\$2,916	\$2,116	1.76%	0.00%
Police Pay Band								
PI02	1	1	100.0%	\$996	\$996	\$996	1.82%	0.00%
PI04	1	1	100.0%	\$766	\$766	\$766	1.12%	0.00%
PI06	1							0.00%
PI07	1							0.00%
PI08	1	1	100.0%	\$2,047	\$2,047	\$2,047	2.00%	0.00%
PI09	1	1	100.0%	\$1,351	\$1,351	\$1,351	1.12%	0.00%
Rating								
1	2							0.00%
2	2							0.00%
3	29	2	6.9%	\$638	\$807	\$723	0.84%	0.00%
4	36	36	100.0%	\$368	\$2,047	\$1,079	1.30%	0.00%
5	11	11	100.0%	\$1,193	\$3,400	\$2,385	2.74%	0.00%
Work Category/Level								
Other	72	44	60.2%	\$368	\$3,400	\$1,326	1.50%	0.00%

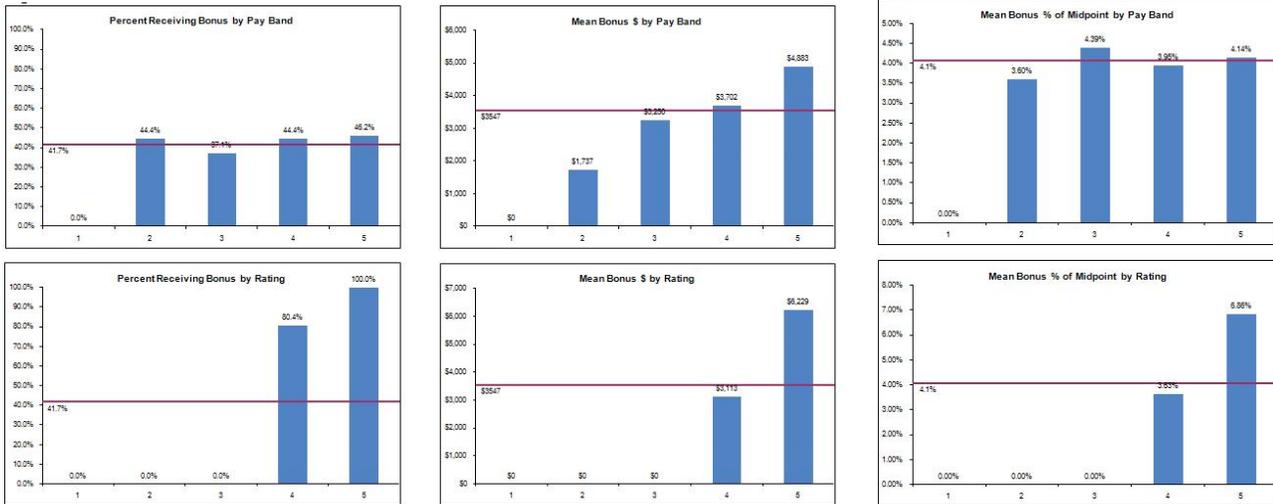
Bonus Stats by Group Worksheet – NGA pay pool view

Bonus Charts by Group Worksheet

This worksheet is only available when data is imported from CWB spreadsheets or CWB export files.

NEW: There are no new features on the **Bonus Charts by Group** worksheet in 2018.

The **Bonus Charts by Group** worksheet provides charts of the data provided in the **Bonus Stats by Group** worksheet. Note: not all available charts on this worksheet are shown here.



Bonus Charts by Group Worksheet

Bonus Charts Worksheet

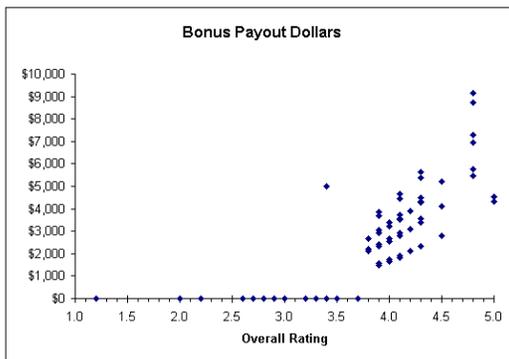
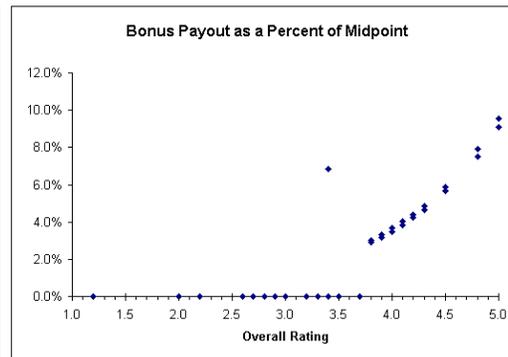
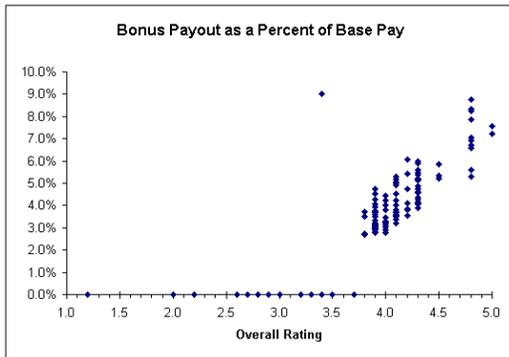
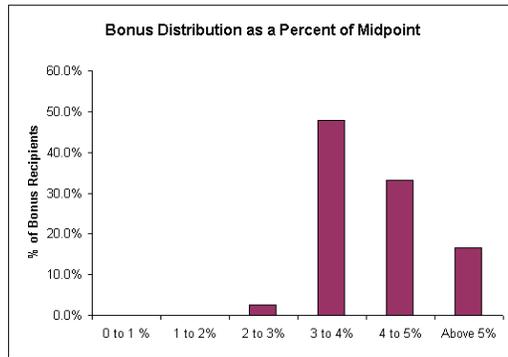
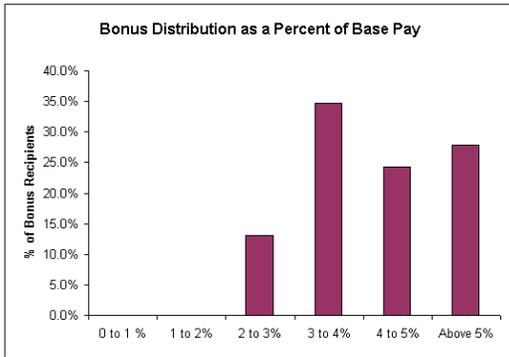
This worksheet is only available when data is imported from CWB spreadsheets or CWB export files.

NEW: There are no new features on the **Bonus Charts** worksheet in

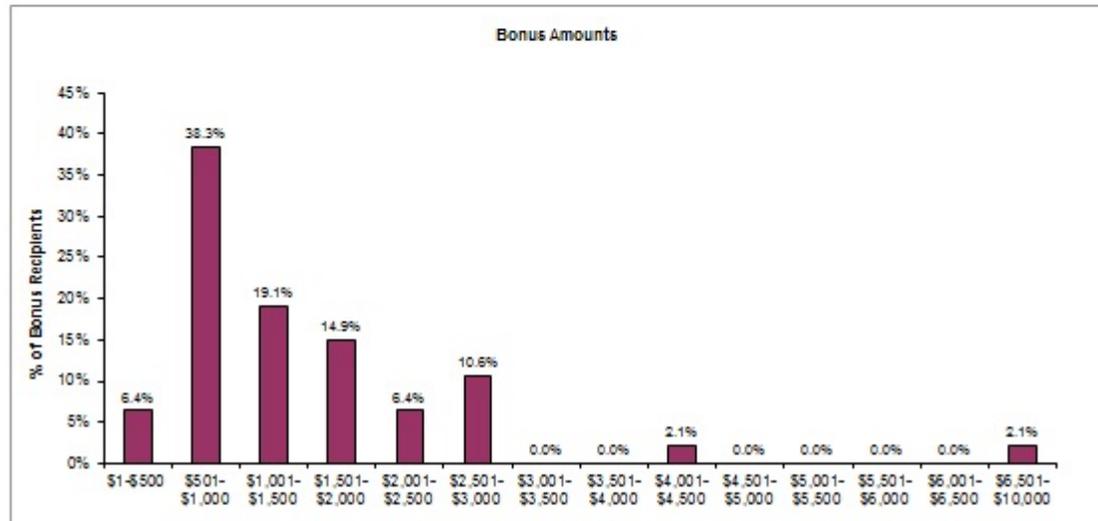
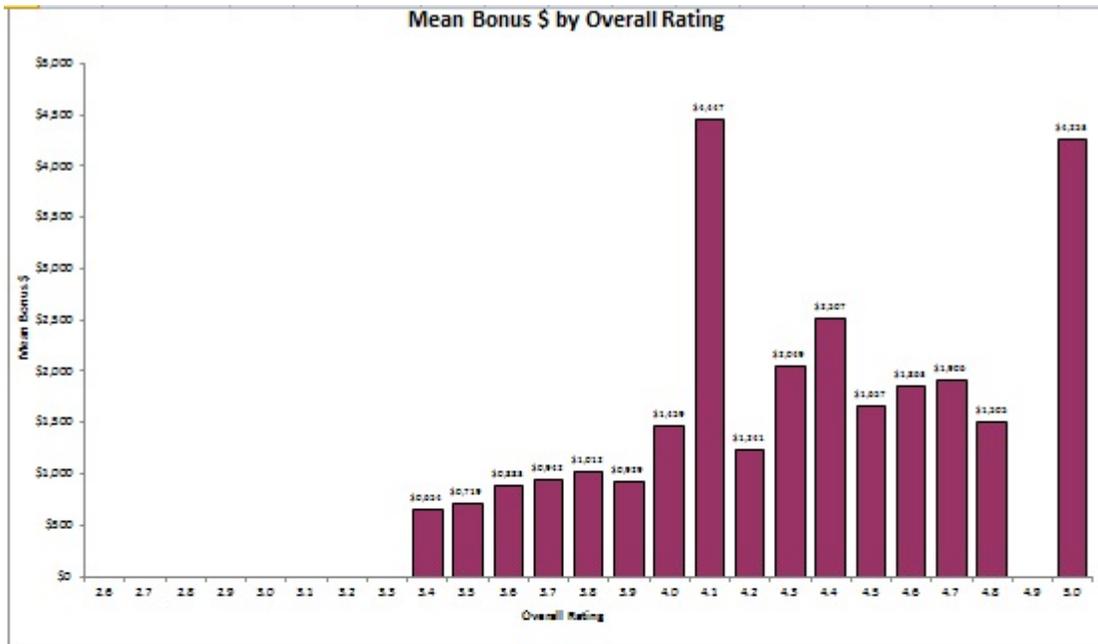
The Bonus Charts worksheet provides charts of pay pool data. Charts display the following: the bonus distribution as a percentage of base pay; the bonus distribution as a percentage of midpoint; the bonus amount as a percentage of base pay; the bonus amount as a percentage of midpoint; the correlation between performance rating and the bonus in dollar amount, and mean bonus \$ by overall rating (not shown here). The final chart on the worksheet is a bonus distribution chart that breaks out bonus dollar amounts into

\$500 gross
actual base
\$4,372, that
all be included
the exam
The scatter

will
be in



Scatterplots reflect only visible rows in the Data tab. If filters have been applied, the corresponding data will not be visible in the scatterplot.



Bonus Charts Worksheet (bottom)

Funding Statistics Worksheet

This worksheet is only available when data is imported from CWB spreadsheets or CWB export files.

NEW: There are no new features on the **Funding Statistics** worksheet in 2018.

The **Funding Statistics** worksheet provides statistics on pay pool funding, including both the salary and the bonus budgets, the funds allocated for each, and the difference between the funds budgeted and the funds actually allocated. Funding statistics note the total number of employees, the number contributing to salary and bonus funds, the number of employees rated, and the number of employees receiving a payout and/or a bonus. The salary increase portions of this worksheet are hidden when the user imports non-NGA pay pool data. Note: entire worksheet is not shown here.

1 Funding Statistics				
		Overall	Cal. Basewell's Pay Pool	Md. Target's Pay Pool
2				
3				
4				
5	Total Number of Employees	125	77	48
6	- Rated Employees	119	74	45
8	- Contributed to Bonus Fund	119	74	45
10	- Employees receiving a Bonus	51	33	18
37	Bonus Budget			
38				
39	Sum of Base Salary Used in Funding Calculation	\$10,550,671	\$6,646,889	\$3,903,782
40	Sum of Adjusted Basic Pay Used in Funding Calculation	\$12,542,393	\$7,720,979	\$4,821,414
41	Method Used to Calculate Bonus Fund		Adjusted	Basepay
42				
43	Bonus Funding (\$)	\$108,527	\$69,489	\$39,038
44	- Organization Withhold/Reserve (\$)	\$0	\$0	\$0
45	+ Additional Bonus Funding (\$)	\$0	\$0	\$0
46	Total Bonus Funding (\$)	\$108,527	\$69,489	\$39,038
47	- Adjustment Bonus Funding (\$)	\$0	\$0	\$0
48				
49	Bonus Funding (% of Base Salary)	1.029%	1.045%	1.000%
50	Bonus Funding (% of Adjusted Basic Pay)	0.865%	0.900%	0.810%
51	- Organization Withhold/Reserve (%)	0.000%	0.000%	0.000%
52	+ Additional Bonus Funding (%)	0.000%	0.000%	0.000%
53	Total Bonus Funding (% of Base Salary)	1.029%	1.045%	1.000%
54	Total Bonus Funding (% of Adjusted Basic Pay)	0.865%	0.900%	0.810%
55	Adjustment Bonus Funding (%)	0.000%	0.000%	0.000%
56				
57	Bonus Funding Available to Algorithm (\$)	\$108,527	\$69,489	\$39,038
58	Bonus Funding Available to Algorithm (% of Base Salary)	1.03%	1.05%	1.00%

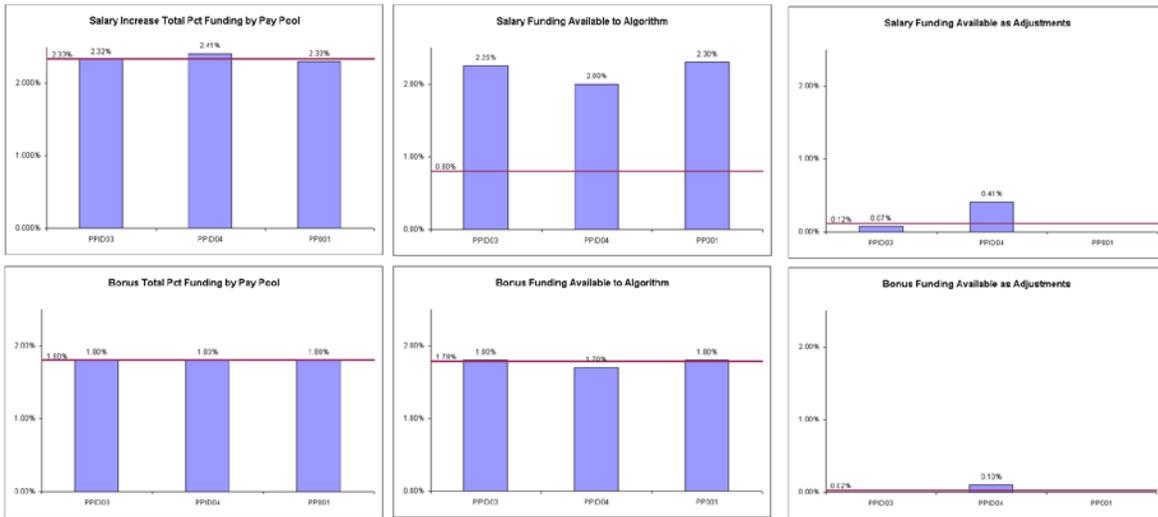
Funding Statistics Worksheet – non-NGA pay pool view

Funding Charts Worksheet

This worksheet is only available when data is imported from CWB spreadsheets or CWB export files.

NEW: There are no new features on the **Funding Charts** worksheet in 2018.

The **Funding Charts** worksheet provides bar charts showing the salary increase and bonus funding percentages for each pay pool. A trend line shows the average funding across the pay pools. The salary increase portions of this worksheet are hidden when the user imports non-NGA pay pool data.



Funding Charts Worksheet – NGA pay pool view

Net Draw Analysis Worksheet (NGA ONLY)

This worksheet is only available when data is imported from CWB spreadsheets or CWB export files.

NEW: There are no new features on the **Net Draw Analysis** worksheet in

The **Net Draw Analysis** worksheet includes a *Display Options* button with the same functionality as the one on the **Rating Statistics** worksheet. The **Net Draw Analysis** worksheet shows net draw results by career group, pay schedule, work level / work category, Wildcard, and for the entire population. Net Draw is the difference between the dollar amount an employee is awarded from the pay pool minus the dollar amount contributed to the pay pool based on the employee’s base pay all divided by the employee’s base pay.

$$\text{Net Draw \%} = (\text{Payout} - \text{Contribution}) / \text{Base Salary}$$

For example, if a pay pool’s total funding percentage is 5%, then each employee’s contribution is 5% of their base salary. The amount they take out is their payout amount. So, an employee with a base salary of \$50,000 contributes \$2,500 into the pay pool (\$50,000 x 5%). If the employee receives a payout of \$3,000, then their net draw is positive. If the employee receives a payout of \$2,000, then their net draw is negative.

Net draw is only useful when looking for patterns across groups of employees, and should not be assessed at the individual employee level.

Net Draw Analysis					
Net Draw is a measure used to compare the payouts between groups of employees. Net Draw % = (Payout – Contribution) / Base Pay					
Analyzed Population includes employees that both contribute to pay pool funds and are eligible for a payout					
	Number of Employees Analyzed	Payout	Contribution	Base Pay	Net Draw %
Entire Population:	80	\$152,989	\$153,028	\$6,653,412	-0.001%
Pay Pool					
PP005	80	\$152,989	\$153,028	\$6,653,412	-0.001%
Pay Band					
IA01	2	\$1,243	\$1,583	\$68,826	-0.494%
IA02	9	\$10,704	\$9,151	\$397,849	0.390%
IA03	28	\$44,999	\$48,067	\$2,089,858	-0.147%
IA04	29	\$70,283	\$64,955	\$2,824,144	0.189%
IA05	6	\$14,571	\$17,536	\$762,441	-0.389%
Police Pay Band					
PI02	1	\$1,056	\$1,490	\$64,764	-0.669%
PI04	1	\$1,874	\$1,462	\$63,572	0.648%
PI06	1	\$448	\$2,181	\$94,835	-1.828%
PI07	1	\$444	\$1,824	\$79,310	-1.740%
PI08	1	\$3,984	\$2,260	\$98,256	1.755%
PI09	1	\$3,383	\$2,520	\$109,557	0.788%
1	2	\$0	\$2,124	\$92,350	-2.300%
2	2	\$0	\$3,702	\$160,948	-2.300%
3	29	\$28,027	\$56,210	\$2,443,934	-1.153%
4	36	\$84,124	\$68,648	\$2,984,676	0.519%
5	11	\$40,838	\$22,345	\$971,504	1.904%
Work Category/Level					
Other -	73	\$137,724	\$130,050	\$6,045,642	-0.022%

Net Draw Analysis Worksheet

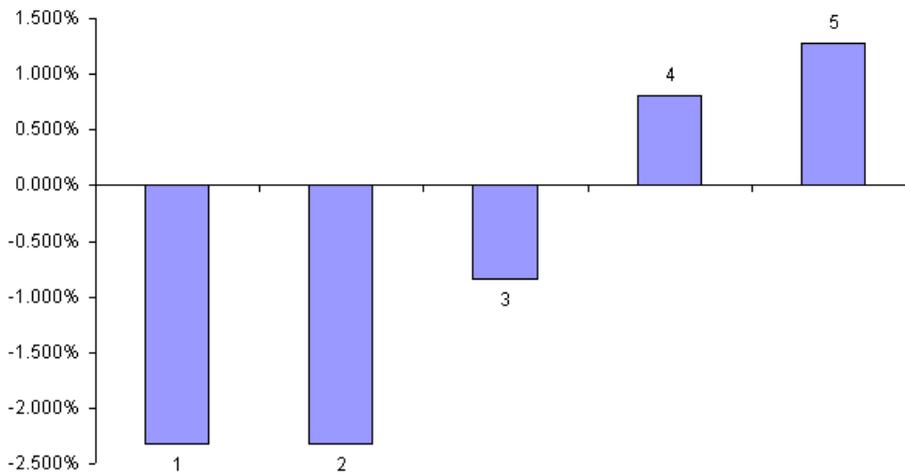
Net Draw Charts Worksheet (NGA ONLY)

This worksheet is only available when data is imported from CWB spreadsheets or CWB export files.

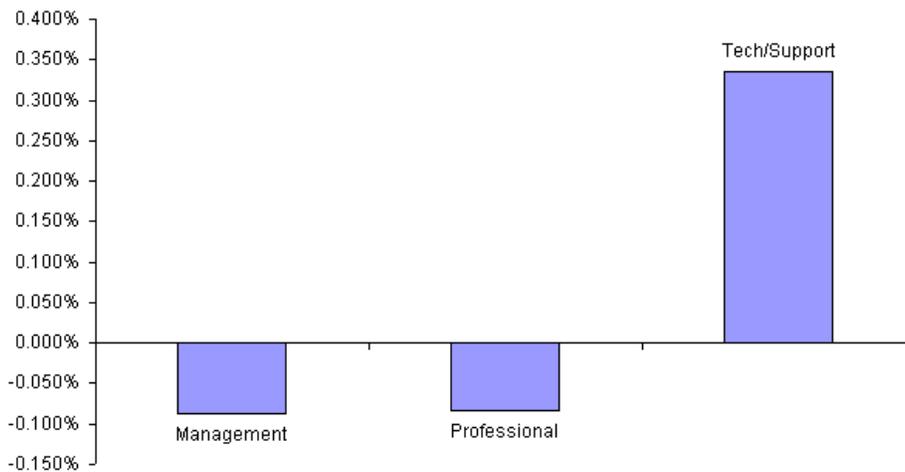
NEW: There are no new features on the **Net Draw Charts** worksheet in

The **Net Draw Charts** worksheet provides visual representation of the net draw results by work level / work category, rating, work category, work role, occupational series, rating official, reviewing official, organization, and wildcard. Groups that plot below the axis have contributed more than their payout, while the opposite is true of those groups that plot above the axis.

Net Draw by Rating



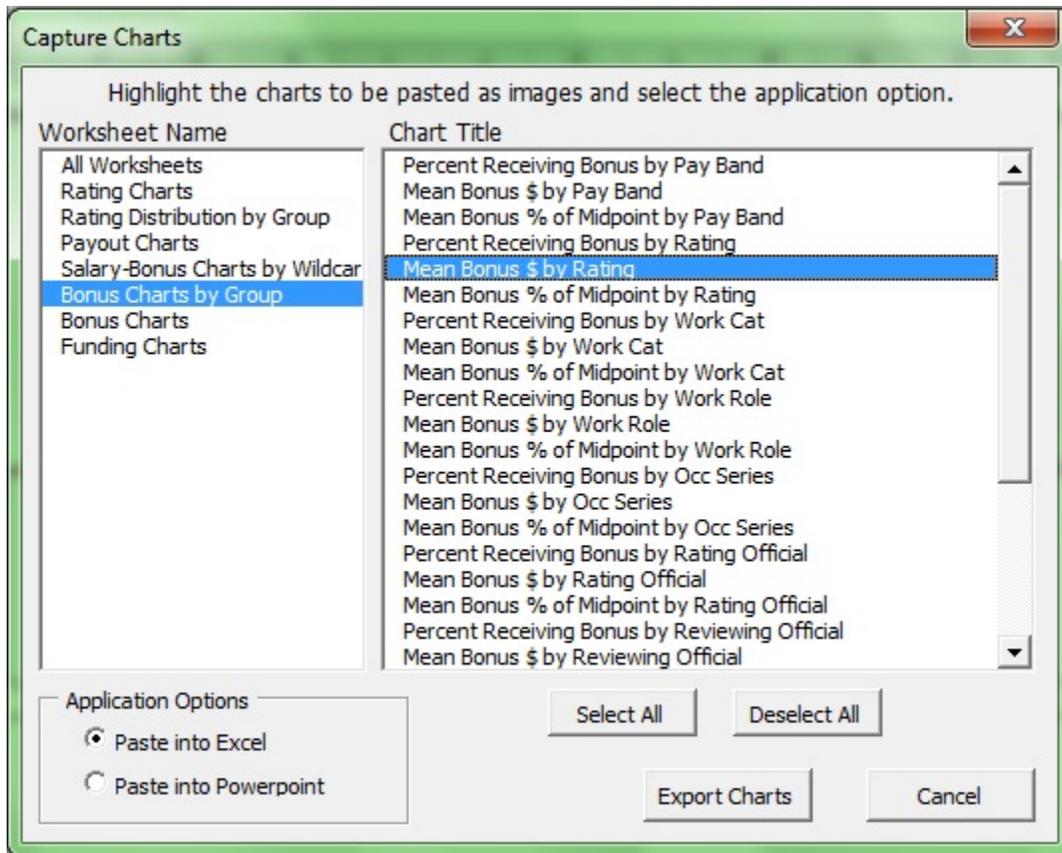
Net Draw by Work Cat



Net Draw Charts Worksheet

Capturing DPAT Charts and Exporting to PowerPoint or Excel

The *Capture Chart Images* button on the toolbar allows you to select any or all of the charts within the DPAT and automatically export them into Excel or PowerPoint. Select the chart(s) you wish to export, select either Excel or PowerPoint in bottom left-hand corner, and select the *Generate Charts* button.

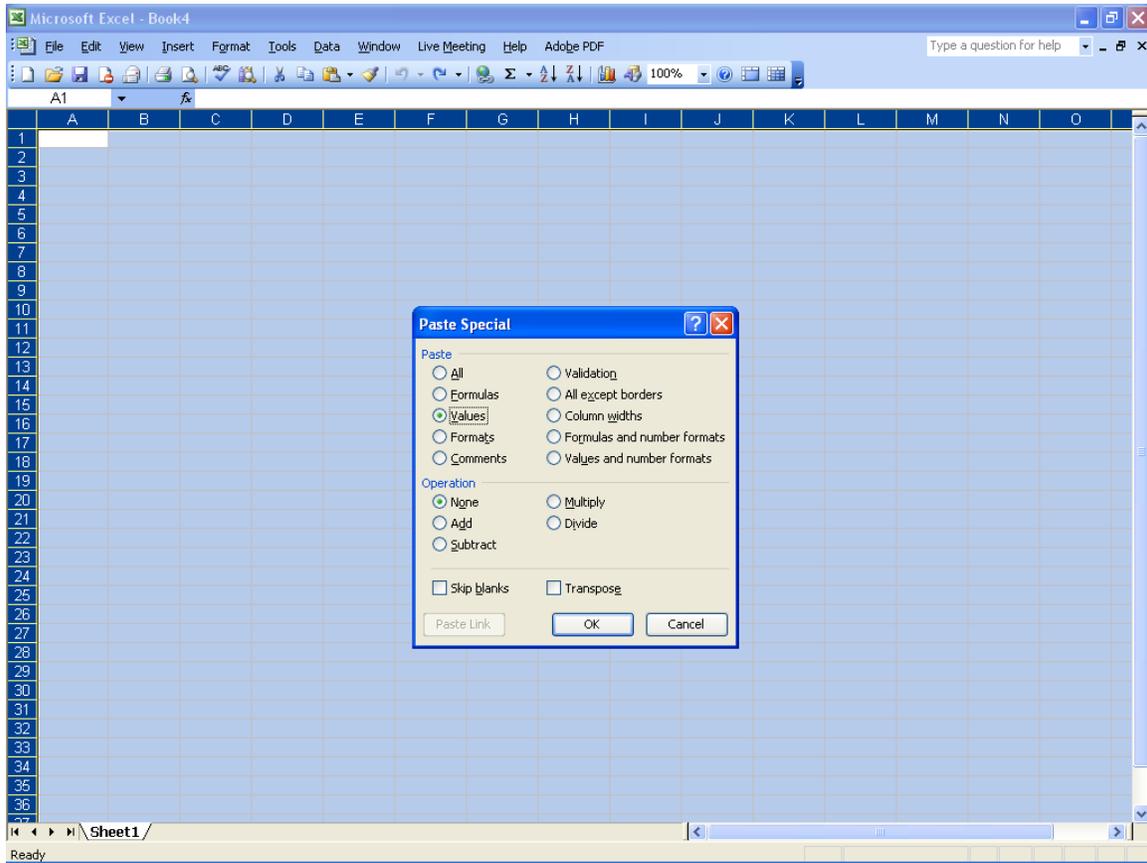


Capture Chart Images

Helpful Hints

Copying and Pasting Data from Worksheets

To copy data from the DPAT into another Excel spreadsheet, first select the cells you want to copy. Next, select *Copy* from the Edit menu. Then open the spreadsheet you want to copy the data into, and select *Paste Special* from the Edit menu. Finally, choose *Paste Values* and select OK. You may also select *Paste Special* a second time at the same location and choose *Paste Formats*. This second step will keep the data looking just as it does in the DPAT.



Pasting Data into another Excel Spreadsheet

APPENDIX 1: Definitions

Mean – is the value obtained by dividing the sum of a set of quantities by the number of quantities in the set. For example, if there are three DCIPS ratings of 3, 3, and 5, the arithmetic mean of the ratings is their sum (11) divided by the number of ratings (3), or 3.66.

Median – is the middle number in a given sequence of numbers, or the point at which half of the values are above and half below. For example, in the following set of DCIPS ratings – 3, 3, 3, 3, 3, 4, 4, 5, 5, 5, 5 – the median value is 4.

Net Draw – is the ratio of the amount of money an employee contributes to the pay pool versus how much they take out.

$$\text{Net Draw \%} = (\text{Payout} - \text{Contribution}) / \text{Base Salary}$$

For example, if a pay pool's total funding percentage is 5%, then each employee's contribution is 5% of their base salary. The amount they take out is their payout amount. So, an employee with a base salary of \$50,000 contributes \$2,500 into the pay pool (\$50,000 x 5%). If the employee receives a payout of \$3,000, then their net draw is positive. If the employee receives a payout of \$2,000, then their net draw is negative.

Wildcard – open, unprotected columns in the DPAT that are used to hold data or equations. Wildcard columns in the **Data** worksheet can be used to define sub-sets of the data (e.g., geographic locations, divisions, teams or departments) to generate statistics and charts for those groups in numerous worksheets in the application.

APPENDIX 2: Using the DPAT with Excel 2003

Enabling Macros

The DPAT is currently developed in Excel 2003 to maintain compatibility with users of previous versions of Excel. Excel 2007 and later have quite a few differences compared with previous versions. One of the most significant is enabling macros. The main part of this user guide discussed enabling macros in Excel 2007 and later. This appendix discusses enabling macros and using security settings in Excel 2003.

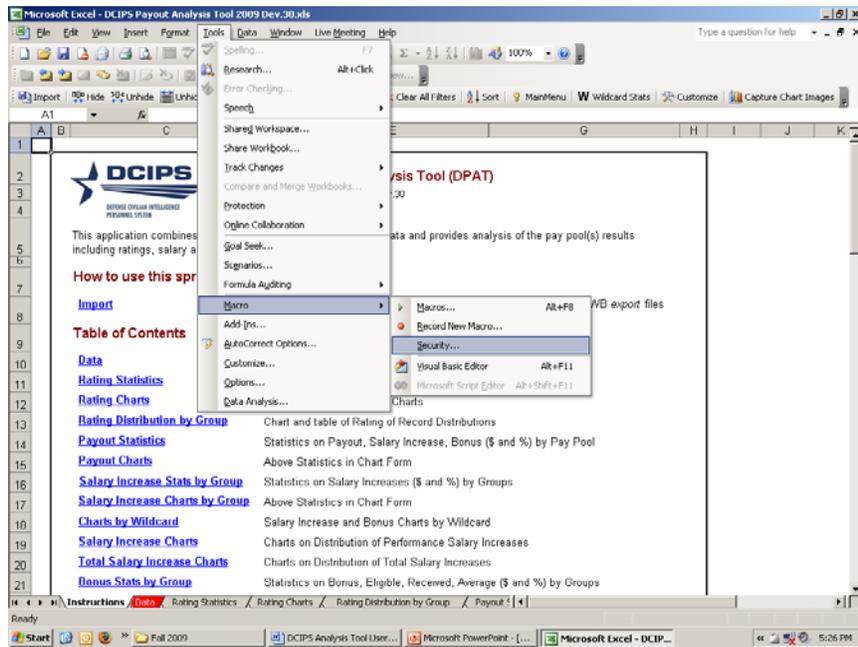
Each time you open the CWB spreadsheet, the macros must be enabled for the spreadsheet to operate properly. In most cases, when you open the spreadsheet you receive a security warning as shown below. To enable the macros, select **Enable Macros**, and the spreadsheet opens and operates normally.



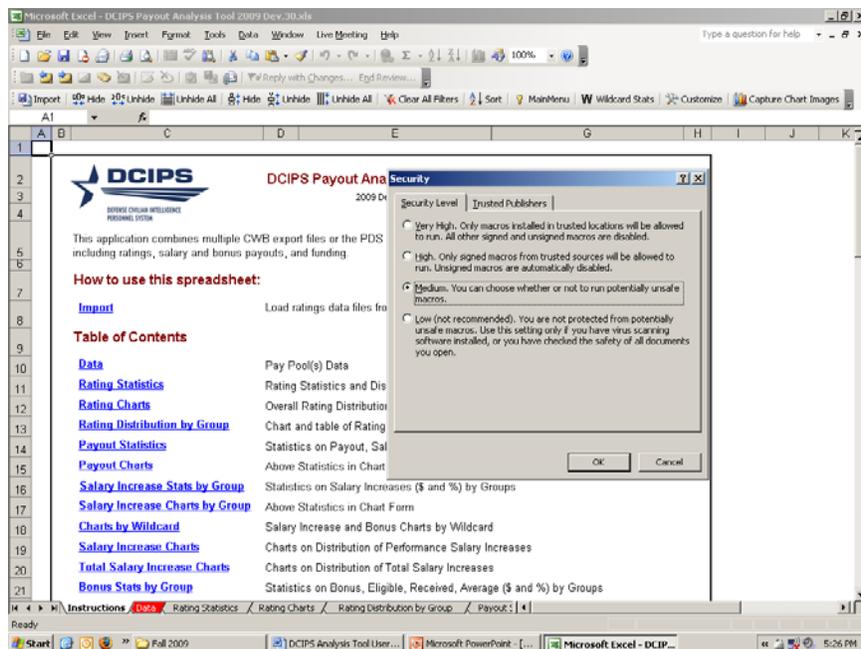
If the security setting in Excel is set to either High or Very High, Excel automatically disables the macros in the spreadsheet. You can recognize this because 1) you are not prompted to enable the macros in the spreadsheet, and 2) the spreadsheet is not operating properly (e.g., links are non-responsive, the tool-bar does not appear). If this occurs, do the following (Excel 2003 only – for instructions in Excel 2007, please see the Opening the Spreadsheet and Enabling Macros in Excel 2007 and later section on page 9 of this guide).

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

If you do not have the administrative rights to set the security level on your computer, contact your IT department for assistance.



Select Tools → Macro → Security



Select the Medium security level

Saving in Excel 2003 format

ALWAYS save the DPAT in compatibility 97-2003 (.xls) format. Simply clicking the Save icon  in the upper left corner of the screen will accomplish this. You also may save the tool as a .xlsm (Macro-Enabled Worksheet) file; however, most DoD computer system configurations do not allow these files to be sent via email or to be opened with macros enabled. Check with your local system administrator before attempting to save the tool as a .xlsm file.

NEVER save the DPAT in 2007 or later (.xlsx) format. Doing so will cause irreparable harm to your spreadsheet and you will have to start over with a blank DPAT.