

**Self Service My Workplace
Module 4, Chapter 2
Accessing My Employee Information**

Introduction

The *Manager* ‘My Workplace’ module provides managers with the ability to view their employee(s) employment-related information. The following pages provide a brief overview of the ‘My Workplace, My Employee Information’ functionality.

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Accessing 'My Workplace'

After logging into the Defense Civilian Personnel Data System (DCPDS) Portal, select 'My Workplace',  [My Employee Information](#) function to view your employees' information.



Figure 1

The screen displays all employees that are supervised by the top level manager. In this example, the 1st Level Supervisor supervises the employees listed below her name. To view information related to an employee, select the employee name.

[My Employee Information](#)

[View/Print all Employee Emergency Contact](#)
[View Joint Duty Assignment](#)

Appointment Position Personal Salary Awards and Bonuses Performance Personnel Actions Suspenses

Focus	Name	Position	Organization	Grade/Pay Band	Job	Assignment Status	Assignment Start Date	Assi End
	1st Level Supv							
	Empl Name	00000000.INSTRUCTOR.513549.NGAR.AGR	REGIONAL TNG SITE MAINT - MN NGARW7XTAA 01	MC-47		Active Assignment	01-Jul-2010	
	Empl Name	00000000.INSTRUCTOR,WRITER.513551.NGAR.AGR	REGIONAL TNG SITE MAINT - MN NGARW7XTAA 01	MC-47		Active Assignment	29-Mar-2010	
	Empl Name	00000000.INSTRUCTOR.513548.NGAR.AGR	REGIONAL TNG SITE MAINT - MN NGARW7XTAA 01	MC-47		Active Assignment	29-Aug-2007	
	Empl Name	00000000.INSTRUCTOR,WRITER.505153.NGAR.AGR	REGIONAL TNG SITE MAINT - MN NGARW7XTAA 01	MC-47		Active Assignment	29-Mar-2010	
	Empl Name	00000000.INSTRUCTOR.505131.NGAR.AGR	REGIONAL TNG SITE MAINT - MN NGARW7XTAA 01	MC-47		Active Assignment	15-Dec-2004	
	Empl Name	00000000.PERSONNEL NCO.508786.NGAR.AGR	REGIONAL TNG SITE MAINT - MN NGARW7XTAA 01	MC-47		Active Assignment	01-Jul-2007	
	Empl Name	00000000.INSTRUCTOR.505122.NGAR.AGR	REGIONAL TNG SITE MAINT - MN	MC-47		Active Assignment	29-Aug-2007	

Figure 2



Accessing ‘My Employee Information’ – General Information

The GENERAL INFO header not only displays the employee’s current position but in addition, allows you to view/print employees’ and subordinate supervisor’s employees’ emergency contact information’. This information is accessible from any tab selected. Select the View Emergency Contact Info and View Joint Duty Assignment Info links, to view available information.

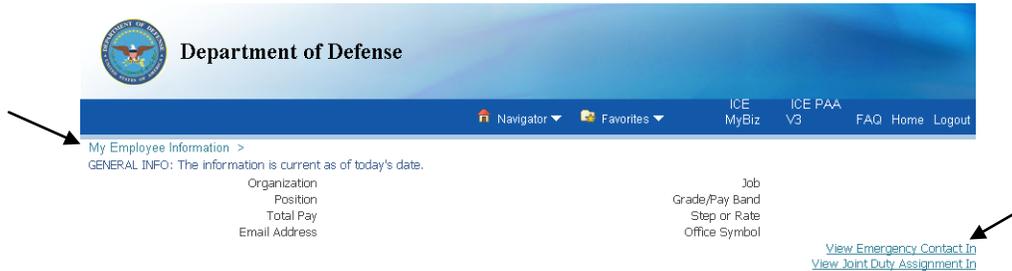


Figure 3

Make the appropriate selection when the ‘File Download’ window appears. For this example, the ‘Open’ button was selected.

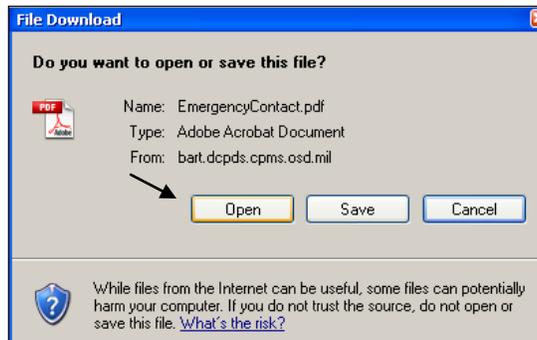


Figure 4

After selecting the ‘Open’ button, the ‘Emergency Contact: Receipt’ file displays with your employees’ and your subordinate supervisor’s employees’ emergency contact information.



Emergency Contact: Receipt

Contact Information

Manager Name: Supervisor Last Name, First Name

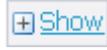
"For Official Use Only - Privacy Act Sensitive Information "	
Employee Name	Employee 1
Employee Phone Numbers:	
Home	XXX-XXX-XXXX
Work	XXX-XXX-XXXX
Work Tertiary	XXX-XXX-XXXX
Employee Home Address:	STREET #, NAME, CITY, STATE, ZIP, COUNTRY
Employee Email Address:	Name@email.com
Contact # 1	
Primary Contact	Yes
First Name	First
Last Name	Last
Phone	
Home	XXX-XXX-XXXX
Physical Address	
Address Line 1	## Street Name
City	City
Country	Country
<p>"Notice: FOR OFFICIAL USE ONLY - this transmission contains material covered by the Privacy Act of 1974 and should be viewed only by personnel having an official "need to know". If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the content of this information is prohibited. If you have received this communication in error, please notify me immediately by email and delete the original message."</p>	

Figure 5

Show/Hide Information

Show

A "Show" link displays when additional information is available. Select

 Show to open the folder and view the additional data.

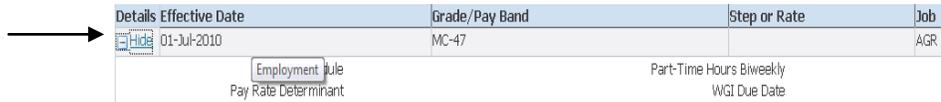
Appointment	Position	Personal	Salary	Awards and Bonuses	Performance	Personnel Actions
Details	Effective Date	Grade/Pay Band	Step or Rate			
	01-Jul-2010	MC-47				

Figure 6



Hide

Once you finish viewing the information, select  to close the folder.

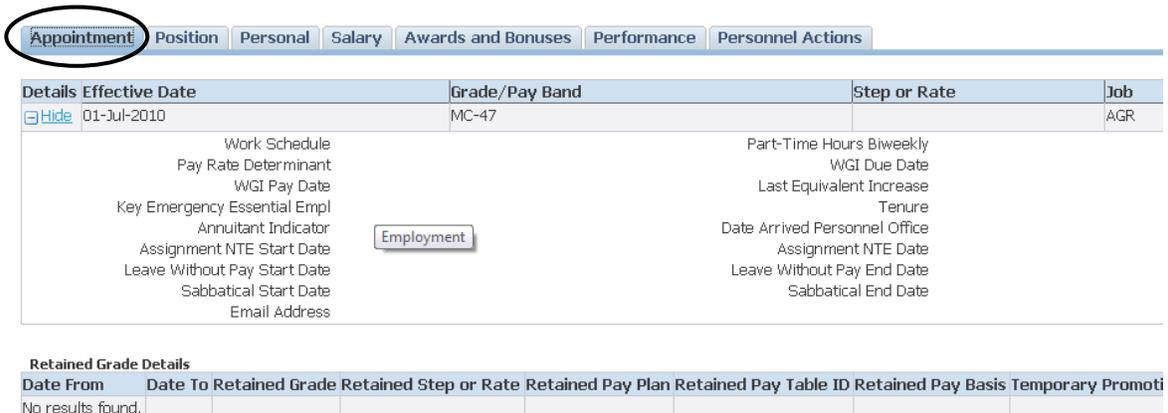


Details	Effective Date	Grade/Pay Band	Step or Rate	Job
	01-Jul-2010	MC-47		AGR

Figure 7

Information Tabs - The following is a list of tabs with associated information.

Appointment Tab contains your employee's current appointment information.



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

Details	Effective Date	Grade/Pay Band	Step or Rate	Job
	01-Jul-2010	MC-47		AGR

Work Schedule
Pay Rate Determinant
WGI Pay Date
Key Emergency Essential Empl
Annuitant Indicator
Assignment NTE Start Date
Leave Without Pay Start Date
Sabbatical Start Date
Email Address

Part-Time Hours Biweekly
WGI Due Date
Last Equivalent Increase
Tenure
Date Arrived Personnel Office
Assignment NTE Date
Leave Without Pay End Date
Sabbatical End Date

Retained Grade Details

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

Figure 8



Position Tab contains your employee’s position information.

Appointment		Position		Personal	Salary	Awards and Bonuses	Performance	Personnel Actions
Details	Effective Date	Position	Organization	Grade/Pay Band	Job	Target Grade	Offic	Sym
	01-Jul-2010							
Supervisory Status				Work Schedule				
Part-Time Hours Biweekly				Pay Basis				
FLSA Category				Bargaining Unit Status				
Pay Table ID				Position Sensitivity				
Security Access				PRP/SCI				
Payroll Office ID				Supervisory Diff Eligibility				
Position Occupied				Language Required				
Drug Test				Training Program ID				
Key Emergency Essential				Intelligence Position Ind				
LEO Position Indicator								
Language Details								
Language Identifier	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficie	No results found.		

Figure 9

Personal Tab contains your employee’s specific personal information.

Appointment		Position		Personal		Salary	Awards and Bonuses	Performance	Personnel Actions
Details		Effective Date							
	01-Jul-2010								
SCD Leave				Date Last Promotion					
Agency Code Transfer From				Veterans Preference					
Veterans Preference for RIF				Veterans Status					
Appointment Type				Reserve Category					
Current Appointment Authority (1)				Current Appointment Authority (2)					
Previous Retirement Coverage				SCD Civilian					
SCD RIF				SCD Retirement					
SCD Special Retirement				SCD SES					
Military Recall Status				Date Retired Uniform Service					
Uniform Service Component				Uniform Service Designation					
Retirement Grade				Military Retirement Waiver Ind					
Exception Retirement Pay Ind				Creditable Military Service					
Frozen Service				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					
Service Obligation									
Service Obligation	Start Date	End Date							

Figure 10



In addition, you can View Employee Education Information, View Employee Training Information, View Certifications/Licenses Information, and Update/View Tele-work Eligibility Information.

Service Obligation	Start Date	End Date
No results found.		

Education Information	View Employee Education Infor
Training Information	View Employee Tr
Certifications/License Information	View Certifications/Licenses Infor
Telework Eligibility Information	Update/View Telework Eligibility Infor

Figure 11

Salary Tab contains your employee’s pay-related information.

Department of Defense

My Employee Information >
GENERAL INFO: The information is current as of today's date.

Organization	Job
Position	Grade/Pay Band
Total Pay	Step or Rate
Email Address	Office Symbol

[View Emerg](#)
[View Joint Duty](#)

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

Details	Effective Date	Basic Pay	Locality Pay	Adjusted Basic Pay	Other Pay	Total Pay	Locality Percentag
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Supplemental Earnings
(Select a supplemental earning from the list)

Figure 12



Awards and Bonuses Tab displays your employee's award and bonus information.

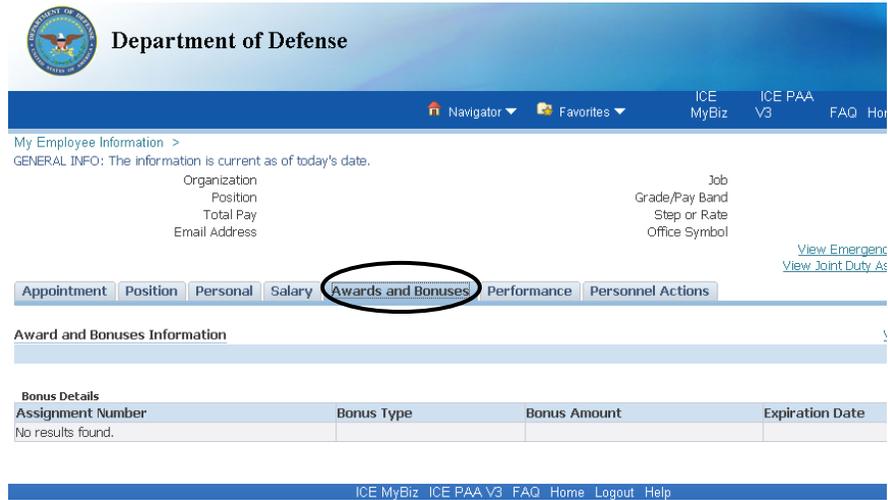


Figure 13

Performance Tab displays your employee's performance appraisal information.

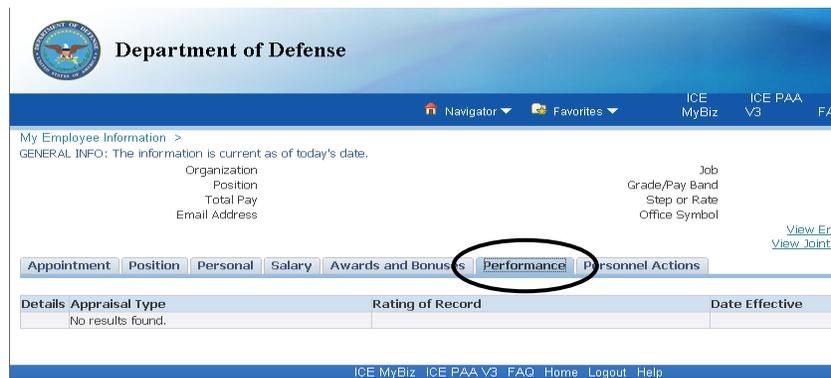


Figure 14



Personnel Actions Tab displays your employee's personnel action information.

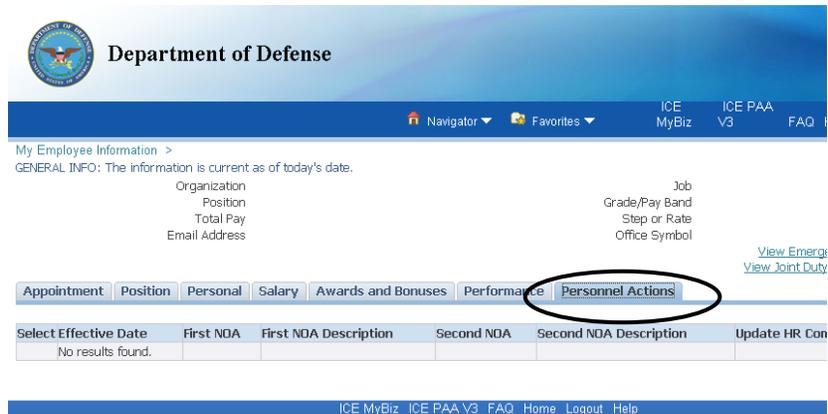


Figure 15



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