

2016 DCIPS Compensation Workbench And Payout Analysis Tool

https://conference.apps.mil/webconf/CWBRefresherTraining

https://conference.apps.mil/webconf/CWBTrainingBeginner



What's New in 2016

- New for the 2016 cycle is the inclusion of current and new-year locality rates in the G update file. This allows the user to correct any problems with last year's rates without needing a new version of the CWB. Also, the date data from this file is used to update the cycle year listed on the CWB Contents tab.
- There is a new message denoting what type of data the tool is set up to accept (NGA or non-NGA) in the import dialog box in the 2016 CWB.
- Reminder: The "Check if NGA Pay Pool" box is now located in Step 1 on the Instructions worksheet; it was previously located on the Budget and Setup worksheet.









DCIPS Pay Pool Automation The Big Picture





DCIPS Pay Pool Automation Data Flow





DCPDS CWB Extract



Pay pool administrators can download their pay pool data from DCPDS.

Each employee in the pay pool must have the correct pay pool identifier.

Extract file includes fields such as first and last name, base salary, pay band, organizational information, occupational series, performance ratings...

The Data Extract Creation Tool allows users to build their own extract-like file to import into the CWB, if necessary.



Request CWB Extract File

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CIVDOD Pay Pool ID Monitor CIVDOD Performance Management Administrator - PAA V3 CIVDOD PERSONNELIST DCIPS Command Extract	PAA Corrections - Final Appraisal View/Print Reports View/Print Performance Management Reports View Previous Requests	Add/Delete Add or Delete your Awards and Bonuses Via 'My Biz' Self Service
Administrator DCIPS Performance Approximat	NSPS - Unique	Common Access Card (CAC) Login Information
Administraty Select CIV F	Pay Pool Administrator from the Navigate	or menu

- Select Request CWB Extract File under the CIV Pay Pool Administrator menu
- For Command administrators, select the "DCIPS Command Extract Administrator" responsibility; navigate to "View/Print Performance Management Reports", and then enter "DCIPS Command CWB Extract" in the Report Name for selection of multiple pay pools by "Agency Group".



Enter Pay Pool Information

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Process Name: Enter a unique process name of your choice
Mock Pay Pool Data: Select Yes for Mocks, No for real pay pools
Pay Pool Transitioned: Does not apply to DCIPS pay pools
PP Id Segment 1: Enter the pay pool identifier
Pay Pool Cycle Closeout Date: Select 30-Sep-XXXX



Wait for DCPDS to Generate the File

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Save the Extract File

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Add to Favorites...

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Right-click on the output icon and select "Save Target As..."

Save the file to your computer, wherever you keep your CWB

Change the name of the file to something more descriptive



CWB Extract File and CWB

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and it	folder as the spreadsheet. The spreadsheet will then import vour data and display a confirmation message when complete.	
Step 2:	2: Administrator Only: Enter the pay pool's budget parameters, bonus increment, and administrator	
	button and enter a password that you will remember. To unlock the worksheet, select the unlock setup button and enter your password.	bn
Step 3:	B: NGA Only: Reconcile base pay increase amounts in the Pay Pool Panel worksheet. Enter justification for any adjustments if required.	S
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.	
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Step 7:	: Export Employee Data	
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the Pay	y Pool Panel worksheet for easy identification and attention.	
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Importing Data

Data file must be in same folder as the CWB spreadsheet

Make sure "Check if NGA pay pool" is NOT checked on the Instructions sheet



Select the Import button from the Custom Toolbar or the Import link on the Instructions Worksheet and follow the three-step process on the next few slides



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Data Extract Creation Tool

- The Data Extract Creation Tool is an Excel tool that allows you to type in employee information and then export it into a format the CWB can read
- □ Especially helpful for getting information on JDA employees into the CWB
- The 18 columns with GREEN headers MUST be completed for the CWB to function properly
- You can enter employees from multiple pay pools; the tool will ask which pay pool you'd like to export

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After generating an extract file, import it into your CWB just as you would an extract file from DCPDS

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13	Becquerel	Antoine-Henri	14948	10711	PP005		Yes	Yes	OFA/AAA	Division 1	NV27		9/30/2012	5/8/2
14	Newcomen	Thomas	66986	10789	PP005		Yes	Yes	OFA/CCC	Division 2	NV27		9/30/2012	7/22/2
15	Einstein	Albert	9638	10701	PP005		Yes	Yes	OFA/AAA	Division 1	NV27		9/30/2012	7/22/2
16	Berners-Lee	Tim	68579	10792	PP005		Yes	Yes	V OFA/BBB	Division 2	NV27	-	9/30/2012	5/8/2
17	Gauss	Carl	17603	10716	PP005		Yes	Yes	OFA/BBB	Division 1	NV27	<u>к</u>)	9/30/2012	11/8/2
18	Newton	Isaac	37250	10743	PP005		Yes		DFA/AAA	Division 1	NV27		9/30/2012	3/13/2
19	Watt	James	37781	10/44	PP005		Yes	Yes	OFA/CCC	Division 2	NV27		9/30/2012	3/13/2
20	Ehrlich	Paul	58490	10//8	PP005		Yes	Yes	OFA/CCC	Division 2	NV2/		9/30/2012	5/8/2
21	Harvey	William	/1234	10/9/	PP005		Yes	Yes	OFA/CCC	Division 2	NV27		9/30/2012	3/13/2
22	Babbage	Charles	18665	10/18	PP005	_	Yes	Yes	UFA/AAA	Division 1	NV2/		9/30/2012	3/19/2
23	Galilei	Galileo	30878		PP005		No	No	UFA/AAA	Division 1	NV27	JDA-In	9/30/2012	9/3/2
24	Helmont	Johann	40967	10750	PP005		Yes	Yes	OFA/CCC	Division 3	NV27		9/30/2012	11/8/2
25	Wright	Orville	57959	10777	PP005		Yes	Yes	OFA/BBB	Division 2	NV27	x	9/30/2012	3/19/2
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14	Newcomen	Thomas		· · · · · ·				3.4	1.10		1.10	01,001	No		
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26	Goddard	Robert		-	1			1.6					No	-	-
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14	Newcomen	Thomas	66986	10789	PP005		-	Yes	Yes	OFA/CCC	Division 2	NV27		
15	Einstein	Albert	9638	10701	PP005			Yes	Yes	OFA/AAA	Division 1	NV27		-
16	Berners-Lee	Tim	68579	10792	PP005	Part Time		Yes	Yes	OFA/BBB	Division 2	NV27		1
17	Gauss	Carl	17603	10716	PP005	Intermittent/Student		Yes	Yes	OFA/BBB	Division 1	NV27		1
18	Newton	Isaac	37250	10743	PP005	Promoted Salary > 8%		Yes	Yes	OFA/AAA	Division 1	NV27		1
19	Watt	James	37781	10744	PP005	Long Term Training	Ē	Yes	Yes	OFA/CCC	Division 2	NV27		1
20	Ehrlich	Paul	58490	10778	PP005	LWOP	E	Yes	Yes	OFA/CCC	Division 2	NV27		1
21	Harvey	William	71234	10797	PP005	Military Service Worker's Compensation	-	Yes	Yes	OFA/CCC	Division 2	NV27		1
22	Babbage	Charles	18665	10718	PP005	worker a compensation	1	Yes	Yes	OFA/AAA	Division 1	NV27		
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26	Goddard	Robert	64331	10784	PP005		2	Yes	Yes	OFA/CCC	Division 2	NV27		
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There are 14 wildcard columns on the Pay Pool Panel worksheet

Type in new header names to show the column definitionType in values or formulas in any or all cells in the column

0	Visible Employees:	100					Mean 3.63	Mean 3.58	Mean 3.61	Mean 3.5		_
	Last Name	First Name	Reviewing Official	Reviewing Official ID	Division		Objective Rating	Element Rating	Overall Mean Rating	Evaluation of Record	Rating Description	
1						Image: Section 1.	-					
2	and a second sec				100000				=	2 particular		
3	Gibrar	Calek	Gayl Jones	1234532	Main	Division:						
4	Wright	Marcus	Gayl Jones	1234532	East	(Showing All)	3.8	3.2	3.5	3	Successful	
5	Burns	Jacob	Gayl Jones	1234532	Main		4.0	4.0	4.0	4	Excellent	
6	York	Athena	Gayl Jones	1234532	East		3.1	3.5	3.3	3	Successful	
7	Bearly	Janet	Gayl Jones	1234532	South		3.1	3.5	3.3	3	Successful	
8	Jacobson	Mike	Gayl Jones	1234532	Main		4.2	3.5	3.9	4	Excellent	
9	Anderton	Michael	Gayl Jones	1234532	East		4.3	3.0	3.7	4	Excellent	
0	Wilkerson	Lisa	Gayl Jones	1234532	South		3.8	4.0	3.9	4	Excellent	
1	Legend	Jonathan	Gayl Jones	1234532	Main		4.2	4.0	4.1	4	Excellent	
2	Casey	Jeff	Gayl Jones	1234532	East		3.0	2.8	2.9	3	Successful	
3	Fain	Collin	Gayl Jones	1234532	South		4.0	4.0	4.0	4	Excellent	
4	Jensen	Herbert	Gayl Jones	1234532	Main		3.3	3.0	3.2	3	Successful	
5	Wolf	Doug	Gayl Jones	1234532	East		3.0	3.7	3.3	3	Successful	
6	Morris	Todd	Gayl Jones	1234532	South		2.3	2.0	2.2	2	Min Successful	
7	Cooper	Julia	Gayl Jones	1234532	Main		3.8	4.8	4.3	4	Excellent	



Using Wildcards, cont'd.

 Populate a wildcard column with a formula prior to import by typing in Row 13 – any formulas should reference Row 13 in the column in question

□ Then import as normal. Note that any values in a wildcard field in the import file will override your pre-import formulas.

8 9 10	Employees: Visible Employees:	0	-			2	-		-	
	Last Name	First Name	Wildcard 2	Wildcard 3	W	ildcard 4				
11	×				9 <mark>-</mark>		77 77			
12										
13 14 15			9	=F(AA13-V13, Promote IF(logical_test, [value]	e <u>d","Not</u> ?) re_if_true], [value _	if_false])	First Name	Pay Band (end of Evaluation Period)	Pay Band (as of Extract date)	Wildcard 3
				25	Wright	On	ville	11	11	Not
				26	Goddard	Rot	bert	11	11	Not
				27	Morgan	Tho	omas	9	11	Promoted
				28	Volta	Ale	essandro	13	14	Promoted
				29	Grothendieck	Ale	xander	11	11	Not
				30	Riemann	Ber	rnhard	12	12	Not
				31	Pascal	Bla	ise	11	12	Promoted
				32	Darwin	Cha	arles	12	12	Not

Select Pay Pool View

This form allows you to select how data is displayed in the pay pool panel worksheet. Only one view from the Employee Data Views and one view from the Salary Increase and Bonus Views may be selected at a time.

 Employee Data V 	liews
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• All Data

C Condensed Employee Data View

This view hides some of the lesser used columns in the employee data section of the pay pool panel worksheet

Salary Increase and Bonus Views

· All Data

C Condensed Salary Increase View

This view hides all of the bonus section and the intermediate calculation columns in the salary increase section of the pay pool panel worksheet

C Condensed Bonus View

This view hides all of the salary increase section except for the total salary increase \$ and %

- User Defined Views		
Selecting a User Defined Vie Selection" Tab of this form.	w (UDV) will override any previously selected views	. UDVs are defined and modified on the "Refine View
UDV 1 C	UDV 4 C	
UDV 2 C	UDV 5 C	Clear UDV Selection
UDV 3 C	UDV 6 C	

Cancel View Change

Create Selected Views





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Pre-Set Views Refine View Selection

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Refine your selection by checking next to the column names you wish to display on the 'Pay Pool Panel' worksheet.

C Employee ID	IA 🟹	Work Location	C Bonus Shares			
🔽 D Evaluation ID	LA 🏹	Geolocation Code	ED Initial Bonus (\$)			
🔽 E Pay Pool ID	AK	Locality Code	🔽 EE Override Initial Bonus			
F Specially Situated Condition	on 🔽 AL	Locality Rate	F Bonus Adjustment (\$)			
🔽 H Include in Bonus Fund Ca	lcs? 🔽 AM	Work Schedule	🔽 EG Bonus Adjustment Justif	ication		
🔽 J Bonus Eligible?	AN	Employee Status	EH Total Bonus (\$)			
🔽 K Org ID 1	AC	Rating Official	🔽 EI Total Bonus (% of Midpo	int)		
🔽 L Org ID 2	AP	Reviewing Official	EJ Total Bonus (% of Base	Salary)		
M Agency Group	I AS	Wildcard 1	EK SQI Eligible?			
✓ N JDA Status	V AU	Objective Rating	EL Number of Steps to Awa	rd		
O Rating Cycle End Date	V AV	Element Rating	F EM Estimated \$ Amount of	Award		
P Last Incr. Date	AM	/ Overall Rating	EN Wildcard 11			
🔽 Q Date WGI Due	AX	Evaluation of Record	EO Wildcard 12			
R Employee On Board Date	(EOD) V AY	Rating Description	FP Wildcard 13			
S Band Entry Date	₩ AZ	Wildcard 2	EQ Wildcard 14			
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☑ U Pay Plan (end of Evaluation	on Period) 🔽 CM	Wildcard 4	ES Remarks for Employee F	eedback Form		
V Pay Band (end of Evaluat	ion Period) 🔽 🔽 CN	Wildcard 5				
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▼ X LMS or TMS (end of Evalu	ation Period) 🔽 DH	Wildcard 7				
Y Total Basic (end of Evalua	ation Period)	Wildcard 8				
Z Pay Plan (as of Extract Da	ate) 🔽 DS	Wildcard 9				
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AH Work Level	EB	Bonus Share Proration (%)				
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Pre-Set Views Refine View Selection

Refine your selection by checking next to the column names you wish to display on the 'Pay Pool Panel' worksheet.

Image: D Evaluation ID Image: AJ Geolocation Code Image: ED Initial Bonus (\$)	
💌 E Pay Pool ID 👘 🗸 K Locality Code 👘 EE Override Initial Bonus	
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✓ K Org ID 1 ✓ AO Rating Official ✓ EI Total Bonus (% of Midpoint)	
L Org ID 2 AP Reviewing Official V EJ Total Bonus (% of Base Salary)	
✓ M Agency Group ✓ AS Wildcard 1 ✓ EK SQI Eligible?	
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□ R Employee On Board Date (EOD) □ AY Rating Description □ □ EP Wildcard 13	
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V Day Plan (end of Evaluation Period)	
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V Total Basic (end of Evaluation Period)	
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AE Work Category DY \$ Amount of last OSI or Equiv	
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AG Position/Work Role Title EA Bonus Shares	
AH Work Level EB Bonus Share Proration (%)	
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Pre-Set Views Refine View Selection Refine your selection by checking next to the column names you wish to display on the 'Pay Pool Panel' worksheet. AI Work Location ▼ EC Bonus Shares C Employee ID D Evaluation ID Al Geolocation Code ED Initial Bonus (\$) EE Override Initial Bonus E Pay Pool ID AK Locality Code V F Specially Situated Condition AL Locality Rate EF Bonus Adjustment (\$) H Include in Bonus Fund Calcs? AM Work Schedule EG Bonus Adjustment Justification V AN Employee Status ✓ J Bonus Eligible? ~ EH Total Bonus (\$) K Org ID 1 EI Total Bonus (% of Midpoint) 1 AO Rating Official L Org ID 2 AP Reviewing Official EJ Total Bonus (% of Base Salary) M Agency Group 1 AS Wildcard 1 EK SOI Eligible? ▼ N JDA Status V AU Objective Rating EL Number of Steps to Award EM Estimated \$ Amount of Award O Rating Cycle End Date AV Element Rating ▼ P Last Incr. Date AW Overall Rating ▼ EN Wildcard 11 ✓ O Date WGI Due ▼ EO Wildcard 12 2 AX Evaluation of Record ED Wildered 12 R Employee On Board Date (EOD) -22 Set User Defined View's Name and Selection S Band Entry Date T Retained Pay U Pay Plan (end of Evaluation Period) Continuing will set the User Defined View 1 name and selection. The name will V Pay Band (end of Evaluation Period) change to what is currently in the textbox next to the 'Set' button and its visible W Base Salary (end of Evaluation Period) columns will match what is shown in the checkboxes. X LMS or TMS (end of Evaluation Period) Y Total Basic (end of Evaluation Period) Z Pay Plan (as of Extract Date) OK Cancel AA Pay Band (as of Extract date) AB Step (as of Extract Date) AC Base Salary (as of Extract date) DW Total \$ of Awards Received AD % Incr. (column AC versus W) DX Date of last OSI or Equiv AE Work Category V DY \$ Amount of last OSI or Equiv AF Occ Series ✓ DZ Overall Rating AG Position/Work Role Title EA Bonus Shares EB Bonus Share Proration (%) AH Work Level Section Legend Pre-Set Views User Defined Views **Employee Section** Salary Increase C C Create Selected View Exclude Condensed Employee Data Include Exclude Include C Rating Section Bonus Section Condensed Salary Data C Include Exclude Include Exclude Cancel View Change My New View Condensed Bonus View Set Recall Delete Include All Exclude All 4:40 PM X - 口 協 10/6/2014

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3	Ratings					En	nplayees Rea	colving Bonw	28	37.8%					Allocated Via Algorithm	\$68,080	93.1%				
4	Salary	norease						Min Bonur Max Bonur	\$1,202	1.62%	of band midpaint				Allocated Via Adjurtment Total Funds Allocated	\$0 \$62.020	0.0% 93.1%				
6	Bonus							1002125023							Fundr Remaining	\$5,012	6.9%	s -			
7		19 1 9 19 19 19 19	5 34				Rating	Thrashald	3.9	1	10.00%	Shere I	Increment							SKIFUKI	г
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10									-		1.623%		\$5,000	\$0	\$5,000						2
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			. 2 1	d Thir	Auerdr	ar Equiv	af lart		-	Praratia	-	Г. Г.	Bunar	(\$)	Jurtification	(\$)	Midpaint)	Baro Salary)		Increments	
11			T	Peri	T		Egy				T		Y 7		T	.			Y		
60	Fisher	-	Emil					3.1	2	1.00			No	1		\$0	12	4.9	No	0	4
62	Butherford	4	Ernort		-	6/15/2011	\$5.646	3.5	8		-		Na		10	\$0 \$0	0	2	No	0	+
63	Cantor	e - 3	Goorg			0		5.0	2.87		2.87	\$4,36	4 No		<u>7</u>	\$4,364	4.66%	4.74%	No	0	
64	Descartes	<u> </u>	Rono				-	3.4	e			-	No			\$0			No	0	+
66	Heirenberg	4	Stephen Werner		\$500	<u> </u>	1	3.4		-	-	1	No			\$0	1		No	0	+
67	Roontgon) i	Wilhelm			6 8	0	4.4	1.61		1.61	\$2,44	8 No		1 1	\$2,448	2.61%	2.41%	No	0	<u> </u>
68	Shackley	-	William Zhana	-	-	<u> </u>	-	4.7	2.15	-	2.15	\$3,26	9 No		22	\$3,269	3.49%	3.10%	No	0	-
70	Hortz	-	Heinrich			<u>i</u>		4.0	1.10	5	1.10	\$1,672	2 No			\$1,672	1.78%	1.61%	No	0	
71	Cavendirh	ii	Henry			8 8		3.0	<u>8</u>	<u> </u>	51265		No		<u>d</u>	\$0		16	No	0	
73	Floming	nek	Alexander Antan	2 2	\$8,000	2 (3.6	1.95	2	1.95	\$2.34	5 No			\$0	3,16%	4.50%	No	0	+
74	Schroding	or	Erwin			1															
75	Mondol		Johann		-	12/12/2011	\$1,360	3.6	1.46		1.46	#1 754	Na 6 N-		1	\$0	2.37.4	2 67.4	No No	0	+
77	Lavoirier		Antaine			3/4/2012	\$1,850	3.6	640	i i	644	*1,125	No			\$0	C.217.	£.917.	No	0	
78	Bacan	1	Francir			2	1	4.5	1.77		1.77	\$2,69	1 No		10 20	\$2,691	2.87%	3.00%	No	0	-
80	Hilbert	-	John David	- 31	\$2,000			4.8	2.37		2.37	\$3.60	3 No			\$3,603	3.84%	3.34%	No	0	1
81	Mondoloov		Dmitri		0.3.8	i i		3.4	0	((2.00	No		Č.	\$0	6	0 0	No	0	
82	Whitelo		Frank					2.8		1			No			\$0			Na N-	0	+
84	Marcani		Guglielma					4.7	2.15		2.15	\$3,26	9 No	-		\$3,269	3.49%	2.53%	110		F
85	Neumann		John					3.6					Na			\$0			No	0	F.
86	Faraday		Michael Wilkelm	- 1	\$500	÷		5.0	2.87	-	2.87	\$5,49	0 No	-	8 7	\$5,490	4.66%	3.79%	N=	0	-
88	Veraliur	- 8	Andrear	22		ŬŬ		3.1					No			\$0	1	Î	110		F
89	Kepler		Johanner		l.	<u>i</u>		3.1		6			No			\$0		12	No	0	
30 I4	4 + 1	Inst	ructions	Budae	et and s	Setup	Pay P	ool Par	nel	Bonus A	diustme	nt Sur	mmarv	Pav		9.5	01		101		
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2	Budget					Em	playeer Eliqi	ble for Bonw	74	1000					Total Banar Funding	\$73,092	X of Budgot				
4	Ratings					L	nplay <i>ees</i> Kec	Min Bonw	\$446	43.2%	of band midenial				Allocated Via Algorithm Allocated Via Adjurtment	\$68,078 \$0	93.12				
5	Salary I	ncrease						MaxBonur	\$5,183	4.40%	of band addpated				Total Funds Allocated	\$61,071	93.1z				
6	Bonus								-	No.		1			Fundr Romaining	\$5,014	6.9%	S.			
1		34333333					Rating	Thrashuld	3.8		10.002	Shere in	crement								r I
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10											1.391%	1	\$5,000	\$0	\$5,000						
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11				Peri			Equ	1000	1000	- 72							10.00				+
13	Cantor		Georg		-			5.0	3,16		3.16	\$4,119	No	-	· · · · · · · · · · · · · · · · · · ·	\$4,119	4,40%	4.48%	No	0	F I
14	Faraday		Michael					5.0	3.16		3.16	\$5,183	No			\$5,183	4.40%	3.58%	5		
15	Galilei		Galileo			<u>e i</u>		4.8	2.61		2.61	\$2,691	No		<u>6</u>	\$2,691	3.63%	4.62%	No	0	
16	Hilbort		David	24	\$2,000	8 - 1	-	4.8	2.61	-	2.61	\$3,402	No No		2	\$3,402	3.63%	3.15%	No No	0	<u>-</u>
18	Shackley		William		1	n i	1	4.7	2.37	-	2.37	\$3,089	No			\$3,089	3.30%	2.93%	No	0	h-:
19	Marcani		Guglielma			\$\$		4.7	2.37		2.37	\$3,089	Na		ŝ.	\$3,089	3.30%	2.39%	10000		
20	Gaws		Carl		-			4.6	2.15		2.15	\$3,526	No		ē	\$3,526	2.99%	2.81%	No	0	L.
22	Wright		Orvilla	-		1/13/2013	\$1,676	4.6	2.15		2.15	\$2,217	No		10 7	\$2,217	2.99%	3.84%	No	0	H:
23	Leeuwenho	aek	Anton			STINEOUS	46,007	4.6	2.15		2.15	\$2,217	No		<u>1</u>	\$2,217	2.99%	4.26%	No	0	F.
24	Bacon	1	Francir					4.5	1.95		1.95	\$2,542	No			\$2,542	2.71%	2.83%	No	0	
25	Darwin		Charles		×	<u> </u>	23	4.4	1.77	(<u> </u>	1.77	\$1,825	No		(<u>)</u>	\$1,825	2.46%	2.70%	No	0	-
27	Brontaon	<u> </u>	Joan-Jaroph Wilkolm	-	2	a - 8		4.4	1.77		1.77	\$1,825	No		<i>3</i>	\$1,825	2.46%	2.11%	No	0	-
28	Jonner	e - 1	Edward			i i		4.3	1.61		1.61	\$1,660	No			\$1,660	2.24%	1.84%	No	0	
29	Gutenberg	ě - 3	Johannes					4.3	1.61		1.61	\$1,660	No			\$1,660	2.24%	2.43%	No	0	ρ. Ι
30	Ampere		Andro-Mario	-	-	8 8		4.2	1.46		1.46	\$1,903	No			\$1,903	2.03%	1.80%	No	0	-
32	Babbaae		Charles		-		Ť	4.1	1.33		1.33	\$1,371	No			\$1,371	1.85%	2.57%	No	0	F
33	Becquerel		Antaine-Henri		1	<u>i</u> 1		4.0	1.21	i	1.21	\$1,577	No	1) (I) (I) (I) (I) (I) (I) (I) (I) (I) (I	(i)	\$1,577	1.68%	1.38%			
34	Grothendia	ock	Alexander					4.0	1.21		1.21	\$1,247	No			\$1,247	1.68%	1.94%	No	0	L.
35	Franklin		Bonjamin Hoinsist	-	-	8	8	4.0	1.21	-	1.21	\$1,577	Na	-		\$1,577	1.68%	1.51%	No N-	0	H
37	Watt	2	James		-	-	1	3.9	1.10	1	1.10	\$1,804	Na	-		\$1,804	1.53%	1.43%	No	0	F
38	Riemann		Bernhard			S - 1		3.9	1.10	1	1.10	\$1,134	No			\$1,134	1.53%	1.68%	No	0	
39	Teller	1	Edward		1	S - 3	0	3.9	1.10	()	1.10	\$1,804	Na		5	\$1,804	1.53%	1.16%			4
40	Hubble		Eduin		-	8		3.9	1.10		1.10	\$1,434	No			\$1,434	1.53%	1.33%	No N-	0	
42	Dirac	-	Paul	21	\$1,000	n i	1	3.8	1.00	-	1.00	\$1,031	No			\$1,031	1.39%	1.91%	No	0	-
14	4 + +	Inst	ructions	Budge	et and «	Setun	Pay P	ool Par	nel	Bonus A	diustme	nt Sum	mary	Pavil			12	l l	100		
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5	Salary Ir							MaxBonur	\$6,777	5.75%	of band addresial				Total Fundr Allocated	\$62.024	93.1Z				
6	Bonus							144517-5403		N. CONTRACT	90.0000.000 	i.			Fundr Romainin	\$5,008	6.9%	8			
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10								2011 Hotela			2.426%		\$5,000	\$0	\$5,000			40-000-0			
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12		1													8	1	12			6	
13 0	Cantor		Georg					5.0	2.37		2.37	\$5,387	No			\$5,387	5.75%	5.86%	No	0	
14 F	Faraday	-	Michael	-	-	8		5.0	2.37		2.37	\$6,777	No			\$6,777	5.75%	4.68%	N		-
16 1	Hilbort		David	3	\$2,000	Ì		4.8	1.95	1	1.95	\$4,432	No			\$4,432	4.13%	4.10%	No	0	F1
17 1	Turing		Alan		23.33	(ii		4.7	1.77	0	1.77	\$4,023	No		0	\$4,023	4.29%	3.73%	No	0	
18 4	Shockley		William		1			4.7	1.77		1.77	\$4,023	No			\$4,023	4.29%	3.81%	No	0	- .
20 0	Marconi Gaurr		Guglielmo		-	-		4.7	1.77		1.77	\$4,023	No			\$4,023	4.29%	3.11%	No	0	-
21 1	Wright	- i	Orville		1	1/13/2013	\$1,676	4.6	1.61		1.61	\$2,894	No	1		\$2,894	3.90%	5.01%	No	0	
22 0	Gilbort		William			3/10/2013	\$2,389	4.6	1.61	2	1.61	\$2,894	No			\$2,894	3.90%	3.43%	No	0	
23 L	Leouwenha	ok	Anton		38 <u>-</u>	S		4.6	1.61		1.61	\$2,894	No		2	\$2,894	3.90%	5.56%	No	0	-
25 0	Darwin		Charles		*	<u>11 - 1</u>		4.5	1.46	0	1.46	\$3,318	No		6	\$3,318	3.23%	3.54%	No	0	-
26 L	Longir		Joan-Jaroph		1			4.4	1.33		1.33	\$2,391	No			\$2,391	3.23%	2.77%	Na	0	Ē
27 F	Roontgon		Wilhelm	-		<u>2</u>	0	4.4	1.33		1.33	\$3,023	No			\$3,023	3.23%	2.97%	No	0	_
28 .	Jonnor Gutankara		Edward			2 S		4.3	1.21	1	1.21	\$2,175	Na		2	\$2,175	2.93%	2.41%	No	0	-
30 4	Ampere		Andro-Mario		1	6 6		4.2	1.10		1.10	\$2,500	No			\$2,500	2.67%	2.37%	No	0	
31 1	Noutan		lraac			8 <u> </u>	9	4.1	1.00		1.00	\$2,859	No		<u>d</u>	\$2,859	2.43%	2.42%	No	0	
32 8	Babbaqo B		Charles Actains Days		-	2		4.1	1.00		1.00	\$1,797	No			\$1,797	2.42%	3.37%	No	0	-
34 0	Grathendie	ck	Alexander		1		1	4.0	-	-			Na	-		\$0	16.	E	No	0	-
35 F	Franklin		Bonjamin		1	3 - S	8	4.0	Q	1		3	No		š.	\$0	2	£ _ 1	No	0	E I
36 1	Hortz		Heinrich			<u>i</u>		4.0	2				No			\$0	2	-	No	0	
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39 1	Teller		Edward	-		8	8	3.9	8	1			No		2	\$0	Š.		110		F
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2 3 4 5 6 7	<u>Budget</u> <u>Ratings</u> <u>Salary Increase</u> <u>Bonus</u>				Empl Emp	oyees Eligib loyees Rece Rating	le for Bonus eiving Bonus Min Bonus Max Bonus Threshold	74 20 \$783 \$7,336 4.1	27.0% 1.06% 6.22%	af kaad aidqaiad af kaad aidqaiad 10.00%	Share Incre	ement		Total Bonus Funding Allocated Via Algorithm Allocated Via Adjustment Total Funds Allocated Funds Remaining	\$73,092 \$68,083 \$0 \$68,083 \$5,009	* of 9 0 9; 9; 6
8	Employee	s: 77								122550042202	in de la compañía de Estas de la compañía d		TU(a)	memaining Aujustment	ř.	
9 1	isible Employee:	s: 77					Sort Rating			Share Val	ue	Adj Funding	Adjuctmente	Eundina		
10	Last Name	First Name	Awards	Total \$	Date of	1	Overall	Bonus	Bonus	Bonus	Initial	\$5,000 Override	\$U Bonus	\$5,000 Bonus	Total	T
			Received This	of Awards	last QSI or Equiv	Amount of last	Rating	Shares	Share Proratio	Shares	Bonus (\$)	Initial Bonus	Adjustment (\$)	Adjustment Justification	Bonus (\$)	Bor of M
11		•	Ratin- Perio	Receined •		QSI -		-	n (%'			-			-	
12		3												-		
13	Dantor	Georg					5.0	2.37	1	2.37	\$5,831	No			\$5,831	6.
14	Faraday	Michael			-		5.0	2.37		2.37	\$7,336	No	<u> </u>		\$7,336	6.
15	Jalilei	Galileo	-	40.000	6	6	4,8	1.95	5	1.95	\$3,794	No	4		\$3,/94	5
16	Hilbert Tunia a	David		\$2,000			4.8	1.30		1.35	\$4,/3/	NO			\$4,797	0
1/	i uning Phoekley	Alan Milliam	8	-		÷	4.7	177	75.0%	122	\$4,300	No	. .		\$4,300	4.
18	Shockley Marconi	Gualialmo					4.7	177	70.0% E0.0%	1.00	\$3,200	No			\$3,200 \$2,177	2.
20 1	Narcolli Baucc	Carl	2			2	46	161	00.07.	161	\$4.993	No	1		\$4 983	4
20	wright	Orville			1/13/2013	\$1676	4.6	161	-	161	\$3 133	No			\$3,133	4
22 1	Gilbert	Villiam	8		3/10/2013	\$2,389	4.6	1.61		1.61	\$3,133	No			\$3,133	4
23 1	Leeuwenhoek	Anton			1	1010100000	4.6	1.61	25.0%	0.40	\$783	No			\$783	1.
24	Bacon	Francis			1	li i	4.5	1.46	1	1.46	\$3,592	No	i i		\$3,592	3.
25	Darwin	Charles			1		4.4	1.33		1.33	\$2,588	No	í í		\$2,588	3.
26 1	_enoir	Jean-Joseph					4.4	1.33	1	1.33	\$2,588	No	1		\$2,588	3.
27	Roentgen	Wilhelm		<u></u>	8	8	4.4	1.33		1.33	\$3,272	No	Q		\$3,272	3.
28	Jenner	Edward			e		4.3	1.21		1.21	\$2,354	No			\$2,354	3
29	Gutenberg	Johannes					4.3	1.21		1.21	\$2,354	No			\$2,354	3
30	Ampere	Andre-Marie					4.2	1.10		1.10	\$2,706	No	Í.		\$2,706	2.
31 1	Vewton	Isaac		<u>}</u>	ě – –	č –	4.1	1.00		1.00	\$3,095	No	3		\$3,095	2.
32	Babbage	Charles					4.1	1.00		1.00	\$1,946	No			\$1,946	2. 🖵
14 4	🕨 🕅 Instru	ictions 📈 Buo	dget and S	etup	Pay Pool	Panel	Bonus /	Adjustme	nt Summ	nary / P	ay 🛛 🖣		Y			•
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8	Employees	5: 77									i i	A DOM: NOT THE O	rotar	mentaining Aujustment	<u>8</u>	
10	sible Employee:	5: //					Sort Rating			Share Val	ue	Adj Funding	Adjuctments #1,000	Fundina \$1000		
10	Last Name	First Name	Awards Received This	Total \$ of Awards	Date of last QSI or Equiv	\$ Amount of last	Overall Rating	Bonus Shares	Bonus Share Proratio	Bonus Shares	Initial Bonus (\$)	Override Initial Bonus	Bonus Adjustment (\$)	8,000 Bonus Adjustment Justification	Total Bonus (\$)	To Bor of M
11		-	Ratin- Perio	Recein ed		QSI C Equi	-		n (%) •			-			-	
12																
13 C	Cantor	Georg		-			5.0	0.07	-	0.07	40.070	Yes	\$0	Consideration for DQI	\$0	
14 F	araday Social	Iviichaei Calilaa		2	-		5.0	2.37		2.37	\$8,376	No			\$8,376	
15 0	iallier lilbort	David	1	\$2,000	8		4.0	1.30		195	\$4,333 \$6,470	No	\$2,000	idjusted for suped during the upp	\$4,333	0.
10 T	uripa	- Alan		\$2,000	-		4.7	1.33		177	\$0,410	No	-\$2,000	sujusted for award during the gea	\$3,410	5
19 5	bockles	William	8	-	-	÷	4.7	177	75.0%	133	\$3,729	No		prorated for 3/4 year	\$3,729	3
10	Aarconi	Gualielmo			8	2 0	4.7	1.77	50.0%	0.89	\$2,486	No		prorated for 1/2 year	\$2,486	2
20 G	iauss	Carl		1	Î.	li	4.6	1.61	0.00000	1.61	\$5,690	No	i i		\$5,690	4.
21 1	/right	Orville			1/13/2013	\$1,676	4.6	1.61		1.61	\$3,577	No	i i i		\$3,577	4.
22 G	iilbert	William			3/10/2013	\$2,389	4.6	1.61	-	1.61	\$3,577	No	1		\$3,577	4.
23 L	eeuwenhoek	Anton		2	č.	č.	4.6	1.61	25.0%	0.40	\$894	No		prorated for 1/4 year	\$894	1.
24 E	lacon	Francis					4.5	1.46		1.46	\$4,101	No			\$4,101	4.
25 🗆)arwin	Charles					4.4	1.33		1.33	\$2,955	No	\$1,000	outstanding performance	\$3,955	5.
26 L	enoir	Jean-Joseph			1	<u> </u>	4.4	1.33		1.33	\$2,955	No		1.4.5	\$2,955	3.
27 F	loentgen	Wilhelm		<u> </u>	Č.	š – 1	4.4	1.33	1	1.33	\$3,736	No	\$1,000	outstanding performance	\$4,736	5.
28 J	enner	Edward	2		(c)		4.3	1.21		1.21	\$2,688	No			\$2,688	3.
29 G	iutenberg	Johannes					4.3	1.21		1.21	\$2,688	No			\$2,688	3.
30 A	umpere	Andre-Marie			-		4.2	1.10		1.10	\$3,090	No			\$3,090	3.
31 N	Jewton	Isaac Charles	-		8	0	4.1	1.00	8	1.00	\$3,534	No	A1 000		\$3,534	3.
32 E	sappage	Charles			Contraction and	13 162/13 - 63	4.1	1.00	2	1.00	\$2,222	No	\$1,000	outstanding performance	\$3,222	4. 🔻
14 4	▶ ▶ Instru	ctions 🖉 Bud	dget and S	etup	Pay Pool	Panel	Bonus A	Adjustme	nt Summ	ary P	ay 🛛 🖣	((B))				•
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8	Employee	s: 77	•								i de la compañía de la Compañía de la compañía		TULAL	Demanno Suiosoneoc		
9 /is	sible Employee	s: 77					Sort Rating			Share Val	ue	Adj Funding	Adjuctmonte	Eundina		
10	Last Name	First Name	Awards Received	Total \$	Date of last QSI	\$ Amount	Overall Bating	Bonus Shares	Bonus Share	2.977% Bonus Shares	Initial Bonus (\$)	\$2,000 Override Initial	\$2,500 Bonus Adjustment	-\$500 Bonus Adiustment	Total Bonus	Bor
-	Ĩ		This Ratin-	Awards Recein	or Equiv	of last QSI	-		Proratio			Bonus	(\$)	Justification	(\$)	of M
11 27 B		Vilkelm	Peria	ed		Equi	44	122		122	\$2,710	No	\$1000	outstanding performance	\$4 710	5
22 1	enner	Edward		-			4.3	121	-	121	\$2,669	No	\$1,000	odistanding performance	\$2,669	3
20 G	iutenhera	Johannes	8		÷	÷	4.3	121		121	\$2,669	No			\$2,669	3
30 A	mpere	Andre-Marie	3		2	8 8	4.2	1.10		1.10	\$3,068	No	2		\$3,068	3.
31 N	lewton	Isaac		1		li – i	4.1	1.00		1.00	\$3,509	No			\$3,509	2.
32 B	abbage	Charles					4.1	1.00		1.00	\$2,206	No	\$1,000	outstanding performance	\$3,206	4.
33 B	ecquerel	Antoine-Henri					4.0		-			No	1	0.52	\$0	
34 G	irothendieck	Alexander			č.	č.	4.0				1	No	1		\$0	
35 F	ranklin	Benjamin					4.0					No			\$0	
36 H	lertz	Heinrich					4.0					No			\$0	
37 W	/att	James					3.9					No	í l		\$0	
38 R	iemann	Bernhard	-		č –	ē	3.9			-	<u> </u>	No	\$1,500	<u>)</u>	\$1,500	2.
39 T	eller	Edward	-	-			3.9			-	-	No		20	\$0	<u></u>
40 H		Edwin		-	<u>.</u>		3.9			-	*	NO			\$0	
41 0	oule	James		*1000	-		3.8			-		NO			\$0	
42 0	urac upendro	Amede		\$1,000			3.0		1		-	No	8		\$0 	<u>1</u>
43 A	vogadro Isimlar	Amedo	4	4500	6 <u>.</u>		3.0		-		4	No			\$U 40	<u></u>
44 U	lorgan	Thomas	10	\$300	-	÷	3.0			-	-	No			40 40	
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5	Salany Increase						May Bonus	\$888 \$9.217	7.05%	of band midpaint				Total Funds Allocated	\$2,000	3 10:
6	Salary Increas	<u>c</u>						\$0,31r	1.00%	at prove any heard				Funds Remaining	\$11	
7	Bonus					Bating	Threshold	41	5	10.00%	Share Incr	ement	10	and a remaining		
8	Employe	es: 77				Tracing	in conora [- Chat	3	10.007		- mente		invalid		
9	/isible Employe	es: 77					Cort Dating			Share Valu	ue	Adj Funding	TO(a)	mentaining Adjustment		
10	walid Cells Fou	ind					Sout Nating			2.977%		\$2,000	\$2,500	-\$500		
	Last Name	First Name	Awards	Total \$	Date of	\$	Overall	Bonus	Bonus	Bonus	Initial	Override	Bonus	Bonus	Total	T
			Received	of	last QSI	Amount	Rating	Shares	Share	Shares	Bonus (\$)	Initial	Adjustment	Adjustment	Bonus	Bor
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27	Roentgen	Wilhelm					4.4	1.33	, — — ,	1.33	\$3,710	No	\$1,000	outstanding performance	\$4,710	5.
28	Jenner	Edward					4.3	1.21		1.21	\$2,669	No			\$2,669	3.
29	Gutenberg	Johannes					4.3	1.21		1.21	\$2,669	No			\$2,669	3.
30	Ampere	Andre-Marie	1		č.	ē - 3	4.2	1.10	2	1.10	\$3,068	No	8 8		\$3,068	3.
31	Newton	Isaac					4.1	1.00		1.00	\$3,509	No			\$3,509	2.
32	Babbage	Charles					4.1	1.00		1.00	\$2,206	No	\$1,000	outstanding performance	\$3,206	4.
33	Becquerer	Antoine-Henri Alexander			5		4.U 4.0			-		No	<u> </u>		\$U 	
24	Franklin	Benjamin					40				-	No	n in in it is a start of the st		\$0	<u>, s</u>
36	Hertz	Heinrich	-	-		S;	4.0		-		1	No	2		\$0	<u></u>
37	Watt	James			2	÷	3.9				*	No	-	Commission (C)	\$0	
38	Riemann	Bernhard			8	8	3.9		()			No	\$1,500 <		\$1,500	2.
39	Teller	Edward					3.9					No			\$0	
40	Hubble	Edwin			1		3.9					No	Í.		\$0	
41	Joule	James					3.8					No	1		\$0	
42	Dirac	Paul	1	\$1,000	č	š	3.8					No	ŭ		\$0	
43	Avogadro	Amedo					3.8					No			\$0	e
44	Daimler	Wilhelm	t	\$500			3.8					No			\$0	
45	Morgan	Thomas					3.7					No			\$0	
46	Fahrenheit	Daniel	3	\$25,000	é.	6	3.7		8	-	1	No	8		\$0	6
47	Banting	Frederick			-		3.7	11.10.20		-		No			\$0	
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Provated for partial year		Award during the performance	vear		Funds Remaining	\$2.023	2.8
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					100	\$4,568	3.84
				d fo	partial year	➡ \$5,374	7.18
						\$3,001	3.17
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con Francis noir Jean-Joseph	4.6 2.87 4.5 2.61	2.87 \$2,475 2.61 \$1,780	No			\$1,780	2.38
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7	Donus		3.5		10.00%	Share Incre	ment					
8	Employees	s: 77		_		- 12				re-		
9	Visible Employees	n: 77		Mi	crosoft Excel				Adjustment Funding			
10		34		- F			And and a second second	Address of the Owner	\$1,000			
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11				(*		Retry	Cancel		T I I I I I I I I I I I I I I I I I I I			
12								1992			<u>l</u>	1
13	Cantor	Georg					Yes	\$0	Consideration for DQI/SQI	\$0		
14	Faraday	Michael	4.21		4.21	\$4,568	No			\$4,568	3.84%	3.15
15	Galilei	Galileo	3.48		3.48	\$2,374	No	\$3,000	ward during the performance year	\$5,374	7.18%	9.2.
16	Hilbert	David	3.48	-	3.48	\$3,001	No			\$3,001	3.17%	2.12
1/	Turing	Alan	3.16	95	3.16	\$2,725	NO			\$2,725	2.88%	2.5:
18	Shockley	VVIIIiam	3.16		3.16	\$2,725	NO	\$1,000	nere is a value I typed	\$3,725	3.94%	3.5.
19	Marconi	Guglielmo	3.16		3.16	\$2,725	No		~~~	\$2,725	2.88%	2.1
20	Gauss	Carl	2.87		2.87	\$3,114	No			\$3,114	2.62%	2.48
21	Wright	Orville	2.87		2.87	\$1,957	No			\$1,957	2.61%	3.35
22	Gilbert	William	2.87		2.87	\$1,957	No			\$1,957	2.61%	2.32
23	Leeuwenhoek	Anton	2.87		2.87	\$1,957	No			\$1,957	2.61%	3.76
24	Bacon	Francis	2.87	2	2.87	\$2,475	No			\$2,475	2.61%	2.70
25	Lenoir	Jean-Joseph	2.61	10	2.61	\$1,780	No	1		\$1,780	2.38%	2.00
26	Darwin	ICharles ons Budget and	2 37 d Setup	Pay Poo	Panel Bo	nus Adjustm	ent Summary	Pay		\$1.616	2 16%	230*
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DQI and SQI Decisions

Qualifications

- Eval of Record of at least
 Successful
- Not on Retained Pay or otherwise ineligible for salary increase (col. T)
- For DQI: No DQI (or equiv) within the last year at the same grade (DX and DY)
- For SQI: No SQI (or equiv) in last three years at the same grade
- Salary is not less than 1 step increase (DQI) or 2 step increases (SQI) away from the grade maximum (step 12 equiv)

Calculation

- Based on Grade as of extract date (col. AA)
- Admin must set SQI eligibility (Yes/No) flag in col. EK
- "Yes" flag allows SQI (two step) award in col. EL
- Grade may change between extract date and payout date; \$\$ amount in CWB is only a projection
- Total DQI/SQI fund and amount remaining tracked in EM8 and EM9 – not taken from the bonus fund

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3	Budge	<u>et</u>			Employees Re	ceiving Bonus	20	27.0%					Allocated Via Algorithm	\$70,581				
4	Rating	15				Min Bonus	\$888	1.20%	af kand uidpaint				Allocated Via Adjustment	\$2,500				
5	Salary	/Increase				Max Bonus	\$8,317	7.05%	of hour midpaint				Total Funds Allocated	\$73,081	6			
5	Bonus							8	[ñ			Funds Remaining	\$11	+			
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15	Galilei		Galileo			4.8	1.95		1.95	\$4,302	No			\$4,302	No	0	0	-
16	Hilbert		David	-		4.8	1.95		1.95	\$5,440	No	-\$2,000	Adjusted for award during the yea	\$3,440	No	0	0	7
17	Turing		Alan	\$	1	4.7	1.77		1.77	\$4,937	No			\$4,937	No	a 10 s	2,823	
18	Shockley	<u></u>	William			4.7	1.77	75.0%	1.33	\$3,703	No		prorated for 3/4 year	\$3,703	No	0	0	_
19	Marconi) 	Guglielmo	8	3	4.7	1.77	50.0%	0.89	\$2,468	No		prorated for 1/2 year	\$2,468			0	<u>2</u> 8
20	Wright		Orvillo	1/13/2013	t1676	4.0	161	-	1.01	\$3,000	No		0	\$3,000	No	0	0	÷
22	Gilbert		William	3/10/2013	\$2,389	4.6	1.61		1.61	\$3,552	No			\$3,552	No	0	0	
23	Lecuwent	hock	Anton			4.6	1.61	25.0%	0.40	\$888	No		prorated for 1/4 year	\$888	No	0	0	-
24	Bacon		Francis	2		4.5	1.46		1.46	\$4,073	No			\$4,073	Yes	2	- 4,778	7 3
25	Darwin		Charles	- S	1	4.4	1.33		1.33	\$2,934	No	\$1,000	outstanding performance	\$3,934	No	0	0	
26	Lenoir		Jean-Joseph		-	4.4	1.33		1.33	\$2,934	No			\$2,934	No	2	0	-
21	Roentge	p	Wilhelm	<u></u>	1	4.4	1.33		1.33	\$3,00	No	\$1,000	outstanding performance	\$4,00	No	0	- 0	<u>2</u> 8
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DEFE	Information protected by the Privacy Act of 1974			
This ap	plication will help DCIPS organizations conduct the DCIPS pay pool process.			
Howf	o 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.			
Stop 2	Administrator Only: Enter the new pool's hudget parameters honus increment, and administrator			
Step 2.	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			
Step 8:	Generate Employee Notices once the results have been approved by the PRA. Employee notices will be generated in the order in which they appear in the Pay Pool Panel worksheet. If filters have been set,			
	notices will only be generated for visible Employees.			
Anumt	and Special Features: ar of features are accessed through buttons on the custom tool bar. These include Import, Evoort, and			
features	such as Hide and Sort. The Validate feature is critical to the correct use of the spreadsheet. When the			
Validate the Pay	button is clicked on any of the worksheets where it appears, spreadsheet errors will be circled in red on Pool Panel worksheet for easy identification and attention.			
M Instruc	tions / Budget and Setup / Pay Pool Panel / Bonus Adjustment Summary / Pay Bands / Summary / Ratil 4	III		
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2	Budget	2003		74						Total Bonus Funding	\$73,092	% of Budget	
3	Duuger		-	20	27.0%					Allocated Via Algorithm	\$70,581	96.6%	
4	Ratings		Ce	rtification					x	Allocated Via Adjustment	\$2,500	3.4%	
5	Salary Increa	se		and the second se	Contraction of the				1	Total Funds Allocated	\$73,081	100.0%	
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13	Cantor	Georg						Yes	\$0 4		> \$0		
14	Faraday	Michae	el	2.37		2.37	\$8,317	No			\$8,317	7.05%	5.
15	Galilei	Galileo	<u>1</u>	1.95		1.95	\$4,302	No			\$4,302	5.80%	7.
16	Hilbert	David		1.95		1.95	\$5,440	NO	-\$2,000	Adjusted for award during the yea	\$3,440	3.67%	3.
1/	Turing	Alan		1.77	75.09/	1.77	\$4,937	NO		provided for 2/4 years	\$4,937	5.2/%	4.
10	Marconi	Qualia	Imo	1.77	70.0% 50.0%	0.80	\$3,703	No		prorated for 1/2 year	\$3,703	3.93%	- J. - 1
19	Gauee	Carl	inio	1.61	30.076	1.61	\$5,400	No		profated for 1/2 year	\$5,400	4.70%	A
20	Wright	Orville	2	1.61		1.61	\$3 552	No		3	\$3 552	4.79%	
22	Gilbert	William		1.61		1.61	\$3,552	No	×	8	\$3,552	4.79%	4
23	Leeuwenhoek	Anton	N-	1.61	25.0%	0.40	\$888	No		prorated for 1/4 year	\$888	1.20%	1.
24	Bacon	Franci	s	1.46		1.46	\$4,073	No			\$4,073	4.35%	4
25	Darwin	Charle	s	1.33		1.33	\$2,934	No	\$1,000	outstanding performance	\$3,934	5.31%	5.
26	Lenoir	Jean-J	oseph	1.33		1.33	\$2,934	No			\$2,934	3.96%	3. 🕶
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16 Hilb	pert	David	1.95		1/95	33,440	1VO	-32,000	kojusteo 1	or award during the yea	\$3,440	3.67%	3.
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20 Ga	USS	Carl	1.61		1.61	\$5,650	No		3		\$5,650	4.79%	4.
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24 Ba	con	Francis	1.46		1.46	\$4,073	No				\$4,073	4.35%	4.
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Upload CWB Export File

CTU Day Deal Administrator	onen n laltte e
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MY BIZ	Manage Pay Pool Members
	Manage Pay Pool IDs
	Manage Employee Pay Pool ID
	Request CWB Extract File
	Delegate Trusted Agent Authorization
	Apply Action(s) to Multiple Employees
	DCIPS Appraisal Administration
	Corrections - Final Appraisal
	View/Print Reports
	View Performance Management Reports
	View Previous Requests
	DCIPS - Unique
	Load Payout Files

Select CIV Pay Pool Administrator from the Navigator menu

Select Load Payout Files under the CIV Pay Pool Administrator menu



Upload CWB Export File

DCIPS Payout Upload

DCIPS Performance Payout Upload



See DCIPS CWB Extract_Upload User Guide Fall 2014 for complete step by step instructions on uploading certified CWB export files and full discussion of upload error codes



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Employee Feedback Forms

DCIPS

Employee Performance Pay Feedback (estimate*)

Name:	Georg Cantor	Work Role:	Intelligence Op	perations Specialist	Appraisal Period:
Organization:	OFA/BBB	Work Category:	P		1-Oct-12 to 30-Sep-13
Pay Pool ID:	PP005	Grade:	GG		Payout Effective Date:
					12-Jan-14
Discuss evaluatio related compensa	n with employee and obta ition.	in signature confirming discussio	on. Signature of e	mployee does not cons	titute agreement with appraisal or
Jeane Dixon	, Pay Pool PRA			3-Jul-14	
				Date	- 23
John Edwar	d, Pay Pool Manage	r		3-Jul-14	
-				Date	18
Jimmie Fox	, Rating Official			Date	1
Employee S	ignature			Date	
Your Evaluation	on of Record			5 - Outstanding	
Remarks			Performa	ance-Based Payou	t Detail
			\$3,462	2 Bonus	
			\$2,88	0 DCIPS Quality Incr	ease
		1015 MILT 81			
		Pay Pool F	Results		
		Iodal Evaluation Of Record	4 - Exceller	nt	
		Mean Bonus Amount	** \$1,503		
		% Receiving Bonus	59.5%		

* DCIPS Quality Increase amount is an estimate and may change due to salary adjustments made after the end of the performance appraisal cycle. Actual increases and bonuses are effective 12 January 2014 and will appear in your paycheck for the first pay period in January. Employee feedback forms will ONLY print for employees who get a bonus or QSI by default; user can choose to generate them for everyone (including \$0 bonus).

Information on the form includes:

- Personnel info
- Supervisory chain
- Remarks (from Notes page; editable)
- Any Bonus or DQI/SQI (projected) from CWB

Pay Pool Statistics:

- Mode Evaluation of Record
- Mean Bonus Amount
- % receiving a Bonus

Mean Bonus Amount among employees who received a bonus.



Using the DPAT

Two types of Imports into the DPAT

□ Directly from the DCPDS extract

- One pay pool use the same extract file as the CWB uses
- Multiple pay pools use "Command Extract" in DCPDS
- Both options have only ratings information, including element and objective ratings
- Used for Reviewing Official or PM PRA review

□ Results of the Pay Pool Panel meeting

- Export file from the CWB same file you upload to DCPDS
- Directly from the CWB automatically generates an export file
- Used for PP PRA review
- CANNOT import from one DPAT to another



Importing into the DPAT





Request Extract for Multiple Pay Pools







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8	Berner	s-Lee	Tim		Mr. Jame	es Pay Pool					Move Down		GG	14	\$102,178	\$24,717	\$126,	
9	Gauss		Carl			1							GG	15	\$125,566	\$21,547	\$147,	
10	Newton	0	Isaac	Renam	ne R	evert	Close						GG	15	\$118,289	\$16,750	\$135,	
11	Watt		James		السنس		1000	-1					GG	15	\$126,367	\$30,606	\$156,	
12	Ehrlich	â I	Paul	5	_		-) Delete All		GG	15	\$124,357	\$21,340	\$145,	
13	Harvey		William		71234	10797	PF			Ť	Delete		GG	7	\$40,689	\$5,762	\$46,4	
14	Babbag	ge	Charles		18665	10718	PF	Sort	Clo	ose			GG	9	\$53,347	\$12,905	\$66,2	
15	Galilei	VD.7	Galileo		30878		PF				Rename		GG	11	\$58,222	\$9,990	\$68,2	
16	Helmon	ıt	Johann		40967	10750	PF		10	~			GG	11	\$57,788	\$8,183	\$65,9	
1/	Wright		Orville		57959	10777	PR		-	1			GG	11	\$57,788	\$13,996	\$71,7	
18	Goddar	rd	Robert		64331	10784	PP005	OFA/CCC	Division 2	NV27			GG	11	\$53,347	\$9,154	\$62,5	
19	Morgan	1	Thomas		68048	10791	PP005	OFA/CCC	Division 2	NV27	-		GG	9	\$41,563	\$5,885	\$47,4	
20	Volta	a an an an an	Alessand	ro	10169	10702	PP005	OFA/CCC	Division 2	NV27	-		GG	13	\$81,000	\$19,618	\$100,	
21	Grothe	ndleck	Alexande	r	11/62	10705	PP005		Division 1	NV27			GG	11	564,195	\$11,016	\$/5,2	
22	Rieman	IN	Bernhard	Ş	16541	10/14	PP005	OFA/BBB	Division 2	NV27			GG	12	\$67,569	\$16,365	\$83,9	
23	Pascal		Blaise		1/0/2	10/15	PP005	OFA/CCC	Division 2	NV27			GG	11	\$51,289	\$12,422	\$63,7	
24	Darwin	hait	Daniel		19196	10/19	PP005	OFA/AAA	Division 1	NV2/			GG	12	307,569	\$11,595	\$/9,1	
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90	Vicky	Isaac	3.3	3	Successful		3	4	3	4	3		3	3	3	3
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01	Joaquin	Valerie	4.4	4	Excellent					porun	y une	City II				4
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05	Nicholas	Chaptal	36	4	Excellent		4	4	3	4	3		4	3	4	4
06	Peter	Erin	3.6	4	Excellent	-	4	4	3	4	3	-	4	4	4	4
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09	Teresa	Humberto	3.4	3	Successful		3	4	4	3			3	3	3	4
10	Victor	Ingrid	4.1	4	Excellent		3	4	5	5	4		4	4	4	4
111	Wanda	Jerry	4.3	4	Excellent		4	4	5	4	4		5	5	4	5
12	Alex	Karen	3.4	3	Successful		3	4	3	3			3	4	4	4
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10	Rene		Floren	AO - Wildo	ard 2 ard 3			- A CAPT	So	uth		3.3	3.0	3.2	3	Successful		
11	Sally		Gordon	S	Hernandez, l	CDR Trigg K	Garcia, Horat	io M CDR	Ea	ist		3.5	3.2	3.4	3	Successful		
12	Teddy		Helene		Thompson, J	ohn M III	Mickens, Cap	t Dilbert V	000	NUS		3.3	3.0	3.2	3	Successful		
13	Vicky		Isaac		Morris, Karen	ιK	Hoya, Loya L	CAPT	No	rth		3.4	3.2	3.3	3	Successful		
14	Wilfred		Joyce		Walker, Need	A LCDR	Gray, Shades	S O CAPT	So	uth		3.7	3.3	3.5	3	Successful		
15	Ana		Kirk		Coolotta, Cof	f E CAPT	Garcia, Horat	io M CDR	Ea	ist		3.3	4.0	3.6	4	Excellent		
16	Bill		Leslie	10	Kennedy, Gr	ace E	Mickens, Cap	t Dilbert V	000	NUS		3.4	3.8	3.6	4	Excellent		
17	Claudett	te	Michael		Popper, Igg E		Brown, Micha	ael F	No	rth		3.0	3.0	3.0	3	Successful		
18	Danny		Nadine	î	Popper, Igg E		Brown, Micha	ael F	So	uth		3.8	4.0	3.9	4	Excellent		
19	Erika		Oscar						Ea	st						No Rating		
20	Fred		Patty		Popper, Igg E		Brown, Micha	ael F	000	NUS		4.4	4.2	4.3	4	Excellent		
21	Grace		Rafael		Popper, Igg E		Brown, Micha	ael F	No	rth		3.0	3.0	3.0	3	Successful		
22	Henri		Sandy		Green, Scott	С	Gray, Shades	s O CAPT	So	uth		3.8	3.8	3.8	4	Excellent		
23	lda		Tony		Ojibwe, LCD	R Chris S	Mickens, Cap	t Dilbert V	Ea	ist		3.8	3.7	3.8	4	Excellent		
24	Joaquin		Valerie		Elderberry, J	ackson M LCE	Dickens, Cha	rles A CAPT	000	NUS		4.5	4.2	4.4	4	Excellent		
25	Kate		William		Moore, Paula	G	Dickens, Cha	rles A CAPT	No	rth		4.6	4.3	4.5	4	Excellent		
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4		Analyzed	Population		119	45	74			This allows the user	' to
5		Mean Rating			3.67	3.72	3.64				l
7		Share Value Bonus			1.8280%	1.5669%	1.9907%			auickly generate su	mmarv
18		Bonus \$					A. 175			quickly generate su	i i i i ai y
20	2	Min (non-zero)			\$1,161	\$1,161	\$1,4/5			payout statistics.	
20		Me	dian		\$2,304	\$1,952	\$2,723	payearerarer			
22		Ma	x		\$6,735	\$4,378	\$6,735				• •
23		Bonus %	of Midpoint							Clicking "non-NGA"	in the
24		Mir	n (non-zero)		1.57%	1.57%	1.99%			import bidoo all agla	161 7
25		Me	an		2.89%	2.40%	3.30%			import nides all sala	ſY
26	8	Ме	dian		2.71%	2.08%	3.20%			incroace information	`
27	e 1	Ma	x	ļ	5.71%	3.71%	5.71%				Ι,
29										which is not nertiner	nt to
30											
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4 4	•	Rat	ting Charts	Rating	Distribution b	y Group 🔤 🖡	ayout Stat	istics / F	ayout Chart	5 / F / F / F / F / F / F / F / F / F /	No. 1
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6	Entir	e Popu	ulation:			119	42	35.3%	\$1,161	\$6,735	\$2,584	2.89%	5.88%					
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8	Pay P	Pool																
10	Mr. Is	amae'	Pay Pool			45	10	12 2%	\$1 161	\$4 279	\$2.054	2 10%	6.67%					
11	PPOO)5	1 ay 1 001			74	23	31.1%	\$1,475	\$6,735	\$3,021	3.30%	5.41%					
12		35.0				20.27	19 7 777	6705-808-3675	14.010.020	101100	1.7457.03	242201251	124.14455					
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- Get the User Guides for CWB, DPAT, and Extract Creation Tool from your component DCIPS POC.
- User Guide for Extract and Upload processes covers common error messages and what to do about them.
- DCIPS Pay Pool/Bonus Pool Guidance coming soon!
- Your component, command, and pay pool may have their own guidance documents and business rules. Please read them!!
- Thomas.C.Gravely4.ctr@mail.mil 703-604-1132