

Data Extract Creation Tool Instructions

| | A | B | C | D | E | F | G | H | I |
|----|------------------|-------------------------------|---------------|---|-------------|------------------------------|-----------------------------|-----------------------------|--------------|
| 1 | Export | Clear All | Delete Row(s) | Green column headers indicate required data | | | | | |
| 2 | Last Name | First Name And Middle Initial | Employee Id | Evaluation Id | Pay Pool ID | Specially Situated Condition | Organizational Identifier 1 | Organizational Identifier 2 | Agency Group |
| 3 | Sample Last Name | Sample First Name | 10001 | 12345 | PP001 | | OFC/ABC | Division 1 | NV27 |
| 4 | Smith | Sallie | 103103 | | PP005 | | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |
| 8 | | | | | | | | | |
| 9 | | | | | | | | | |
| 10 | | | | | | | | | |
| 11 | | | | | | | | | |
| 12 | | | | | | | | | |
| 13 | | | | | | | | | |
| 14 | | | | | | | | | |
| 15 | | | | | | | | | |
| 16 | | | | | | | | | |
| 17 | | | | | | | | | |
| 18 | | | | | | | | | |
| 19 | | | | | | | | | |
| 20 | | | | | | | | | |
| 21 | | | | | | | | | |
| 22 | | | | | | | | | |
| 23 | | | | | | | | | |
| 24 | | | | | | | | | |
| 25 | | | | | | | | | |
| 26 | | | | | | | | | |
| 27 | | | | | | | | | |

Export Options

Select Pay Pool

PP005


Select All

OK Cancel

Click OK

| | A | B | C | D | E | F | G | H | I | J |
|----|------------------|-------------------------------|---------------|---|-------------|------------------------------|-----------------------------|-----------------------------|--------------|------------|
| 1 | Export | Clear All | Delete Row(s) | Green column headers indicate required data | | | | | | |
| 2 | Last Name | First Name And Middle Initial | Employee Id | Evaluation Id | Pay Pool ID | Specially Situated Condition | Organizational Identifier 1 | Organizational Identifier 2 | Agency Group | JDA Status |
| 3 | Sample Last Name | Sample First Name | 10001 | 12345 | PP001 | | OFC/ABC | Division 1 | NV27 | JDA-In |
| 4 | Smith | Sallie | 103103 | | PP005 | | | | | |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | | | | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | | | | | | | | | | |
| 10 | | | | | | | | | | |
| 11 | | | | | | | | | | |
| 12 | | | | | | | | | | |
| 13 | | | | | | | | | | |
| 14 | | | | | | | | | | |
| 15 | | | | | | | | | | |
| 16 | | | | | | | | | | |
| 17 | | | | | | | | | | |
| 18 | | | | | | | | | | |
| 19 | | | | | | | | | | |
| 20 | | | | | | | | | | |
| 21 | | | | | | | | | | |
| 22 | | | | | | | | | | |

File Name X

 Generated files will be named 'DCIPS Import for Pay Pool xxxx.txt'

Click OK

| | A | B | C | D | E | F | G | H | I | J | |
|----|---|--------------------------------------|--------------------|---|--------------------|-------------------------------------|------------------------------------|------------------------------------|---------------------|-------------------|-------------------|
| 1 | <input type="button" value="Export"/> <input type="button" value="Clear All"/> <input type="button" value="Delete Row(s)"/> | | | Green column headers indicate required data | | | | | | | |
| 2 | Last Name | First Name And Middle Initial | Employee Id | Evaluation Id | Pay Pool ID | Specially Situated Condition | Organizational Identifier 1 | Organizational Identifier 2 | Agency Group | JDA Status | Rating End |
| 3 | Sample Last Name | Sample First Name | 10001 | 12345 | PP001 | | OFC/ABC | Division 1 | NV27 | JDA-In | 9/30/ |
| 4 | Smith | Sallie | 103103 | | PP005 | | | | | | 9/30/ |
| 5 | | | | | | | | | | | |
| 6 | | | | | | | | | | | |
| 7 | | | | | | | | | | | |
| 8 | | | | | | | | | | | |
| 9 | | | | | | | | | | | |
| 10 | | | | | | | | | | | |
| 11 | | | | | | | | | | | |
| 12 | | | | | | | | | | | |
| 13 | | | | | | | | | | | |
| 14 | | | | | | | | | | | |
| 15 | | | | | | | | | | | |
| 16 | | | | | | | | | | | |
| 17 | | | | | | | | | | | |
| 18 | | | | | | | | | | | |
| 19 | | | | | | | | | | | |
| 20 | | | | | | | | | | | |
| 21 | | | | | | | | | | | |
| 22 | | | | | | | | | | | |
| 23 | | | | | | | | | | | |

X

Complete

DCIPS Import file successfully created and placed in the folder:
H:\Info\CWB Practice Folder\CWB Training\

Click OK

| | A | B | C | D | E | F | G | H | I | |
|----|------------------|-------------------------------|---------------|---|-------------|------------------------------|-----------------------------|-----------------------------|--------------|-----|
| 1 | Export | Clear All | Delete Row(s) | Green column headers indicate required data | | | | | | |
| 2 | Last Name | First Name And Middle Initial | Employee Id | Evaluation Id | Pay Pool ID | Specially Situated Condition | Organizational Identifier 1 | Organizational Identifier 2 | Agency Group | JDA |
| 3 | Sample Last Name | Sample First Name | 10001 | 12345 | PP001 | | OFC/ABC | Division 1 | NV27 | JD |
| 4 | Smith | Sallie | 103103 | | PP005 | | | | | |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | | | | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | | | | | | | | | | |
| 10 | | | | | | | | | | |
| 11 | | | | | | | | | | |
| 12 | | | | | | | | | | |
| 13 | | | | | | | | | | |
| 14 | | | | | | | | | | |
| 15 | | | | | | | | | | |
| 16 | | | | | | | | | | |
| 17 | | | | | | | | | | |
| 18 | | | | | | | | | | |
| 19 | | | | | | | | | | |

Microsoft Excel

Do you want to save the changes you made to 'DCIPS Data Extract Creation Tool 2016 v1.xls'?

Save Don't Save Cancel

Close out program. It's already saved for you in your CWB folder. Choose "Don't Save"

Clipboard Font Alignment Number Styles

N9

A B C D E F G H I J K L M N O

1

2

3

4

5

6

7

8

9


10

11

12

13

14



DCIPS Compensation Workbench (CWB)

2016 v4

For Official Use Only
Information protected by the Privacy Act of 1974

This application will help DCIPS organizations conduct the DCIPS pay pool process.

How to use this spreadsheet:

Step 1: [Import](#) your pay pool's data into the spreadsheet. Remember that your data file must be in the same folder as the spreadsheet. The spreadsheet will then import your data and display a confirmation message when complete. Check if NGA pay pool

Step 2: Administrator Only: Enter the pay pool's budget parameters, bonus increment, and administrator options on the Pay Pool Budget and Setup worksheet. To lock the worksheet, select the lock setup button and enter a password that you will remember. To unlock the worksheet, select the unlock setup button and enter your password.

Step 3: NGA Only: Reconcile base pay increase amounts in the Pay Pool Panel worksheet. Enter justification for any adjustments if required.

Step 4: Determine a rating threshold for bonuses. This threshold rating receives 1 bonus share. Decimal rating increments between the threshold and a rating of 5 will receive increasing bonus amounts.

Step 5: Review data and charts on the statistics worksheets to ensure the pay pool results are fair and consistent.

Step 6: Certify the pay pool results. *Not Certified*

Step 7: [Export Employee Data](#)

Open the CWB that already has your other employees populated in the cells. Click on the "Import" link highlighted in blue.

AX78 fx 0

1 Go To:
2 [Budget](#)
3 [Ratings](#)
4 [Salary Increase](#)
5 [Bonus](#)
6
7
8 Employees: 76
9 Visible Employees: 76
10

| Last Name | First Name | Employee ID | Evaluation ID | Pay Pool ID |
|-------------|------------|-------------|---------------|-------------|
| Newcomen | Thomas | 66986 | 10789 | PP005 |
| Einstein | Albert | 9638 | 10701 | PP005 |
| Berners-Lee | Tim | 68579 | 10792 | PP005 |
| Gauss | Carl | 17603 | 10716 | PP005 |
| Newton | Isaac | 37250 | 10743 | PP005 |
| Watt | James | 37781 | 10744 | PP005 |
| Ehrlich | Paul | 58490 | 10778 | PP005 |
| Harvey | William | 71234 | 10797 | PP005 |
| Babbage | Charles | 18665 | 10718 | PP005 |
| Galilei | Galileo | 30878 | 52615 | PP005 |
| Helmont | Johann | 40967 | 10750 | PP005 |
| Wright | Orville | 57959 | 10777 | PP005 |
| Goddard | Robert | 64331 | 10784 | PP005 |
| Morgan | Thomas | 68048 | 10791 | PP005 |
| Pascal | Blaise | 17072 | 10715 | PP005 |
| Darwin | Charles | 19196 | 10719 | PP005 |
| Fahrenheit | Daniel | 22913 | 10721 | PP005 |
| Jenner | Edward | 25037 | 10725 | PP005 |
| Bastien | Frederick | 30347 | 10735 | PP005 |

DA Status

JDA-In

Import

Step 1 - Select Type

Current Mode: Non-NGA

What would you like to import?

Pay pool data from Personnel Data System?

Pay pool data from an existing CWB spreadsheet?

Continue

Clear All Employees

Cancel

Choose the "Pay pool data from Personnel Data System?" tab. Click on the "Continue" tab.

Clipboard Font Alignment Number Styles

AX78 fx 0

A B C D E F H J K L M N

1 Go To:
2 [Budget](#)
3 [Ratings](#)
4 [Salary Increase](#)
5 [Bonus](#)
6
7
8 Employees: 76
9 Visible Employees: 76
10

| Last Name | First Name | Employee ID | Evaluation ID | Pay Pool ID |
|-------------|------------|-------------|---------------|-------------|
| | | | | |
| | | | | |
| Newcomen | Thomas | 66986 | 10789 | PP005 |
| Einstein | Albert | 9638 | 10701 | PP005 |
| Berners-Lee | Tim | 68579 | 10792 | PP005 |
| Gauss | Carl | 17603 | 10716 | PP005 |
| Newton | Isaac | 37250 | 10743 | PP005 |
| Watt | James | 37781 | 10744 | PP005 |
| Ehrlich | Paul | 58490 | 10778 | PP005 |
| Harvey | William | 71234 | 10797 | PP005 |
| Babbage | Charles | 18665 | 10718 | PP005 |
| Galilei | Galileo | 30878 | 52615 | PP005 |
| Helmont | Johann | 40967 | 10750 | PP005 |
| Wright | Orville | 57959 | 10777 | PP005 |
| Goddard | Robert | 64331 | 10784 | PP005 |
| Morgan | Thomas | 68048 | 10791 | PP005 |
| Pascal | Blaise | 17072 | 10715 | PP005 |
| Darwin | Charles | 19196 | 10719 | PP005 |
| Fahrenheit | Daniel | 22913 | 10721 | PP005 |
| Jenner | Edward | 25037 | 10725 | PP005 |

DA Status

JDA-In

Import

Step 1 - Select Type Step 2 - Select File

Select file to import data from:

- DCIPS 2016 Sample Import non-NGA.txt
- DCIPS import for Pay Pool PP005 .txt**

Open

Cancel

Choose the correct .txt file. Click on the Open tab.

Review data and charts on the statistics worksheets to ensure the pay pool results are fair and consi

| | A | B | C | D | E | F | H | J | K | L | M |
|----|---------------------------------|------------|-------------|---------------|-------------|---|---|---|---|---|---|
| 1 | Go To: | | | | | | | | | | |
| 2 | Budget | | | | | | | | | | |
| 3 | Ratings | | | | | | | | | | |
| 4 | Salary Increase | | | | | | | | | | |
| 5 | Bonus | | | | | | | | | | |
| 6 | | | | | | | | | | | |
| 7 | | | | | | | | | | | |
| 8 | Employees: | 76 | | | | | | | | | |
| 9 | Visible Employees: | 76 | | | | | | | | | |
| 10 | | | | | | | | | | | |
| | Last Name | First Name | Employee ID | Evaluation ID | Pay Pool ID | | | | | | |
| 11 | | | | | | | | | | | |
| 12 | | | | | | | | | | | |
| 13 | Newcomen | Thomas | 66986 | 10789 | PP005 | | | | | | |
| 14 | Einstein | Albert | 9638 | 10701 | PP005 | | | | | | |
| 15 | Berners-Lee | Tim | 68579 | 10792 | PP005 | | | | | | |
| 16 | Gauss | Carl | 17603 | 10716 | PP005 | | | | | | |
| 17 | Newton | Isaac | 37250 | 10743 | PP005 | | | | | | |
| 18 | Watt | James | 37781 | 10744 | PP005 | | | | | | |
| 19 | Ehrlich | Paul | 58490 | 10778 | PP005 | | | | | | |
| 20 | Harvey | William | 71234 | 10797 | PP005 | | | | | | |
| 21 | Babbage | Charles | 18665 | 10718 | PP005 | | | | | | |
| 22 | Galilei | Galileo | 30878 | 52615 | PP005 | | | | | | |
| 23 | Helmont | Johann | 40967 | 10750 | PP005 | | | | | | |
| 24 | Wright | Orville | 57959 | 10777 | PP005 | | | | | | |
| 25 | Goddard | Robert | 64331 | 10784 | PP005 | | | | | | |
| 26 | Morgan | Thomas | 68048 | 10791 | PP005 | | | | | | |
| 27 | Pascal | Blaise | 17072 | 10715 | PP005 | | | | | | |
| 28 | Darwin | Charles | 19196 | 10719 | PP005 | | | | | | |
| 29 | Fahrenheit | Daniel | 22913 | 10721 | PP005 | | | | | | |
| 30 | Jenner | Edward | 25037 | 10725 | PP005 | | | | | | |

Import

Step 1 - Select Type | Step 2 - Select File | Step 3 - Select Employees

Select Employees to Import

[Sort by Last Name](#) [Sort by Pay Pool](#)

| | | |
|-------------------------------------|---------------|-------|
| <input checked="" type="checkbox"/> | Smith, Sallie | PP005 |
|-------------------------------------|---------------|-------|

Select All Deselect All

Import Selected

Cancel

Note: Holding CTRL+Click selects multiple individual files. Holding SHIFT+Click selects multiple files in a range.

Choose "Select All" tab to highlight the name or click in the box next to the name. Next click on the "Import Selected" tab.

| | A | B | C | D | E | F | H | J | K | L | M |
|----|---------------------------------|------------|-------------|---------------|-------------|------------------------------|------------------------------|-----------------|----------|------------|-----------|
| 1 | Go To: | | | | | | | | | | |
| 2 | Budget | | | | | | | | | | |
| 3 | Ratings | | | | | | | | | | |
| 4 | Salary Increase | | | | | | | | | | |
| 5 | Bonus | | | | | | | | | | |
| 6 | | | | | | | | | | | |
| 7 | | | | | | | | | | | |
| 8 | Employees: | 77 | | | | | | | | | |
| 9 | Visible Employees: | 77 | | | | | | | | | |
| 10 | | | | | | | | | | | |
| | Last Name | First Name | Employee ID | Evaluation ID | Pay Pool ID | Specialty Situated Condition | Include in Bonus Fund Calcs? | Bonus Eligible? | Org ID 1 | Org ID 2 | Agen Grou |
| 11 | | | | | | | | | | | |
| 12 | | | | | | | | | | | |
| 13 | Newcomen | Thomas | 66986 | 10789 | PP005 | | | | | | NV2 |
| 14 | Einstein | Albert | 9638 | 10701 | PP005 | | | | | | NV2 |
| 15 | Berners-Lee | Tim | 68579 | 10792 | PP005 | | | | | | NV2 |
| 16 | Gauss | Carl | 17603 | 10716 | PP005 | | | | | | NV2 |
| 17 | Newton | Isaac | 37250 | 10743 | PP005 | | | | | | NV2 |
| 18 | Watt | James | 37781 | 10744 | PP005 | | | | | | NV2 |
| 19 | Ehrlich | Paul | 58490 | 10778 | PP005 | | | | | | NV2 |
| 20 | Harvey | William | 71234 | 10797 | PP005 | | | | | | NV2 |
| 21 | Babbage | Charles | 18665 | 10718 | PP005 | | | | | | NV2 |
| 22 | Galilei | Galileo | 30878 | 52615 | PP005 | | Yes | Yes | OFA/AAA | Division 1 | NV2 |
| 23 | Helmont | Johann | 40967 | 10750 | PP005 | | Yes | Yes | OFA/CCC | Division 3 | NV2 |

X

Save

Data successfully imported!

Would you like to save the spreadsheet?

Click on the "Yes" tab to save the spreadsheet

| | A | B | C | D | E | F | H | J | K | L | M | N |
|----|---------------------------------|-------------------|--------------------|----------------------|--------------------|-------------------------------------|-------------------------------------|------------------------|-----------------|-----------------|---------------------|-------------------|
| 1 | Go To: | | | | | | | | | | | |
| 2 | | | | | | | | | | | | |
| 3 | Budget | | | | | | | | | | | |
| 4 | Ratings | | | | | | | | | | | |
| 5 | Salary Increase | | | | | | | | | | | |
| 6 | Bonus | | | | | | | | | | | |
| 7 | | | | | | | | | | | | |
| 8 | Employees: | | 77 | | | | | | | | | |
| 9 | Visible Employees: | | 77 | | | | | | | | | |
| 10 | | | | | | | | | | | | |
| 11 | Last Name | First Name | Employee ID | Evaluation ID | Pay Pool ID | Specially Situated Condition | Include in Bonus Fund Calcs? | Bonus Eligible? | Org ID 1 | Org ID 2 | Agency Group | JDA Status |
| 75 | Gutenberg | Johannes | 42029 | 10752 | PP005 | | Yes | Yes | OFA/BBB | Division 2 | NV27 | |
| 76 | Lavoisier | Antoine | 14417 | 10710 | PP005 | | Yes | Yes | OFA/BBB | Division 2 | NV27 | |
| 77 | Bacon | Francis | 28754 | 10732 | PP005 | | Yes | Yes | OFA/BBB | Division 2 | NV27 | |
| 78 | Thomson | John | 43091 | 10754 | PP005 | | No | No | OFA/AAA | Division 1 | NV27 | |
| 79 | Hilbert | David | 23444 | 10722 | PP005 | | Yes | Yes | OFA/AAA | Division 1 | NV27 | |
| 80 | Mendeleev | Dmitri | 23975 | 10723 | PP005 | | Yes | Yes | OFA/CCC | Division 3 | NV27 | |
| 81 | Whittle | Frank | 29285 | 10733 | PP005 | | Yes | Yes | OFA/CCC | Division 2 | NV27 | |
| 82 | Soddy | Frederick | 29816 | 10734 | PP005 | | Yes | Yes | OFA/CCC | Division 3 | NV27 | |
| 83 | Marconi | Guglielmo | 32471 | 10739 | PP005 | | Yes | Yes | OFA/CCC | Division 2 | NV27 | |
| 84 | Neumann | John | 43622 | 10755 | PP005 | | Yes | Yes | OFA/CCC | Division 2 | NV27 | |
| 85 | Faraday | Michael | 55304 | 10772 | PP005 | | Yes | Yes | OFA/BBB | Division 2 | NV27 | |
| 86 | Daimler | Wilhelm | 69641 | 10794 | PP005 | | Yes | Yes | OFA/AAA | Division 1 | NV27 | |
| 87 | Vesalius | Andreas | 13355 | 10708 | PP005 | | Yes | Yes | OFA/CCC | Division 2 | NV27 | |
| 88 | Kepler | Johannes | 42560 | 10753 | PP005 | | Yes | Yes | OFA/CCC | Division 2 | NV27 | |
| 89 | Smith | Sallie | 103103 | | PP005 | | | | | | | |

Check to ensure that the member has been added.