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

Any of these four responsibilities have permissions to make the update.
Select ‘Manage Pay Pool IDs’ from the menu.
‘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.
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.
The “DCIPS Pay Pool PAA Assessment Options” area should reflect your option from the previous year.
Place your cursor in the “Performance Year” field to see the List of Values (LOV) tab. Click on the tab to see your options.
For the Annual report, we will choose ‘2018’ from the LOVs and click ‘OK’.
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.
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.
Click on the “Save” icon at the top of the screen, to save your update.
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’.
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.
Place your cursor in the “Performance Year” field to see the List of Values (LOV) tab. Click on the tab to see your options.
For the Midpoint Review, we will choose ‘2018 Midpoint Review’ from the LOVs and click ‘OK’.
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.
Click on the “Save” icon at the top of the screen, to save your update.
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.
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
Select ‘All My Requests’, change ‘Select the Number of Days to View’ to ‘1’ and select ‘Find’.
Click on ‘Refresh Data’ until the Phase column reflects ‘Completed’. Select ‘View Output’ to view results.
Processing appraisal records for members of pay pool PW1500015Q 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.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee Number</th>
<th>Appraisal ID</th>
<th>Assessment Text Exists</th>
</tr>
</thead>
<tbody>
<tr>
<td>EHRS Fordna, Rjizz M</td>
<td>505579</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>EHRS Wjuf, Hmnnv D</td>
<td>506963</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
For members of pay pool PH500015Q use assessment option Assess Perf Objectives and Perf Elements for MAY-2017 to determine pay pool membership.

If an updated assessment option record for the pay pool.

COMPLETED, CLOSED, or COMPLETED are not picked up by this process.

If an appraisal record was found for the performance year.

If a text exists in the performance evaluation area before attempting to update the appraisal record.

If the Assessment Text Exists column when there is an appraisal record.

If the appraisal record is already set to this assessment option.

If a technical error happened and Technical Support has to examine the system for the problem.

<table>
<thead>
<tr>
<th>Employee Number</th>
<th>Appraisal ID</th>
<th>Assessment Text Exists</th>
</tr>
</thead>
<tbody>
<tr>
<td>508570</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>506663</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>
Save as a Text file
To import into an 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.
Create line breaks by clicking between each column of information – Click next when finished. The Excel screenshot shows the finished product.
**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.”
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”.
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.