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](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.

**News and Information**

*Last updated Dec 26, 2010 18:00 CDT*

**Announcing DoD’s New DCPDS Portal** - with a “News and Information” section for employees (My Biz), managers (My Workplace) and HR Professional users!

**Self Service Users**

My Biz, Employment Verification (EV), available on Oct 31, 2010, allows you to email employment and/or salary information to an external organization or person directly from DCPDS. Select EV for more info!

(Please note: The use of “The Work Number” to verify employment and salary information is still available through the established process.)

**HR Professional Users**

Operation New Dawn with LAC 7BE has replaced Operation Iraqi Freedom with LAC 7AB and is available for coding Civilian Expeditionary

**Authorized Non-Smart Card (Non-CAC) Access**

Returning Non-Smart Card user (Non-CAC)? Use the username and password fields below to login.

- Portal Username: 
- Portal Password: 

First time Non-Smart Card (Non-CAC) User? Before using the DCPDS system, you must first register.

- Password problems? You may go here if you have configured your account for automatic password resets.

**CPMS Contact Information**

Department of Defense
Civilian Personnel Management Service
HR Business Information Technology Solutions Division - HR-BITS
1400 Key Boulevard, B-200
Arlington, VA 22209-5144
http://www.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**.

Here is the **My Biz** responsibility.

- **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

Department of Defense

Plumadore, Carmelo CPMS W

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

Organization: AF AUDIT AGENCY
AF06WE06FYZCOI
Position: 57367.SUPERVISORY
AUDITOR.575234.AF06.APPR
Total Salary: $111,116.00 USD

Job Title: Auditing (0511)
Grade: GM-14

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

Details Effective Date

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Appointment

Position | Personal | Salary | Benefits | Awards and Bonuses | Performance | Personnel Actions | Detail Actions |
|---------|----------|--------|----------|--------------------|-------------|-------------------|-----------------|

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