

NGFTS

National Guard Full-Time Support



HUMAN RESOURCES INFORMATION LETTER



Oklahoma National Guard Human Resources Office

Joint Force Headquarters, Oklahoma National Guard
Oklahoma City, Oklahoma 73111-4398

No. 09-01
Date: 27 March 2009

My Workplace

Subject: Introduction of "My Workplace"

References:

Module 4, Chapter 5, of the Self Service User
Guide, dated February 2009

NGB-J1-TNI Memorandum 09-031, dated 6 June
2007

Eligibility: *Supervisors* of Oklahoma National Guard (NG) Technicians

Effective Date: 15 March 2009

Use: There is a new process which is intended to streamline the process of notifying supervisors of employees who are approaching completion of their Probationary/Trial Period or Supervisory/ Managerial Probationary period. This process will be accomplished via a new oracle application in DCPDS called "My Workplace". Beginning 15 March 2009, supervisors will begin to receive email notices to advise them of this pending action. Email notices will be sent to both the first and second level supervisor of the employee (based on their email address in their My Workplace account, and providing that the supervisor is in a pay status). Supervisors will be provided specific instruction in the email concerning action required to either certify that the employee has met the requirement for retention, or to recommend non-retention. Certification will be done through the "Suspenses" area in My Workplace.

To assist supervisors in this new process, attached is a copy of Module 4, Chapter 5, of the Self Service User Guide (dated February 2009). This portion of the Guide will provide supervisors with information, guidance, and instructions covering the Email Notifications, Accessing My Workplace, Accessing "My Employee" Information – Suspenses, and Managing the Suspense. It also identifies the requirements for generation of the Email Notifications. If these requirements are not met, supervisors will be notified as they are today, via the printed Individual Reports which will be produced by the Human Resources – Employee Services Office.

It is imperative that both employee and supervisor log into their My Biz / My Workplace accounts and update their information. For instructions on how to access you're my Biz / My Workplace please refer to the attached NGB Memorandum TNI 08-002.

Your points of contact are LtCol Shirley Kyles at (405) 228-5578 or CPT Mandee Barbee at (405) 228-5527.

KENNETH W. CALHOUN
COL, IN, OKARNG
Director, Human Resources



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

NGB-J1-TNI (690-200)

2 Jan 08

MEMORANDUM FOR THE HUMAN RESOURCES OFFICER OF ALL STATES,
PUERTO RICO, THE VIRGIN ISLANDS, GUAM AND THE DISTRICT OF COLUMBIA

SUBJECT: Defense Civilian Personnel Data System (DCPDS) Portal / Reduced Sign On
(RSO) (TNI 08-002)

1. The National Guard is scheduled to implement Reduced Sign On (RSO) for DCPDS users effective 16 Jan 08. This will include Professional (HR) users, as well as My Biz and My Workplace users. Once implemented, DCPDS users will log into the application using their CAC, via the DCPDS Portal at <https://compo.dcpds.cpms.osd.mil>. Initially, users will be required to complete a CAC Registration within the DCPDS Portal. Once registered, DCPDS users that hold a CAC will no longer be required to enter their user name and password each time they access DCPDS.
2. Attached is the guidance needed from the DCPDS Portal User's Guide, to assist users in the CAC Registration process, once RSO has been implemented. This includes the Introduction, CAC Registration, and CAC User Name Change Process sections. This information will also be posted on the TNI Webpage. Please ensure this information is distributed within your state, and available to users, for a smooth transition to RSO. It will assist Professional HR users and Self Service My Biz/My Workplace users in the initial CAC Registration process within the DCPDS Portal. Once the registration process is complete, users will access the DCPDS/My Biz/My Workplace applications via the DCPDS Portal.
3. As noted in the "Introduction" to the attachment, a "Contact List" section is available on the Portal page, as a Helpdesk, for DCPDS users encountering problems. This list will provide users the name and contact information for their state Self Service Marketing POC. This route should be the users' first attempt for resolving any issues or problems. PSMs should contact the DCPDS Helpdesk for assistance, for any issues or problems that cannot successfully be resolved within the state.

NGB-J1-TNI (690-200)

SUBJECT: Defense Civilian Personnel Data System (DCPDS) Portal / Reduced Sign On (RSO) (TNI 08-002)

4. If you have additional questions, please contact the Human Resources Systems Management Branch.

//Signed//

1 Encl

DEBRA B. AMBROSE
Acting Chief, Human Resources Systems
Management Branch
Office of Technician Personnel

Self Service My Workplace Module IV, Chapter 5 Suspenses

Introduction: The Probationary/Trial and Supervisory/Managerial Probationary Completion process has been streamlined to meet DoD current business process for notifying supervisors of their employee's probationary completion dates by utilizing Self Service.

1. Currently, DCPDS suspense is processed nightly. Probationary/Trial Completion and Supervisory/Managerial Probationary Completion notices are generated and are delivered to Component's identified printer for distribution.
Report Individual Persons (RIPs) affected by this requirement are:
 - a. Probationary/Trial Period: Completion Of Probationary Period (TR-007) (Report Name: SR004); Notice Of Completion Of Probationary Period (TR-017) (Report Name: RP676); Completion Of Probationary/Trial Period (REV-02) (Report Name: REV02); Completion Of Probationary Period (To Supervisor) (AR-007), Completion of Trial/Probationary Period (NGB-03)(Report Name: RNG03)
 - b. Supervisory/Managerial Probationary Completion: Supervisory/Managerial Probation Completion Notice (TR-009) (Report Name: RP664) ; Probationary Period for Supervisory/Managers (PROBMS) (Report Name: PROBM)

2. Process has been changed to generate Probationary/Trial Completion and Supervisory/Managerial Probation Completion email notices to supervisors and 2nd level supervisors of employees in lieu of the RIPs. Generating emails will be based on the below edits (determining if the supervisor has an email address and they are not in a non pay status). If these edits fail, the Probationary/Trial Completion and Supervisory/Managerial Probation Completion RIPs will be generated and processed as they are today.
 - a. If 1st level supervisor has an email address and is *not* in a non-pay status, send the email to this address and the 2nd level supervisor's email address.
 - b. If 1st level supervisor is in *non*-pay status (check assignment status in the person record), then forward to 2nd level supervisor (stop at the second level).
 - c. If 1st level supervisor's email address does not exist in Self Service or if 1st level supervisor's position is unencumbered (vacant), then forward to the 2nd level supervisor (if email address exists and not in a nonpay status) (stop at the 2nd level).

3. There are two ways to access 'Suspenses':
 - a. Select the 'My Workplace' responsibility, then select the 'Suspenses' link.
 - b. Select the 'My Workplace' responsibility, 'My Employee Information' link, then select the 'Suspenses' tab.

Note: This guide documents option b.

Contents

Topic	Page
Email Notifications	2
Accessing My Workplace	3
Accessing 'My Employees' Information' - Suspenses	4
Managing the Suspense	5

Email Notifications

“Probationary/Trial Completion” and “Supervisory/Managerial Probationary Completion” emails will be sent to both the 1st level and 2nd level supervisors. 2nd level supervisors email address will go in the CC block of the email.

Probationary/Trial Completion example

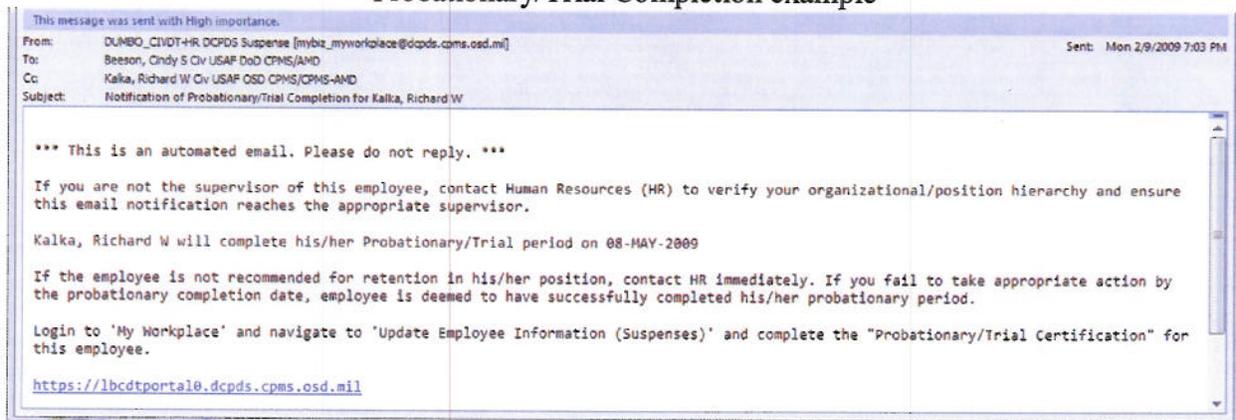


Figure 1

Supervisor/Managerial Probation Completion example

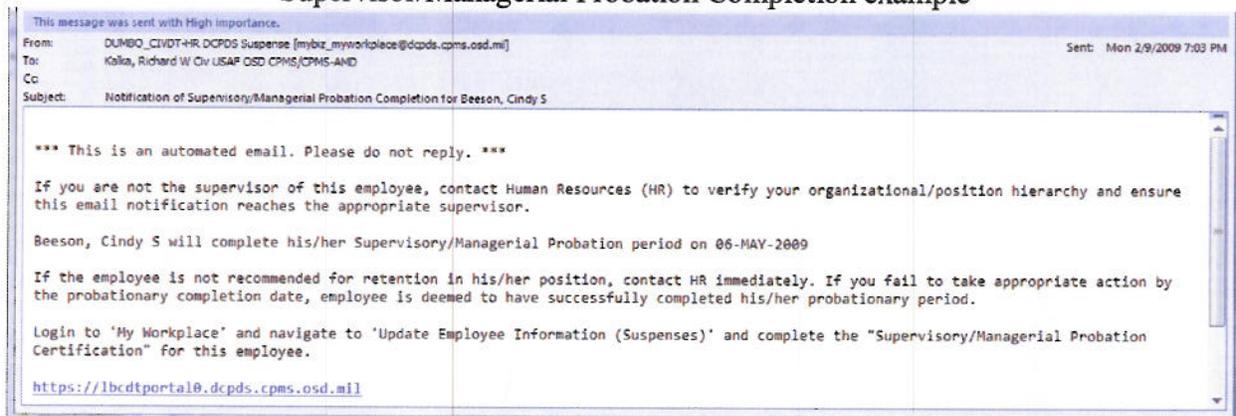


Figure 2

Accessing “My Workplace”

After logging into Self Service, select My Workplace,  **My Employee Information** function.

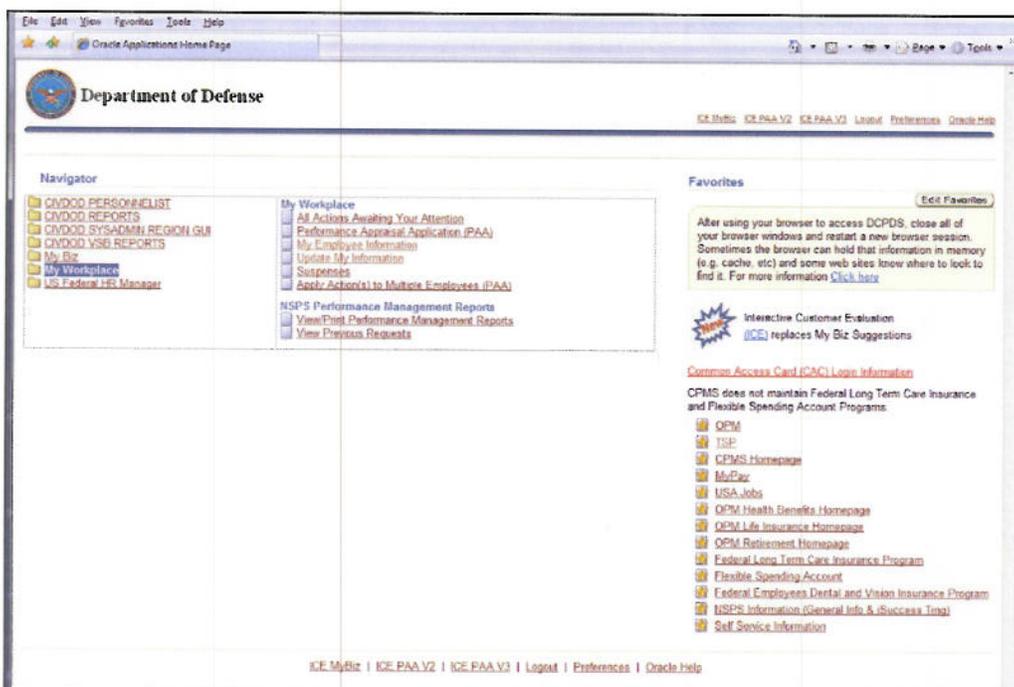


Figure 3

The screen displays all employees that are supervised by the manager. In this example, a manager supervises the employees listed below her name. To view all suspenses related to supervised employees, select the “Suspenses” link by clicking on it.

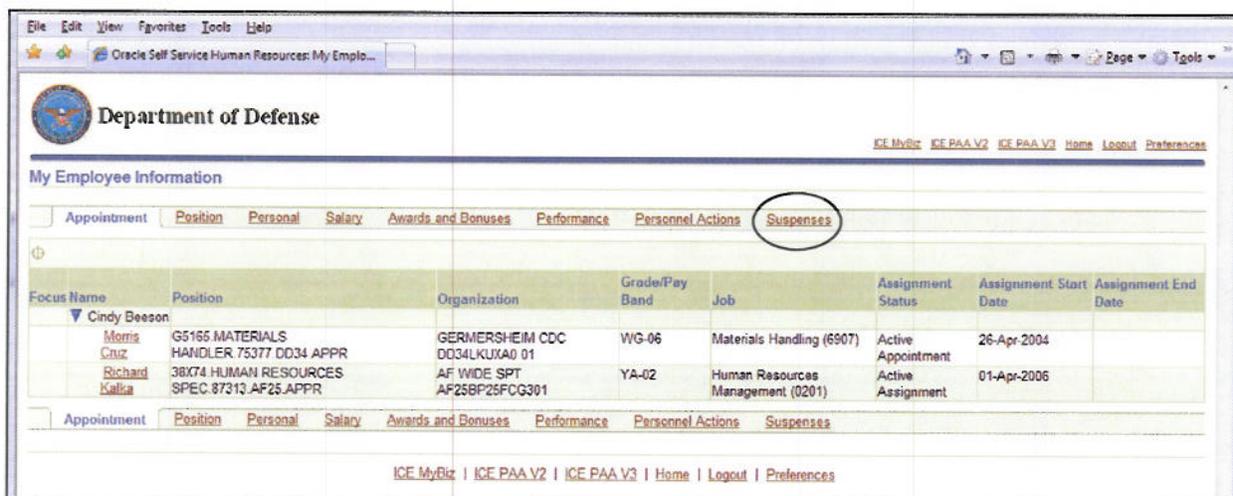


Figure 4

Accessing 'My Employees' Information' – Suspenses

When the 'Suspenses' link is selected, a screen will display only those employees, who have a suspense and are supervised by the manager.

(Note: 2nd level supervisor will see all the suspenses for the 1st level supervisor and employees under them)

Note: The 'Suspenses' function at the navigation screen (ref figure 5 below) will also display the suspenses screen and display only those employees who have a suspense and are supervised by the manager.

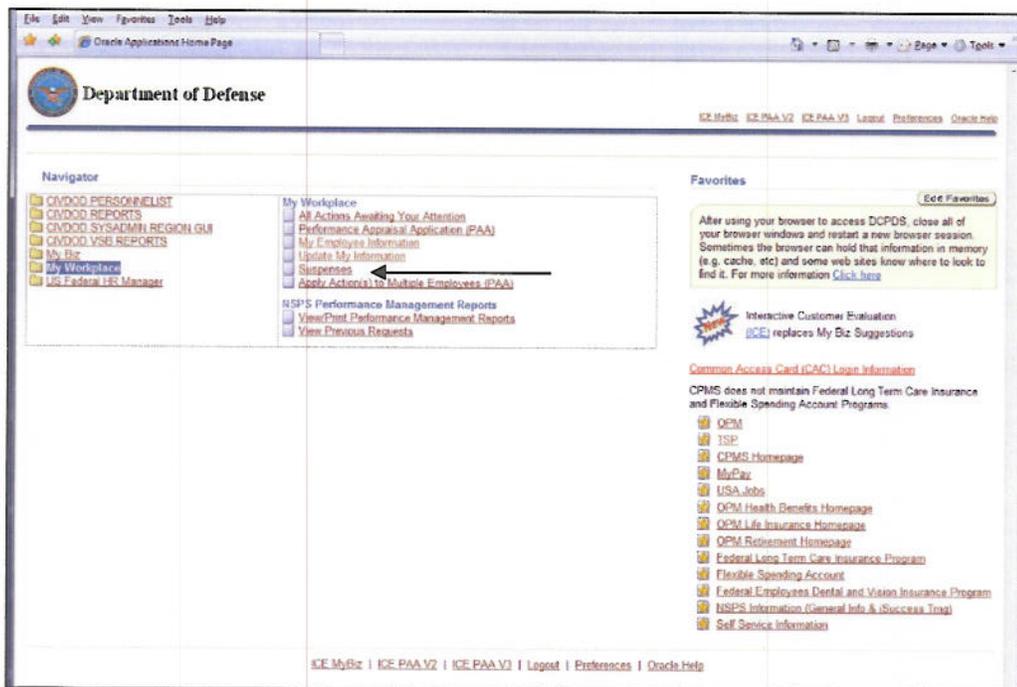


Figure 5

In the below example, each record displays what type of suspense is due for the employee (E.g. Probationary/Trial Completion or Supervisory/Managerial Probation). If there is a suspense for the employee, the supervisor will see the suspense at this screen and complete it. Once the suspense has been completed, it will no longer display in the screen as an active suspense.

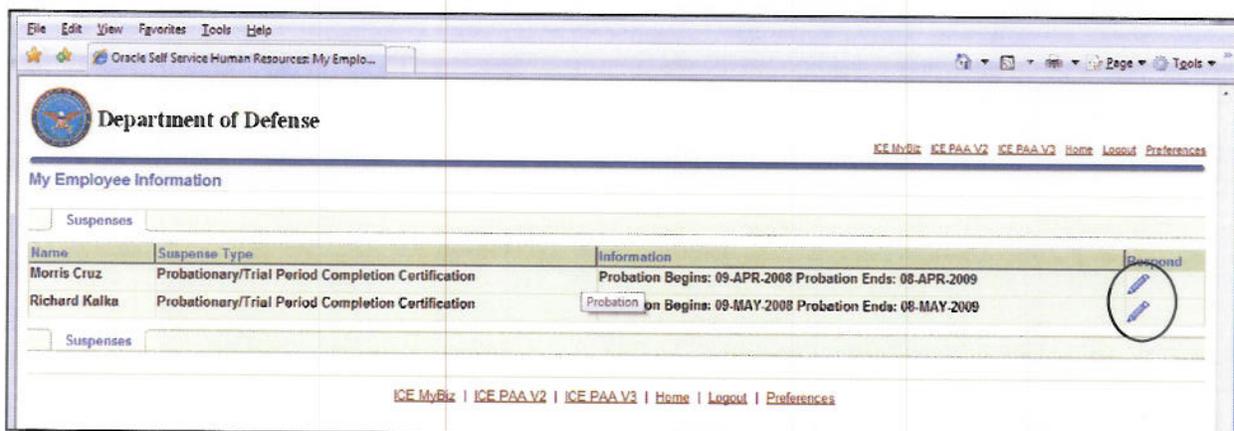


Figure 6

Managing the Suspense

To complete the suspense, select the 'blue pencil' in the 'Respond' column for the suspense you want to review/take action on.

You will be prompted with the 'Electronically Approve' page. See samples below

Sample Employee Probationary/Trial Certification



Figure 7

Sample Supervisory/Managerial Probationary Completion Certification



Figure 8

If you select the 'Back' button, you will be returned to the My Employee Information Suspenses page.

If you select the 'Electronically Approve' button you will receive the 'Confirmation Notice'



Figure 9

Self Service Probationary/Trial Completion Confirmation Notice is confirming your employee has successfully completed their Probationary/Trial or Supervisory/Managerial Probationary period. It will also display the name of the approving supervisor and the date of approval.

When the 'Print Confirmation' button is selected Adobe Reader will open with the confirmation page so it may be printed. See Figure 10 for example.

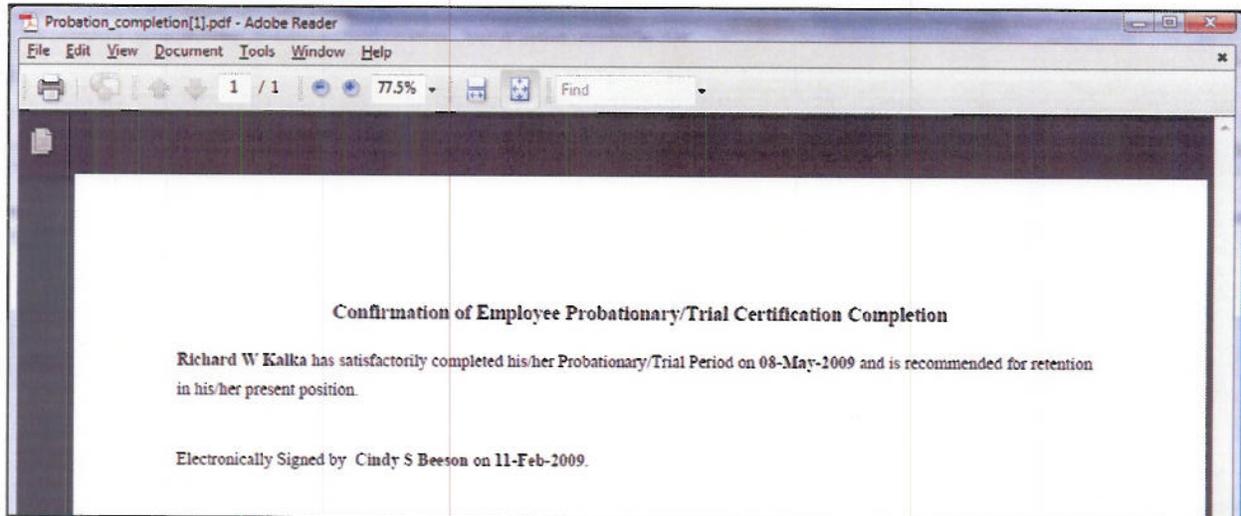


Figure 10

When the 'Continue to review Suspenses' link is selected you will be returned to the My Employee Information Suspenses page. Notice in Figure 11, the employee you completed action on is no longer being displayed in the Suspenses screen.

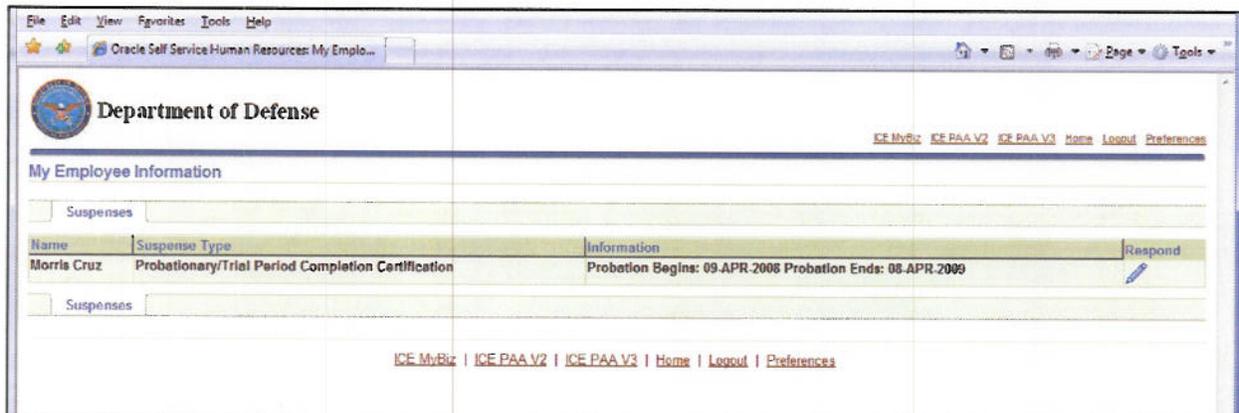


Figure 11

When the 'Return to Main Page' link is selected you will be returned to see Figure 12.

The screenshot displays the Department of Defense CPMS web interface. At the top left is the Department of Defense logo and the text "Department of Defense". To the right of the logo is a navigation bar with links: "ICE MyBiz", "ICE PAA V2", "ICE PAA V3", "Logout", "Preferences", and "Oracle Help".

The main content area is divided into several sections:

- Navigator:** A sidebar menu on the left containing:
 - CVDDOD PERSONNELIST
 - CVDDOD REPORTS
 - CVDDOD SYSADMIN REGION GUI
 - CVDDOD VSB REPORTS
 - My Biz
 - My Workplace** (highlighted)
 - US Federal HR Manager
- My Workplace:** A sub-menu on the right of the Navigator containing:
 - All Actions Awaiting Your Attention
 - Performance Appraisal Application (PAA)
 - My Employee Information
 - Update My Information
 - Suspenses
 - Apply Action(s) to Multiple Employees (PAA)
 - NSPS Performance Management Reports
 - View/Print Performance Management Reports
 - View Previous Requests
- Favorites:** A section on the right with an "Edit Favorites" button. It contains a yellow warning box:

After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. cache, etc) and some web sites know where to look to find it. For more information [Click here](#)

Below the warning box is a "New" icon and the text: "Interactive Customer Evaluation (ICE) replaces My Biz Suggestions".
- Common Access Card (CAC) Login Information:** A section stating "CPMS does not maintain Federal Long Term Care Insurance and Flexible Spending Account Programs." followed by a list of links:
 - OPM
 - TSP
 - CPMS Homepage
 - MyPay
 - USA Jobs
 - OPM Health Benefits Homepage
 - OPM Life Insurance Homepage
 - OPM Retirement Homepage
 - Federal Long Term Care Insurance Program
 - Flexible Spending Account
 - Federal Employees Dental and Vision Insurance Program
 - NSPS Information (General Info & iSuccess Tmp)
 - Self Service Information

At the bottom of the page, there is a footer navigation bar with links: "ICE MyBiz", "ICE PAA V2", "ICE PAA V3", "Logout", "Preferences", and "Oracle Help".

Figure 12