

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. 09-05
Date: 5 November 2009

Personnel Action SF 50 Access

Subject: Accessing Personnel Actions through MyBiz/MyWorkplace

References:

Module 1 and 4, of the Self Service User Guide, dated February 2009
NGFTS Human Resources Information Letter No 09-01
NGB-J1-TNI Memorandum 09-031, dated 6 June 2007

Memorandum from Office of the Under Secretary of Defense dated May 5, 2009; Subject: Defense Civilian Personnel Data System (DCPDS) Self-Service Human Resources (HR)

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

Effective Date: 1 December 2009

Use: DCPDS Self-Service Human Resources offers every employee and supervisor access to modules; MyBiz and MyWorkplace. These modules will allow employee and supervisor to access their Personnel Actions (SF 50s).

Effective 1 December 2009 the Employee Services Office will no longer send hard copies of Personnel Action SF 50's to the Supervisor. All Personnel Actions processed on or after 23 September 2007, are available for viewing and can now be accessed by the Employee through MyBiz and by the Supervisor and Higher Level Reviewer through MyWorkplace.

On 5 May 2006, the Deputy Under Secretary of Defense (Civilian Personnel Policy) announced the launch of a new feature in the Defense Civilian Personnel Data System (DCPDS): Self Service Human Resources for employees and managers. These new modules permit employees and managers a secure, real-time, on-line access to personnel information, at any time, from their workstations. My Biz allows employees access to view information from their official personnel records including appointment, position, personal, salary, benefits, awards and bonuses, and performance. In addition, employees may update their telephone number and email address, disability codes, Race and National Origin (Ethnicity and Race Identification), and foreign language proficiency online with My Biz.

My Workplace brings key information to managers and supervisors about their employees together in one place, streamlining the human resources decision-making process and helping to balance managerial tasks with day-to-day demands more easily. My Workplace keeps managers and supervisors informed about their employee's personnel actions. With quick and easy access to employee's personnel information, managers are able to make budget decisions, staffing plans and work distributions more efficiently.

Link to the How to LOGIN to MyBiz/ MyWorkplace is

<http://jfhqportal.ok.ng.ds.army.mil/J1/Miscellaneous%20Information/My%20Biz%20Instructions.doc>

CPMS have posted link to a step-by-step PowerPoint Presentation on HOW TO ACCESS and USE MyBiz/MyWorkplace. The link is

<http://www.cpms.osd.mil/ASSETS/8FE88E730B9048998F7E2F1C5AA7951D/SSHRPPTPresentation.ppt>

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

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