

Self-Service HR: *My Biz and My Workplace*

Revised July 2009





Introduction

DoD introduces Self-Service HR functionality within the Defense Civilian Personnel Data System (DCPDS) through two easy-to-use modules:

My Biz and My Workplace



Key Features

Available to employees, these Self-Service HR modules will allow:

- Secure, real-time, on-line access to key personnel information from your workstation, anytime
- Employees to view personnel information
- Employees to update personal information
- Managers and Supervisors to view personnel information about their staff
- Employees, Managers and Supervisors to establish performance plans, provide feedback, and/or appraise employee performance



Welcome to...

DCPDS
DEFENSE CIVILIAN
PERSONNEL DATA SYSTEM

MYBIZ
SELF SERVICE HR
MY PERSONAL INFORMATION

DCPDS
DEFENSE CIVILIAN
PERSONNEL DATA SYSTEM

MYBIZ
SELF SERVICE HR
MY PERSONAL INFORMATION

DCPDS
DEFENSE CIVILIAN
PERSONNEL DATA SYSTEM

MYWORKPLACE
SELF SERVICE HR
MY PERSONNEL INFORMATION



My Biz

My Biz is a web-based Self-Service HR module that grants access to your official personnel information.

***My Biz* allows you to:**

- View your personnel information 24/7 from your workstation
- Update specific fields of personal information
- Provide input on performance plans and accomplishments for performance appraisals



Review Your Personnel Information

My Biz allows you to view information related to your employment and verify its accuracy.

- Appointment
- Position
- Personal
- Salary
- Benefits
- Awards and Bonuses
- Performance
- Emergency Contact Information
- Personnel Actions
- Training



Update My Information

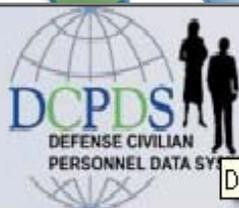
My Biz allows you to update certain personal information that may change from time to time.

- Phone Number
- Email Address
- Disability Codes
- Race and National Origin (Ethnicity and Race Identification)
- Foreign Language Proficiency
- Education
- Emergency Contact Information
- Training

Keeping this information up-to-date and accurate is important. You have a secure, real-time, on-line way to maintain your information easily.

Get Started

DCPDS Portal



DCPDS Portal Banner

Common Access Card (CAC) Access

First time CAC users, Non-CAC users with newly issued CAC and CAC name changes must select the "CAC Registration" button before "Login" button.

CAC Registration

Login

Authorized Non-CAC Login

Authorized Non-CAC users must select the "Non-CAC Registration" button before "Login" button. Select the "Reset Password" button to reset your password.

Portal Username:

Portal Password:

Non-CAC Registration

Reset Password

Login

[Login Help](#)

Reporting Problems

For personnel data concerns in "MyBiz", contact your Servicing Human Resources Office.

For technical problems with the application, select the [Contact List](#) for your organization's computer support Help Desk.

CPMS Contact Information

Department of Defense
Civilian Personnel Management System
HR Business Information Technology Solutions Division - HR-BITS
1400 Key Boulevard, B-200
Arlington, VA 22209-5144
Email: hr-bits@cpms.osd.mil





Access *My Biz*

You will access MyBiz using your Common Access Card(CAC) via the DCPDS Portal URL at <https://compo.dcpds.cpms.osd.mil>.

Once you log-on to the system, you will be prompted to select a responsibility. As an employee, you will select *My Biz*.

***My Biz* Home Page**

- My Information
- Update My Information
- Performance Appraisal Application



Access My Biz



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[ICE MyBiz](#) [ICE PAA V3](#) [Logout](#) [Preferences](#) [Oracle Help](#)

Navigator

<ul style="list-style-type: none"> My Biz My Workplace 	<p>My Biz</p> <ul style="list-style-type: none"> My Information Update My Information PAA-V2 Performance Appraisal Application Performance Appraisal Application (PAA)
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Here is the **My Biz** responsibility.

Favorites

[Edit Favorites](#)

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](#)



[Update Your Completed Training Via Self Service](#)

Common Access Card (CAC) Login Information

CPMS does not maintain Federal Long Term Care Insurance and Flexible Spending Account Programs.

- [CPMS Homepage](#)
- [Federal Employees Dental and Vision Insurance Program](#)
- [Federal Long Term Care Insurance Program](#)
- [Flexible Spending Account](#)
- [MyPay](#)
- [NSPS Information](#)
- [OPM Health Benefits Homepage](#)
- [OPM Homepage](#)
- [OPM Life Insurance Homepage](#)
- [OPM Retirement Homepage](#)
- [SF182](#)
- [Self Service Information](#)
- [TSP Homepage](#)
- [USA Jobs](#)

Access My Biz



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Navigator

- My Biz
- My Workplace

The user selects the functions available below.

- My Biz
 - My Information
 - Update My Information
 - PAA-V2 Performance Appraisal Application
 - Performance Appraisal Application (PAA)

My Information contains the employee's information.

Update My Information is the function used to update ethnicity and race information as well as foreign language proficiency.

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- [Flexible Spending Account](#)
- [MyFav](#)
- [NSPS Information](#)
- [OPM Health Benefits Homepage](#)
- [OPM Homepage](#)
- [OPM Life Insurance Homepage](#)
- [OPM Retirement Homepage](#)
- [SF182](#)
- [Self Service Information](#)
- [TSP Homepage](#)
- [USA Jobs](#)



Access Your Information

Selecting **My Information** from the *My Biz* Home Page will allow you to view your information.

- Secure, real-time, on-line access to your official personnel information
- Tabs provide further details on the following:
 - Appointment
 - Position
 - Personal – Includes Education, Language and Training (Education & Training can be updated from the 'View' page as well as the 'Update My Information' page).
 - Salary
 - Benefits
 - Awards and Bonuses
 - Performance
 - Personnel Actions
 - View Emergency Contact Information



Access Your Information



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GENERAL INFO: The information is current as of today's date.

Organization	USA AMCOM CORPUS CHRISTI ARMY DEPOT ARX6W0MUA 01	Job Title	Inventory Management (2010)
Position	221624.SUPV INVENTORY MANAGEMENT SPEC.722986.ARX6.APPR	Grade/Pay Band	YC-02
Total Salary	85,395.00 USD	Step or Rate	00
Email Address		Office Symbol	

[View Emergency Contact Information](#)

[Appointment](#) [Position](#) [Personal](#) [Salary](#) [Benefits](#) [Awards and Bonuses](#) [Performance](#) [Personnel Actions](#)

Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.

Details	Effective Date	Job	Grade/Pay Band	Step or Rate
Show	24-Jun-2009	Inventory Management (2010)	YC-02	00

Retained Grade Details

Date From	Date To	Retained Grade	Retained Step or Rate	Retained Pay Plan	Retained Pay Table ID	Retained Pay Basis	Temporary Promotion Step
No results found.							

[Appointment](#) [Position](#) [Personal](#) [Salary](#) [Benefits](#) [Awards and Bonuses](#) [Performance](#) [Personnel Actions](#)

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From this page, the user can navigate to the other tabs and see various pieces of information relative to the tab selected.

Personal Tab includes Education, Language and Training. User can update Education and Training under the Personal Tab or can update using the 'Update My Information' module





Update Your Information

Selecting **Update My Information** from the *My Biz* Home Page permits you to update certain personal information.

- Phone Number
- Email Address
- Disability Codes
- Race and National Origin (Ethnicity and Race Identification)
- Foreign Language Proficiency
- Emergency Contact Information
- Education
- Training



Update Your Information



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Update My Information

Employee

Employee Name CPMSGuy, Goto T

Work Email Address

- Profile**
- [Handicap](#)
- [Language](#)
- [Ethnicity and Race](#)
- [Emergency Contact](#)
- [Education](#)
- [Training](#)

My Profile

Security Question and Change Password Info

Work Email Address

TIP Please enter your Work Email Address only and select the Update button to save.

Work Email Address

Employee Phone Number

TIP To enter a new Type phone number, select the Add button. To update an existing phone number, select the actual number listed in the Number column. To delete an existing phone number, select the Trashcan next to the record.

<input type="button" value="Add"/>		
Type	Number	Delete
No data found		

Physical Work Address

TIP CONUS employees can add or correct their Physical Work Address information by selecting either the Add button, for adding a new address, or the Correction button for updating an existing address. NOTE: At present, overseas employees cannot update their Physical Work Address, however upcoming Self Service system developments will include this functionality.

<input type="button" value="Add"/>									
Select	Street Address	Building Number	Suite, Room Number	City	State	Zip Code	Country	Start Date	End Date
No results found.									

- Profile**
- [Handicap](#)
- [Language](#)
- [Ethnicity and Race](#)
- [Emergency Contact](#)
- [Education](#)
- [Training](#)

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This is the update page where the user is able to update his/her information. The user can update various phone numbers, his/her work email address, handicap code, Foreign Language proficiency, education, training and the Ethnicity and Race indicator.

Favorites



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Navigator

<ul style="list-style-type: none">My BizMy Workplace	<ul style="list-style-type: none">My Biz<ul style="list-style-type: none">My InformationUpdate My InformationPAA-V2 Performance Appraisal ApplicationPerformance Appraisal Application (PAA)
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Updated information and new DCPDS functionality is shared on the 'New' link.

The area identified as "Favorites" is created for all new *My Biz* accounts and contains approximately seven links to websites of importance to the employee. For example, we have provided links to the TSP Home page and the Retirement Home page for CSRS or FERS. As we add new information, a new link will be added to this area providing navigation information for the user. Users also have the capability to add links to this list using the 'Edit Favorites' button.

Favorites

Edit Favorites

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](#)

 [Update Your Completed Training Via Self Service](#)

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Welcome to...

DCPDS
DEFENSE CIVILIAN
PERSONNEL DATA SYSTEM

MY WORKPLACE
SELF SERVICE HR
MY PERSONNEL INFORMATION



My Workplace

My Workplace is a web-based Self-Service HR module that allows managers and supervisors access to information about their staff members.

My Workplace allows you to:

- View your employees' personnel information 24/7 from your workstation
- View and print employee emergency contact information
- View Suspense information on employees
- Update work email address
- Establish performance plans
- Provide feedback and appraise employee performance



My Workplace

Once you log-on to the system, you will be prompted to select a responsibility. As a manager or supervisor, you will select *My Workplace*.

My Workplace Home Page

- All Actions Awaiting Your Attention
- My Employee Information
- Performance Appraisal Application
- Update My Information
- Suspenses
- Apply Action(s) to Multiple Employees
- NSPS Performance Management Reports



My Workplace

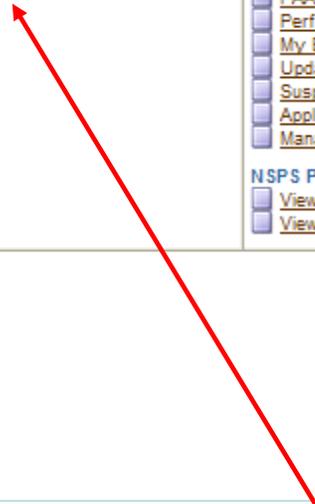


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Navigator

<ul style="list-style-type: none"> My Biz My Workplace 	<p>My Workplace</p> <ul style="list-style-type: none"> All Actions Awaiting Your Attention PAA-V2 Performance Appraisal Application Performance Appraisal Application (PAA) My Employee Information Update My Information Suspenses Apply Action(s) to Multiple Employees (PAA) Manage PAA Trusted Agent Authorization <p>NSPS Performance Management Reports</p> <ul style="list-style-type: none"> View/Print Performance Management Reports View Previous Requests
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Favorites

Not Favorites

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](#)

New [Update Your Completed Training Via Self Service](#)

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- Flexible Spending Account
- MvPav

This screen depicts the *My Workplace* responsibility and the functions found within. Note the differences in the *My Workplace* functions as opposed to the *My Biz* functions. This is the area the manager/supervisor is expected to come to in order to process any work-related issues applicable to his/her employees.

- SF182
- Self Service Information
- TSP Homepage
- USA Jobs

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My Workplace



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Navigator

My Biz

My Workplace

My Workplace

- All Actions Awaiting Your Attention
- PAA-V2 Performance Appraisal Application
- Performance Appraisal Application (PAA)
- My Employee Information
- Update My Information
- Suspenses
- Apply Action(s) to Multiple Employees (PAA)
- Manage PAA Trusted Agent Authorization

NSPS Performance Management Reports

- View/Print Performance Management Reports
- View Previous Requests

Favorites

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- [Flexible Spending Account](#)
- [MvPav](#)

The **Appraisals** function is the door to the appraisal module the manager/supervisor will use to rate NSPS employees. The **My Employee Information** area is where the manager/supervisor will view employees' records.

- [SF182](#)
- [Self Service Information](#)
- [TSP Homepage](#)
- [USA Jobs](#)

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My Workplace



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The manager/supervisor is identified and beneath his/her name are the employees he/she supervises. If one of these employees is a supervisor, there would be a similar symbol (circled in red) beside their name. The manager/supervisor identified below would be able to open those employee records as well.

My Employee Information

references

information

Appointment Position Personal Salary Awards and Bonuses Performance Personnel Actions Suspenses								
Focus Name	Position	Organization	Grade/Pay Band	Job	Assignment Status	Assignment Start Date	Assignment End Date	
 CPMSGUY GOTO T								
Edmond CPMS Rinkel	52X11.SUPV HUMAN RESOURCES SPEC (INFO SYS).573204.AF2D.APPR	AF PERSONNEL OP AG AF2DRJ2DFGDH01	GS-15	Human Resources Management (0201)	Active Appointment	29-Apr-2005		
Royal CPMS Wendel	51X31.HUMAN RESOURCES SPECIALIST (RECRUITMENT & PLACEMENT).563417.AF2D.APPR	AF PERSONNEL OP AG AF2DRJ2DFGDH01	GS-12	Human Resources Management (0201)	Active Appointment	29-Apr-2005		
Werner CPMS Wittels	51X21.FUNCTIONAL SYSTEMS REQUIREMENTS ASSISTANT (OA).577380.AF2D.APPR	AF PERSONNEL OP AG AF2DRJ2DFGDH01	GS-06	Miscellaneous Clerk & Assistant (0303)	Active Appointment	29-Apr-2005		

[ICE MyBiz](#) | [ICE PAA V3](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

[About this Page](#)



More Information

For more information about access to *My Biz* and *My Workplace*, visit your Component/Agency website and/or servicing HR office.