My Biz Application Overview

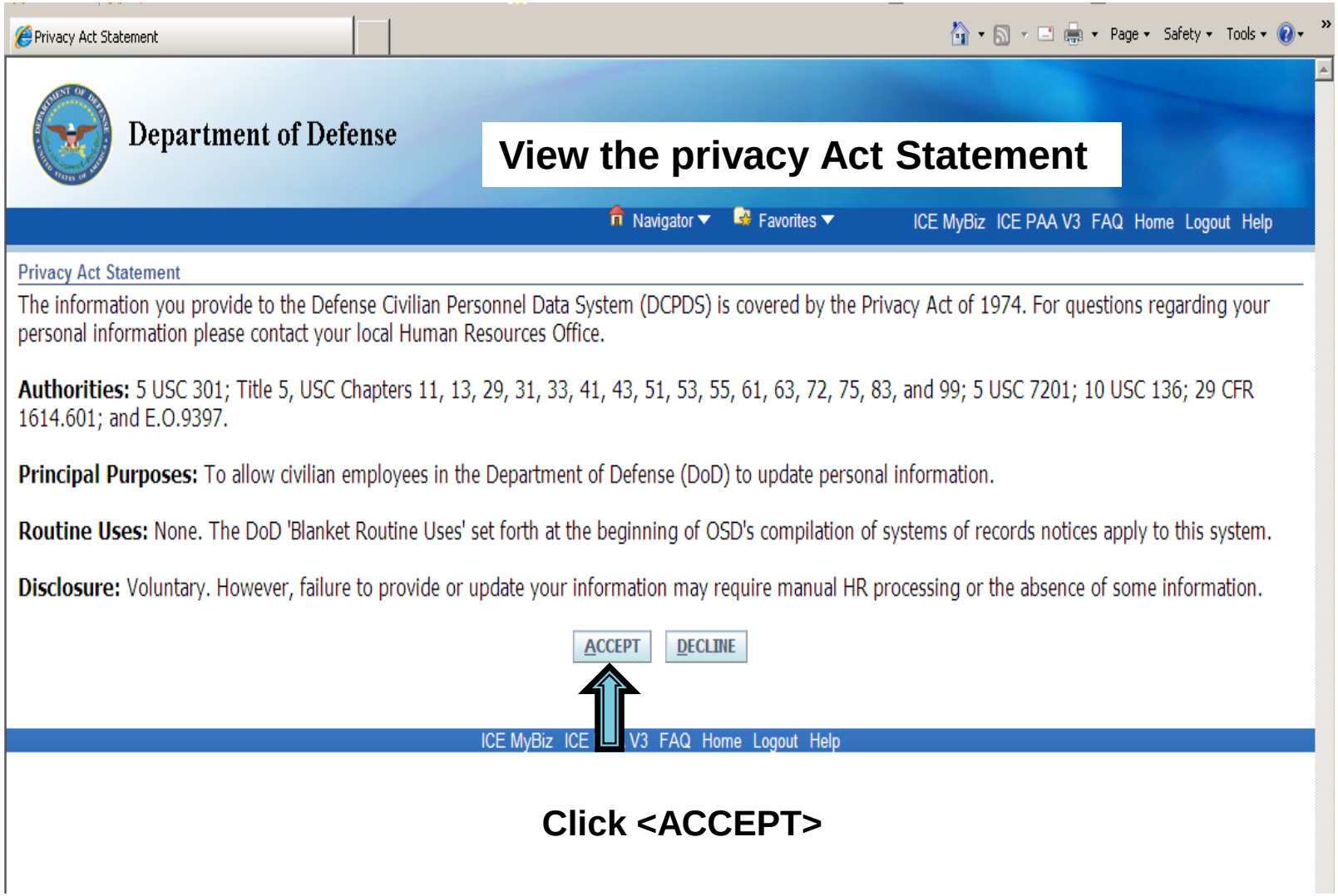
My Biz provides employees the ability to access employment-related information

- My Information – provides view of employment related information
- Update My Information – allows you to update specific personal information
- Employment Verification – allows you to provide employment information to financial institutions

Click <My Biz> to see the additional links.

My Information Exercise

Click <My Information>.



Click <ACCEPT>

Oracle Self Service Human Resources: My Information

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Bell, Tinker Fairy

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

Organization **WHS HUMAN RESOURCES DIRECTORATE DD21DDAADC 01**

Position **H281A.PERS MANAGEMENT INFORMATION SPEC.284463.DD21.APPR**

Total Salary **115,742.00 USD**

Email Address **tinker.bell@whs.mil**

Job Title **Miscellaneous Administration & Program (0301)**

Grade/Pay Band **GS-13**

Step or Rate **10**

Office Symbol

View Emergency Contact Information

View Joint Duty Assignment Information

Appointment | Position | Personal | Salary | Benefits | Awards and Bonuses | Performance | Personnel Actions

The following section displays detailed personnel information. Note: For appropriated employees, only those Personnel Notifications processed on or after 23 Sept 2007 are available for viewing. For non-appropriated fund and local national employees only those Perso

Click <Personnel Actions>

View NPAs | View Selected

Select All | Select None

Select	Effective Date	First NOA	First NOA Description	Second NOA	Second NOA Description	Update HR Completion Date
☑	15-Sep-2011	840	Individual Cash Award RB			19-Sep-2011
☐	18-Aug-2011	792	Change in Duty Station			22-Aug-2011
☐	18-Jan-2011	849	Individual Cash Award NRB			20-Jan-2011
☐	14-Nov-2010	800	Change in Data Element			12-Nov-2010

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Bell, Tinker Fairy

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

Organization	**WHS HUMAN RESOURCES DIRECTORATE DD21DDAADC 01**	Job Title	**Miscellaneous Administration & Program (0301)**
Position	**H281A.PERS MANAGEMENT INFORMATION SPEC.284463.DD21.APPR**	Grade/Pay Band	**GS-13**
Total Salary	**115,742.00 USD**	Step or Rate	**10**
Email Address	**tinker.bell@whs.mil**	Office Symbol	

Click <Salary>.

View Emergency Contact Information
View Joint Duty Assignment Information

Appointment | Position | Personal | Salary | [illegible]rds and Bonuses | Performance | Personnel Actions

The following section displays detailed historical information through today's date.

Previous 1-1 Next 1

Details	Effective Date	Basic Pay	Locality Pay	Adjusted Basic Pay	Other Pay	Total Pay	Locality Percentage	Currency
Hide	03-J[illegible]	93,175.00	22,567.00	115,742.00	0.00	115,742.00	14.16	USD

AUO	AUO Premium Pay Indicator
Availability Pay	Availability Pay Premium Pay Indicator
Retention Allowance	Retention Allowance Percentage
Supervisory Differential	

Supplemental Earnings
(Select a supplemental earning from the list)

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Bell, Tinker Fairy

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

Organization	WHS HUMAN RESOURCES DIRECTORATE DD21DDAADC 01	Job Title	Miscellaneous Administration & Program (0301)
Position	H281A.PERS MANAGEMENT INFORMATION SPEC.284463.DD21.APPR	Grade/Pay Band	GS-13
Total Salary	115,742.00 USD	Step or Rate	10
Email Add		bol	

Click <Awards and Bonuses>.

View Emergency Contact Information
View Joint Duty Assignment Information

Appointment | Position | Personal | Salary | Benefits | Awards and Bonuses | Performance | Personnel Actions

The following section displays detailed historical information through today

Awards Information

View/Make Awards Changes

Bonus Details

Effective Date	Bonus Type	Bonus Amount	Expiration Date
No results found.			

Click <View/Make Awards Changes>.

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Employee

Employee Name

Work Email Address

Click <Awards and Bonuses>.

Profile | Disability | Language | Ethnicity and Race | Emergency Contact | Education | Training | Certifications/Licenses | Awards and Bonuses

This section captures your monetary and non-monetary awards. By adding non-monetary awards you are self-certifying the data you enter is valid. Human Resources (HR) may request you provide documentation for verification purposes. Only non-monetary awards can be added by employee.

TIPS:

Updating awards is limited to the list provided within the list of values. All other awards must be added by your HR Office.

Read the tips !

Select the 'Add' button to add new Awards.

To 'Delete' Self Certified Awards, first select the entry then select the Delete button. To correct a 'self certified' entry, select 'Delete' and re-enter the awards data under 'Add'. Awards marked as 'Verified' can only be updated by your HR office.

Awards and Bonuses

Select Object: Delete | Add

Select	Award Update Source	Date Award Earned	Award Type	Amount or Hours	Award Percentage	Award Agency
	Verified	15-Sep-2011	Performance Award	$2460		Department of Defense
	Verified	18-Jan-2011	Special Act or Service Award	$932		Department of Defense
	Verified	03-Jan-2010	NSPS Performance Bonus	$4475		Department of Defense
	Verified	03-Jan-2010	NSPS Performance Increase	$27		Department of Defense
	Verified	04-Jan-2009	NSPS Performance Bonus	$6188		Department of Defense
	Verified	04-Jan-2009	NSPS Performance Increase	$1005		Department of Defense
	Verified	06-Jan-2008	NSPS Performance Bonus	$9234	Awards and Bonuses	Department of Defense
	Verified	06-Jan-2008	NSPS Performance Increase	$874		Department of Defense
	Verified	27-Jul-2007	Special Act or Service Award	$750		Department of Defense
	Verified	31-Aug-2006	Performance Award	$2055		Department of Defense

Select Object: Delete | Add

TIP To Print Awards Information, select the button below

Print Awards Information Report

Print option.

Back

Employee

Employee Name

Work Email Address

Click on the back button.

Profile | Disability | Language | Ethnicity and Race | Emergency Contact | Education | Training | Certifications/Licenses | Awards and Bonuses

This section captures your monetary and non-monetary awards. By adding non-monetary awards you are self-certifying the data you enter is valid. Human Resources (HR) may request you provide documentation for verification purposes. Only non-monetary awards can be added by employee.

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Awards and Bonuses

Select Object: Delete | Add

Select	Award Update Source	Date Award Earned	Award Type	Amount or Hours	Award Percentage	Award Agency
○	Verified	15-Sep-2011	Performance Award	$2460		Department of Defense
○	Verified	18-Jan-2011	Special Act or Service Award	$932		Department of Defense
○	Verified	03-Jan-2010	NSPS Performance Bonus	$4475		Department of Defense
○	Verified	03-Jan-2010	NSPS Performance Increase	$27		Department of Defense
○	Verified	04-Jan-2009	NSPS Performance Bonus	$6188		Department of Defense
○	Verified	04-Jan-2009	NSPS Performance Increase	$1005		Department of Defense
○	Verified	06-Jan-2008	NSPS Performance Bonus	$9234		Department of Defense
○	Verified	06-Jan-2008	NSPS Performance Increase	$874		Department of Defense

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Bell, Tinker Fairy

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

Organization WHS HUMAN RESOURCES DIRECTORATE 01 MANAGEMENT INFORMATION SPEC.284463.DD21.APPR

Job Title Miscellaneous Administration & Program (0301)

Grade/Pay Band GS-13

Total Salary 115,742.00 USD

Step or Rate 10

Email Address tinker.bell@whs.mil

Office Symbol

View Emergency Contact Information

View Joint Duty Assignment Information

Click <Appointment>

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.

Previous 1-1 Next 1

Details	Effective Date	Job	Grade/Pay Band	Step or Rate
Hide	18-Aug-2011	Miscellaneous Administration & Program (0301)	GS-13	10

Work Schedule F - Full-Time

Pay Rate Determinant 0 - Regular Rate

WGI Pay Date

Key Emergency Essential Empl Not Assigned to Key Emergency Employee Position

Leave Without Pay Start Date

Sabbatical Start Date

Email Address tinker.bell@whs.mil

Part-Time Hours Biweekly

WGI Due Date

Last Equivalent Increase 03-Jan-2010

Tenure 1 - Permanent - Tenure Group 1

Date Arrived Personnel Office 21-Aug-2005

Assignment NTE Date

Leave Without Pay End Date

Sabbatical End Date

Pay Status USERRA Status P - Pay Status

Click <+Show/Hide>

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.							

Employee Detail Information

Details	Begin Date	End Date	Position Number	Position Title	Grade	Job	Organization	Location
	No results found.							

Oracle Self Service Human Resources: My Information

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Bell, Tinker Fairy

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

Organization	WHS HUMAN RESOURCES DIRECTORATE DD21DDAADC 01	Job Title	Miscellaneous Administration & Program (0301)
Position	H281A.PERS MANAGEMENT INFORMATION SPEC.284463.DD21.APPR	Grade/Pay Band	GS-13
Total Salary	[illegible]	Step or Rate	10
Email Address	tinker.bell@whs.mil	Office Symbol	

Click <Performance>

View Emergency Contact Information
View Joint Duty Assignment Information

Appointment | Position | Personal | Salary | Benefits | Awards and Bonuses | Performance | [illegible]ions

The following section displays detailed historical information through today's date.

Details	Appraisal Type	Rating of Record	Date Effective
Show	Annual Appraisal	3 - Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Equiv	01-Sep-2011
Show	Annual Appraisal - NSPS	4 - Exc Expec, Exc Full Succ, Excel, High-Succ, High Effec, Succ Lvl 2 or Equiv	22-Nov-2010
Show	Annual Appraisal - NSPS	4 - Exc Expec, Exc Full Succ, Excel, High-Succ, High Effec, Succ Lvl 2 or Equiv	01-Jan-2010
Show	Annual Appraisal - NSPS	4 - Exc Expec, Exc Full Succ, Excel, High-Succ, High Effec, Succ Lvl 2 or Equiv	01-Jan-2009
Show	Annual Appraisal - NSPS	5 - Role Model, Exceptional, Outstanding, Superior, Successful Level 1 or Equiv	01-Jan-2008
Show	Annual Appraisal	3 - Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Equiv	30-Jun-2006
Show	Presumptive (New Employee)	X - Not Rated	21-Aug-2005
Show	Annual Appraisal	4 - Exc Expec, Exc Full Succ, Excel, High-Succ, High Effec, Succ Lvl 2 or Equiv	31-Mar-2005
Show	Annual Appraisal	5 - Role Model, Exceptional, Outstanding, Superior, Successful Level 1 or Equiv	31-Mar-2004
Show	Presumptive (New Employee)	X - Not Rated	28-Dec-2003

Click on the <+Show/-Hide>.

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Position	H281A.PERS MANAGEMENT INFORMATION SPEC.284463.DD21.APPR	Grade/Pay Band	GS-13
Total Salary	115,742.00 USD	Step or Rate	10
Email Address	tinker.bell@whs.mil	Office Symbol	

View Emergency Contact Information
View Joint Duty Assignment Information

A tment | Position | Personal | efits | Awards and Bonuses | Performance | Personnel Actions

wing section displays detailed historical information through today's date.

Details As Of Effective Date

Hide 10-Jun-1985

SCD Leave	01-Jan-2001	Social Security Number	222-22-2222
Date Of Birth	01-Dec-1900	Gender	
Disability Status	I do not have a disability	Citizenship	1 - U.S. Citizen, includes U.S. Nationals
Date Last Promotion		Agency Code Transfer From	DOD Defense Human Resource Activity (DD48)
Veterans Preference	1 - None	Veterans Preference for RIF	N - No
Veterans Status	N - Not A Vietnam-Era Veteran	Email Address	nina.hunter@whs.mil
Appointment Type	1A - Competitive - Career	Current Appointment Authority (1)	KTM
Current Appointment Authority (2)		Previous Retirement Coverage	Previously Covered
SCD Civilian	10-Jun-1985	SCD RIF	10-Jun-1985
SCD Retirement	10-Jun-1985	Reserve Category	Not Applicable
Military Recall Status	Y - Not Applicable	Date Retired Uniform Service	
Uniform Service Component		Uniform Service Designation	
Retirement Grade		Military Retirement Waiver Ind	
Exception Retirement Pay Ind		Creditable Military Service	000000
Frozen Service	000000	Date Conversion Career Begins	
Date Conversion Career Due		Date Recmd Conversion Begins	
Date Recmd Conversion Due		Date VRA Conversion Due	
Date Prob/Trial Period Begins		Date Prob/Trial Period Ends	
Ethnicity And Race	Black or African American	SCD Special Retirement	
SCD SES			

Service Obligation

Service Obligation	Start Date	End Date
No results found.		

Oracle Self Service Human Resources: My Information

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Bell, Tinker Fairy

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

Organization **WHS HUMAN RESOURCES DIRECTORATE DD21DDAADC 01**

Position **H281A.PERS MANAGEMENT INFORMATION SPEC.284463.DD21.APPR**

Total Salary

Email Address **tinker.bell@whs.mil**

Job Title **Miscellaneous Administration & Program (0301)**

Grade/Pay Band **GS-13**

Step or Rate **10**

Office Symbol

View Emergency Contact Information

View Joint Duty Assignment Information

Click <Position>

pointment | Position | nd Bonuses | Performance | Personnel Actions

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

Details	Effective Date	Position Name	Organization	Grade/Pay Band	Job Title	Target Grade	Office Symbol
Show	23-Oct-2011	H281A.PERS MANAGEMENT INFORMATION SPEC.284463.DD21.APPR	WHS HUMAN RESOURCES DIRECTORATE DD21DDAADC 01	GS-13	Miscellaneous Administration & Program (0301)	GS-13	
Show	18-Aug-2011	H281A.PERS MANAGEMENT INFORMATION SPEC.284463.DD21.APPR	WHS HUMAN RESOURCES DIRECTORATE DD21DDAADC 01	GS-13	Miscellaneous Administration & Program (0301)	GS-13	
Show	29-Aug-2010	H281A.PERS MANAGEMENT INFORMATION SPEC.284463.DD21.APPR Position	WHS HUMAN RESOURCES DIRECTORATE DD21DDAADC 01	GS-13	Miscellaneous Administration & Program (0301)	GS-13	

Click <+Show/-Hide>

Language Identifier	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency
No results found.					

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Bell, Tinker Fairy

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

Organization	WHS HUMAN RESOURCES DIRECTORATE DD21DDAADC 01	Job Title	Miscellaneous Administration & Program (0301)
Position	H281A.PERS MANAGEMENT INFORMATION SPEC.284463.DD21.APPR	Grade/Pay Band	GS-13
Total Salary		Step or Rate	10
Email Address	tinker.bell@whs.mil	Office Symbol	

View Emergency Contact Information
View Joint Duty Assignment Information

Appointment | Position | Personal | Salary | Benefits | A[illegible]es | Performance | Personnel Actions

The following section displays detailed historical information through today's date.

FEGLI

FEGLI	Start Date
Basic + Option B (4x) + Option C (5x)	21-Aug-2005

Health Benefits

Previous 1-1 Next 1

Details	Start Date	Health Plan	Enrollment	Premium Conversion
Show	08-Jan-2006	Aetna Open Access (JN)	Low Option Self and Family (5)	Pre Tax

Thrift Saving Plan

Previous 1-1 Next 1

Details	Start Date	Status	Status Date
Show	20-Dec-2009	Y - Elected To Contribute (Y)	09-Aug-1987

TSP Catch Up Contributio

Start Date
No results found.

Click <Benefits>. Click <+Show >. Click <-Hide>.

Retirement Plan

Retirement Plan	FERS Coverage
K - FERS and FICA	A - Automatically Covered By FERS

Benefits

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Click <Home>.

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Bell, Tinker Fairy

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

Organization	WHS HUMAN RESOURCES DIRECTORATE DD21DDAADC 01	Job Title	Miscellaneous Administra & Program (0301)
Position	H281A.PERS MANAGEMENT INFORMATION SPEC.284463.DD21.APPR	Grade/Pay Band	GS-13
Total Salary	115.742.00 USD	Step or Rate	10
Email Address	tinker.bell@whs.mil	Office Symbol	

View Emergency Contact Information
View Joint Duty Assignment 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.

Previous 1-1 Next 1

Details	Effective Date	Job	Grade/Pay Band	Step or Rate
Show	18-Aug-2011	Miscellaneous Administration & Program (0301)	GS-13	10

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.							

Employee Detail Information

Details	Begin Date	End Date	Position Number	Position Title	Grade	Job	Organization	Location
	No results found.							

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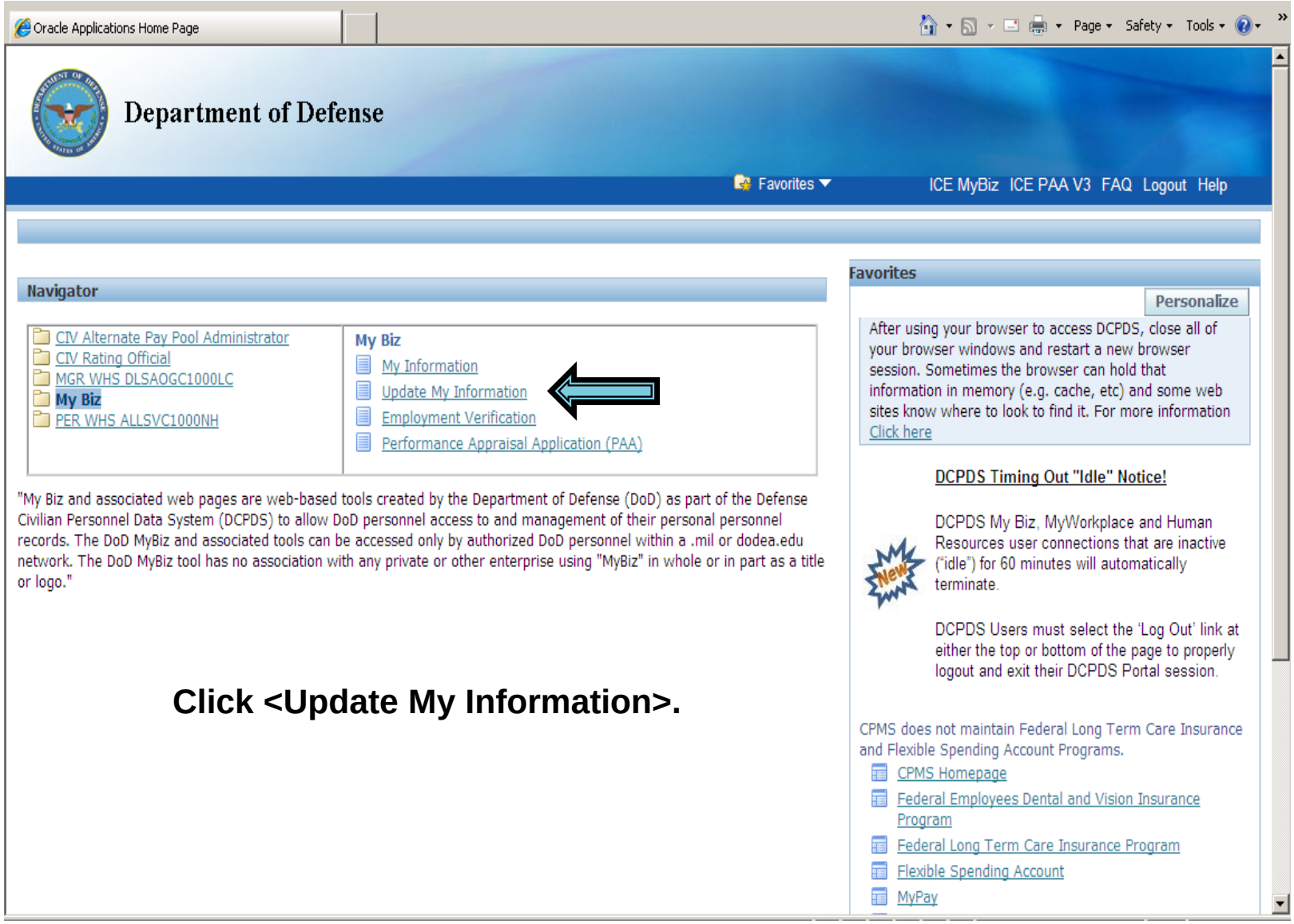
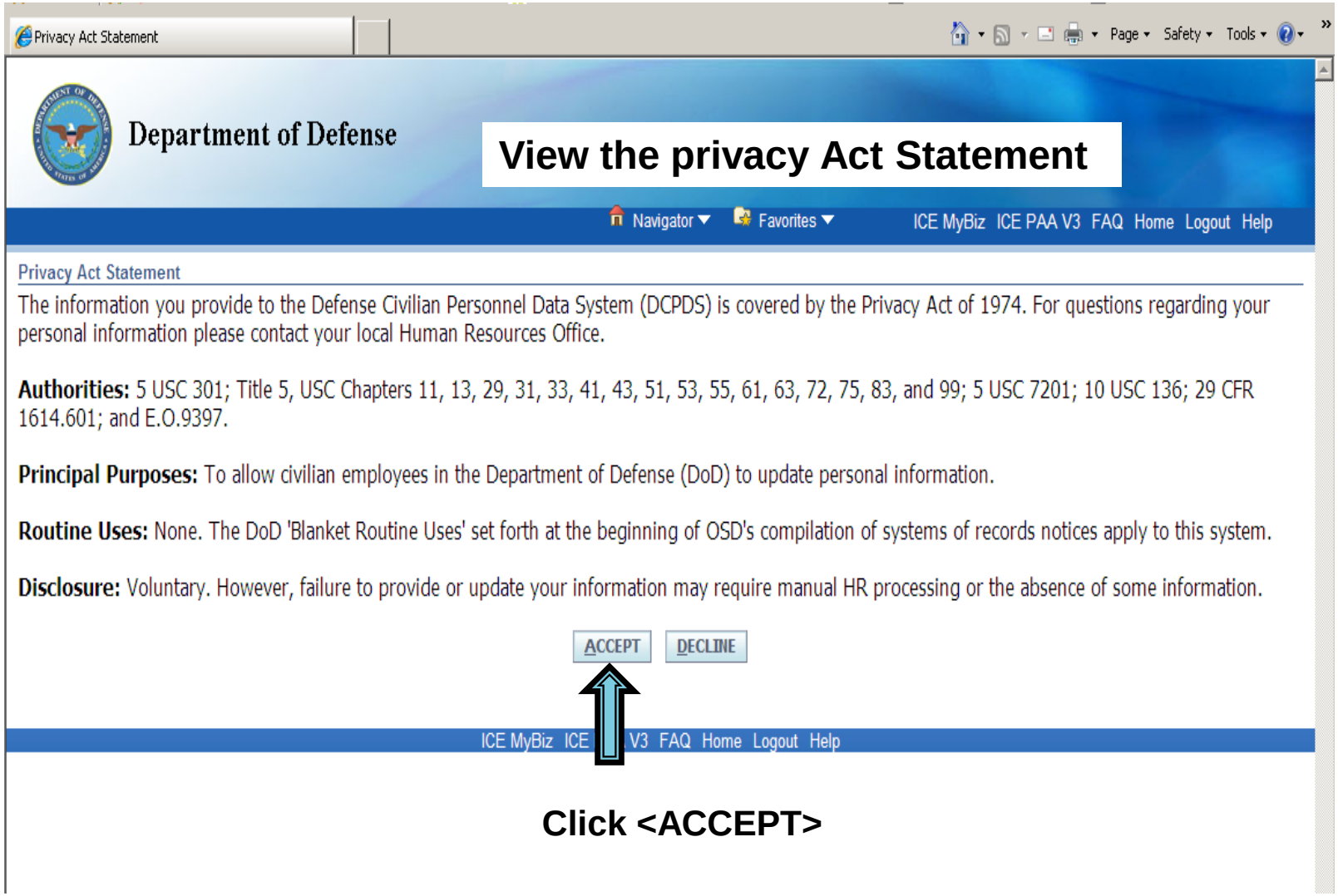
Privacy Statement

Update My Information Exercise



Click <Update My Information>.



Click <ACCEPT>

Oracle Self Service Human Resources: Update My Inf...

Page Safety Tools

Employee

Employee Name **Bell, Tinker Fairy**
Work Email Address **tinker.bell@whs.mil**

Profile | Disability | Language | Ethnicity and Race | Emergency Contact | Education | Training | Certifications/Licenses | Awards and Bonuses

My Profile

Only current work email address in your Profile !
Do not enter personal email addresses.

Work Email Address

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

Work Email Address **Tinker.bell@whs.mil**

Update

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.

You can add/update your work and fax numbers.

Add

Type	Number	Delete
Work	703 604-6763	
Work Fax	703-601-2339	

Physical Work Address

You can also add your 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.

Add

Select	Street Address	Building Number	Suite, Room Number	City	State	Zip Code	Country	Start Date
	No results found.							

Oracle Self Service Human Resources: Update My Inf...

Page Safety Tools

Employee

Employee Name **Bell, Tinker Fairy**

Work Email Address **tinker.bell@whs.mil**

Click <Training>

Profile | Disability | Language | Ethnicity and Race | Emergency Contact | Education | Training | Certifications/Licenses | Awards and Bonuses

This section displays/captures your training courses that have been satisfactorily completed, to include Professional Military Education (PME). Entries you add through My Biz are marked 'Self Certified'. Human Resources (HR) may request you provide documentation for verification purposes.

Training from Defense Acquisition University (DAU) and some other sources are systematically updated. Please wait at least **one month** after training completion before entering it to prevent duplication.

Please read through the Tips.

Tips:

Training entries can be 'Added' or 'Deleted'. To correct a Self Certified entry, delete and 'Add' the course data. **Training not marked as 'Self Certified' can only be updated by your training office.**

Continued Service Agreements or Service Obligations are recorded when an employee agrees to a service period(s) of time with an agency in return for the agency authorizing a training event(s). To view your training related Service Obligation/Continued Service Agreement; go to MyBiz, My Information, Personal Tab, Service Obligation.

Select the 'Add' button to add new training information.

To 'Delete' self certified training information, **first select the training entry** and then select the DELETE button.

Training Information

Select Object: Delete | Add

Completed Training Courses.

Select	Details	Trng Update Source	Trng Course Title	Trng Start Date	Trng End Date
○	Show	Verified	MICROSOFT PROJECT	03-Jun-2009	03-Jun-2009
○	Show	Verified	INTRO TO PROJECT MANAGEMENT	19-Feb-2009	20-Feb-2009
○	Show	Verified	NSPS PERFORMANCE MANAGEMENT	17-Aug-2006	17-Aug-2006
○	Show	Verified			

Please read through the Tips. Any Training you enter will be listed as "self certified" under the Trng Update Source.

TIP To Print a Training Brief, select the button below

☐ Select Date Range and Sort Criteria

Note: Calendars reflect a range of years, so users may need to click several times to find the correct year (e.g., 'Before 1995'; 'Before1980'; etc.).

Print Training Report

Print option

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Update My Information

Cancel

Employee

Click <Language>.

Employee Name **Bell, Tinker Fairy**

Work Email Address **tinker.bell@whs.mil**

Profile | Disability | Language | Ethnicity and Race | Emergency Contact | Education | Training | Certifications/Licenses | Awards and Bonuses

TIP You will only be able to update a language or its information if the evaluation method is Self Appraisal/Certification. To UPDATE the information contained in a language area, you must select it first. Select the DELETE button to permanently remove a language from your record. Select the ADD button to self certify additional languages.

Add

Select	Language	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency	Source	Work Experience	Evaluation Method	Start Date	End Date
No results found.											

Consent to Share and Release Language Information

The information you provide in this section will only be used upon your separation or retirement from the Federal Service.

If you have self-certified or formally tested language information stored in your employee record (see My Biz, My Information, My Language Information tab), please read and mark the block as appropriate. You will not be contacted if you do not mark the blocks.

The Department of Defense and other Federal agencies have placed a high level of importance on critical foreign language skills and regional expertise to meet emerging requirements during times of need, crisis, and/or national emergency. The Department of Defense and other Federal agencies may want to contact you in the future to determine if you would be willing to volunteer your services or to offer you potential employment that would take advantage of your language proficiency and/or regional expertise.

No — I consent to being contacted by the Department of Defense to provide possible language support in times of need, crisis, and/or national emergency.

No — I consent to the Department of Defense sharing my information with other Federal agencies for the same purposes.

Update

Consent to allowing the DOD to contact you in time of need and sharing of your information.

Cancel

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Oracle Self-Service Human Resources: Personal Infor...

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Update My Information

TIP This information is current as of today's date.

Employee Name **Bell, Tinker Fairy**

Click <Emergency Contact>

Emergency Contact

Use the Add button to add information about the person you want contacted in the event of an emergency. You may designate more than one person as an Emergency Contact, but only one Primary Contact. To Update or Remove records, select the radio button next to the record you wish to change, then select the Remove or Update button.

It is suggested that at least two contacts be identified, one should be local and readily accessible and the other someone who is not located within a 100 mile radius of your home or place of work.

Note: The information you provide here will be viewable by your supervisory chain and HR Office and will be used in the event of Natural Disasters or National Emergencies.

Emergency Contact

Select Emergency Contact Update Remove | Add

Select	Name	Primary Contact	Home Number	Work Number	Emergency Contact Email Address
◉	Douglas, Jane	Yes			

Print option

TIP To View or Print your Receipt, press the button below.

Print Receipt

Please read through the Tips.

Continue Updating Your Information

Click <Continue Updating Your Information> to return to all tabs.

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Oracle Self Service Human Resources: Update My Inf...

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Update My Information

Click <Disability>.

Cancel

Employee

*** PRIVACY ACT STATEMENT***

Collection of the disability information is authorized by the Rehabilitation Act as amended (P.L. 93-112). Every precaution will be taken to ensure that the information provided by each employee is kept to the strictest confidence and is known only to those individuals in the agency Personnel Office who obtain and record the information for entry into the agency's and OPM's personnel systems. You should also be aware that participation in the disability reporting system is entirely voluntary, with the exception of employees appointed under Schedule A, SECTION 213.3102(u)(Severely Physically Handicapped); and Schedule B, section 213.3202(k)(Mentally Recovered). These employees will be requested to identify their disability status and if they decline to do so, their correct disability code will be obtained from medical documentation used to support their appointment. No other employees will be required to identify their disability status if they feel for any reason it is not in their best interest to have this information officially recorded outside of medical records. We request only that anyone wishing to have this information entered in the agency's and OPM's personnel systems indicate this to their personnel office, rather than intentionally miscoding themselves, since false responses will seriously damage the statistical value of the reporting system.

Employee Name **Bell, Tinker Fairy**

Work Email Address **tinker.bell@whs.mil**

Profile | Disability | La[illegible]city and Race | Emergency Contact | Education | Training | Certifications/Licenses | Awards and Bonuses

TIP: This section displays your current Disability description. If you do not wish to make any changes, select the 'Cancel' button. This will return you to 'My Biz'.
To update your disability description, select the magnifying glass to access the Search window.

HELP: Select the 'Help' link on the top right-hand corner for more information about 'Updating Your Disability Record Process'.

Current Disability Status **I do not have a disability**

Update Disability Status

Click on the magnifying glass

Update

Cancel

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Privacy Statement

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Update My Information

Cancel

Employee

Employee Name **Bell, Tinker Fairy**
Work Email Address **tinker.bell@whs.mil**

Click <Awards and Bonuses>.

Profile | Disability | Language | Ethnicity and Race | Emergency Contact | Education | Training | Certifications/Licenses | Awards and Bonuses

This section captures your monetary and non-monetary awards. By adding non-monetary awards you are self-certifying the data you enter is valid. Human Resources (HR) may request you provide documentation for verification purposes. Only non-monetary awards can be added by employee.

TIPS:

Updating awards is limited to the list provided within the list of values. All other awards must be added by your HR Office.

Select the 'Add' button to add new Awards.

Please read through the Tips.

To 'Delete' Self Certified Awards, first select the entry then select the Delete button. To correct a 'self certified' entry, select 'Delete' and re-enter the awards data under 'Add'. Awards marked as 'Verified' can only be updated by your HR office.

Awards and Bonuses

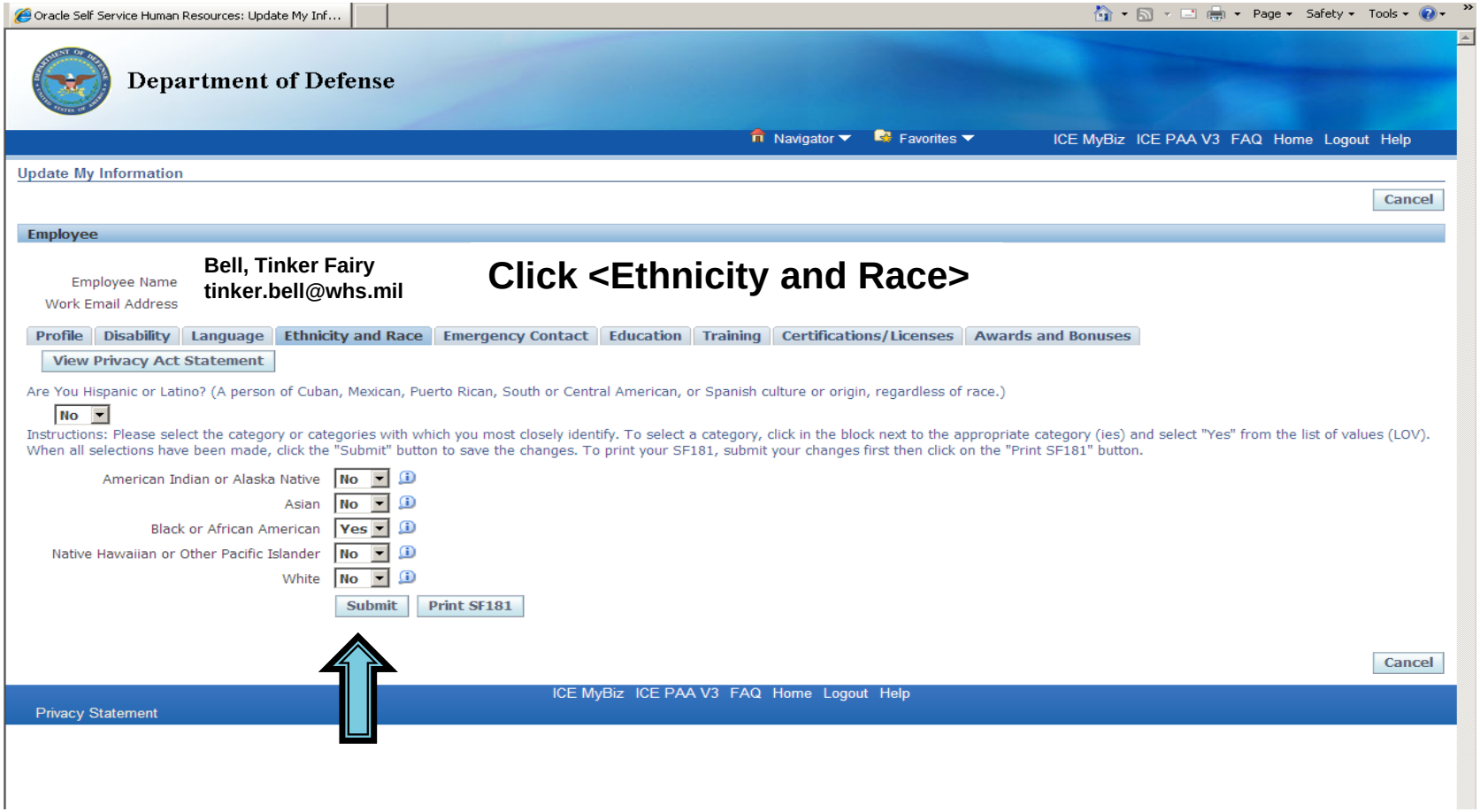
Select Object: Delete | Add

Select	Award Update Source	Date Award Earned	Award Type	Amount or Hours	Award Percentage	Award Agency
	Verified	15-Sep-2011	Performance Award	$2460		Department of Defense
	Verified	18-Jan-2011	Special Act or Service Award	$932		Department of Defense
	Verified	03-Jan-2010	NSPS Performance Bonus	$4475		Department of Defense
	Verified	03-Jan-2010	NSPS Performance Increase	$27		Department of Defense
	Verified	04-Jan-2009	NSPS Performance Bonus	$6188		Department of Defense
	Verified	04-Jan-2009	NSPS Performance Increase	$1005		Department of Defense
	Verified	06-Jan-2008	NSPS Performance Bonus	$9234		Department of Defense
	Verified	06-Jan-2008	NSPS Performance Increase	$874		Department of Defense
	Verified	27-Jul-2007	Special Act or Service Award	$750		Department of Defense
	Verified	31-Aug-2006	Performance Award	$2055		Department of Defense

Select Object: Delete | Add

TIP To Print Awards Information, select the button below

Print Awards Information Report



Update your ethnicity by selecting <Yes> in the boxes deemed appropriate.

Click <Submit> to update your record.
Click <Print SF181> to print the official form for your records.

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Update My Information

Cancel

Employee

Employee Name **Bell, Tinker Fairy**
Work Email Address **tinker.bell@whs.mil**

Click <Education>.

Profile | Disability | Language | Ethnicity and Race | Emergency Contact | Education | Training | Certifications/Licenses | Awards and Bonuses

This section displays your education. By updating this information, you are self-certifying the data you enter is valid. Human Resources (HR) may request you provide documentation for verification purposes. Items that you cannot select can only be updated by HR.

Updates are only needed upon obtaining an additional degree or vocational certificate. For example, you have a Bachelor's degree and you have obtained a Master's degree.

TIP To Add: Select the ADD button.
To UPDATE: Select the entry and select the UPDATE button.

Note: If the 'Education Update Source' is blank or 'Verified', the education record was input by Human Resources. 'Self Certified' indicates the record was input by the employee. Only those education entries with a selection button can be updated. For all others, please contact Human Resources to update.

Education Information

Select Object: Update | Add

Select	Education Update Source	Education Level	Instructional Program	Year Degree / Cert Attained	Credit Hours	Credit Type	Type Of School	College-Major-Minor	Academic Institution Name
		High school graduate or certificate of equivalency							

Cancel

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Privacy Statement

You can add additional education by clicking on the add button. Updates are only needed upon obtaining additional degree or vocational certificates. Employees can only edit education records that have been self-certified. Verified entries can only be updated by the HR office. The HR office my request documentation for verification purposes for education entries that you self-certify.

Oracle Self Service Human Resources: Update My Inf...

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Update My Information

Cancel

Employee

Employee Name Bell, Tinker Fairy
Work Email Address tinker.bell@whs.mil

Click <Certifications/Licenses>.

Profile | Disability | Language | Ethnicity and Race | Emergency Contact | Education | Training | Certifications/Licenses | Awards and Bonuses

This section displays your Certifications/Licenses. By updating this information, you are self-certifying the data you enter is valid. Human Resources (HR) may request you provide documentation for verification purposes. Items that you cannot select can only be updated by HR.

Certifications/Licenses – Other Occupational and Professional Information does not include the capability to update acquisition or Information Assurance certifications.

TIPS:

When adding certifications/licenses, you will be asked if you received training, and if so, to link the certification to the specific training entry. If, as a prerequisite to the award of this certification/license you did receive training, request you review your training history BEFORE adding the certification/license to ensure the training is on file. Go to the Training Tab in My Biz to review/add entries.

To Add select the 'Add' button.
To 'Delete' select the entry and then select the 'Delete' button.
To correct a Self Certified entry, delete and 'Add' the certification/license data. If the Certifications/Licenses Update Source is blank or 'Verified', the data was input by Human Resources. 'Self Certified' indicates the record was input by the employee. Only those entries with a selection button can be corrected. For all others, please contact Human Resources to correct.

Certifications/Licenses – Other Occupational and Professional Information:

Add

Select	Details	Cert/Lic Update Source	Certification/License	Date Issued	Expiration Date
		No results found.			

TIP To Print a Certifications/Licenses Brief, select the button below

Print Certifications/Licenses Report

Cancel

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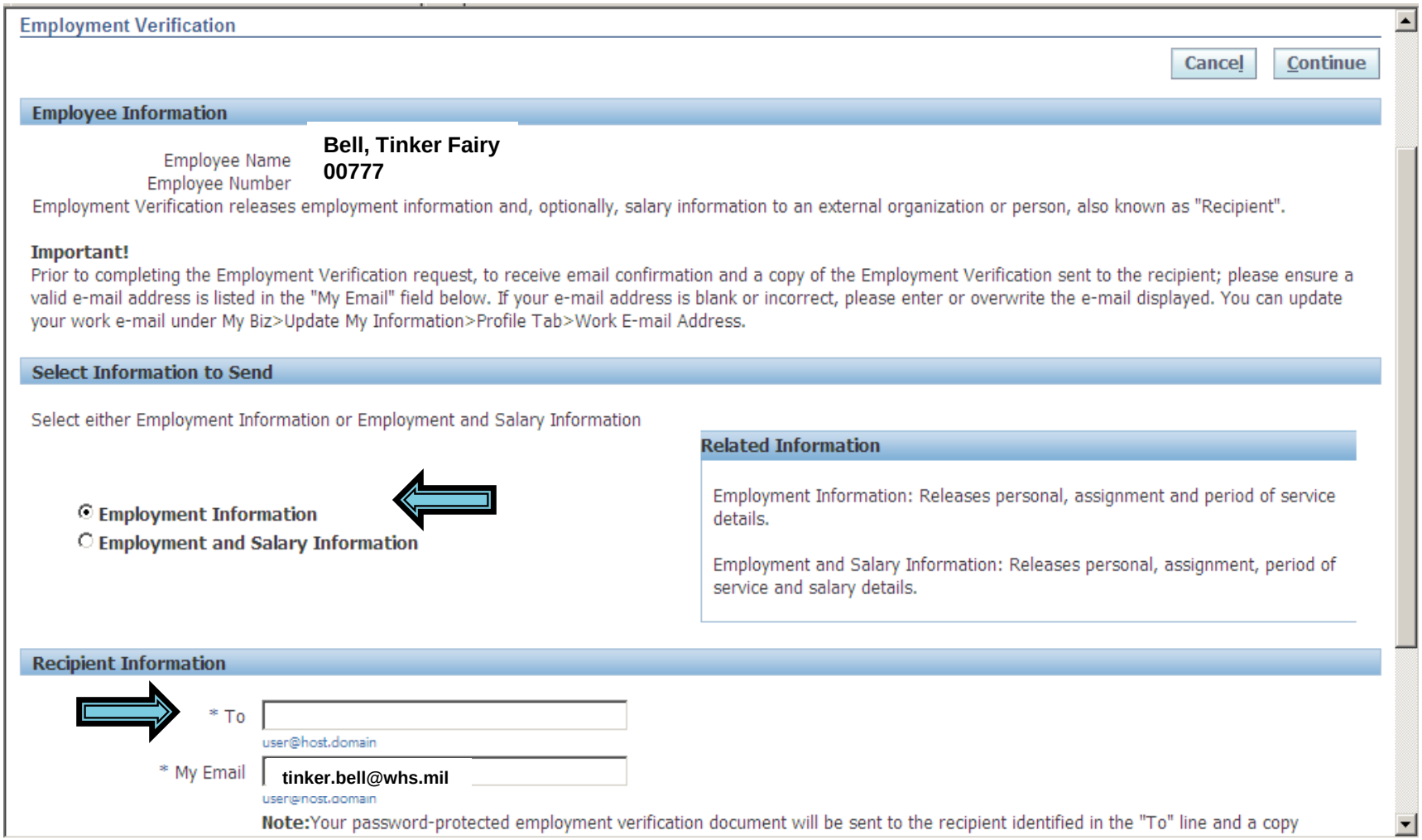
Privacy Statement

You can add Certifications/Licenses by clicking <add>. Before adding Certifications/Licenses, be sure that the training for this has already been added to the training record.
You can only delete entries that you have self-certified.

Click <Print Certifications/Licenses Report> to print a copy for your records.

Click <Employment Verification>.



Select employment verification type to send.
Enter the sender's email in the [To] box.

Employment Verification releases employment information and, optionally, salary information to an external organization or person, also known as "Recipient".

Important!
Prior to completing the Employment Verification request, to receive email confirmation and a copy of the Employment Verification sent to the recipient; please ensure a valid e-mail address is listed in the "My Email" field below. If your e-mail address is blank or incorrect, please enter or overwrite the e-mail displayed. You can update your work e-mail under My Biz>Update My Information>Profile Tab>Work E-mail Address.

Select Information to Send

Select either Employment Information or Employment and Salary Information

- (●) **Employment Information**
- ( ) **Employment and Salary Information**

Related Information

Employment Information: Releases personal, assignment and period of service details.

Employment and Salary Information: Releases personal, assignment, period of service and salary details.

Recipient Information

* To **tinker.bell@whs.mil**
user@host.domain

* My Email **tinker.bell@whs.mil**
user@host.domain

Note: Your password-protected employment verification document will be sent to the recipient identified in the "To" line and a copy of the document will be sent to the e-mail address identified in the "My Email" line. A second e-mail, containing the password, will be sent to you based on the e-mail address you identified in the "My Email" field. For your protection, the e-mail containing the password will not be sent to the individual identified in the "To" line. It is your responsibility to share the password with the intended recipient.

Click <Continue>.

Cancel | Continue

Please make sure to read the "Note"!

<u>You</u> are responsible for the password to view the employment verification document.

Employment Verification - Acknowledge and Submit

Cancel | Back | Acknowledge and Submit

Click <Acknowledge and Submit>.

Employee Information

Employee Name	**Bell, Tinker Fairy**
Employee Number	**00777**

Recipient Information

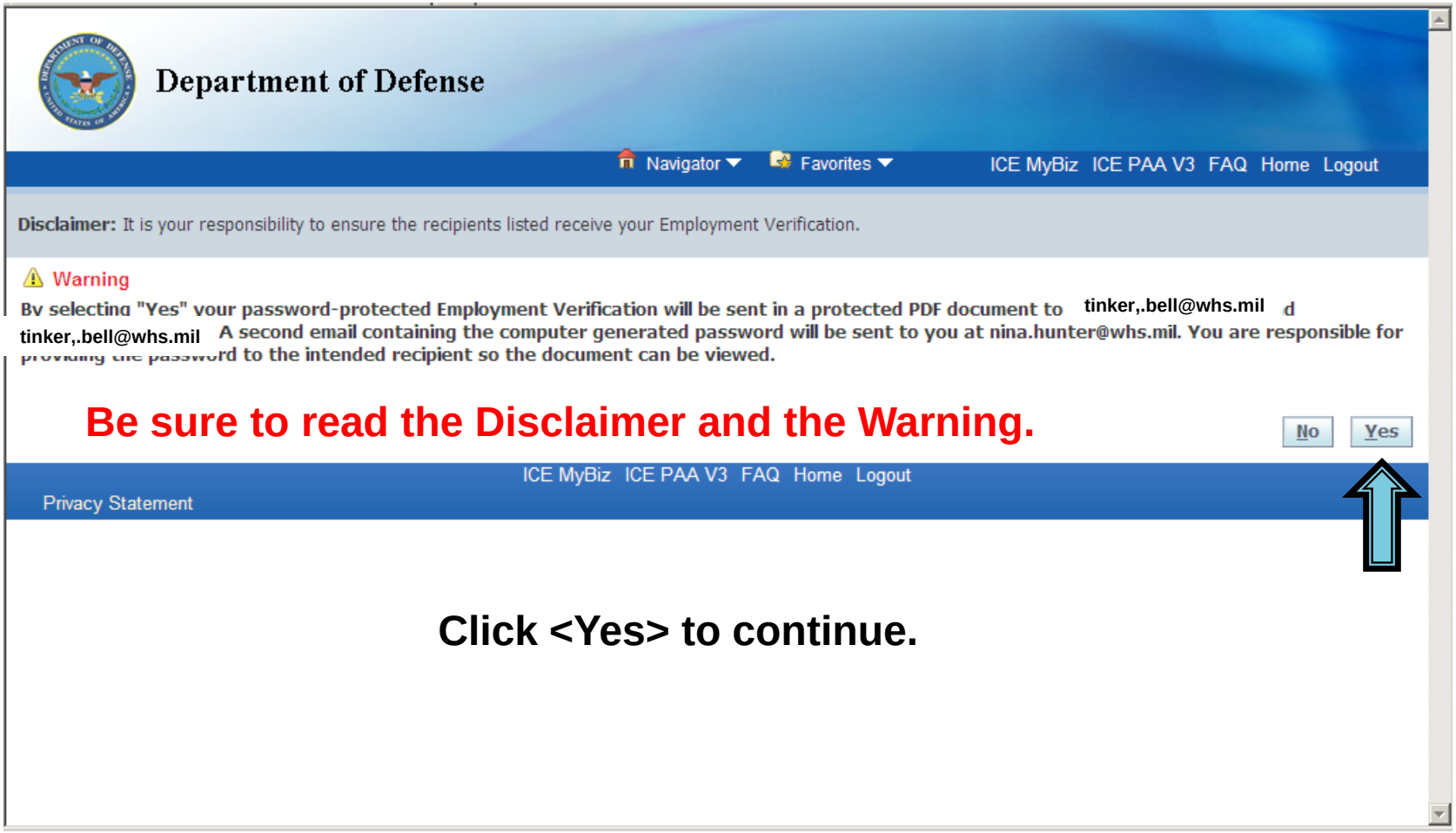
To	tinker.bell@whs.mil
My Email	tinker.bell@whs.mil
Reference Number	**165624_20120118060407**

By selecting the 'ACKNOWLEDGE and SUBMIT' button, I understand and acknowledge that I am sending my employment or employment and salary information to the email addressee via the internet.

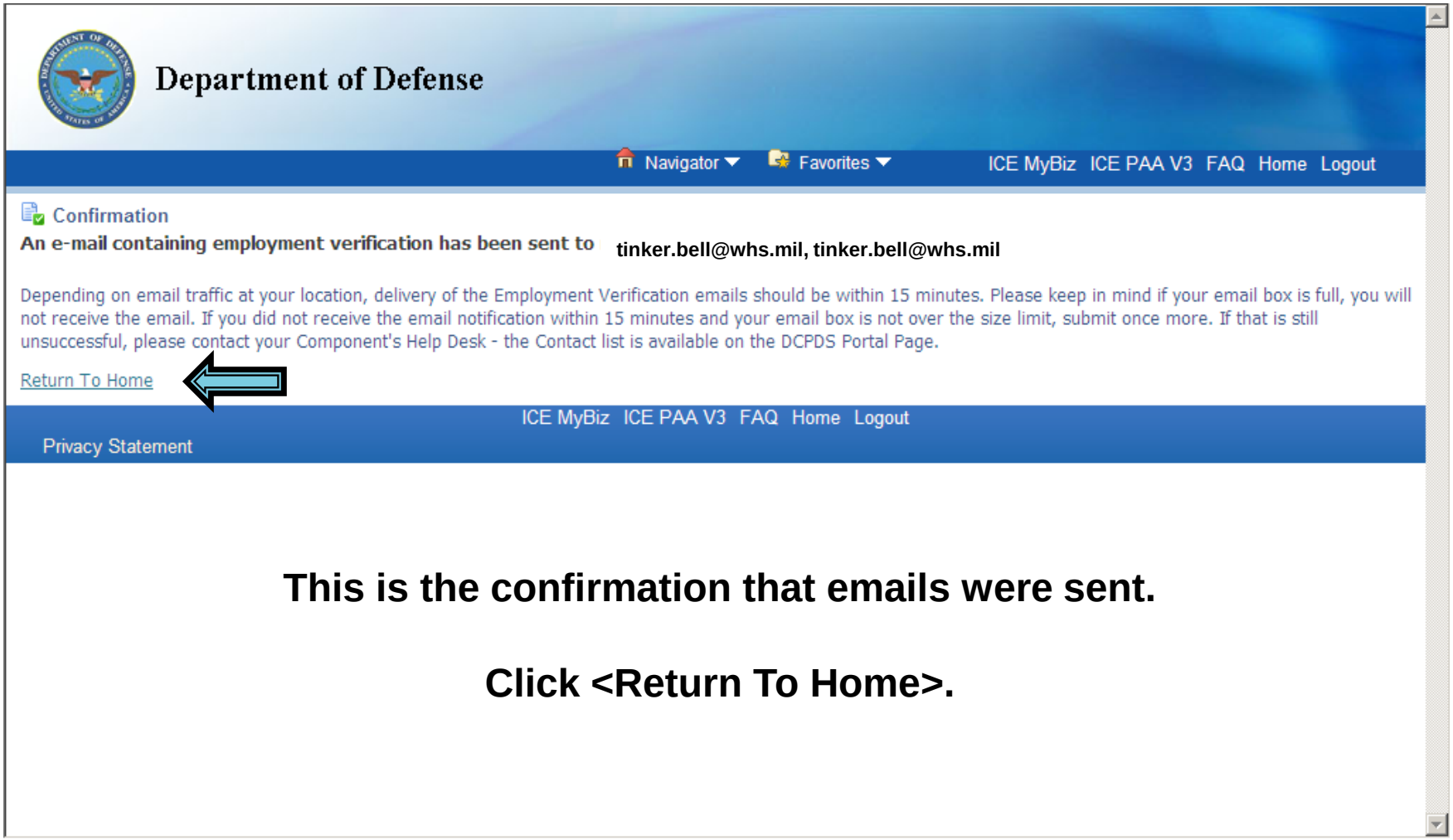
Preview

Information Current as of	**18-Jan-2012**
Employer	**Washington Headquarters Services**
Headquarters Address	**W28D 21 DDAADC 872D26** **WASH HQS SVCS** **HUMAN RESOURCES DIRECTORATE** **NCR HUMAN RESOURCE SVCS CTR** **PERSONNEL SERVICES**
Duty Station	
Social Security Number (last 4-digits only)	
Employment Status	
Most Recent Start Date	**21-Aug-2005**
Original Hire Date	**10-Jun-1985**
Total Time With Employer	**26 years 7 months 8 days**

Please continue to watch. Do not attempt to input.
This is for your viewing pleasure.



Click <Yes> to continue.



This is the confirmation that emails were sent.

Click <Return To Home>.

Extra line breaks in this message were removed.
This message was converted to plain text.

From: n System [mybiz_myworkplace@dcpds.cpms.osd.mil] Sent: Wed 1/18/2012 8:07 AM

To: tinker.bell@whs.mil

Cc:

Subject: Employment Verification 165624_20120118060634

Document password: 5BA3C0EA4

This e-mail contains the password for the e-mail attachment sent to tinker.bell@whs.mil It is your responsibility to provide this password to the recipient. Use this password to open your copy of the Employment Verification as well.

This is a system generated email; please do not reply to this message.

The email containing the Password to open the attachment will be sent to you.

Again, please note, it is your responsibility to send the Password to the Sender.

This message was converted to plain text.

From: HR Employment Verification System [mybiz_myworkplace@dcpds.cpms.osd.mil] Sent: Wed 1/18/2012 8:07 AM

To:

Cc: **tinker.bell@whs.mil**

Subject: [WARNING : MESSAGE ENCRYPTED] Employment Verification for Tinker Bell

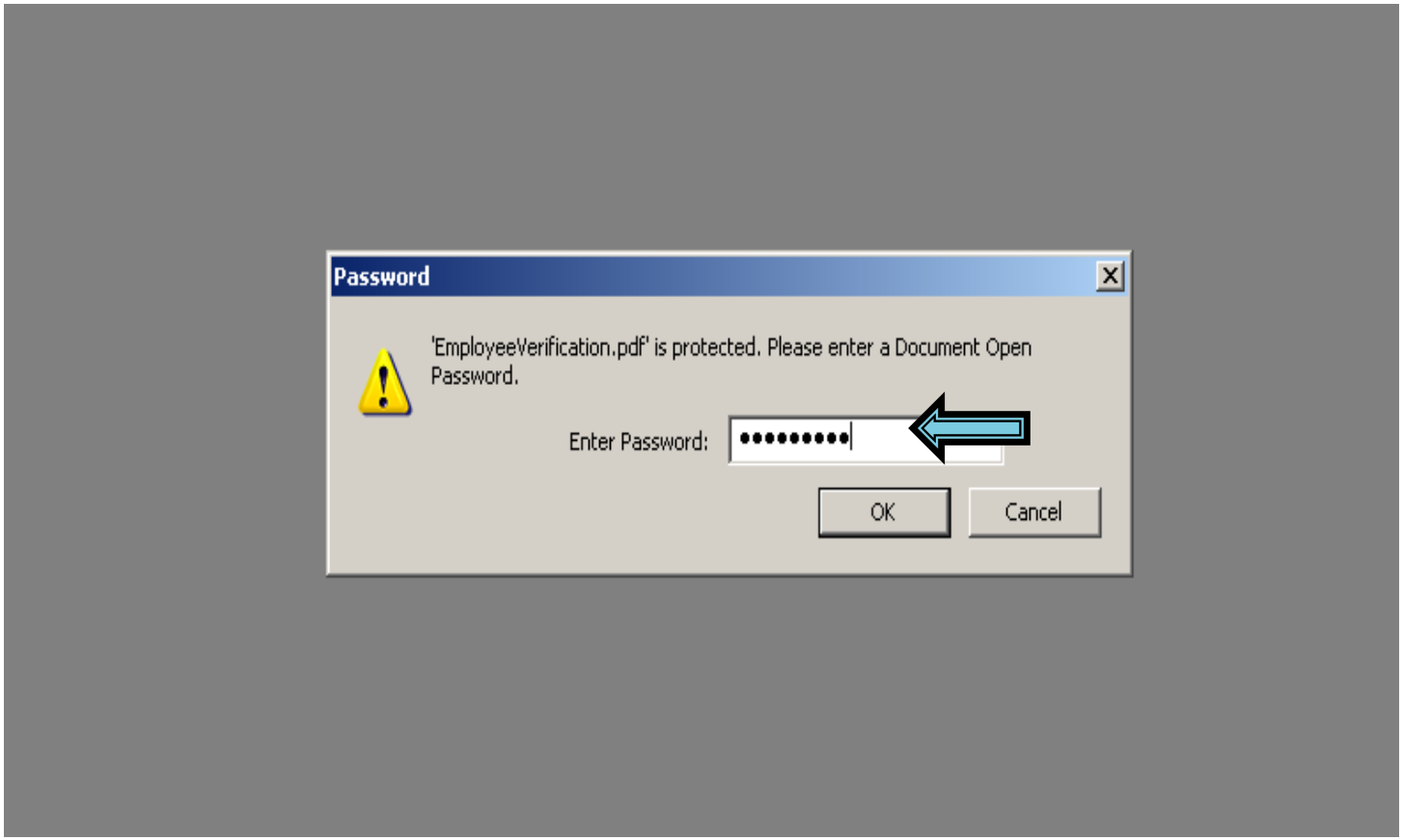
Message | EmployeeVerification.pdf (42 KB)

```
The Employment Verification for Tinker Bell is attached in a password-protected document.
The employee will provide you with the password.

Reference Number for this verification is 165624_20120118060634.

This is a system generated e-mail; please do not reply to this message.
```

Double Click the attached PDF Document to open.



Enter the password that was provided in the email to open the document.

Adobe Acrobat Professional - [EmployeeVerification.pdf]

File Edit View Document Comments Tools Advanced Window Help

Search | Create PDF | Comment & Markup | Send for Review | Secure | Sign | Forms

Select | Object Data Tool | 100% | Help

Bookmarks | Signatures | Pages | Model Tree | Attachments | Comments

Employment Verification

This document contains personally identifiable information. As the recipient of this information, you are responsible and legally accountable for safeguarding this product in accordance with any applicable national, state or provincial, or local laws that pertain to the protection of personally identifying information at your location.

Employment Information

Dear Sir or Madam,

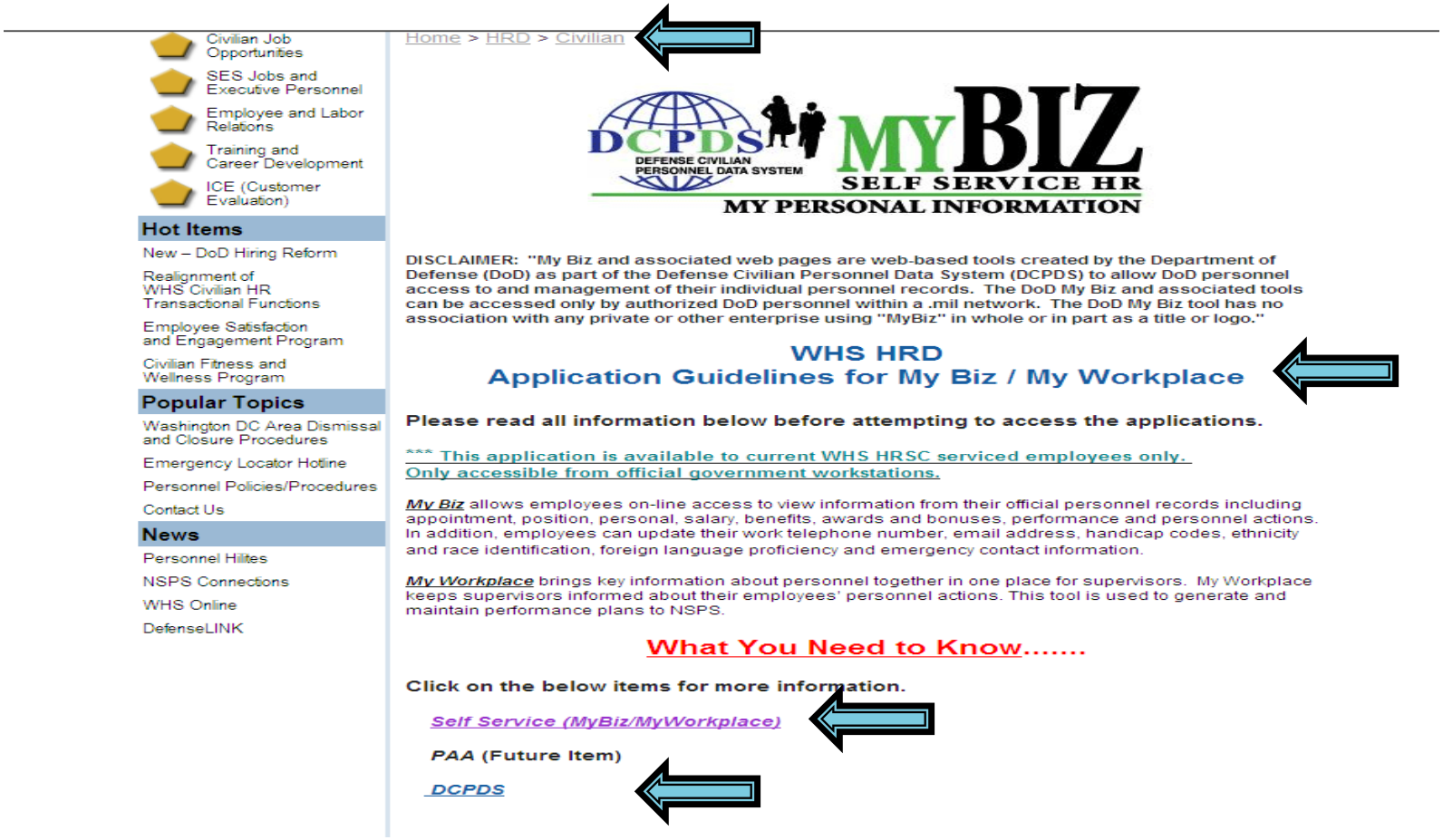
The following information is provided in response to your request for an Employment Verification; Reference Number: 165624_20120118060634.

Employee Name: **Bell, Tinker Fairy**

Information Current as of: 18-Jan-2012

Employer: Washington Headquarters Services
Headquarters Address:
W28D 21 DDAADC 872D26
WASH HQS SVCS
HUMAN RESOURCES DIRECTORATE
NCR HUMAN RESOURCE SVCS CTR
PERSONNEL SERVICES
PERSONNEL SYS & EVALUATION, WASH, DC
Duty Station: ALEXANDRIA / ALEXANDRIA / VIRGINIA

This is the Employment Verification Document



Go to http://www.whs.mil/HRD .
Click Civilian.
Click My Biz / My Workplace.
Click Self Service (MyBiz/MyWorkplace) or DCPDS

Department of Defense
WHS Online
Human Resources Directorate (HRD)

Popular Links
WHS Managed Programs and Projects

Benefits | Civilian | Military | Campaigns | About HRD

- Civilian Job Opportunities
- SES Jobs and Executive Personnel
- Employee and Labor Relations
- Training and Career Development
- ICE (Customer Evaluation)

Hot Items

New – DoD Hiring Reform

Realignment of WHS Civilian HR Transactional Functions

Employee Satisfaction and Engagement Program

Civilian Fitness and Wellness Program

Popular Topics

Washington DC Area Dismissal and Closure Procedures

Emergency Locator Hotline

Personnel Policies/Procedures

Contact Us

News

Personnel Hilites

Home > HRD > Apply

Self Service (My Biz/My Workplace)

23 February 2012: PSED MY BIZ Training Handout

30 Jan 2012 - Self Service User Guide

17 Feb 2011 - MyWorkplace, Employee, Emergency Contact Information

26 Oct 2010 - Logon Instructions

26 Oct 2010 - Update My Information:

- Education
- Training
- Certifications/Licenses
- Awards and Bonuses
- Self Service Employment Verification

Department of Defense

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Hot Items

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Home > HRD > Civilian

DCPDS

23 February 2012: PSED DCPDS Training Handout

23 February 2012: PSED CSU Training Handout

23 February 2012: DLA RPA Tracker

30 January 2012: CSU User Guide

30 January 2012: DCPDS User Guide