

The background features a faded illustration of a Minuteman soldier on the left and the official seal of the Department of Defense on the right. The seal is circular and contains an eagle with wings spread, perched on a shield. The text around the eagle reads "DEPARTMENT OF THE ARMY AND THE AIR FORCE" at the top and "NATIONAL GUARD BUREAU" at the bottom.

# **My Biz & My Workplace**

*Defense Civilian Personnel Data System*

# DCPDS

- DCPDS automated multiple human resource functions (Personnel action processing, Appraisal, Pay Adjustments)
- Maintains a complete history on employees (Awards, Benefits selections, Personnel Actions)
- Updates the Payroll system automatically for Technician employees
- Interfaces with Self Service Applications such as My Biz and My Workplace

# DCPDS System Generated Actions

- DCPDS Produces Reports on Individual Person (RIPS) such as Supervisors Brief (on employee), Supervisory Notice of Within Range Increase etc.
- DCPDS will also automatically generate certain types of actions ( Within Range Increase, Termination Expiration of Appointment, etc.)

## **Introduction to Self-Service HR:**

May 2006 DoD introduces Self-Service HR functionality within the Defense Civilian Personnel Data System (DCPDS) through two easy-to-use modules:

***My Biz & My Workplace***

**DCPDS Portal**

**<https://compo.dcpds.cpms.osd.mil>**

# 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 appraise employee performance

**Welcome to...**

***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
- (Email Addresses)
- Provide input on performance plans and accomplishments for performance appraisals
  - (Performance Appraisal Application – PAA)
- Print Notification of Personnel Actions (NPA)
  - Standard Form SF50s

To access *My Biz/My Workplace*, you will need to register your Smart Card Access, (CAC). Check with your servicing HR office to ensure your account has been established.

The screenshot shows the DCPDS Portal website in a Windows Internet Explorer browser. The address bar displays <https://compo.dcpds.cpms.osd.mil/>. The page features a blue header with the DCPDS PORTAL logo and navigation links for MYBIZ and MYWORKPLACE. The main content area is divided into several sections:

- News and Information:** Last updated Dec 26, 2010 18:00 CDT. Includes an announcement for the new DCPDS Portal section and information for Self Service Users and HR Professional Users.
- Smart Card Access:** Includes instructions for returning and first-time smart card users, with 'Login' and 'Register' buttons.
- Reporting Problems:** Provides contact information for personnel data concerns and technical issues.
- Authorized Non-Smart Card (Non-CAC) Access:** Includes instructions for returning and first-time non-smart card users, with 'Login', 'Register', and 'Reset' buttons.
- CPMS Contact Information:** Lists the Department of Defense Civilian Personnel Management Service HR Business Information Technology Solutions Division - HR-BITS, including the address and website <http://www.cpms.osd.mil/>.

At the bottom of the page, there are links for [Privacy Act](#), [Accessibility](#), and [Privacy and Security Policy](#).

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

Here is the *My Biz* responsibility.

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ICE MyBiz ICE PAA V3 Logout Preferences Oracle H

Navigator

- 911 NGB WIHRO0001
- AGR Mgr WIHRO0001
- CIVDOD Self Service Hierarchy Manager
- HR-TRNG WIHRO0001T
- My Biz**
- PER WIHRO0001
- RPT WIHRO0001
- WI CIVDOD PAYROLL REGENERATION
- WI MANAGER

**My Biz**

- My Information
- Update My Information
- Employment Verification
- Performance Appraisal Application (PAA)

Favorites

Edit Favorite

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](#)

[Employment Verification Via My Biz](#)

[Common Access Card \(CAC\) Login Information](#)

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

[TSP Homepage](#)

[OPM Homepage](#)

U.S. ...

"My Biz and associated web pages are web-based tools created by the Department of Defense (DoD) as part of the Defense Civilian Personnel Data System (DCPDS) to allow DoD personnel access to and management of their personal personnel records. The DoD MyBiz and associated tools can be accessed only by authorized DoD personnel within a .mil or dodea.edu network. The DoD MyBiz tool has no association with any private or other enterprise using "MyBiz" in whole or in part as a title or logo."

**My Information** contains the employee's information.

**Update My Information** is the function used to update your work email address and ethnicity and race information as well as foreign language proficiency.

**Employment Verification** Self service employment verification application.

**Performance Appraisal Application (PAA)** contains the electronic appraisal program.

The functions available to the employee user are provided in the middle area. There will be 4 current functions available to the user.

# Access & Review My Biz Information

Selecting **My Information** from the *My Biz* Home Page will allow you to view information related to your employment and verify its accuracy.

- Secure, real-time, on-line access to your official personnel information
- Tabs provide further details on the following:
  - Appointment
  - Position
  - Personal
  - Salary
  - Benefits
  - Awards and Bonuses
  - Performance
  - Personnel Actions (SF 50s)

# Access My Biz Information



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[Home](#) [Logout](#) [Preferences](#)

## Plumadore, Carmelo CPMS W

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

Organization **AF AUDIT AGENCY  
AF06WE06FYZC01**

Job Title **Auditing (0511)**

Position **57367.SUPERVISORY  
AUDITOR.575234.AF06.APPR**

Grade **GM-14**

Total Salary **115,116.00 USD**

[Appointment](#)

[Position](#)

[Personal](#)

[Salary](#)

[Benefits](#)

[Awards and Bonuses](#)

[Performance](#)

[Personnel Actions](#)

[Detail Actions](#)

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

[Previous](#) 1-1 [Next](#) 1

Details	Effective Date	Job	Grade	Step or Rate
<a href="#">Show</a>	08-Jan-2006	Auditing (0511)	GM-14	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 data exists.							

[Appointment](#)

[Position](#)

[Personal](#)

[Salary](#)

[Benefits](#)

[Awards and Bonuses](#)

[Performance](#)

[Home](#) | [Logout](#) | [Preferences](#)

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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.

# Update My Biz 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
- Educational Data (Degrees & Transcripts)
- Emergency Contact

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

# Update My Biz Information



Department of Defense

Highly encouraged

[Home](#) [Logout](#) [Preferences](#)

## Update My Information

Cancel

### Employee

Name **Plumadore, Carmelo CPMS W** Employee Number **384488**

Work Email Address **Carmelo.plumadore@gvtc.com**

[Profile](#) [Handicap](#) [Language](#) [Ethnicity and Race](#) [Emergency Contact](#) [Education](#) [Training](#) [Certifications/Licenses](#) [Awards and Bonuses](#)

### My Profile

#### Work Email Address

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

Work Email Address

Update

#### Employee Phone Number

Cancel

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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 email address, handicap code, Foreign Language proficiency (in May 06), and their Ethnicity and Race codes.

Currently there are nine items that can be updated by the employee

# Navigator Favorites



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[Home](#) [Logout](#) [Preferences](#) [Help](#)

## Navigator

[My Biz](#)

### My Biz

- [My Information](#)
- [Update My Information](#)
- [My Biz Help](#)
- [Appraisals](#)

## Favorites

[Edit Favorites](#)

- [TSP Home](#)
- [OPM Home](#)
- [MyPay](#)
- [USA Jobs](#)
- [OPM Health Benefits Home](#)
- [OPM Life Insurance Home](#)
- [OPM Retirement Home](#)

[Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

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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 employees.