

# Pay Pool Administrators

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

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



# Department of Defense

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- › CIV Alternate Pay Pool Manager
- › CIV Pay Pool Administrator
- › **CIV Pay Pool Manager**
- › CIVDOD HR Pay Pool Administrator
- › CIVDOD PERSONNELIST
- › DCIPS Command Extract Administrator
- › My Biz
- › My Workplace
- › READONLY PERSONNELIST

Any of these four responsibilities have permissions to make the update

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



# Department of Defense

Home

## Navigator

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- CIV Alternate Pay Pool Manager
- CIV Pay Pool Administrator
- CIV Pay Pool Manager
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  - Request CWB Extract File
  - Apply Action(s) to Multiple Employees
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- View/Print Reports
- DCIPS - Unique
- CIVDOD HR Pay Pool Administrator
- CIVDOD PERSONNELIST
- DCIPS Command Extract Administrator
- My Biz
- My Workplace
- READONLY PERSONNELIST

Select 'Manage Pay Pool IDs' from the menu.

Manage Compensation Pay Pool

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

## Create Pay Pool

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

Segment 1

Personnel System Indicator

Segments 2 - 5 do not apply to DCIPS pay pools

Segment 2

Segment 3

Segment 4

Segment 5

PP Start Date

Pay Pool ID

Pay Pool Description (limited to 250 characters)

DCIPS Pay Pool PAA Assessment Options

Performance Year	DCIPS PAA Assessment Option

DCIPS PAA Performance Evaluation Assessment Area

Assessment Type	Character Limit

### 'Create PP ID' tab

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

Manage Compensation Pay Pool

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

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PP Start Date

Pay Pool ID

Pay Pool Description (limited to 250 characters)

DCIPS Pay Pool PAA Assessment Options

Performance Year DCIPS PAA Assessment Option

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

Manage Compensation Pay Pool

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

## Create Pay Pool

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Segment 3

Segment 4

Segment 5

PP Start Date

Pay Pool ID

Pay Pool Description (limited to 250 characters)

DCIPS Pay Pool PAA Assessment Options

Performance Year DCIPS PAA Assessment Option

2017	Assess Perf Objectives and Perf Elements for the Performance Eval in a Single Bloc
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Manage Compensation Pay Pool

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

## Create Pay Pool

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

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Personnel System Indicator

Segments 2 - 5 do not apply to DCIPS pay pools

Segment 2

Segment 3

Segment 4

Segment 5

PP Start Date

Pay Pool ID

Pay Pool Description (limited to 250 characters)

**DCIPS Pay Pool PAA Assessment Options**

Performance Year	DCIPS PAA Assessment Option
2017	Assess Perf Objectives and Perf Elements for the Performance Eval in a Single Bloc

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

Manage Compensation Pay Pool

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

## Create Pay Pool

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

Segment 1

Personnel System Indicator

Segments 2 - 5 do not apply to DCIPS pay pools

Segment 2

Segment 3

Segment 4

Segment 5


PP Start Date

Pay Pool ID

Pay Pool Description (limited to 250 characters)

DCIPS Pay Pool PAA Assessment Options

Performance Year	DCIPS PAA Assessment Option
<input type="text" value="2017"/>	... Assess Perf Objectives and Perf Elements for the Performance Eval in a Single Bloc



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

Manage Compensation Pay Pool

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

## Create Pay Pool

Pay Pool Details

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

Segment 1

PAA Performance Year ense Civilian Intelligence Personnel System (DCIPS)

Find  pools

PP Start Date

Performance Year

- 2012
- 2013
- 2014
- 2015
- 2016
- 2016 Midpoint Review
- 2017
- 2017 Midpoint Review
- 2018**
- 2018 Midpoint Review
- 2019
- 2019 Midpoint Review
- 2020
- 2020 Midpoint Review

Find OK Cancel

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

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



Manage Compensation Pay Pool

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

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Segment 4

Segment 5

PP Start Date

Pay Pool ID

Pay Pool Description (limited to 250 characters)

**DCIPS Pay Pool PAA Assessment Options**

Performance Year	DCIPS PAA Assessment Option
<input type="text" value="2018"/>	<input type="text" value="Assess Perf Objectives and Perf Elements for the Performance Eval in a Single Bloc"/>
<input type="text"/>	<input type="text"/>

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

Manage Compensation Pay Pool

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Segment 1

Personnel System

Segments 2 - 5 do

Segment 2

Segment 3

Segment 4

Segment 5

Pay Pool ID

**Pay Pool Description**

**DCIPS Pay Pool P**

Performance Year

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

Find Assess Perf Objectives %

DCIPS Assessment Option

Assess Perf Objectives Individually and Elements Individually or Summarized in PE 1

**Assess Perf Objectives and Perf Elements for the Performance Eval in a Single Block**

Find OK Cancel

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

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Personnel System Indicator  Defense Civilian Intelligence Personnel System (DCIPS)

Segments 2 - 5 do not apply to DCIPS pay pools

Segment 2

Segment 3

Segment 4

Segment 5

PP Start Date

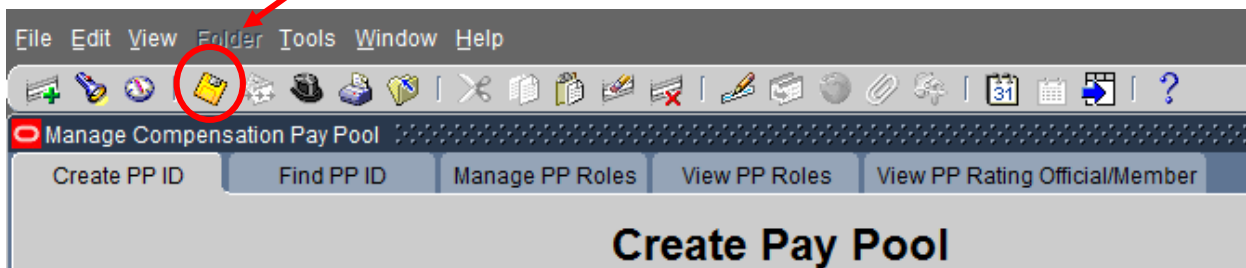
Pay Pool ID

Pay Pool Description (limited to 250 characters)

DCIPS Pay Pool PAA Assessment Options

Performance Year	DCIPS PAA Assessment Option
<input type="text" value="2018"/>	<input type="text" value="Assess Perf Objectives and Perf Elements for the Performance Eval in a Single Bloc"/>

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



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Pay Pool Description (limited to 250 characters)

**DCIPS Pay Pool PAA Assessment Options**

Performance Year	DCIPS PAA Assessment Option
2018	Assess Perf Objectives and Perf Elements for the Performance Eval in a Single Bloc
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Forms

Do you want to save the changes you have made?

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

Manage Compensation Pay Pool

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Segment 5

PP Start Date


Pay Pool ID

**Pay Pool Description (limited to 250 characters)**

**DCIPS Pay Pool PAA Assessment Options**

Performance Year	DCIPS PAA Assessment Option
2018	Assess Perf Objectives and Perf El
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**Decision**

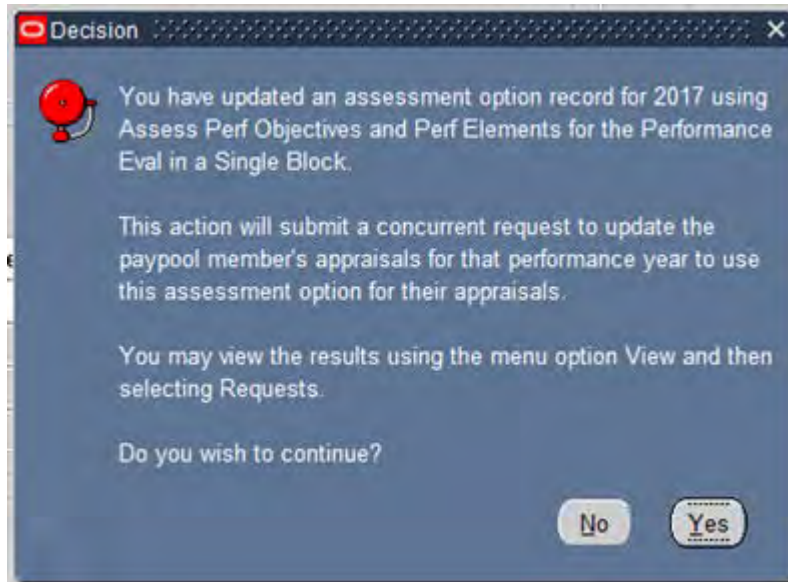
 You have updated an assessment option record for 2018 using Assess Perf Objectives and Perf Elements for the Performance Eval in a Single Block.

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

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

Do you wish to continue?

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



- 1) When 'Yes' is selected, a concurrent program will be executed to update the PAA assessment option for those PAAs that have already been created for the Performance Year specified for employees in the pay pool UNLESS the PAA already contains data in the assessment blocks. If the PAA already contains assessment text in the Performance Evaluation area, then the assessment screens will continue to display the prior assessment option for that specific PAA.
- 2) Any new Performance Plans created once the option is set will display the Performance Evaluation assessment screens based on this option. Thus, it is highly recommended that the updating of the DCIPS PAA Assessment Option is accomplished prior to creation of the performance plans for that Performance Year.

Manage Compensation Pay Pool

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

## Create Pay Pool

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Segment 2

Segment 3

Segment 4

Segment 5

PP Start Date

Pay Pool ID

Pay Pool Description (limited to 250 characters)

DCIPS Pay Pool PAA Assessment Options

Performance Year	DCIPS PAA Assessment Option
<input type="text" value="2018"/>	<input type="text" value="Assess Perf Objectives and Perf Elements for the Performance Eval in a Single Bloc"/>
<input type="text"/>	<input type="text"/>

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

Manage Compensation Pay Pool

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

## Create Pay Pool

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

Segment 1 PN1500015P

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

PAA Performance Year

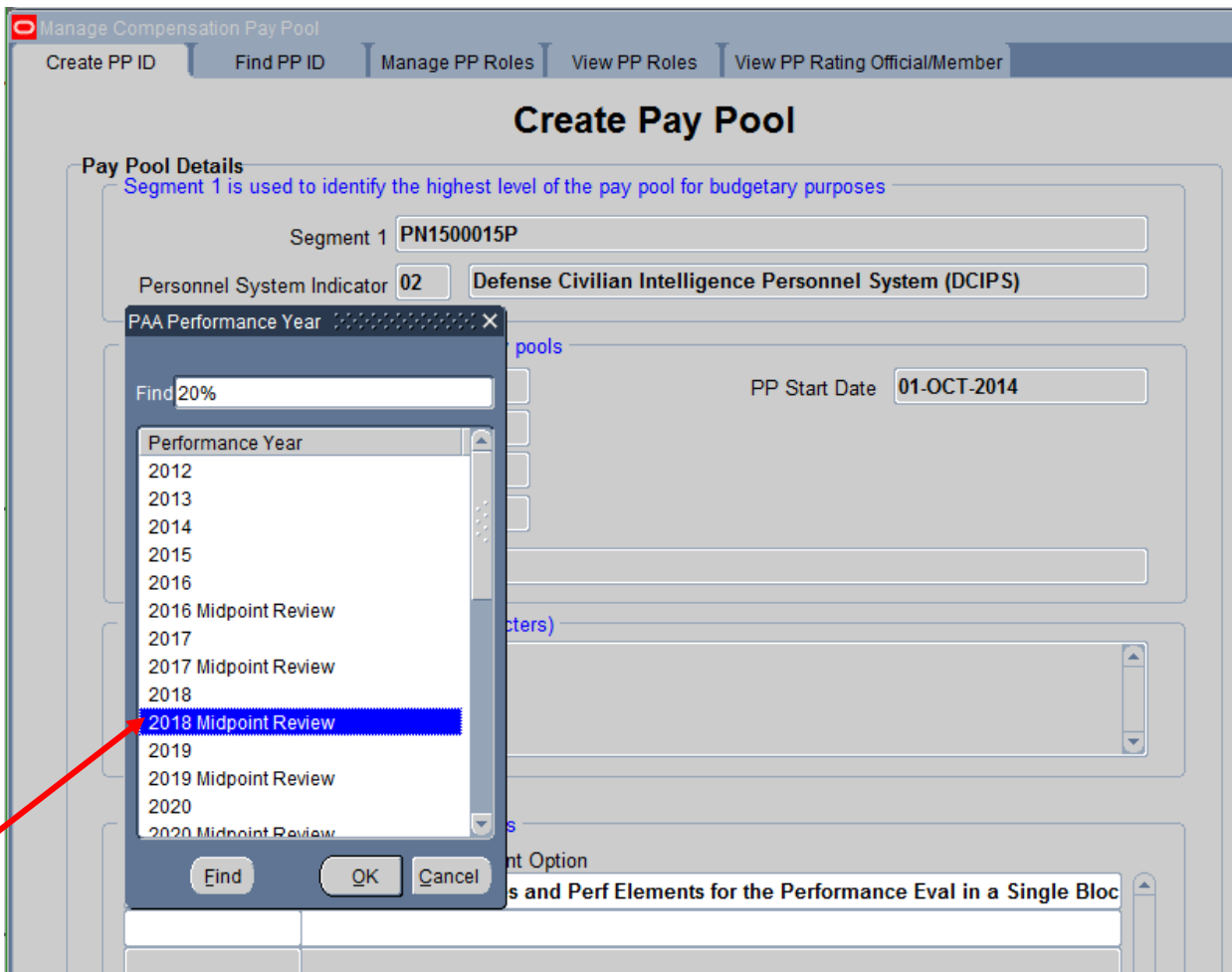
Find 20%

Performance Year

- 2012
- 2013
- 2014
- 2015
- 2016
- 2016 Midpoint Review
- 2017
- 2017 Midpoint Review
- 2018
- 2018 Midpoint Review
- 2019
- 2019 Midpoint Review
- 2020
- 2020 Midpoint Review

PP Start Date 01-OCT-2014

Find OK Cancel



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



[Create PP ID](#)
[Find PP ID](#)
[Manage PP Roles](#)
[View PP Roles](#)
[View PP Rating Official/Member](#)

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Segment 2

Segment 3

Segment 4

Segment 5

PP Start Date

Pay Pool ID

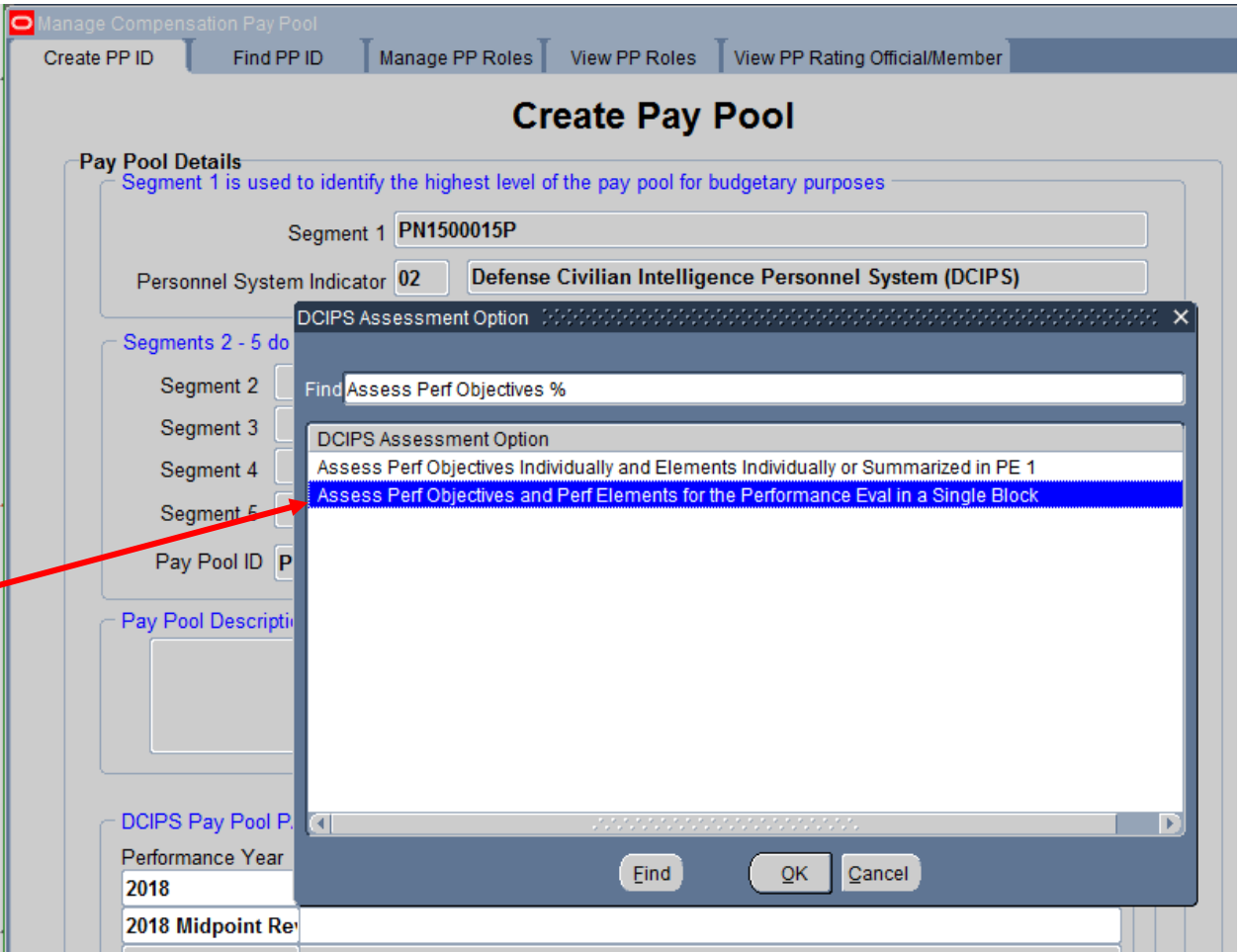
Pay Pool Description (limited to 250 characters)

DCIPS Pay Pool PAA Assessment Options

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



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



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

Manage Compensation Pay Pool

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

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Segment 1

Personnel System Indicator  Defense Civilian Intelligence Personnel System (DCIPS)

Segments 2 - 5 do not apply to DCIPS pay pools

Segment 2

Segment 3

Segment 4

Segment 5

PP Start Date

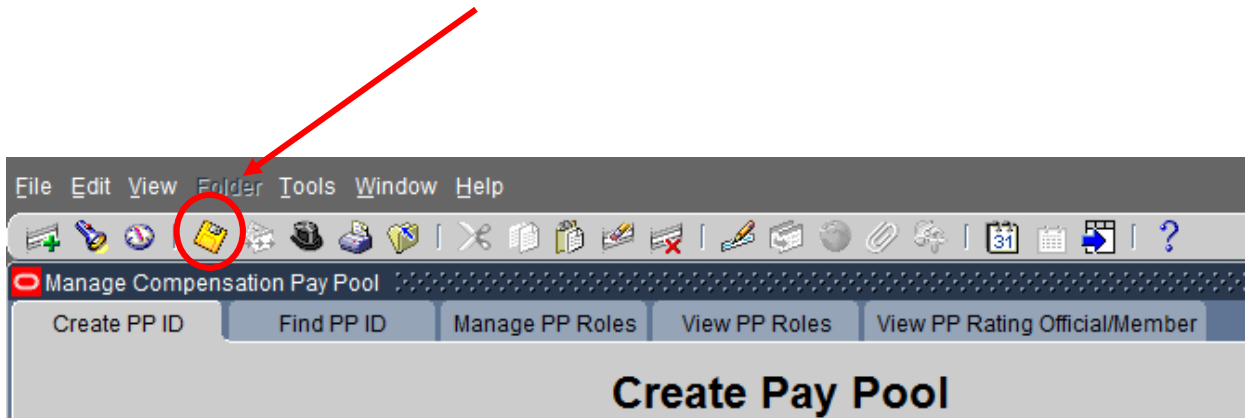
Pay Pool ID

Pay Pool Description (limited to 250 characters)

DCIPS Pay Pool PAA Assessment Options

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

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



Manage Compensation Pay Pool

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

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**Pay Pool Details**  
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Segment 3

Segment 4

Segment 5

PP Start Date


Pay Pool ID

Pay Pool Description (limited to 250 characters)

**DCIPS Pay Pool PAA Assessment Options**

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

**Decision**

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

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

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

Do you wish to continue?

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

Manage Compensation Pay Pool

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

## Create Pay Pool

**Pay Pool Details**  
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Segment 1

Personnel System Indicator

Segments 2 - 5 do not apply to DCIPS pay pools

Segment 2

Segment 3

Segment 4

Segment 5

PP Start Date

Pay Pool ID

Pay Pool Description (limited to 250 characters)

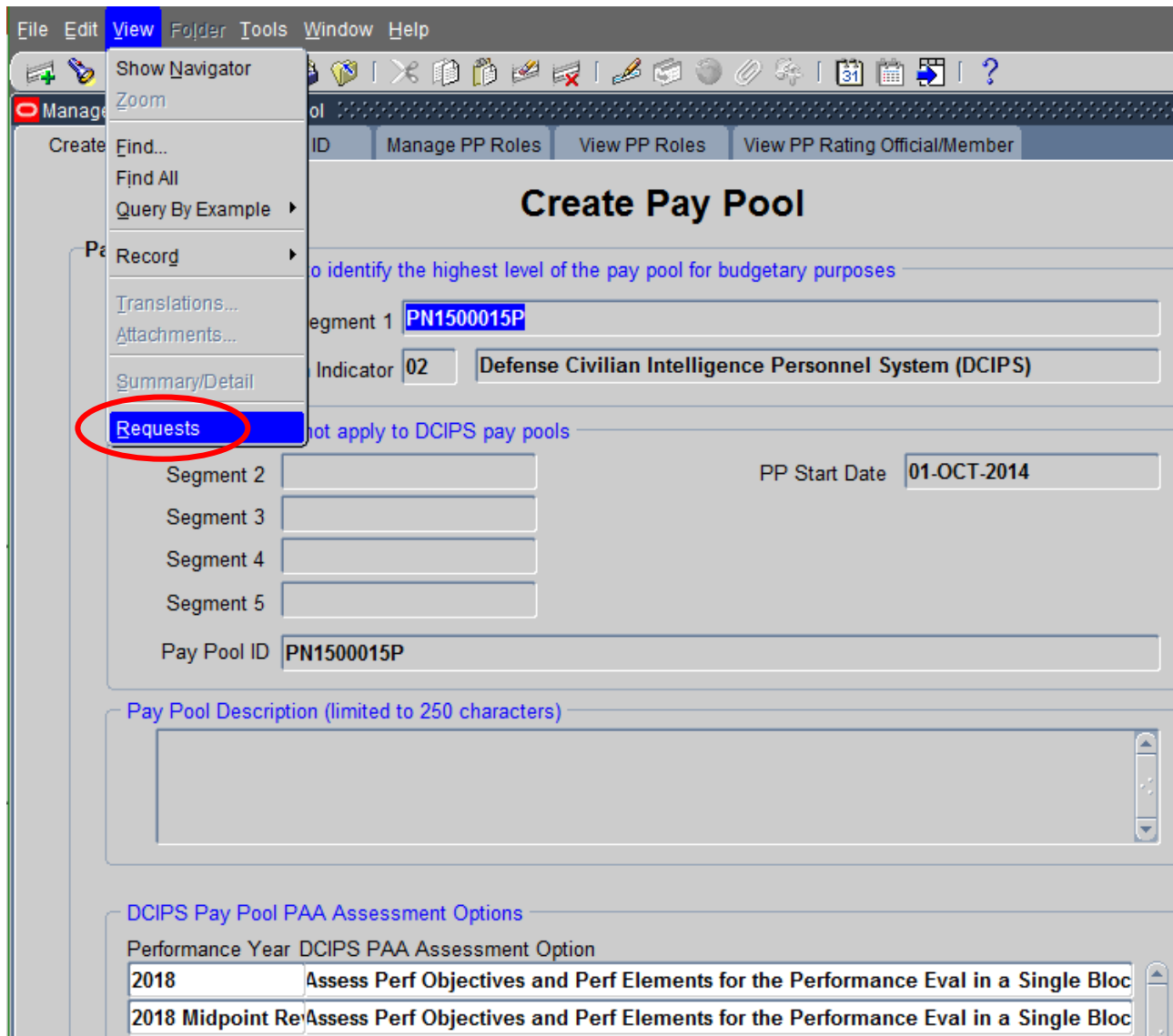
DCIPS Pay Pool PAA Assessment Options

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

DCIPS PAA Performance Evaluation Assessment Area

Assessment Type	Character Limit
Rating Official Assessment	<input type="text"/>

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



Choose 'View' from the Menu bar and click on 'Requests' to initiate a report

Find Requests

My Completed Requests

My Requests In Progress

All My Requests

Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

Include Request Set Stages in Query

Order By **Request ID**

Select the Number of Days to View:

Submit a New Request... Submit New Request Set... Clear Find

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

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

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
8511244	DCIPS Update PAA recor		Completed	Warning	5322, OPTION-2, Assess Perf

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

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



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

Using an effective date of 19-MAY-2017 to determine pay pool membership.

This is the date you created or updated an assessment option record for the pay pool.

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

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

We are checking if any assessment text exists in the performance evaluation area before attempting to update the appraisal record.

There are 4 possible values in the Assessment Text Exists column when there is an appraisal record.

Yes - Appraisal record not updated

No - Appraisal record updated

Option already set

Error - Appraisal record not updated

Yes and No are self explanatory

"Option already set" means the appraisal record is already set to this assessment option.

Error means some type of technical error happened and Technical Support has to examine the system for the problem.

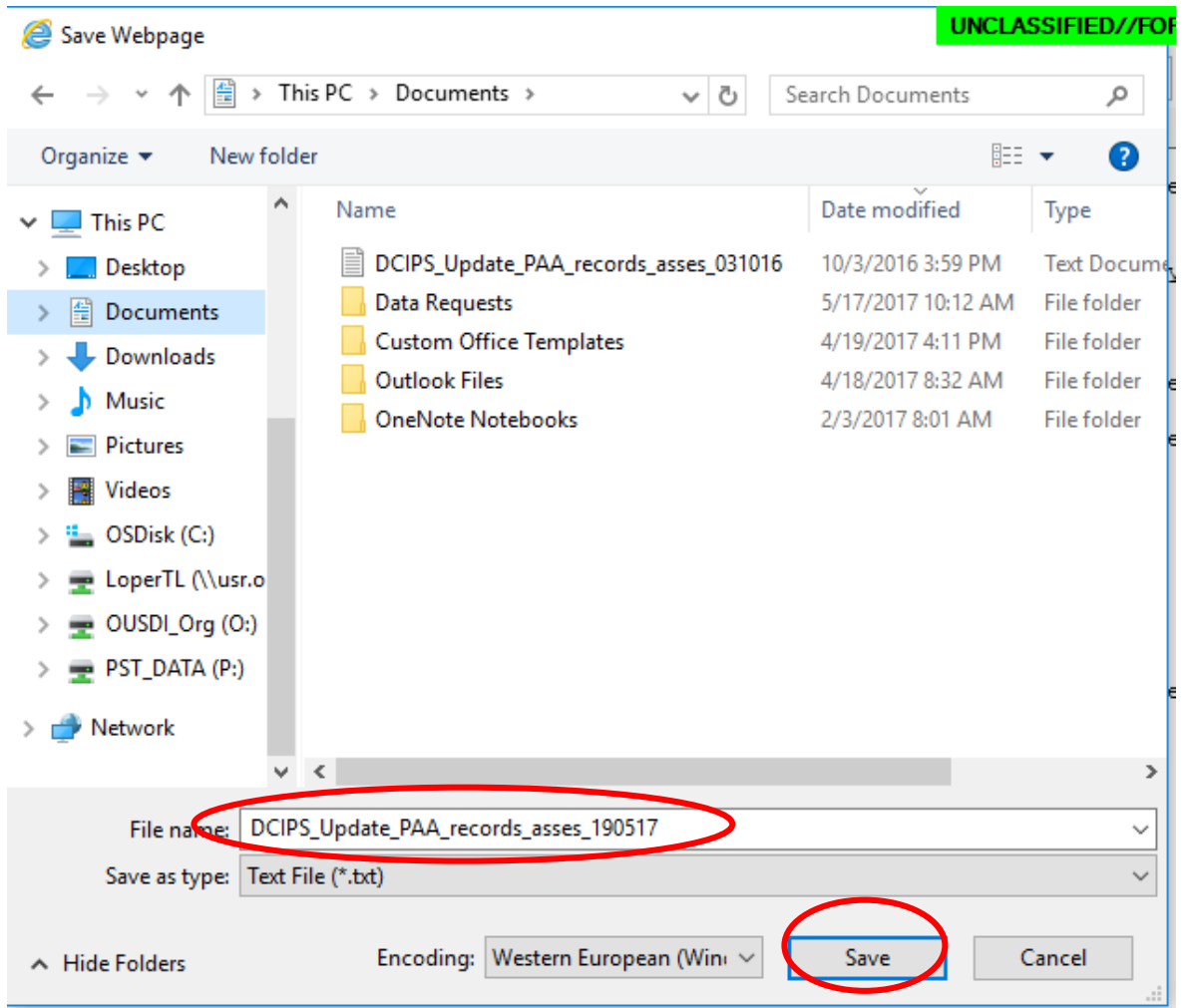
Employee Name	Employee Number	Appraisal ID	Assessment Text Exists
EHRIS Pærdnx, Ejizzr M	505579	0	
EHRIS Wjtf, Hmrvj D	506963	0	

File Edit View Favorites Tools Help

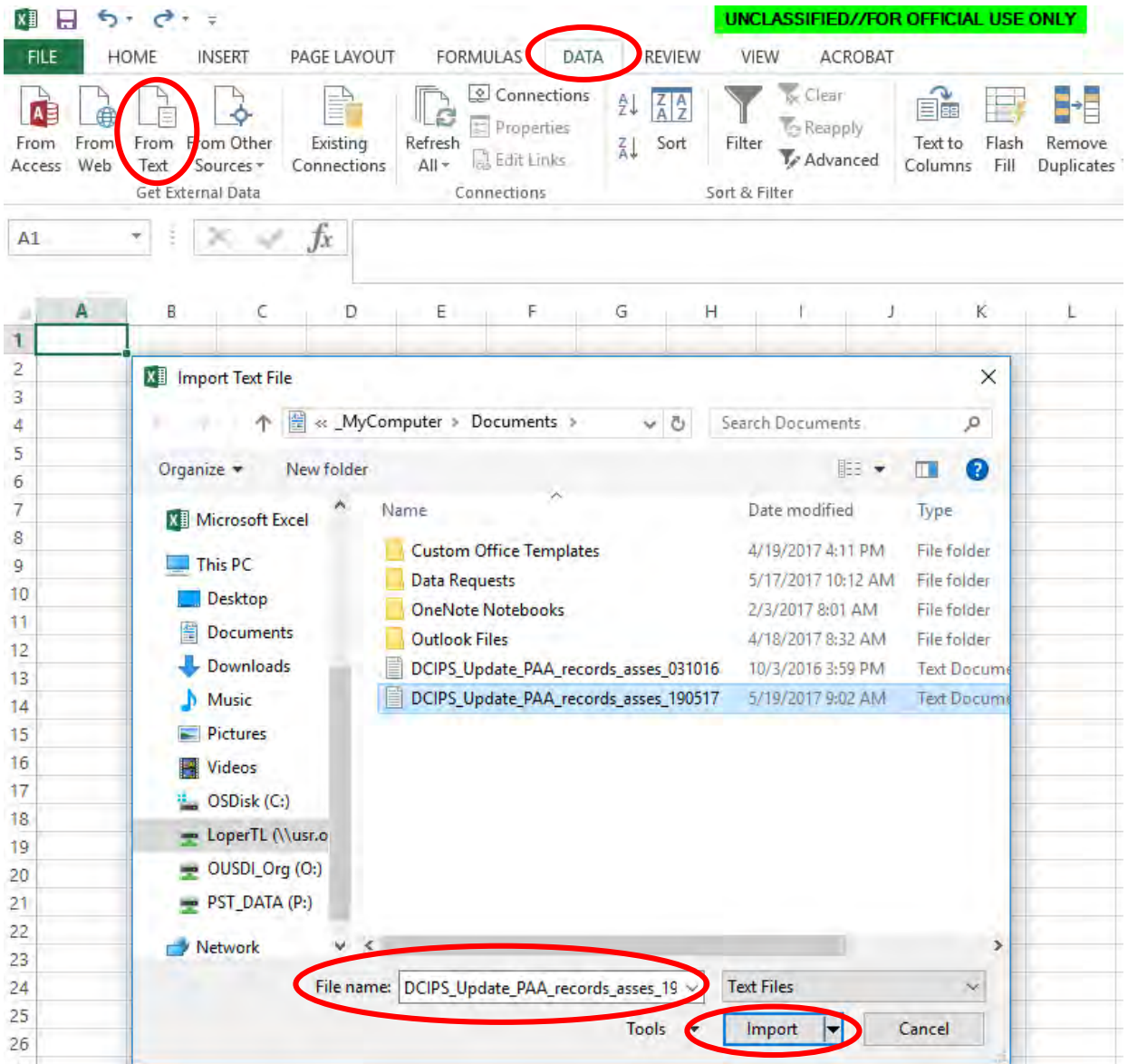
- New tab Ctrl+T
- Duplicate tab Ctrl+K
- New window Ctrl+N
- New session
- Open... Ctrl+O
- Edit
- Save
- Save as... Ctrl+S**
- Close tab Ctrl+W
- Page setup...
- Print... Ctrl+P
- Print preview...
- Send >
- Import and export...
- Properties
- Exit

for members of pay pool PN1500015Q to use assessment option Assess Perf Objectives and Perf Elements for  
 -MAY-2017 to determine pay pool membership.  
 or updated an assessment option record for the pay pool.  
 ELETED, CLOSED, or COMPLETED are not picked up by this process.  
 appraisal record was found for the performance year.  
 ment text exists in the performance evaluation area before attempting to update the appraisal record.  
 n the Assessment Text Exists column when there is an appraisal record.  
 dated  
 updated  
 y  
 e appraisal record is already set to this assessment option.  
 ical error happened and Technical Support has to examine the system for the problem.

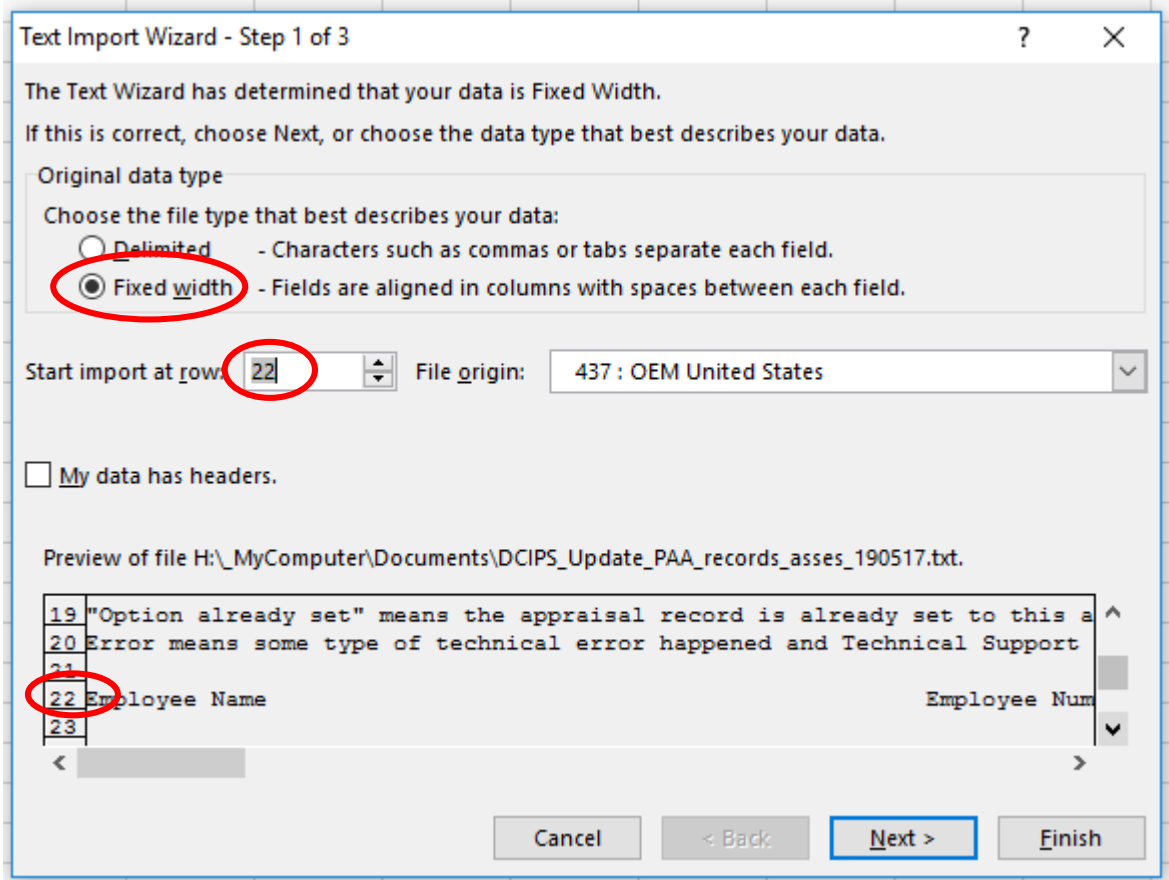
	Employee Number	Appraisal ID	Assessment Text Exists
EHRIS Wjtf, Hmrvj D	505579	0	
	506963	0	



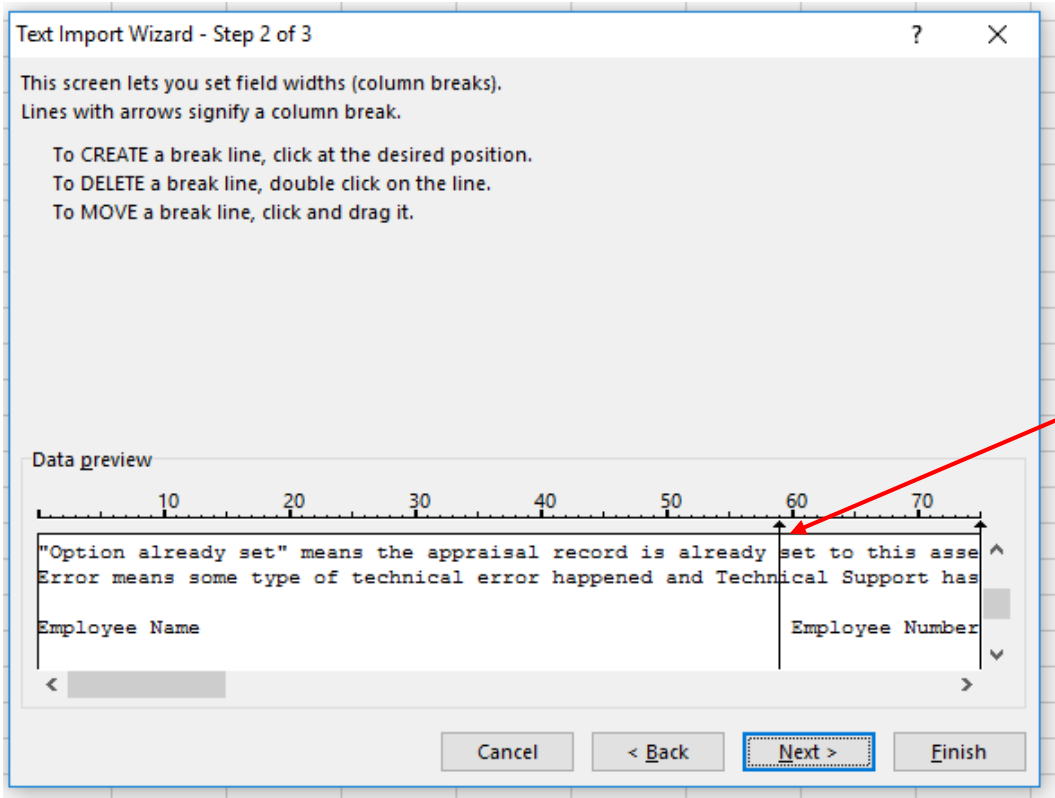
Save as a Text file



To import into a Excel file, open Excel. Choose the Data tab and click on 'From text'. Locate the file name of your report and click on 'import'



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



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

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

DCIPS Pay Pool PAA Assessment Options

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

DCIPS PAA Performance Evaluation Assessment Area

Assessment Type	Character Limit
Rating Official Assessment	

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

Pay Pool ID **PN1500015P**

Pay Pool Description (limited to 250 characters)

DCIPS Pay Pool PAA Assessment Options

Performance Year	DCIPS PAA Assessment Option
2018	Assess Perf Objectives and Perf Elements for the Performa
2018 Midpoint Re	Assess Perf Objectives and Perf Elements for the Performa

DCIPS PAA Performance Evaluation Assessment Area

Assessment Type  
**Rating Official Assessment**

DCIPS Assessment Text Lengths

Find %

Character Limit
3000
4000
5000
6000

Find OK Cancel

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



DCIPS Pay Pool PAA Assessment Options

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

DCIPS PAA Performance Evaluation Assessment Area

Assessment Type:  Character Limit:

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

