

## **DEFENSE CIVILIAN INTELLIGENCE**

# PERSONNEL SYSTEM (DCIPS)

## **Performance Appraisal Application (PAA)**

**Mock Pay Pool Information** 

User Guide

**Important Note:** The Mock Pay Pool Info tab is only available from February 1<sup>st</sup> through August 31<sup>st</sup>.

Mock Pay Pool Info – Employee View

Employee logs in to DCPDS "MyBiz+" and selects the "MyPerformance" link. The 'PAA' link under the Active Appraisals section under the 'Performance' Detail Page may also be used to navigate to the MyPerformance Main Page.

Home	
★ Provide Feedback	
E Key Services	
MyPerformance	

On the MyPerformance Main Page, employee can select "View" or "Update" depending on who has ownership of the performance plan and then "GO". It is not necessary to 'own' the performance plan to complete the mock employee self assessment. In the example below, the employee is the current owner of the performance plan and the employee has "Update" in the action column, vice "View".

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MyPerformance Main Page	Provide Guest Feedback My 3	ournal						
Employee								
MyPerformance Main Page								
							Need Help?	
Warning: This application is designed for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.								
From the Main Page, you can selecting the 'Show Completed	From the Main Page, you can create, update and view your Performance Plans; view and print part or an entire plan after it is created; and track the status of a plan. You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.							
To create a Performance Plan	: To complete other acti	ons described abo	ve:					
<ul> <li>Select 'Choose a Plan 1</li> <li>Select Appraisal Plan 1</li> <li>Select the 'Go' button</li> </ul>	Ype' • Select an option ype • Select the 'Go' b	from the Action c utton	olumn					
Important: To become famile	ar with the columns, select the 'Need	Help?' link.						
Appraisals of								
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						Choose a Plan Type	• 60	
Records Displayed 10 •								
Employee Name Curren	at Owner Rating Official Nam	Appraisal Year	Appraisal ID	Plan Approval Date	Plan Type Status	Current Status Action	$\sim$	
		2015	41345	01-Oct-2014	DCIPS Approve	Midpoint in Opdate		

Select "Mock Pay Pool Info" tab and "Mock Performance Objectives" tab. You can complete the employee mock self assessment by typing information into the blocks, copying from MS Word, or importing your most current Midpoint Review Assessment by selecting the button "Import Midpoint Review Assessments" if available. If you import your Midpoint Review Assessments, you may add additional information, if desired.

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Select "Mock Performance Elements" tab and complete the employee mock self assessments.

41	DCI	PS Performance Appraisal					
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		Import Midpoint Review Assessments					
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This screet	n allows y	ou to write your mock self assessment.					
<ul> <li>Sek</li> <li>Mod</li> </ul>	tthe 'R	idio' button next to the Performance Element you want to update.					
<ul> <li>Onc</li> </ul>	e you ha	e completed your mock self assessment for each performance element and performance objective, select the Mock Approvals and Acknowledgments tab, then select the 'Complete' button to trip official that will be completed your mock self assessment for each performance element and performance objective, select the Mock Approvals and Acknowledgments tab, then select the 'Complete' button to trip official that will be completed your mock self assessment for each performance element and performance objective, select the Mock Approvals and Acknowledgments tab, then select the 'Complete' button to the other will be completed your mock self assessment for each performance element and performance element					
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	of their s	ubordinates and their organization as a whole.					
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When all Mock Self Assessments are complete, select "Mock Approvals and Acknowledgments" tab; then select the "Complete" button under the Action column. Once completed, no further changes can be made by the employee unless requested by the Rating Official.

Performance Appraisal Application (PAA)			
	MyB	iz+ ICE My Biz ICE MyPerf	ormance FAQ Logout
DCIPS PAA Employee	Transfer to Ratin	g Official Track Progress	Return to Main Page
Employee Information			
Employee Name			
Performance Plan Midpoint Review Performance Evaluation Reports/Forms Teach Pay Post Inter-			
Mock Performance Objectives Mock Performance Elements Mock Approvals and Acknowledgements			
Mock Approvals and Acknowledgments			
This screen allows you to indicate to the Rating Official that you have completed your mock self-assessment. Select the 'Complete' button to complete the task Select 'Show' to see detailed information about the date you completed your mock self-assessment			Need Help?
Important Note: Once you've selected the 'Complete' button you will not be able to update your self-assessment unless your ratio	ig official requests a cha	ange.	
Details Tasks	Status	Action	
B Show Employee Document completion of mock self-assessment	Not Started	Complete	

If you overlook entering any portion of your mock self assessment, you will receive a warning message, and will be asked if you want to continue. If you select 'yes', you are finished with your mock self assessments. If you select 'no', you will be given an opportunity to complete the unfinished portion; once completed, then return to the "Mock Approvals and Acknowledgments" tab and select the 'Complete' button.

	Performance Appraisal Application (PAA)				
			МуВ	z+ ICE My Biz ICE MyPerfor	nance FAQ Logout
A Warning Your self assessment is mis	sing on one or more approved performance objective	es.			
Do you want to continue?					
					No Yes
The Status will o	change to "Completed" once	the 'Complete' but	ton is selecte	ed.	
	Performance Appraisal Application (PAA)				
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DCIPS PAA Employee			Transfer to Rating	Official Track Progress	Return to Main Page
Employee Information					
Employee Name					
Performance Plan Midg Mock Performance Objecti	ond Review Performance Evaluation Reports/Formers Mock Performance Elements Mock Approval	Mock Pay Pool Info			
Mock Approvals and Ackno	wiedgments				
This screen provides documen	tation of your mock self-assessment. By selecting the Show	r details link you can view the date you co	mpleted your mack self-a	ssessments.	Need Help?
Details Tasks			Status	Action	
B Show Employee Document	completion of mock self-assessment		Completed	Complete	

Mock Pay Pool Info - Rating Official View

Rating Official logs in to DCPDS "MyBiz+" and selects "Performance Management and Appraisal" link under "Manager Functions".



Select the "Go" button on either the "Update" or "View" entry in the Action column. Note: It is not necessary to 'own' the performance plan to complete the mock pay pool assessments. The Rating Official can complete mock pay pool actions with "View" or "Update" in the Action Column.

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o create a Performance Plan;	To complete other a	ctions describe	ś above:					
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Select "Mock Pay Pool Info" tab, followed by "Mock Performance Objectives" tab. Rating Official mock assessments may be completed by typing information directly into the Rating Official Mock Assessment blocks, copying from MS Word, or importing the most current Rating Official's Midpoint Review Assessments by selecting the button "Import Midpoint Review Assessments" if available. You may import the Rating Official's Midpoint Review Assessments and then add additional information if desired. Each Mock Performance Objective should receive a mock rating.

DCIPS PAA Rating Official		Retrieve Appraisal Tr	ack Progress Return to Main Page					
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Mock Performance Objectives Mock Performance Evaluation Report	ormance Evaluation Ratings Mock Approvers and	real linto						
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This screen allows you to view your employee's performance objectives and mock s	elf assessment and write your evaluation to support th	e mock pay pool deliberations.	(The Rest of States)					
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Performance Objective Mock Rating								
Performance Objective Mock Rating								
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Complete the assessments for the "Mock Performance Objectives"; assign mock ratings and then select the "Mock Performance Elements" tab. Complete the assessments for the "Mock Performance Elements" and assign mock ratings.

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This scre	en allows	you to view your	employee's performance elements mock :	self assessment and write your pe	erformance element evaluations	s to support the mock pay p	pool deliberations.
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Select the "Performance Evaluation Mock Ratings" tab to view all mock ratings.

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When all mock assessments and mock ratings are complete, select the "Mock Approvals and Acknowledgments" tab.

**Note:** Employees are unable to view mock assessments entered by a Rating Official until the assessments and ratings are approved by the Reviewing Official. Once approved by the Reviewing Official, the employee can view the Rating Official Mock Assessment information only; the mock ratings will not be visible to the employee.

DCIPS PAA Rating Official			
	Retrieve Appra	isal Track Progress	Return to Main Page
Employee Information			
Employee Name			
E Show Employee Details			
Performance Plan Midpoint Review Performance Evaluation Reports/Forms Manage Cues	Mock Pay Pool Info		
Mock Performance Objectives 💚 Mock Performance Elements 💡 Nock Performance Evaluation Rating	Mock Approvals and Acknowledgments		
Mock Approvals and Acknowledgments			
This screen provides information regarding the status of your employee's mock self assessment.			Need Help?
To allow the employee to modify their mock self-assessment, select the 'Start' button for Step 2.     To request or document higher level review, select the 'Start' button for Step 3.     Select 'Show' to see detailed information about a completed step			
Important Note: This approval is strictly for mock purposes to support pay pool deliberations and is not to be	e considered official documentation of the employe	e's performance,	
Show All Details   Hide All Details			
Details Tasks	Status Actio	n (* 1	
Experience Document completion of mock self- assessment	Completed		
E Show Step 2: Rating Official Allow employee to modify self-assessment, if needed.	Not Started Sta	rt.	
E Show Step 3: Rating Official Request or Document Higher Level Review.	Not Started Sta	rt	
B Show Step 4: Higher Level Review	Not Started		

If the employee has not completed all mock self assessments or to allow the employee to modify their self assessments, if needed, the 'Start' button for Step 2 is available. You may complete Step 2 by selecting "Start" to allow the employee access to complete or modify their mock self assessments. Select "Start" for Step 3 "Rating Official – Request or Document Higher Level Review" to request or document the higher level review.

DCIPS PAA Rating Official				
	Retrie	ve Appraisal T	rack Progress	Return to Main Page
Employee Information				
Employee Name      Show Employee Details				
Performance Plan 💚 Midpoint Review 🥎 Performance Evaluation 💚 Reports/Forms 🍸 Manage Guest Partic	ioants V Mock Pay Pool Info			
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Mock Approvals and Acknowledgments				
This screen provides information regarding the status of your employee's mock self assessment.				Need Help?
To allow the employee to modify their mock self-assessment, select the 'Start' button for Step 2.     To request or document higher level review, select the 'Start' button for Step 3.     Select 'Show' to see detailed information about a completed step				
Important Note: This approval is strictly for mock purposes to support pay pool deliberations and is not to be consid	fered official documentation of th	e employee's perfo	rmance.	
Show All Details Hide All Details				
Details Tasks	Status	Action		
E Show Step 1: Employee Document completion of mock self- assessment	Completed			
Show Step 2: Rating Official Allow employee to modify self-assessment, if needed.	Not Started	Start		
B Show Step 3: Rating Official Request or Document Higher Level Review.	Not Started	( Start )		
Show Step 4: Higher Level Review	Not Started	$\sim$		

Use Option A or Option B to obtain/document Reviewing Official (HLR) approval as required. Selecting Option A requires action by the Reviewing Official to approve the mock assessments/ratings. The Rating Official can document approval by the Reviewing Official by using Option B.

Performance Plan Midpoint Revie	w Performance Evaluation Report	ts/Forms 🏹 Manage Gues	t Participants Mock	Pay Pool Info			
Mock Performance Objectives	lock Performance Elements 🍸 Nock Per	formance Evaluation Rating	s Mock Approvals	and Acknowled	Igments		
Mock Approvals and Acknowledgme	nts						
This screen provides information regard	ing the status of your employee's mock sel	f assessment.					Need Help?
To allow the employee to modify their     To request or document higher level     Select 'Show' to see detailed informat  modertable Note: This approval is strict	r mock self-assessment, select the 'Start' b review, select the 'Start' button for Step 3. tion about a completed step	utton for Step 2.	considered official docs	mentation of the	amplouair parform	manna.	
important wode: This approval is suite	ay for mock purposes to support pay poor t	enderadoris and is not to be	r considered onicial docu	mentation of the	remployee's perior	manue.	
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Show Step 2: Rating Official Allow en	playee to modify self-assessment, if need	ed.		Not Started	Start		
Hide Sten 3: Ration Official Request	or Document Higher Level Review			Not Started	Start		
Option A - Assigned to the I Name OR Option B - Document the hig Higher Level Reviewer Review Date	figher Level Reviewer (HLR)	atomit antering the following inf Method of Review Other Method	ormation:	Cancel	Save	-	
• Show Step 4: Higher Level Review				Not Started			

August 2015

When Option A is selected, Step 4 will show "Pending Approval."

DCIPS PAA Rating Official			
	Ret	rieve Appraisal Track Pro	gress Return to Main Page
Employee Information			
Employee Name			
Show Employee Details			
Parformance Flan V Matpoint Review V Performance Evaluation V Reports/Forms V Manage C	mest Participants Mark Pay Peel Inf	0	
Mock Performance Objectives 👋 Mock Performance Elements 💡 Mock Performance Evaluation Ra	ingi Work Approvals and Acknow	viedgments	
Mock Approvals and Acknowledgments			
This screen provides information regarding the status of your employee's mock self assessment.			Need Help?
To allow the employee to modify their mock self-assessment, select the "Start" button for Step 2.     To request or document higher level review, select the "Start" button for Step 3.     Select "Show" to see detailed information about a completed step			
Important Note: This approval is strictly for mock purposes to support pay pool deliberations and is not t	o be considered official documentation of	the employee's performance.	
Show All Details   Hide All Details			
Details Tasks	Status	Action	
Show Step 1: Employee Document completion of mock self- assessment	Completed		
GE Share Step 2: Rating Official Allow employee to modify self-assessment, if needed.	Not Started	Start	
Bi Short step 3: Rating Official Request or Document Higher Level Review.	Completion	Start	
B Show Shep A: Higher Level Review	Fending Apprivation		

If employee's mock self assessments are not complete, the Rating Official will receive a warning message. Select 'No' to stop the process or select 'Yes' to continue.

DCIPS Performance Appraisal Application (PAA)	
	MyBiz+ ICE My Biz ICE MyPerformance FAQ Logout
di Warning	
Employee self assessment is missing on one or more approved performance objectives.	
Do you want to continue?	
	Bo Yes

#### Mock Pay Pool Info - Reviewing Official (Higher Level Reviewer) View

Reviewing Official logs into DCPDS "MyBiz+" and selects "Performance Management and Appraisal" link under "Manager Functions". Note: It is not necessary to have 'update' in the Action column to complete the Reviewing Official Approval of the mock assessments and ratings. Reviewing Official will select "Go" on either "View" or "Update" in the Action column to proceed.

👪 Key	Service	s							
MyPerf	formance								
Manag	er Functio	ns							
Perfor	rmance Ma	anagemer	nt and /	Apprai	sal				
WyPerformance Ha	MyPerfor	mance uest feedback				MyB	z+ ICE My Biz ICE My	<sup>p</sup> erformance Home	Logout Help Diagnostics
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ou can also search f	for completed plans by	selecting the 'Show Co	ompleted Plans/	'Appraisals' lini	k located at the bot	tom of this page.			
lo create a Perform	ance Plan:	To complete other ac	tions described	above:					
<ul> <li>Select 'Choos</li> <li>Select 'Apprai</li> <li>Select the 'Go</li> </ul>	ie a Plan Type' isal Plan Type' o' button	<ul> <li>Select an optic</li> <li>Select the 'Go'</li> </ul>	on from the Acti button	ion column					
mportant: To beco	ome familiar with the co	lumns, select the 'Nee	d Help?' link.						
Plans/Appraisals	In Progress								
TIP Only Employe	ees that have a plan in p	progress are listed bei	ow.					Create New Dise	
Show Me All Appr	raisals • App	raisal Year 2015 •					Choose a Plan Ty	perior	- Go
ecords Displayed	10 -								
mokwee Name v	Current Owner	Rating Official	Appraisal	Appraisal	Plan Approval	Plan Type Status	Current Status	Action	
apropose manie	Current onnier		2015	41375		DCIPS Pending	Plan in Progress	View	• Go
			2015	41345	01-Oct-2014	DCIPS Approved	Midpoint Returned for	View	- 60

Reviewing Official selects "Mock Pay Pool Info" tab and then "Mock Performance Objectives" tab to review Employee and Rating Official mock assessments and ratings for the Performance Objectives.

une pas a					
JPS PAA H				Track Progress	Return to Main Page
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imployee Nar	ne				
B Show Empl	oyee De	ais			
Performance	Plan_)	Midpoint Review Performance Evaluation Reports	/Forms Manage Guest Participants Mock Pay Pool Info		
Mock Perfor	mance (	bjectives Mock Performance Elements V Mock Perf	ormance Evaluation Ratings Mock Approvals a Acconomedgments		
ock Perform	ance 0	bjectives			
					Need Help?
is screen alk	ows you	to view your employee's performance objective, performance	e elements and mock self assessments provided to support the mock pay pool	deliberations.	
<ul> <li>Select the Select th</li></ul>	he 'Radio	<sup>7</sup> button next to the Performance Objective or Performance II printe tab to view ampliques Modi Serformance Objectives.	lement you wish to view.		
<ul> <li>Select 0</li> </ul>	He appro	priate tab to were employee mock remormance objectives, in	Non Performance clements, and/or Approvals and Achioweruginients		
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0	3	Evaluation Reporting	Objective Approved	3	
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Performa	nce Obj	ective Mock Rating			
F	renforma	nce objective Mock Rating 4			
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Reviewing Official selects "Mock Pay Pool Info" tab and then "Mock Performance Elements" tab to review Employee and Rating Official mock assessments and ratings for the Performance Elements.

DCIPS P	AA HLR				
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Perform	nance Pla	n Midpoint Review Performance Control Reports/Forms	Manage Guest Participants & Meck Pay Peel Info		
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Mock Pe	rforman	e Uements			
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	loct the '	adia' button part to the performance element you want to view			
• Se	lect the N	ock Performance Evaluation Ratings tab to continue your review.			
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0	2	Communication		3	
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0	- 4	Engagement and Collaboration		3	
0	5	Personal Leadership and Integrity		3	
0	6	Technical Expertise		3	
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	and res	urces efficiently and effectively to achieve the desired results, consistent to	with their organization's goals and objectives. In addition, IC	ume	
	supervis of their	ors and managers are expected to use these same skills to accept respon subordinates and their organization as a whole.	sibility for and achieve results through the actions and contrib	outions	
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Reviewing Official selects "Mock Pay Pool Info" tab and then "Mock Performance Evaluation Ratings" tab to review Mock Performance Objective and Mock Performance Elements ratings and the Mock Performance Evaluation Rating which includes the Mock Overall Rating, and Mock Evaluation of Record.

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Reviewing Official selects "Mock Pay Pool Info" tab and then "Mock Approvals and Acknowledgments" tab to "Approve" or "Return for Change".

DCIP'S PAA HLR				
			Track Progress Return to	Main Page
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Employee Name				
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Mock Approvals & Acknowledgments				
This screen allows you to view or document approval of employee mock assessments and ratings				Need Help?
If the 'Approve' or 'Return for Change' button is active under Step 3, select it to complete the proces	15.			
			and the later of the stars	
Important Note: If the employee mock assessments and rating require changes select the 'Keturn	for Change' button to	o request change from the rating official oth	erwise click the 'Approve' button.	
Show All Details Hide All Details				
Details Tasks	Status	Action		
Show Step 1: Employee Document completion of mock self- assessment	Completed			
Show Step 2: Rating Official Allow employee to modify self-assessment, if needed.     Show Step 2: Rating Official Allow employee to modify self-assessment, if needed.	Not Started			
Shaw Step 3: Rating Official Request or Document Higher Level Review.	Completed	$\frown$		
Show Step 4: Higher Level Review	Pending Approval	Approve Return for Change		

If Reviewing Official (Step 4) selects "Return for Change" button, Rating Official can make additional changes and/or request employee make changes, then complete Step 3 in Mock Approvals and Acknowledgments again. Reviewing Official can approve the mock assessments and ratings simply by selecting the "Approve" button.

DCIPS PAA HLR			
			Track Progress Return to Main Page
Employee Information			
Employee Name			
Show, Employee, Details			
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This screen allows you to view or document approval of employee mock assessments and rat	ines		Need Help
Important Note: This approval is strictly for mock purposes to support pay pool deliberation	s and is not to be consid	ered official docume4ntation of the employee's	s performance.
Show All Details   Hide All Details			
Details Tasks	Status	Action	
Stow Step 1: Employee Document completion of mock self- assessment	Completed		
Show Step 2: Rating Official Allow employee to modify self-assessment, if needed.	Not Started		
Stow Step 3: Rating Official Request or Document Higher Level Review.	Completed		
18 SD000 Shep 4: Higher Level Review	Completed	Approve   Return for Change	

The Mock Performance Evaluation process is complete after the Reviewing Official approves. The employee can now view the Rating Official mock assessments but cannot view the mock ratings. Rating Official and Reviewing Official can view mock assessment and rating information. The mock ratings can be extracted in the CWB Download Extract process from 1 April thru 31 August. This mock pay pool information is purged on 1 September of each year.