

User Guide

Defense Civilian Intelligence Personnel System (DCIPS) Compensation Workbench (CWB) – Fall 2011

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About this Guide

What is the Compensation Workbench?

Compensation Workbench (CWB) is a tool used by DCIPS organizations to facilitate their pay pool panel meetings. It is a spreadsheet similar to the one used during the pay pool panel training, and it contains all the functionality needed to conduct an effective pay pool. Specific functionality includes the ability to:

- Set up and lock a pay pool budget and administrator features;
- Generate salary increase (NGA ONLY) and bonus amounts based on the approved DCIPS algorithms;
- Adjust salary increase (NGA ONLY) and bonus amounts as appropriate;
- Assign variable control points;
- Generate multiple statistics and charts of ratings, salary increases, and bonus amounts;
- Generate a file to upload payout results back to the organization's HR system; and
- Generate a one-page employee notice of estimated bonus amounts for each member of the pay pool who will receive a bonus.

Who Should Use this Guide?

This guide is for pay pool administrators, pay pool managers, pay pool panel members, and pay pool review authorities who are responsible for using the CWB during their organization's pay pool process.

It is also intended for HR practitioners who support DCIPS organizations.

How is the Guide Structured?

This guide is structured as follows:

- **Relationship with Other Applications and Tools** – this section describes how CWB relates with DCPDS/PeopleSoft and the DCIPS Payout Analysis Tool (DPAT).
- **Using the Application** – this section walks through the features of the application and explains how to use it during your pay pool panel meetings. In addition, this section explains the process of importing pay pool data into the CWB, exporting pay pool results out of the CWB, and generating employee feedback forms.
- **Using the CWB with Excel 2007 and 2010** – this section addresses some of the functionality and interface differences the user encounters when using Excel 2007/2010.

What's new in the 2011 CWB?

Here is a summary of new or enhanced features in the 2011 version of the CWB. Additionally, a short description at the beginning of each section details any new features that are relevant to that section. Experienced users should be able to glance at this list and at the beginning of each section for complete information on enhancements in the 2011 version of the tool.

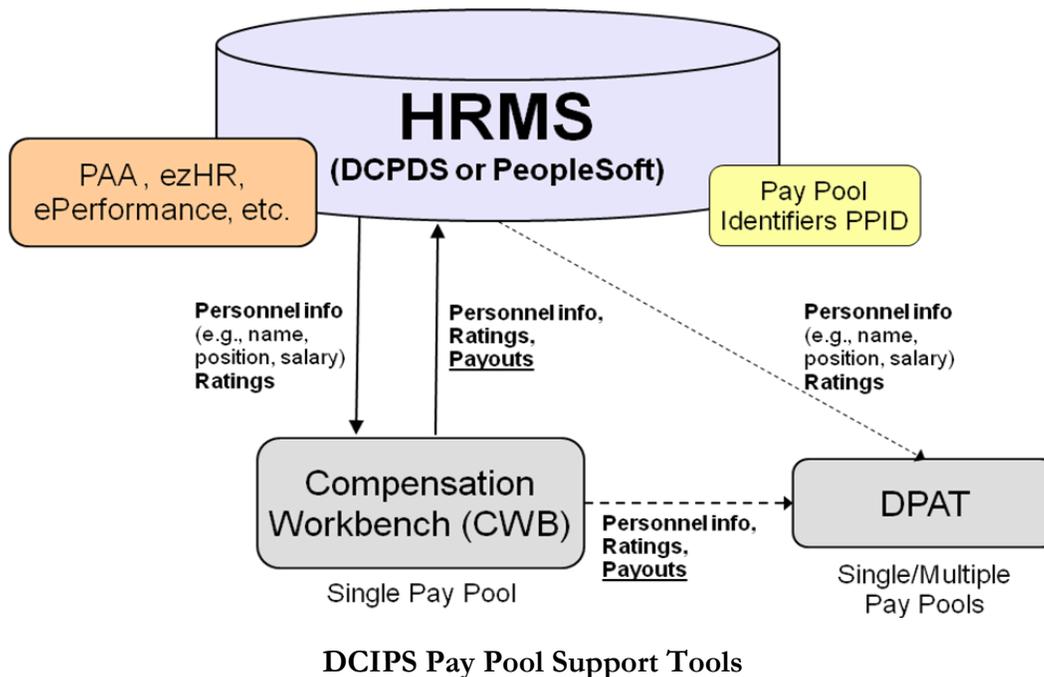
- Employees who do not have ratings in the HRMS at the time of the data extract will still load into the CWB; however, they will not have several key pieces of information in their record, including: Pay Plan (end of cycle), Pay Band (end of cycle), Base Salary, LMS, and Adjusted Base Pay (all end of cycle). Therefore it will not be sufficient to simply unlock ratings and manually add in the employee's rating should it become available before the pay pool panel meeting, since the CWB needs the fields listed above to calculate salary increases and bonuses. It is **CRITICAL** that ALL employees who should have a rating from the end of the evaluation cycle have a rating in the HRMS **BEFORE** generating the data extract.
- There is now a button on the toolbar that allows users to edit the list of values in the Specially Situated Condition column on the **Pay Pool Panel** worksheet.
- Additionally, the toolbar has been altered so that only the buttons relevant to the active worksheet appear on the toolbar.
 - Toolbar buttons such as Hide/Unhide Rows do not appear on the **Notes** and **Summary** worksheets. The rows that are visible from hiding/unhiding on the **Pay Pool Panel** worksheet drive which rows are visible on the **Notes** and **Summary** worksheets.
- The Bonus Budget on the **Budget and Setup** worksheet can now be calculated using either Base Salaries (as in previous versions) or Adjusted Basic Pay (i.e., base salary plus Local Market Supplement) to make it easier for pay pools to comply with directives to limit bonuses to a certain percentage of Adjusted Basic Pay. The Salary Increase budget still works only off of Base Salary.
- The CWB is able to handle employees who are in pay plan IA or GG, and can handle situations in which employees transition from bands to grades between the end of the evaluation cycle and the extract date.
- The Bonus section of the **Pay Pool Panel** worksheet allows the pay pool panel to award Quality Step Increases (QSIs) and track the approximate amount of QSI per employee and overall for the pay pool. QSI amounts are determined by an employee's GG grade (if converted to grades by the time of the data extract) or GGE grade (if still in IA at the time of extract).
 - Since QSI amounts rely on GGE in some cases (see above), the GGE grade column on the **Pay Pool Panel** worksheet is open to user editing in case it does not accurately reflect what an employee's grade will be upon transition, or if GGE grade is simply missing from an employee's record.
- The Salary Increase Floor section of the **Budget and Setup** worksheet allows users to update the Floor (and pay band ranges) independently of the G update file load. NOTE that this function is not active in the Training version of the CWB.
- The JDA Status field on the **Pay Pool Panel** worksheet has been moved from the far right of the worksheet to the Employee Information section, column N.
- The **Pay Pool Panel** worksheet now has 10 wildcard columns instead of six.
- The **Pay Pool Panel** worksheet now displays the number of employees eligible for a bonus.
- There is a new chart at the bottom of the **Bonus Charts** worksheet: Mean Bonus \$ by Overall Rating.
- The **Summary** worksheet has a column to track QSIs.

Relationship to Other Applications and Tools

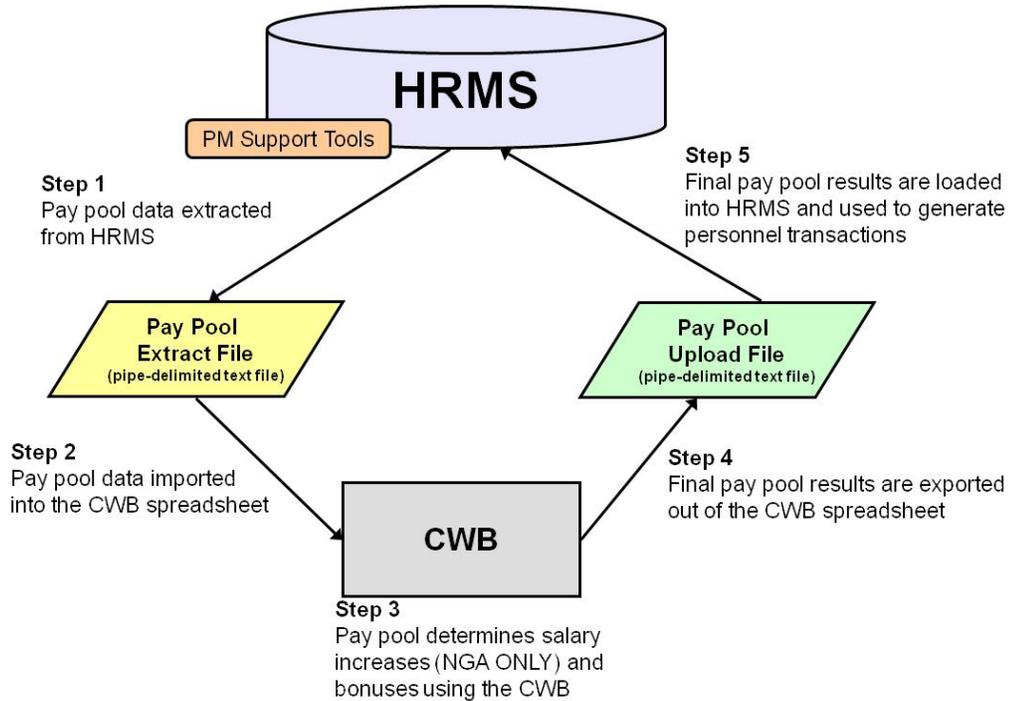
NEW: No enhancements in the relationships to other applications and tools in 2011.

Each Compensation Workbench spreadsheet is populated with personnel data (e.g., names, pay bands, base salary) that is extracted from your organization's Human Resources Management System (HRMS) – either DCPDS or PeopleSoft. The data is extracted based on each employee's pay pool identifier, which links employees to their pay pool. In addition to the personnel data, performance rating information is also included in the data extract.

The CWB is used by individual pay pools to determine salary increase (NGA ONLY) and bonus amounts for each employee in the pool. An additional tool, called the DCIPS Payout Analysis Tool (DPAT), provides the capability to analyze results across multiple pay pools.



When pay pool decisions are finalized and all the salary increase and bonus amounts are approved, the data contained in each CWB must be loaded back into the HRMS. To do this, a data file is exported out of each CWB and uploaded into the HRMS. This uploaded data is used to create the salary increase and bonus transactions that are processed in early January. The complete data flow process is summarized in the graphic below.



CWB Import – Export Process

Using the Application

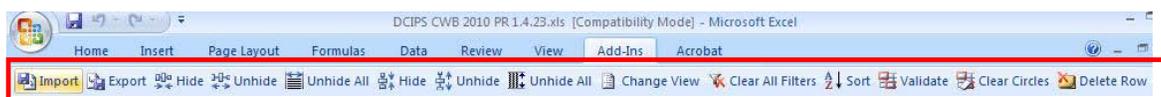
Overview

NEW: The Special Situated Conditions button/interface; not all buttons appear on all worksheets.

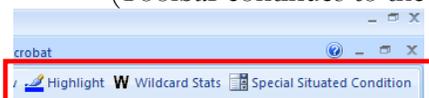
ALWAYS save the CWB in compatibility 97-2003 (.xls) format. Simply clicking the Save icon  in the upper left corner of the screen will accomplish this.

NEVER save the CWB in either 2007 (.xlsx) format or as an Excel Macro-Enabled Workbook (.xlsm). Doing so will cause irreparable harm to your spreadsheet and you will have to start over with a blank CWB.

The CWB contains 13 visible worksheets and over 80 macros that provide the tool with advanced automation functionality. Each worksheet is described in detail in this guide. A custom toolbar appears at the top of each worksheet. The toolbar is made up of custom buttons that match the worksheet's specific functionality. Not all buttons appear on all worksheets.



(Toolbar continues to the right of the Delete Row button, as shown below)



Toolbar Item	Description
	Import Loads a data file from HRMS or another CWB into the workbook. This item is active on all worksheets.
	Export Exports a data file for upload to HRMS (PeopleSoft or DCPDS) or for import to the DPAT. This item is active on all worksheets.
	Hide Column Hides any column(s) from view. Single columns are selected from any cell in the column. Multiple columns are selected by holding down the <Ctrl> key while selecting any cells in the columns (below row 11). Selecting and dragging across any row of cells in the range of columns hides a range of columns. The first two columns (A and B) in the Pay Pool Panel worksheet cannot be hidden. This item is active on the Pay Pool Panel , Notes , and Summary worksheets.

Toolbar Item	Description
	<p>Unhide Column</p> <p>Unhides columns you have just hidden <i>as long as you have not moved the cursor</i>. Also users can unhide a specific column or range of columns by highlighting cells in the columns on either side of the hidden column or range of columns, and then selecting this button. This item is active on the Pay Pool Panel, Notes, and Summary worksheets.</p>
	<p>Unhide All Columns</p> <p>Restores the view to show <u>all</u> columns on the currently selected worksheet. This item is active on the Pay Pool Panel, Notes, and Summary worksheets.</p>
	<p>Hide Row</p> <p>Hides row(s) from view. Select any cell in a single row and then select this button. Multiple rows are selected by holding down the <Ctrl> key while highlighting any cells in the rows. A range of rows is selected from any column of cells, then dragging them up or down. Rows 1 through 11 in the Pay Pool Panel worksheet cannot be hidden. This item is active only on the Pay Pool Panel worksheet; rows on the Notes and Summary worksheets are hidden and unhidden according to what is visible on the Pay Pool Panel worksheet.</p>
	<p>Unhide Row</p> <p>Unhides rows you have just hidden <i>as long as you have not moved the cursor</i>. Also users can unhide a specific row or range of rows by highlighting cells in the rows above and below the hidden row or range of rows, and then selecting this button. This item is active only on the Pay Pool Panel worksheet; rows on the Notes and Summary worksheets are hidden and unhidden according to what is visible on the Pay Pool Panel worksheet.</p>
	<p>Unhide All Rows</p> <p>Restores the view to show <u>all</u> rows, even those with potentially sensitive employee data. Pressing Unhide All causes a warning notice to pop up as a reminder that <u>all</u> rows will be revealed. Press OK to proceed. This item is active only on the Pay Pool Panel worksheet; rows on the Notes and Summary worksheets are hidden and unhidden according to what is visible on the Pay Pool Panel worksheet.</p>
	<p>Change View</p> <p>Allows user to choose a complete or condensed view of employee and/or salary increase or bonus information on the Pay Pool Panel worksheet. Pressing the Change View button causes a large pop-up interface to display, that allows you to select which columns you want to be visible. This item is active only on the Pay Pool Panel worksheet.</p>

Toolbar Item	Description
	<p>Clear All Filters</p> <p>Each column heading contains a filter arrow for the column. Clicking on the filter arrow brings up a list of all of the values in the column, plus the following other choices: <i>Select All</i>, <i>Blanks</i>, and <i>Text</i> or <i>Number Filters</i> (depending on whether the column contains text or numbers). You can limit which rows are displayed by filtering on specific values in one or more columns. For example, you may limit the display to only Pay Band 3 Professional employees by filtering on “3” in Column V (Pay Band at end of Evaluation Period) and “Professional” in column AG (Work Category). When a filter is active, the filter arrow turns blue (in Excel 2003) or changes from  to  (in Excel 2007 and 2010). A filter may be de-activated by selecting <i>Select All</i> under the filter choices. <i>Blanks</i> also may be used for filtering. For example, to identify employees with no Wildcard 2 value assigned, select <i>Blanks</i> in the filter for the Wildcard 2 column (Column BA). The <i>Custom</i> (Excel 2003) or <i>Text</i> or <i>Number Filters</i> (Excel 2007 and 2010) choice allows the user to design more complex filter criteria.</p> <p>The Clear All Filters button on the toolbar removes all filters you have set on the worksheet you are currently on. Filters, and hence the Clear All Filters button, are only active on the Pay Pool Panel, Notes, and Summary worksheets.</p> <p>Note: Data cannot be imported into the CWB with filters set. All filters are automatically cleared when data is imported into the CWB.</p>
	<p>Sort</p> <p>Allows users to sort the rows in the worksheet by any combination of up to three columns. Sorts may be in either ascending or descending order. This item is active on the Pay Pool Panel, Notes, and Summary worksheets.</p> <p>Note: The first options you may see when you click on a filter button show “<i>Sort Z to A</i>” and “<i>Sort A to Z</i>”. Sorting has been disabled here and under the “<i>Data</i>” tab in the menu bar in the CWB and is ONLY accessible through the Sort button on the toolbar.</p>
	<p>Validate</p> <p>Checks the internal consistency of data entered in the Pay Pool Panel worksheet and circles inconsistent entries in red. It is important to validate your data often. This item is active on the Pay Pool Panel, Notes, and Summary worksheets.</p> <p>Note: In order to validate, data cannot be hidden or filtered. Pressing the Validate button will cause a pop-up notice to appear, asking if you would like the CWB to automatically unhide rows and columns and clear filters so that validate can function properly. Press OK to proceed.</p>

Toolbar Item	Description
	<p>Clear Circles</p> <p>After selecting the “Validate” button and correcting any highlighted inconsistencies, use this button to remove all red circles. This item is active on the Pay Pool Panel, Notes, and Summary worksheets.</p> <p>Note: Correcting inconsistencies alone does not automatically remove red circles. Remember to click on “Clear Circles” after corrections are made or click on “Validate” again to remove the red circles.</p>
	<p>Delete Row</p> <p>Removes a row of employee data from the CWB. You will be prompted to confirm your decision to delete. Make sure the employee does not belong in your pay pool before you delete. You must go through the import routine again in order to add someone back to your CWB if you inadvertently delete them. This item is active only on the Pay Pool Panel worksheet; deleting rows on the Pay Pool Panel worksheet causes CWB to automatically delete relevant rows on the Notes and Summary worksheets.</p>
	<p>Highlight</p> <p>Changes the background color of any selected cell or range of cells. To remove the highlighting, select the cell or range of cells, select the highlight button, and choose the large “No Fill” option. This item is active on the Pay Pool Panel, Notes, and Summary worksheets.</p> <p>Note: When using a projector to display the CWB during a meeting, data in some rows still may show through due to projector’s resolution, even if you use black highlighting. Test your projected image before displaying to an audience.</p>
	<p>Capture Chart Images</p> <p>Selects and automatically exports to PowerPoint or Excel any or all of the 23 charts generated by the CWB. Pressing the Capture Chart Images button causes the Capture Charts interface to display, which allows you to select which charts from which worksheets you want to export. This item is active on the Rating Charts, Salary Increase Charts, Total Salary Increase Charts, and Bonus Charts worksheets.</p>
	<p>Wildcard Stats</p> <p>Generates statistics and charts on any one Wildcard column in the Pay Pool Panel worksheet. Pressing the Wildcard Stats button causes the Wildcard Selection interface to display, which allows you to select which Wildcard’s stats and charts you want to generate. This item is active on all worksheets.</p>
	<p>Special Situated Condition</p> <p>Allows user to define what Specially Situated Conditions appear in the drop-down list in Column F on the Pay Pool Panel worksheet. Pressing the Special Situated Condition button causes a pop-up interface to display, that allows you to select which conditions are available. This item is active only on the Pay Pool Panel worksheet.</p>

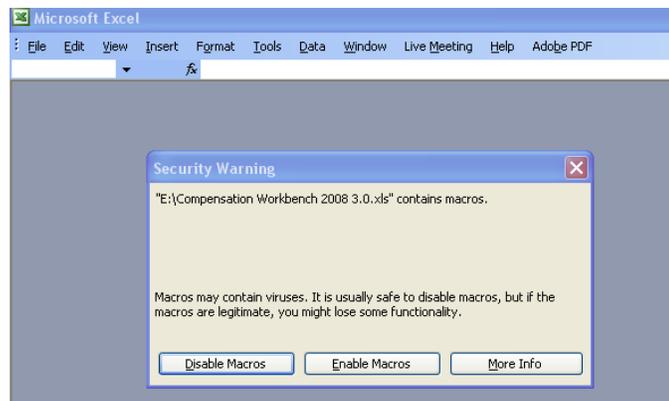
Where do I get CWB?

CWB is available on the DCIPS Readiness Tool at <https://titus.cpms.osd.mil/dcips>. The DCIPS Readiness Tool requires a username and password for access.

Opening the Spreadsheet and Enabling Macros (Excel 2003)

NEW: The 2011 CWB includes enhanced compatibility with Excel 2010; however, there are no new features relevant to opening the tool or enabling macros.

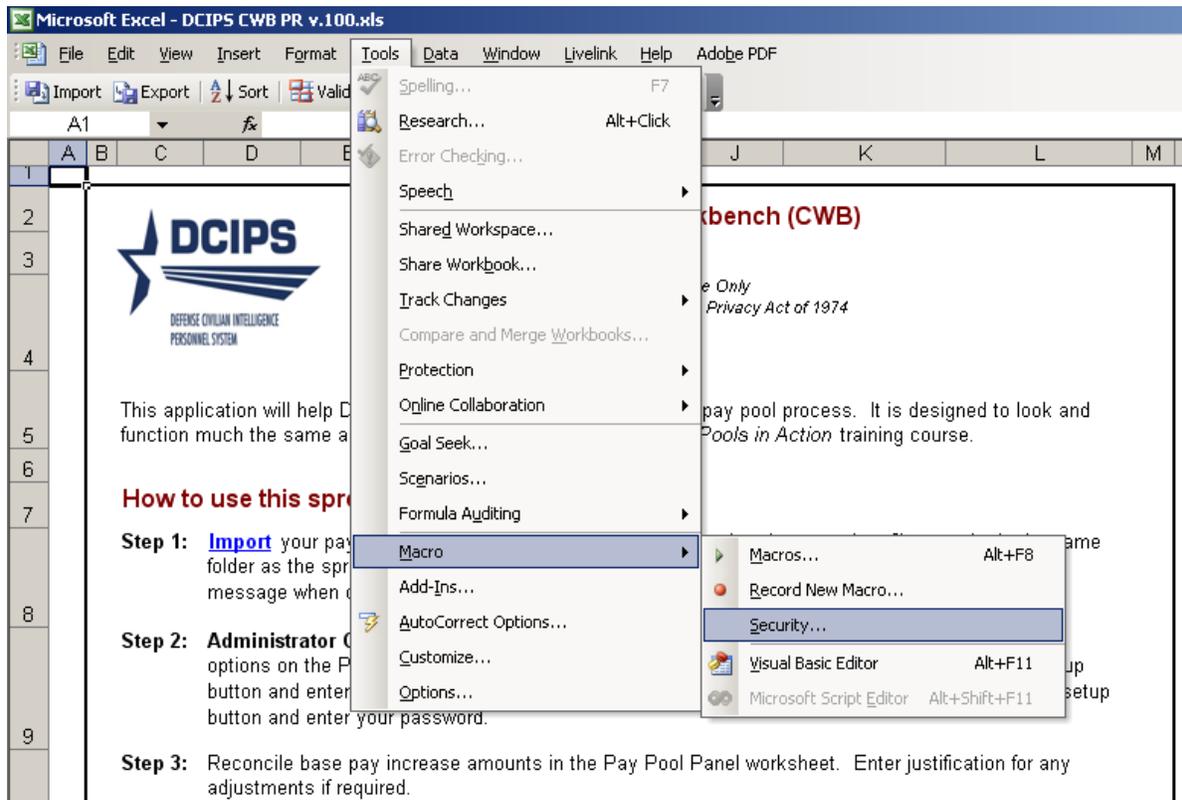
Each time you open the CWB spreadsheet, the macros must be enabled for the spreadsheet to operate properly. In most cases, when you open the spreadsheet you receive a security warning as shown below. To enable the macros, select **Enable Macros**, and the spreadsheet opens and operates normally.



If the security setting in Excel is set to either High or Very High, Excel automatically disables the macros in the spreadsheet. You can recognize this because 1) you are not prompted to enable the macros in the spreadsheet, and 2) the spreadsheet is not operating properly (e.g., links are non-responsive, the tool-bar does not appear). If this occurs, do the following (Excel 2003 only – for instructions in Excel 2007, please see the Excel 2007 section at the end of this guide).

- Open **Excel**
- From the **Tools** Menu, select **Macro → Security**
- Change the security level to **Medium**
- Close **Excel**
- Reopen the spreadsheet
- Select **Enable Macros**, when prompted

If you are using Excel 2003 and do not have the administrative rights to set the security level on your computer, contact your IT department for assistance.



Select Tools → Macro → Security



Select the Medium Security Level

Instructions Worksheet

NEW: The 2011 instructions have not changed from 2010 CWB.

The **Instructions** worksheet contains step-by-step instructions on the use of the application.



DCIPS Compensation Workbench (CWB)

2010 1.0

For Official Use Only

Information protected by the Privacy Act of 1974

This application will help DCIPS organizations conduct the DCIPS pay pool process. It is designed to look and function much the same as the spreadsheet used during the *Pay Pools in Action* training course.

How to use this spreadsheet:

- Step 1:** [Import](#) your pay pool's data into the spreadsheet. Remember that your data file must be in the same folder as the spreadsheet. The spreadsheet will then import your data and display a confirmation message when complete.
- Step 2: Administrator Only:** Enter the pay pool's budget parameters, bonus increment, and administrator options on the Pay Pool Budget and Setup worksheet. To lock the worksheet, select the lock setup button and enter a password that you will remember. To unlock the worksheet, select the unlock setup button and enter your password.
- Step 3: NGA Only:** Reconcile base pay increase amounts in the Pay Pool Panel worksheet. Enter justification for any adjustments if required.
- Step 4:** Determine a rating threshold for bonuses. This threshold rating receives 1 bonus share. Decimal rating increments between the threshold and a rating of 5 will receive increasing bonus amounts.
- Step 5:** Review data and charts on the statistics worksheets to ensure the pay pool results are fair and consistent.
- Step 6:** Certify the pay pool results. *Not Certified*
- Step 7:** [Export Employee Data](#)
- Step 8:** [Generate Employee Notices](#) once the results have been approved by the PRA. Employee notices will be generated in the order in which they appear in the Pay Pool Panel worksheet. If filters have been set, notices will only be generated for visible Employees.

Notes and Special Features:

A number of features are accessed through buttons on the custom tool bar. These include Import, Export, and features such as Hide and Sort. The Validate feature is critical to the correct use of the spreadsheet. When the Validate button is clicked on any of the worksheets where it appears, spreadsheet errors will be circled in red on the Pay Pool Panel worksheet for easy identification and attention. Right-clicking the left and right arrows in the bottom left of the the Excel application window will allow fast switching to any sheet in the CWB.

Instructions Worksheet

Importing Data into the Tool

NEW: There are no updates to the import routine in the 2011 CWB.

Data can be imported into the CWB from the HRMS data file as well as from other CWB spreadsheets. The import process consists of three steps and is conducted as follows:

1. Begin with a new (empty) copy of the CWB spreadsheet and rename it (e.g., *paypoolxyz11Oct2011.xls*). It is a good idea to keep a blank copy of the spreadsheet available in case you make a mistake and want to start over.
2. Open the spreadsheet and select **Enable Macros**.
3. Select the **Import** button on the custom tool bar.
4. In Step 1, select **Pay pool data from Personnel Data System** if you are importing your extract file from your HRIS or a manually generated file from the CWB Data Extract Creation Tool, then select **Continue**.
 - i. If you are importing from another CWB file, select **Pay pool data from an existing CWB spreadsheet**, then select **Continue**.
5. In Step 2, select the name of the file you want to import (it must be in the same folder on your computer as the CWB itself), and select **Open**.
6. In Step 3, select the employees you want to import and select **Import Selected**.
 - i. If this is your first import then you most likely will want to select all employees using the **Select All** button near the bottom of the interface.
 - ii. If you already have employees in the CWB and you have just received a new extract of data with updates to one or two employees' records, you may only want to import those few employees by clicking directly on their checkboxes.
7. The spreadsheet then imports the selected employees.
8. Select **Yes** when you receive a confirmation saying "Data successfully imported! Would you like to save the spreadsheet?"

NOTE on importing from another CWB spreadsheet: During the import routine (Step 7 in the above list), you will receive a pop-up notice that says "You are importing from CWB version 2011.X.X to version 2011.X.X. Do you want to continue?" Click **Yes** to continue.

1. Certain budget parameters **DO NOT TRANSFER** to the new CWB during a CWB-to-CWB import. **NO** items in the **Pay Pool Salary Increase Budget** and **Pay Pool Bonus Budget** areas of the **Budget and Setup** worksheet will transfer to the new CWB. Users should set these parameters in their new CWB **BEFORE** importing from an existing CWB and then double-check them **AFTER** import.
 - i. The existing Rating Threshold (**Pay Pool Panel** worksheet), Share Increment, and Max Bonus (**Budget and Setup** worksheet) should transfer to the new CWB; however, users should check these three parameters after import to make sure they are correct for the active pay pool.
2. Other things that **DO NOT** transfer from CWB to CWB include User Defined Views of the Pay Pool Panel worksheet and alterations to the list of values in the Specially Situated Conditions column on the Pay Pool Panel worksheet.

Budget and Setup Worksheet

NEW: The Bonus Budget can now be calculated using Adjusted Basic Pay in addition to using Base Salary. The Salary Increase Floor can now be edited without running the G update file and can be locked as an administrative option. The Specially Situated Condition list can be locked as an administrative option.

The **Budget and Setup** worksheet is used to calculate the amount of funds available in a pay pool for salary increases and bonuses. This is also where users set various Administrator Options (which govern specific editing, viewing, and printing rights). Yellow cells can be edited but white cells cannot be changed.

Funding for salary increases (NGA ONLY) and bonuses is based on the total base salaries or adjusted basic pay (i.e., including Local Market Supplement) of rated employees in the pay pool. By default, every rated employee is included in the funding calculation; however, there are toggles for each employee on the **Pay Pool Panel** worksheet that remove an employee’s salary from the funding calculation. The summary below appears at the top of the **Budget and Setup** worksheet and displays the number of employees and the sum of their salaries for the following four groups: the entire pay pool, rated employees, rated employees included in the salary increase funding calculation, and rated employees included in the bonus funding calculation.

A	B	C	D	E	F	G	H	I
Pay Pool Population and Salary Information								
			Population			Sum of Base Salary		Sum of Adjusted Salary
		<i>Entire PayPool</i>	77			\$6,853,971		\$8,010,269
		<i>Rated</i>	74			\$6,650,895		\$7,763,740
		<i>Rated and Included in Salary Calculation</i>	74			\$6,650,895		\$7,763,740
		<i>Rated and Included in Bonus Calculation</i>	74			\$6,650,895		\$7,763,740

Top Portion of Budget and Setup Worksheet

Salary Increase Funding (NGA ONLY)

Pay Pools in organizations outside of the National Geospatial-Intelligence Agency (NGA) may enter 0% for their salary increase funding and disregard the rest of the Salary Increase Funding section. Enter your pay pool’s salary increase funding information in the yellow cells corresponding to each of the funding elements. The only mandatory entry is the **Salary Increase Funding**, which is listed first. The Salary Increase Funding is expressed as a percentage of the total base salaries of the rated employees included in the salary increase funding calculation.

Organizations may remove funding from the pay pool by specifying the desired amount in the **Organizational Withhold/Reserve** boxes. Organizations may also supplement the pay pool’s salary increase funding by specifying the desired amount using the **Additional Salary Increase Funding** boxes. A toggle allows the amount to be entered either as a percentage of the Salary Increase Funding or as a dollar amount.

Organizations may allocate funding for adjustments to the salary increase algorithm results using the **Adjustment Funding** boxes. For example, if a pay pool desires to set aside \$2,000 to use for adjustments, it would enter \$2,000 in the **Adjustment Funding** dollar box. Doing so removes \$2,000 from the funding available to the salary increase algorithm.

The total *Salary Increase Funding Available to Algorithm* is shown both as a percent of the total base salaries of rated employees included in the salary increase funding calculation and as a dollar amount.

Pay Pool Salary Increase Budget

		%	\$	
Salary Increase Funding		2.30%	\$189,593	
- Organization Withhold/Reserve (optional)	<input checked="" type="radio"/> %	5.00%	\$9,480	<input type="radio"/> \$
+ Additional Salary Increase Funding (optional)	<input checked="" type="radio"/> %	0.00%	\$0	<input type="radio"/> \$
Total Salary Increase Budget		2.18%	\$180,113	
- Adjustment Funding (optional)	<input type="radio"/> %	1.11%	\$2,000	<input checked="" type="radio"/> \$
Salary Increase Funding Available to Algorithm		2.16%	\$178,113	

Determine budget for Salary Increases

Bonus Funding (ALL PAY POOLS)

Similar to the steps above regarding salary increase funding, enter your pay pool's bonus funding information in the yellow cells corresponding to each of the funding elements. The only mandatory entry is the *Bonus Budget Percentage*, which is listed first. The Bonus Budget is expressed as a percentage of the total base salaries OR the total adjusted basic pay (i.e., including Local Market Supplement) of the rated employees included in the bonus funding calculation. To set the Bonus Budget:

1. Determine whether which budget calculation method to use – Base Salary or Adjusted Basic Pay – by clicking either radial button in row 29. The box for “Base Pay” or “Adjusted Basic Pay” will activate (i.e., light up in yellow) depending upon which method is chosen.
2. Once the calculation method is chosen, enter a *Bonus Budget Percentage* in the yellow cell in row 32. The CWB will calculate the Bonus Budget using the percentage and method you chose, and also update the percentage in row 32 for the calculation method you have not chosen. To switch calculation methods, simply click the alternate radial button in row 29.
3. Organizations may remove bonus funding from the pay pool by specifying the desired amount in the *Organizational Withhold/Reserve* boxes.
4. Organizations may also supplement the pay pool's bonus funding by specifying the desired amount using the *Additional Bonus Funding* boxes. A toggle allows the amount to be entered either as a percentage of the main salary increase funding budget or as a dollar amount.
5. Organizations may allocate funding for adjustments using the *Adjustment Funding* boxes. For example, if a pay pool desires to set aside \$5,000 to use for bonus adjustments, it would enter \$5,000 in the *Adjustment Funding* dollar box. Doing so removes \$5,000 from the funding available to the bonus algorithm.

- Note that while the percentages in row 32 (Bonus Budget Percentage) are different, the percentages for *Organizational Withhold/Reserve*, *Additional Bonus Funding*, and *Adjustment Funding* are the same regardless of which calculation method is chosen because they are based on the dollar figure derived from the Bonus Budget Percentage. For example, entering 5.00% for an Organizational Withhold/Reserve fund in the “Base Salary” column will cause the same percentage – 5.00% – to appear in the “Adjusted Basic Pay” column. This is normal.

Pay Pool Bonus Budget				
Use Base Salary or Adjusted Basic Pay?	Base Salary		Adjusted Basic Pay	
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
	%	%	\$	
Bonus Budget Percentage	<input type="text" value="0.80%"/>	<input type="text" value="0.69%"/>	<input type="text" value="\$53,207"/>	
- Organization Withhold/Reserve (optional)	<input checked="" type="radio"/> % <input type="text" value="5.00%"/>	<input type="radio"/> % <input type="text" value="5.00%"/>	<input type="text" value="\$2,660"/>	<input type="radio"/> \$
+ Additional Bonus Funding (optional)	<input type="radio"/> % <input type="text" value="18.79%"/>	<input type="radio"/> % <input type="text" value="18.79%"/>	<input type="text" value="\$10,000"/>	<input checked="" type="radio"/> \$
Total Bonus Budget	0.91%	0.78%	\$60,547	
- Adjustment Funding (optional)	<input type="radio"/> % <input type="text" value="8.26%"/>	<input type="radio"/> % <input type="text" value="8.26%"/>	<input type="text" value="\$5,000"/>	<input checked="" type="radio"/> \$
Bonus Funding Available to Algorithm	0.84%	0.72%	\$55,547	

Determine budget for Bonuses

The total *Bonus Funding Available to Algorithm* is shown both as a dollar amount and as a percent of either the total base salaries or total adjusted basic pay of rated employees included in the bonus calculation.

To complete the setup of Bonus, enter the value for Share Increment, as shown in the box below. This value will be applied in the computations for bonus and is also displayed in cell DY7 on the **Pay Pool Panel** worksheet. You can also set a maximum bonus amount. Bonus amounts over the maximum will not be limited, but will conditionally format in red in column ED (Total Bonus) on the **Pay Pool Panel** worksheet in the bonus section. Pay pools should take appropriate action to comply with any applicable maximum bonus rules.

Bonus Setup

Maximum Bonus	<input type="text" value="\$25,000"/>
Share Increment	<input type="text" value="10.00%"/>
<p>What is the share increment? The DCIPS bonus algorithm gives the employee receiving the threshold rating 1 bonus share. Then each tenth of a rating higher receives X% more shares than the previous rating, where X = the share increment.</p>	

Bonus Setup

Updating the DCIPS Floor and LMS Amounts

The CWB comes with a percentage increase to base pay, known as the Floor Increase, hard-coded into the tool. The percentage represents the best estimate (at the time of release) of what the actual Floor Increase will be for the following calendar year.

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Floor Increase

2012 Salary Increase Floor (Set by DoD) =	0.00%	Update Floor
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Update DCIPS Floor and LMS Amounts

Once the final DCIPS floor increase % and new LMS rates are published, an update file, known as the G Update, will be made available. To populate the final DCIPS floor value and new LMS rates, simply click the **Update Floor** button on the **Budget and Setup** worksheet and follow the on-screen instructions to select the update file. You will receive a pop-up confirmation that the new Floor and LMS rates have loaded correctly.

NOTE: The final floor funding % most likely will not be available before your pay pool panels meet. You will need to do a Floor and LMS update after your panels have concluded.

Administrator Options

Several administrator options can be set on the **Budget and Setup** worksheet. By selecting “No” for the option(s) shown below, certain functionalities in the CWB are disabled once the user clicks the **Lock Budget and Setup** button. By default, rating information imported from HRMS cannot be modified in the CWB unless they are unlocked using the **Unlock Ratings** button. Rating changes should only be made in the case of administrative error or grievance reconciliation.

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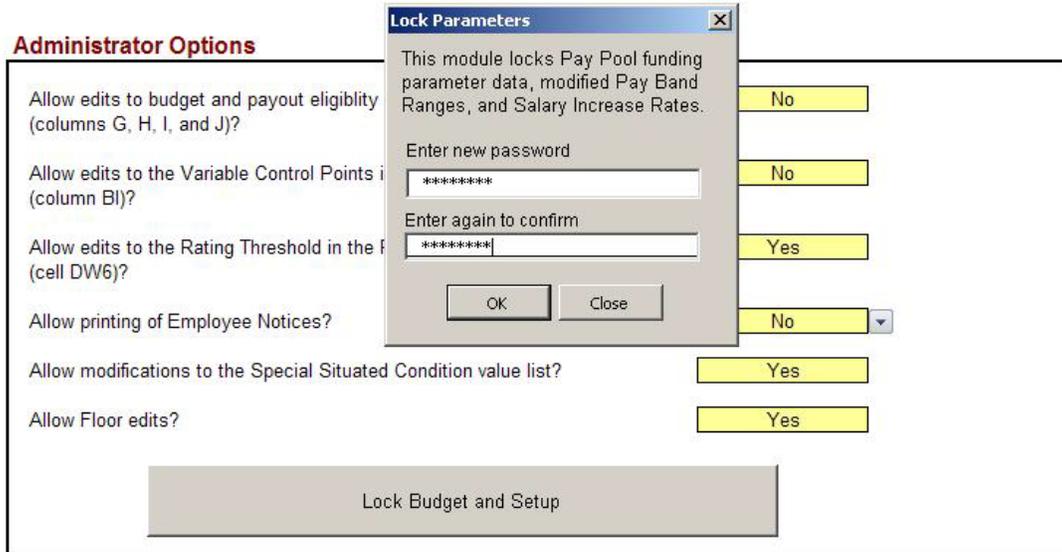
Administrator Options

Allow edits to budget and payout eligibility in the Pay Pool Panel worksheet (columns G, H, I, and J)?	Yes
Allow edits to the Variable Control Points in the Pay Pool Panel worksheet (column BI)?	Yes
Allow edits to the Rating Threshold in the Pay Pool Panel Worksheet (cell DW6)?	Yes
Allow printing of Employee Notices?	Yes
Allow modifications to the Special Situated Condition value list?	Yes
Allow Floor edits?	Yes
Lock Budget and Setup	

Set Administrator Options

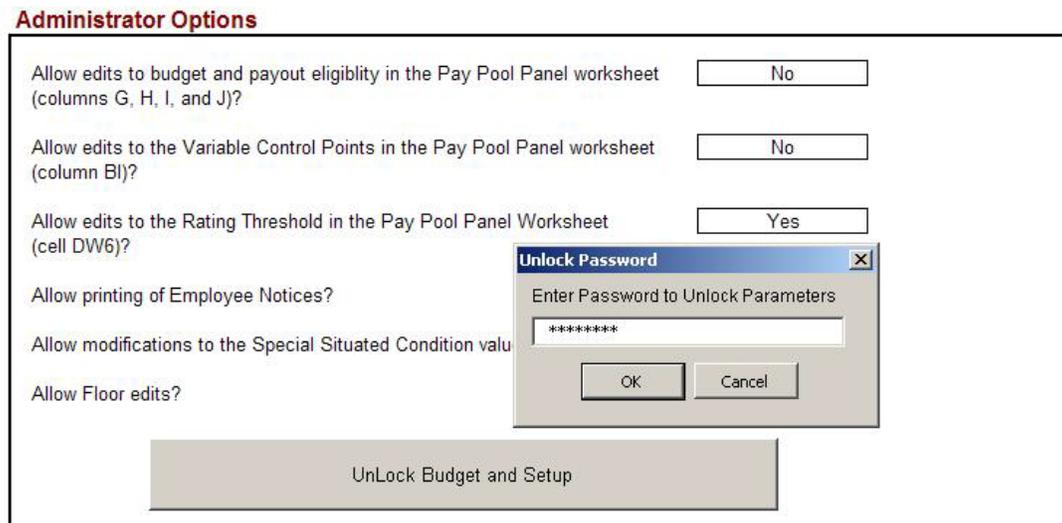
Locking and Unlocking Administrator Options

After selecting the desired administrator options, lock the selections by clicking the **Lock Budget and Setup** button. By default, clicking the **Lock Budget and Setup** button will automatically lock the budget fields on the **Budget and Setup** worksheet. Supply a password as prompted and press OK. A pop-up will confirm that the options have been locked.



Lock Administrator Options

To unlock the administrator options, click on the **UnLock Budget and Setup** button, enter the password you created, and press OK. A pop-up will confirm that the budget fields and administrator options have been unlocked.



Unlock Administrator Options

The budget fields for Salary Increase and Bonus, as well as the option selection boxes, will turn yellow again, indicating they are no longer locked.

Locking and Unlocking Ratings

To unlock the rating information that appears on the **Pay Pool Panel** worksheet, click on the **Unlock Ratings** button, and enter the password “unlockratings”. Please note that rating changes can only be made in the case of administrative error or grievance reconciliation as DCIPS policy does not permit changes to ratings during the pay pool process.



Unlock Ratings on Pay Pool Panel worksheet

To re-lock the rating information, click on the **Lock Ratings** button. No password entry is necessary to Lock Ratings.



Lock Ratings on Pay Pool Panel worksheet

Using the “Check if NGA Pay Pool” Feature (NGA ONLY)

Pay Pools in organizations outside of the National Geospatial-Intelligence Agency (NGA) should NOT click on the checkbox for “Check if NGA pay pool”. This checkbox:

- 1) Directs the tool to display columns DC through DH and DJ though DL on the Pay Pool Panel worksheet, which deal with Other Increases (such as when employees are on developmental programs);
- 2) Applies the EX-IV + 5% (instead of only EX-IV) cap on total adjusted basic pay;
- 3) Directs that employees who receive a rating of Unacceptable receive should not receive the Floor increase and increases to LMS;
- 4) Hides columns AB and AC on the Pay Pool Panel worksheet, which deal with GGE grade and step and are not pertinent to NGA; and
- 5) Hides columns EG and EH on the Pay Pool Panel worksheet, which deal with Quality Step Increases and are not pertinent to NGA.

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Other Options

Check if NGA pay pool

Check if NGA Pay Pool on the Budget and Setup worksheet

Pay Pool Panel Worksheet

NEW: In the 2011 CWB, the **Pay Pool Panel** worksheet:

- 1) Contains a user-defined list in the Specially Situated Conditions column (with button on the toolbar);
- 2) Has moved the JDA Status column to the Employee Information section;
- 3) Contains functionality to support awarding Quality Step Increases in the Bonus section, with user-editable information on GGE grade in the Employee Information section;
- 4) Includes employees' LMS and Adjusted Basic Pay as of the end of the evaluation cycle; and
- 5) Has added several other fields such as Agency Group, Date WGI Due, QSIs awarded during the past year, number of employees eligible for a bonus, share increment, and four new Wildcard columns.

The **Pay Pool Panel** worksheet contains over 120 visible columns. Yellow cells can be edited and white cells are protected and cannot be changed. Cells are grayed out when not applicable.

The worksheet information flows left to right and is divided into four sections: Employee Information, Ratings, Salary Increase, and Bonus. In addition, the worksheet contains 10 Wildcard columns. The cells in these columns are not protected and can be used to hold data or equations, or to create user-defined subsets of employees for which the CWB can generate statistics in most of its reports.

The worksheet's first 11 rows (which contain navigation links, budget summary information, and column names) and first two columns (which contain employee last name and first name) cannot be hidden. A complete list of the worksheet's columns, broken out by section and shown in the order that they appear, is included below.

Employee Information Section

The information contained in the first section of the **Pay Pool Panel** worksheet includes employee and organizational data, along with options that affect the budget for salary increases and bonuses and an employee's payout eligibility. Most of these columns cannot be edited and are therefore white. The exceptions are the JDA Status column (N), the Specially Situated Column (F), the salary increase and bonus funding inclusion columns (G and H), the salary increase and bonus eligibility columns (I and J), GGE Grade (AB), and the Wildcard column (AT). The following provides a description of each of the 43 visible columns that comprise this section:

Column	Source	Description
A	HRMS	Last Name Employee's last name.
B	HRMS	First Name Employee's first name.
C	HRMS	Employee ID Employee's unique identifier assigned by HRMS.

Column	Source	Description
D	HRMS	Evaluation ID Employee's unique evaluation identifier assigned by HRMS.
E	HRMS	Pay Pool ID Pay Pool's unique identifier.
F	User Input	<p>Specially Situated Condition There are 16 default specially situated conditions in this drop-down list. Values have no effect on payout calculations within the tool and are for pay pool informational purposes only. Users can edit the values in this list using the Special Situated Condition button  Special Situated Condition on the toolbar. See the end of this table for instructions on how to use this feature.</p> <p>The default value is "blank," meaning "no specially situated condition."</p>
G	User Input	<p>Include in Salary Increase Fund Calculations? A "No" in this column will exclude the employee's salary from the total base or adjusted basic salary used in the salary increase fund calculations.</p> <p>The default value is "Yes" if an employee has a rating and "No" if they do not.</p>
H	User Input	<p>Include in Bonus Fund Calculations? A "No" in this column will exclude the employee's salary from the total base or adjusted basic salary used in the bonus fund budget calculations.</p> <p>The default value is "Yes" if an employee has a rating and "No" if they do not.</p>
I	User Input	<p>Salary Increase Eligible? A "No" will result in the CWB not calculating any salary increase for the employee.</p> <p>The default value is "Yes" if an employee has a rating and "No" if they do not.</p>
J	User Input	<p>Bonus Eligible? A "No" will result in the CWB not calculating any bonus for the employee.</p> <p>The default value is "Yes" if an employee has a rating and "No" if they do not.</p>
K	HRMS	Org ID 1 Organization's identifier assigned in HRMS.
L	HRMS	Org ID 2 Organization's identifier assigned in HRMS.

Column	Source	Description
M	HRMS	Agency Group The employee's Agency Group in DCPDS. Likely will be blank for non-DPCDS organizations.
N	User Input	JDA Status Denotes whether an employee was on a Joint Duty Assignment (JDA) during or at the end of the evaluation period. Pay Pool Panels may use this column to alert members to special salary increase or bonus rules governing employees on JDA. Values are "JDA-In", "JDA-Out", and "blank". Default is "blank".
O	HRMS	Rating Cycle End Date Last day of rating cycle. Blank for employees who do not have a rating.
P	HRMS	Last Increase Date Date of employee's last salary increase. Will display in red if the date is after 90 days before the end of the rating cycle, to alert the panel that it may want to consider adjusting any performance-based pay increase from the algorithm.
Q	HRMS	Date WGI Due Date the employee is scheduled to receive a Within Grade Increase. The panel may consider adjusting salary increase or bonus if WGI date is before the effective date of pay changes (first pay period in the following January).
R	HRMS	Employee on Board Date (EOD) Date the employee entered a DCIPS position from a non-DCIPS position, or, if the employee transferred between DCIPS components (i.e., from NV to AR), the date of transfer.
S	HRMS	Band Entry Date Date the employee was placed into their current pay band if IA; or into their current grade if GG and not previously IA as of the evaluation period end date.
T	HRMS	Retained Pay A "Yes" in this column indicates the employee's base salary exceeds the maximum for the employee's pay band. The employee is ineligible for a salary increase, but eligible for a bonus.
U	HRMS	Pay Plan (end of Evaluation Period) The pay system or pay schedule under which the employee's rate of basic pay is determined, on the last day of the evaluation period. Blank if the employee does not have a rating.

Column	Source	Description
V	HRMS	Pay Band (end of Evaluation Period) Employee's pay band on the last day of the evaluation period. Blank if the employee does not have a rating.
W	HRMS	Base Salary (end of Evaluation Period) Employee's base salary on the last day of the evaluation period. Blank if the employee does not have a rating.
X	HRMS	LMS or TLMS (end of Evaluation Period) Local Market Supplement or Targeted Local Market Supplement (in dollars) on the last day of the evaluation period. Blank if the employee does not have a rating.
Y	HRMS	Total Basic Pay (end of Evaluation Period) Employee's base salary plus Local Market Supplement or Targeted Local Market Supplement (in dollars) on the last day of the evaluation period. Blank if the employee does not have a rating.
Z	HRMS	Pay Plan (as of extract date) The pay system or pay schedule under which the employee's rate of basic pay is determined, on the date that the CWB data administrator generates the data extract from HRMS. Employees may have transitioned to grades between the end of the evaluation period and the extract date.
AA	HRMS	Pay Band (as of extract date) Employee's DCIPS pay band or grade (depending on whether the employee is in a banded or graded structure) on the date that the CWB data administrator generates the data extract from HRMS.
AB	HRMS/ User Input	GGE (as of extract date) Employee's GG Equivalent grade on the date that the CWB data administrator generates the data extract from HRMS, IF the employee is still in a banded structure at the time of extract. This is blank if the employee had already transitioned to a graded structure by the time of the extract. It may also be blank if the employee was still in pay bands and the GGE grade field was simply blank in the HRMS. If an employee is in pay bands as of the extract date, the CWB uses this column to determine QSI amount, if one is awarded. Therefore this column is open to editing since GGE may be blank or may not accurately reflect an employee's grade upon transition. This field is blank for NGA employees.

Column	Source	Description
AC	HRMS	<p>Step (as of extract date) Employee's Step on the date that the CWB data administrator generates the data extract from HRMS. If the employee has transitioned to grades, this is the employee's actual step. If the employee is still in pay bands, this is GGE step and may be blank. This field is blank for NGA employees.</p>
AE	HRMS	<p>Base Salary (as of extract date) Employee's base salary on the date that the CWB data administrator generates the data extract from HRMS.</p>
AF	HRMS	<p>Percent Increase (if promoted) The percent difference between an employee's base salary as of the extract date (AE) and the end of the evaluation period (W). Computed only for employees whose Pay Band (end of Evaluation Period) (col V) is different from their Pay Band (as of extract date) (col AA), which indicates a promotion.</p>
AG	HRMS	<p>Work Category Employee's work category. Work categories describe broad sets of related occupational groups characterized by common types of work within the DCIPS community. The three DCIPS work categories are Technician/Administrative Support (Tech/Support or T), Professional (Professional or P), and Supervision/Management (Management or M).</p>
AH	HRMS	<p>Occ Series Employee's occupational series (e.g., 1811).</p>
AI	HRMS	<p>Position/Work Role Title Position or work role title of the employee.</p>
AJ	HRMS	<p>Work Location The official worksite is the location where the employee regularly performs his or her duties or, if the employee's work involves regular travel or the employee's work location varies on a daily basis, as determined by the employing Component.</p>
AK	HRMS	<p>Geolocation Code The GEO location data contains country, state, city, county and province information. City ID is 4 numeric digits; Country Code is 3 numeric digits, etc.</p>
AL	HRMS	<p>Locality Code Two-character locality code or six-character TLMS code.</p>

Column	Source	Description
AM	HRMS	Locality Rate The Local Market Supplement or Targeted Local Market Supplement that corresponds to the employee's Locality Code.
AN	HRMS	Work Schedule The time basis on which an employee is paid. A work schedule may be full-time (F), part-time (P), or intermittent (I).
AO	HRMS	Employ Status Employment status of the employee. A status of "1" means the employee is in a normal pay status.
AP	HRMS	Rating Official The official in an employee's chain of command, generally the supervisor, responsible for conducting performance planning, managing performance throughout the evaluation period, and preparing the end-of-year performance evaluation for an employee.
AQ	HRMS	Reviewing Official An individual in the rater's direct chain of supervision designated by the head of the Component to assess supervisors' preliminary performance ratings for consistency.
AT	User Input	Wildcard 1 First of ten open columns available for use. The cells in this column are not protected and can be used to hold data or equations or to create user-defined groups. Users can also change the name in the column header.

Using the “Specially Situated Condition” Button on the Toolbar

The Specially Situated Condition column on the **Pay Pool Panel** worksheet (column F) is loaded with 16 values. Users can choose any of these values for any employee by clicking on the drop-down menu and selecting a value. Users can also define what the values are for this column using the Specially Situated Condition button on the toolbar. From the Pay Pool Panel worksheet, make sure the Specially Situated Condition button is visible by clicking the Right arrow on the right side of the toolbar. The toolbar will slide left, revealing the Specially Situated Condition button:



Click the Right arrow.



Click the Special Situated button.

Clicking the Special Situated Condition button generates a pop-up form with two windows. The left window displays values that have already been selected in the Specially Situated Condition column on the **Pay Pool Panel** worksheet. The right window displays all values that are currently available for the column, in the order that they appear in the drop-down list. If no values have yet been selected for the column then the left window will be empty.

To delete or modify a value in the drop-down list, click on the value you wish to alter in the right-hand window. To add a value, click on any value in the right-hand window. Either action activates a small typing panel at the bottom of the form along with four buttons: Cancel, Modify Item, Remove Item, and Add Item.

The Specially Situated Condition Form

To add or modify an item once you have clicked on an existing item, click in the typing panel and type the value you want to add or modify, then click the appropriate button below. To delete an existing item, click the item you want to delete in the right-hand window and click **Remove Item**. Each button generates a pop-up confirmation.

Users may wish to alter the list of values before populating the Specially Situated Column. Or they may wish to populate the column and then remove values from the drop-down list that are not commonly used. In this case, viewing the list of values that are currently being used in the spreadsheet by looking at the left-hand window can be helpful.

Finally, Users may wish to alter the order in which values appear in the drop-down list. Highlight any item in the right-hand window and click either the **Up** or **Down** buttons to the right of the window, then click **Close** when you are finished. The form will close without generating a pop-up confirmation. View the list of values in the drop-down list of the Specially Situated Condition column for confirmation.

Ratings Section

Finalized rating information from HRMS is displayed in this section of the **Pay Pool Panel** worksheet. This information cannot be changed in the CWB, unless unlocked in the **Budget and Setup** worksheet. The CWB also computes a mean objective rating, mean element rating, mean overall rating, and mean rating of record for all rated employees; these means appear at the top of each respective column. This section contains the following seven columns:

Column	Source	Description
AU	N/A	Ratings Marks the beginning of the Ratings Section of the CWB.
AV	HRMS	Objective Rating The mean of all rated performance objectives to one decimal point. Cell AV10 displays the mean of every employee's objective rating in the pay pool.
AW	HRMS	Element Rating The mean of all rated performance elements to one decimal point. Cell AW10 displays the mean of every employee's element rating in the pay pool.
AX	HRMS	Overall Rating The mean of the employee's Objective Rating and Element Rating to one decimal point. This value is imported from HRMS and is not calculated in the CWB. Cell AX10 displays the mean of every employee's overall rating in the pay pool.

Column	Source	Description
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Evaluation of Record

The employee’s evaluation of record on a 1-5 scale. This value is imported from HRMS and is not calculated in the CWB. Cell AY10 displays the Mode (Most Frequent) Evaluation of Record in the pay pool.

AY	HRMS	<u>Overall Mean Rating</u>	<u>Evaluation of Record</u>
		4.6 – 5.0	5
		3.6 – 4.5	4
		2.6 – 3.5	3
		2.0 – 2.5	2
		<2 or 1 on any objective	1

Rating Description

The descriptor of the employee’s evaluation of record.

AZ	Calculated from Evaluation of Record	<u>Evaluation of Record</u>	<u>Rating Description</u>
		5	Outstanding
		4	Excellent
		3	Successful
		2	Minimally Successful
		1	Unacceptable

BA	User Input	Wildcard 2
		Second of ten open columns available for use. The cells in this column are not protected and can be used to hold data or equations or to create user-defined groups. Users can also change the name in the column header.

NOTE on inputting ratings for employees whose records initially download without them: In years past, users were often able to update an employee’s rating in the CWB (if needed) by using the **Unlock Ratings** button on the Budget and Setup worksheet and entering the employee’s rating information in the Ratings section of the Pay Pool Panel worksheet. In 2011, employees who do not have ratings in the HRMS at the time of extract will download without several key pieces of information, including pay plan, pay band, and salary as of the end of the evaluation period. The CWB needs these fields, along with rating, to calculate salary increases and bonuses for all employees. Thus, simply adding in an employee’s rating will not be sufficient. If an employee’s rating needs to be updated, or if a Rating Official is late entering a rating into the HRMS or securing Reviewer approval, it will be necessary to re-extract the affected employee’s information from the system and import it into the CWB. Another option would be to use the CWB Data Extract Creation Tool to fill in the necessary fields for the affected employee. See the section on the Data Extract Creation Tool in this document for instructions on how to use the tool.

Salary Increase Section (NGA ONLY)

Pay Pools in organizations outside of the National Geospatial-Intelligence Agency (NGA) may disregard the Salary Increase section of the Pay Pool Panel worksheet. This section

applies the DCIPS salary increase algorithm to arrive at a final salary increase determination for each employee, by first computing an interim share value (cell BX3) and interim base pay increase shares (column BX). These preliminary results are subject to proration per the pay pool's business rules and then adjusted to account for employees whose interim base pay increases (column CA) would push them above their pay band maximum. A final share value (cell CG3) is then computed, along with a revised initial base pay increase (column CH) for each employee.

To prorate the interim base pay shares an employee receives, enter the percentage that the pay pool's business rules dictate the employee should receive in column BY. For example, if the pay pool panel determines that a given employee should only receive 67% of whatever base pay increase shares they would otherwise receive (per the algorithm), the administrator should enter "67" in column BY for that employee. Note that the salary increase algorithm automatically redistributes the base pay increase dollars that a given employee loses due to proration.

To adjust the initial increase amount calculated for an employee by the algorithm, pay pool panels can do one or both of the following:

Enter "Yes" in the Override Initial Increase column (CJ). The Final Base Pay Increase Shares, the Initial Performance Salary Increase \$, and the Initial Performance Salary Increase % for that employee will change to "0." The Salary Increase fund is effectively increased by the amount not paid out, which is then re-distributed automatically to the other eligible employees in the pay pool based on the salary increase algorithm.

Enter an amount in the Performance Salary Adjustment column (CK). Amounts entered are drawn from the Adjustment Funding (set up in the **Budget and Setup** worksheet and displayed in cell CJ10 on the **Pay Pool Panel** worksheet). Adjustments may be positive or negative, but cannot cause the employee's total salary increase to be negative or exceed the maximum for the pay band. Adjustments in excess of the Adjustment funding are drawn automatically from the funds available to the algorithm.

Enter justifications for salary increase prorations, overrides, and adjustments in the **Performance Salary Adjustment Justification column (CL)**. A detailed explanation of the Salary Increase algorithm is provided below.

How Salary Increase is Calculated (NGA ONLY)

The DCIPS salary algorithm first computes an *Interim Base Pay Increase* for each employee based on rating, compa-ratio, and share value. After taking into account any proration, the algorithm then determines an *Initial Performance Salary Increase* for each employee, based on whether an interim increase plus the salary floor increase would place an employee above the pay band maximum. Pay pool panels may subsequently adjust these amounts consistent with their business rules to arrive at a *Final Performance Salary Increase*.

The following steps describe how the salary algorithm works:

Step 1 – Compute Initial Base Pay Increase Rate (Increase Increment)

DCIPS policy states that employees must have an Evaluation of Record of 3 or higher to be eligible for a performance salary increase which, based on DCIPS rounding rules, translates into a minimum Overall Rating of 2.6. DCIPS policy sets an initial base pay increase rate of 6% for the overall mean rating of 5.0 (highest rating possible). Each rating that falls within the eligibility range (25 possibilities) is assigned an "increase increment," based on a straight-line formula, as shown below. Each additional tenth of a performance rating equates to an additional 0.24% increase increment.

Rating	Increase Increment	Rating	Increase Increment
5.0	→ 6.00%	3.7	→ 2.88%
4.9	→ 5.76%	3.6	→ 2.64%
4.8	→ 5.52%	3.5	→ 2.40%
4.7	→ 5.28%	3.4	→ 2.16%
4.6	→ 5.04%	3.3	→ 1.92%
4.5	→ 4.80%	3.2	→ 1.68%
4.4	→ 4.56%	3.1	→ 1.44%
4.3	→ 4.32%	3.0	→ 1.20%
4.2	→ 4.08%	2.9	→ 0.96%
4.1	→ 3.84%	2.8	→ 0.72%
4.0	→ 3.60%	2.7	→ 0.48%
3.9	→ 3.36%	2.6	→ 0.24%
3.8	→ 3.12%		

Step 2 – Compute Compa-Ratio

Compa-Ratio is the ratio of base salary to the pay band midpoint, computed by dividing an employee’s base salary by the midpoint of the employee’s pay band. If an employee’s base salary is below the midpoint, the Compa-Ratio will be less than 1.0; if the base salary is above the midpoint, the Compa-Ratio will be greater than 1.0.

First Name	Pay Band (end of Evaluation Period)	Base Salary (end of Evaluation Period)	Midpoint	End Cycle Compa Ratio
Camille	5	\$120,926	\$116,152	1.04
Jeff	2	\$48,932	\$47,553	1.03
Marcus	1	\$32,112	\$31,647	1.01
Nancy	3	\$73,090	\$73,027	1.00
Darlene	5	\$112,021	\$116,152	0.96
Linda	5	\$105,540	\$116,152	0.91
Bill	3	\$65,909	\$73,027	0.90

Step 3 – Compute Multiplier Rate

The Multiplier Rate is computed by dividing the Initial Base Pay Increase Rate by the Compa-Ratio. If an employee’s base salary is below the midpoint, dividing by the Compa-Ratio results in a Multiplier Rate greater than the Initial Base Pay Increase Rate. If an employee’s base salary is above the midpoint, dividing by the Compa-Ratio results in a Multiplier Rate lower than the Initial Base Pay Increase Rate. If the Compa-Ratio equals 1.0, the Multiplier Rate equals the Initial Base Pay Increase Rate.

First Name	Overall Mean Rating	Initial Base Pay Incr. Rate	End Cycle Compa Ratio	Multiplier
John	3.2	1.68%	1.04	1.61%
Joe	2.9	0.96%	1.03	0.93%
Camile	3.5	2.40%	1.01	2.37%
Jendy	4.3	4.32%	1.00	4.32%
Franklin	3.7	2.88%	0.96	2.99%
Lara	3.3	1.92%	0.91	2.11%
Timmy	3.3	1.92%	0.90	2.13%

Step 4 – Compute Number of Interim Base Pay Increase Shares

The algorithm then computes the number of Interim Base Pay Increase Shares for each employee by multiplying the employee's Multiplier Rate by the pay band midpoint, and rescaling the result by dividing by 1,000. (Dividing by 1,000 converts the number of shares and share value to values that are easier to work with; it does not affect the end results of the salary increase computation.)

First Name	Midpoint	Multiplier	Interim Base Pay Increase Shares
Camille	\$116,152	1.61%	1.87
Jeff	\$47,553	0.93%	0.44
Marcus	\$31,647	2.37%	0.75
Nancy	\$73,027	4.32%	3.15
Darlene	\$116,152	2.99%	3.47
Linda	\$116,152	2.11%	2.45
Bill	\$73,027	2.13%	1.55

Step 5 – Compute Interim Share Value

Share Value is a measure of the size (or worth) of each share, and is the same for all eligible employees in the pay pool. Interim Share Value is based on the salary increase budget (as determined in the **Budget and Setup** worksheet) and the total number of *interim* base pay increase shares awarded to employees in the pay pool. It is computed by the following formula:

$$\text{Share Value} = \text{Salary Increase Budget} \div (\text{Sum of Interim Shares})$$

Employees on retained pay are ineligible to receive shares and so do not figure in the share value computation.

Step 6 – Compute Interim Base Pay Increase and Interim New Base Pay

Finally, the algorithm calculates an Interim Base Pay Increase for each employee, by multiplying the employee's Interim Base Pay Increase Shares by the pay pool Interim Share Value. This increase is added to the employee's Base Salary (end of Evaluation period) and Salary Increase Floor (\$) amount (based on a percentage established by USD(I) – example below uses 2.9%) to arrive at the Interim New Base Pay.

First Name	Base Salary (end of Evaluation Period)	Interim Base Pay Increase Shares	Pay Pool Interim Share Value	Interim Base Pay Increase	Salary Increase Floor (\$) (2.9% of Base Salary)	Interim New Base Pay (computed)
Camille	\$120,926	1.87	\$948.97	\$1,775	\$3,507	\$126,208
Jeff	\$48,932	0.44	\$948.97	\$417	\$1,420	\$50,769
Marcus	\$32,112	0.75	\$948.97	\$712	\$932	\$33,756
Nancy	\$73,090	3.15	\$948.97	\$2,989	\$2,120	\$78,199
Darlene	\$112,021	3.47	\$948.97	\$3,293	\$3,249	\$118,563
Linda	\$105,540	2.45	\$948.97	\$2,325	\$3,061	\$110,926
Bill	\$65,909	1.55	\$948.97	\$1,471	\$1,912	\$69,292

Step 7 – Compare Interim New Base Pay to Pay Band Max

If an employee’s Interim New Base Pay exceeds the Pay Band Max, the algorithm calculates both the portion of the Interim Base Pay Increase to meet the pay band max and the remaining portion of the Interim Base Pay Increase above the pay band max. Because base pay cannot exceed the pay band max, the algorithm resets the employee’s increase to the amount of the interim increase needed to reach the pay band max and zeroes out the employee’s final shares.

First Name	Base Salary (end of Evaluation Period)	Interim Base Pay Increase	Interim New Base Pay (computed)	Pay Band Max	Hit Max for Band?	Interim Base Pay To Meet Max	Interim Base Pay Increase above Max	Final Base Pay Increase Shares
Calek	\$59,895	\$2,149	\$63,781	\$63,420	Yes	\$1,788	\$361	0.00

Step 8 – Compute Final Share Value

Final Share Value is based on an *adjusted salary increase budget* and the total number of *final* shares awarded, both of which will differ from the figures used to compute the Interim Share Value if:

1. any employee(s) in the pool received an interim increase which pushed them above the pay band max; or
2. the panel overrides an employee’s initial increase computed by the algorithm.

In the first case, the amount of an employee’s interim increase to meet the pay band max is subtracted from the salary increase budget, and the number of the employee’s final shares is set to zero. The portion of the Interim Base Pay Increase above the pay band max that is unavailable to the employee remains part of the salary increase budget. In the second case, the number of the employee’s final shares is set to zero, and the entire overridden amount remains part of the salary increase budget.

Final share value, then, is based on an adjusted salary increase budget that reflects subtractions for amounts needed to reach pay band maximums and an updated total number of shares decremented by the number of interim shares awarded to employees who have either reached the max of their pay band or whose increases have been overridden by the panel.

Step 9 – Compute Initial Performance Salary Increase

The Initial Performance Salary Increase is computed for each employee, based on the employee’s final number of shares and the final share value. Unless an Interim Base Pay Increase caused the employee to exceed the pay band max, the employee’s number of final shares remains the same as the number of interim shares. If the Interim Base Pay Increase would push the employee above the pay band max, the algorithm zeroes out the employee’s number of final shares and allocates as an Initial Performance Salary Increase only the amount of the Interim Base Pay Increase necessary to meet the pay band maximum, as illustrated in the first row of the example below.

First Name	Interim Base Pay Increase Shares	Pay Pool Interim Share Value	Interim Base Pay Increase	Final Base Pay Increase Shares	Pay Pool Final Share Value	Initial Performance Salary Inc \$
Calek	2.27	\$948.97	\$2,154	0.00	\$950.65	\$1,778
Camille	1.87	\$948.97	\$1,775	1.87	\$950.65	\$1,778
Jeff	0.44	\$948.97	\$417	0.44	\$950.65	\$418
Marcus	0.75	\$948.97	\$712	0.75	\$950.65	\$713
Nancy	3.15	\$948.97	\$2,989	3.15	\$950.65	\$2,995
Darlene	3.47	\$948.97	\$3,293	3.47	\$950.65	\$3,299
Linda	2.45	\$948.97	\$2,325	2.45	\$950.65	\$2,329
Bill	1.55	\$948.97	\$1,471	1.55	\$950.65	\$1,474

Step 10 – Accounting for Pay Pool Panel Adjustments

Consistent with their business rules, pay pool panels may override and/or adjust an Initial Performance Salary Increase computed by the algorithm. When an employee’s initial increase is overridden, the following occurs:

- The employee’s final shares and initial increase are set to zero
- The number of total pay pool shares decreases
- The final share value increases
- The overridden amount is redistributed to everyone else in the pool based on the new share value

Panels may adjust initial increases (up or down) by making Performance Salary Adjustments. These adjustments are drawn from the Adjustment Funding, established in the **Budget and Setup** worksheet. Adjustments exceeding the Adjustment Funding will be drawn from the algorithm funds. Panels include a brief justification for the adjustments they make. An adjustment, when added to an employee’s initial salary increase and salary floor increase, may not cause an employee to exceed the pay band maximum. The CWB tracks the allocation of adjustment increase amounts against the total funds available, the maximum salary increase allowable for each employee based on the pay band occupied by the employee at the end of the evaluation period, and any panel-supplied justifications, as shown below:

		Adj Funding	Total Adjustments	Remaining Adjustment Funding	
		\$2,000	\$0	\$2,000	
Initial Performance Salary Incr	Initial Performance Salary Incr	Override Initial Increase	Perf. Salary Increase Adjustment	Perf. Salary Adjustment Justification	Max Salary Increase
\$	%				
\$1,858	3.10%	No			\$3,009
\$0	0.00%	No			\$0
\$3,663	5.56%	No			\$33,016
\$3,661	3.47%	No			\$11,069

Step 11 – CWB Calculations for Employees Who Received a Promotion between the End of Evaluation Period and Date of Extract

Employees who have been promoted to a higher pay band between the end of the evaluation period and the date of extract are handled as follows:

- Performance increase is based on base salary and band as of the end of the evaluation period
- Floor increase percent is applied to the base salary as of extract date
- New pay band maximum is based on pay band occupied as of extract date

The algorithm sums the employee’s performance increase (based on pre-promotion pay band and salary) plus floor increase (based on new promotion salary) plus the current salary (new promotion salary) to determine whether an employee has hit the new pay band max and to compute a new total salary increase, as shown below:

10	Last Name	First Name	Base Salary (as of extract date)	Hit New Band Max?	Floor Salary Increase (\$)	Floor Salary Increase (%)	Performance Salary Increase (\$)	Performance Salary Increase (%)	Total Salary Increase (\$) (Includes Floor)	Total Salary Increase (%) (Includes Floor)	New Base Salary
11											
12											
13	Gibrar	Calek	\$59,895	No	\$1,498	2.50%	\$1,780	2.97%	\$3,278	5.47%	\$63,173
14	Wright	Marcus	\$32,112	No	\$803	2.50%	\$711	2.21%	\$1,514	4.71%	\$33,626
15	Burns	Jacob	\$59,700	No	\$1,493	2.50%	\$1,296	2.17%	\$2,789	4.67%	\$62,489
16	York	Athena	\$38,332	No	\$959	2.50%	\$1,076	2.81%	\$2,035	5.31%	\$40,367
17	Bearly	Janet	\$51,000	No	\$1,276	2.50%	\$809	1.59%	\$2,085	4.09%	\$53,085
18	Jacobson	Mike	\$50,465	No	\$1,262	2.50%	\$1,431	2.84%	\$2,693	5.34%	\$53,158

Tracking Spending against the Salary Increase Budget

Pay pools may not overspend their salary increase budget, either via the algorithm or via adjustments. The CWB dynamically tracks the allocation of salary increase dollars on the **Pay Pool Panel** worksheet in the box below:

	BY	BZ	CA	CB	CC
Salary Increase Budget					
Salary Increase Fund			\$206,080	2.50%	% of Budget
Funds Allocated via Algorithm			\$186,041	2.26%	90.3%
Funds Allocated via Adjustment			\$5,700	0.07%	2.8%
Total Funds Allocated			\$191,741	2.33%	
Funds Remaining			\$14,339	0.17%	7.0%

The Salary Increase Budget Box

The following 53 visible columns are included in the salary increase section:

Column	Source	Description
BB	N/A	Salary Increase Marks the beginning of the Salary Increase Section of the CWB.
BC	HRMS	Base Salary (end of Evaluation Period) Employee’s base salary on the last day of the evaluation period (repeat of Column W).
BD	Calculated	End Cycle % in Band An indication of an employee’s position within the 2011 pay band, calculated by dividing the difference between the employee’s base salary at the end of the evaluation period and the pay band minimum by the range of the pay band (difference between the pay band maximum and minimum).
BE	Calculated	Salary Increase Floor (\$) Amount of an employee’s salary increase based on the floor percentage as established by USD(I) each year. Calculated by applying the floor percentage in cell BE9 to the employee’s Base Salary (end of Evaluation Period) (col BC).
BF	Calculated	Base Pay + Salary Increase Floor Preliminary calculation of 2012 base pay: Base Salary (end of Evaluation Period) (col BC) adjusted by the Salary Increase Floor (col BE).

Column	Source	Description
BG	Calculated	Initial Base Pay Increase Rate Initial percent increase to employee's base salary based on the DCIPS algorithm.
BH	Calculated	Midpoint Midpoint of the employee's 2011 pay band.
BI	User Input	Variable Control Point A target point within a DCIPS pay band that serves as a reference point for establishing the relationship between employee base pay and the relevant labor market. Also used to moderate the rate of progression for an employee through a pay band. Essentially an alternate band midpoint.
BJ	Calculated	Used Midpoint The actual pay band midpoint used in the salary algorithm calculation. If a Variable Control Point is entered for an employee, the Used Midpoint will be set to the Variable Control Point (BJ) value. Otherwise, the Used Midpoint will equal the Midpoint (BH) value.
BK	Calculated	End Cycle Compa Ratio Ratio of employee's base salary to midpoint of pay band, computed by dividing the employee's salary (Base Salary (end of Evaluation Period)) (col BC) by the midpoint of the employee's pay band (Used Midpoint) (col BJ). If an employee's base salary is below the midpoint, the Compa Ratio will be less than 1.0; if the base salary is above the midpoint, the Compa Ratio will be greater than 1.0.
BL	Calculated	Multiplier Rate that is computed by dividing the Initial Base Pay Increase Rate (col BG) by the End Cycle Compa Ratio (col BK). If an employee's base salary is below the midpoint, dividing by the compa ratio results in a multiplier rate greater than the Initial Base Pay Increase Rate. If an employee's base salary is above the midpoint, dividing by the compa ratio results in a multiplier rate lower than the Initial Base Pay Increase Rate. If the compa ratio equals 1.0, the multiplier rate equals the Initial Base Pay Increase Rate.
BX	Calculated	Interim Base Pay Increase Shares For each employee, the number of shares used to calculate the Interim Base Pay Increase (col CA), prior to considering whether pay band maximum has been reached. Calculated by multiplying the employee's Multiplier (col BL) by the Used Midpoint (col BJ), and dividing the result by 1000.

Column	Source	Description
BY	User Input	<p>Salary Shares Proration (%) The portion of an employee’s interim base pay increase shares that the employee KEEPS after proration. For example, if a pay pool’s business rules dictate that, due to an employee’s specific situation, they should only receive 67% of the salary increase they would otherwise receive, the pay pool administrator should enter “67” in the cell for the employee in this column. Amounts not allocated due to proration are automatically redistributed to the rest of the eligible employees in the pay pool. When this cell is blank, the given employee is not subject to proration and keeps 100% of his or her interim base pay increase shares from column BX. As with salary adjustments, any proration must have a brief explanation in column CL.</p>
BZ	Calculated	<p>Shares with Proration The result of the proration percentage in column BY multiplied by the number of Interim Base Pay Increase Shares in column BX. If column BY is blank, there is no proration and BZ will equal BX.</p>
CA	Calculated	<p>Interim Base Pay Increase Amount of employee’s interim base pay increase, taking into account any proration. Calculated by multiplying the number of employee’s Interim Shares with Proration (col BZ) by the Interim SV (share value) in cell BX3.</p>
CB	Calculated	<p>Interim New Base Pay (computed) Sum of Base Salary (end of Evaluation Period) (col BC) plus Salary Increase Floor (\$) (col BE) plus Interim Base Pay Increase (col CA).</p>
CC	Pay Band Table	<p>Pay Band Max The 2012 maximum base salary for the pay band occupied by the employee as of the end of the evaluation period.</p>
CD	Calculated	<p>Hit Max for Band? A “Yes” indicates that the employee’s Interim New Base Pay (col CB) exceeds the maximum for the employee’s pay band (based on 2012 pay band rates).</p>
CE	Calculated	<p>Interim Base Pay to Meet Max If the employee hits the max of the pay band, this column calculates the difference between the Pay Band Max (col CC) and Base Pay + Salary Increase Floor (col BF).</p>

Column	Source	Description
CF	Calculated	<p>Interim Base Pay Increase above Max If the employee hits the max of the pay band, this column calculates the difference between the Interim New Base Pay (col CB) and the Pay Band Max (col CC). This amount, not paid out to employee, becomes available to the salary increase budget for redistribution to the other employees via the salary increase algorithm.</p>
CG	Calculated	<p>Final Base Pay Increase Shares For each employee, the number of shares used to calculate the employee's Initial Performance Salary Incr (col CH). Calculated by multiplying the employee's Multiplier (col BL) by the Used Midpoint (col BJ), and dividing the result by 1000.</p>
CH	Calculated	<p>Initial Performance Salary Incr (\$) Amount of employee's initial performance salary increase, based on a final share value that adjusts for employees who have reached their pay band maximums or whose initial increases have been overridden. Calculated by multiplying the number of employee's Final Base Pay Increase Shares (col CG) by the Final SV (share value) in cell CG3.</p>
CI	Calculated	<p>Initial Performance Salary Incr (%) The percent increase to an employee's base salary, calculated by dividing the Initial Performance Salary Incr (\$) (col CH) by the Base Salary (end of Evaluation Period) (col BC).</p>
CJ	User Input	<p>Override Initial Increase When set to "Yes," the employee's Initial Performance Salary Incr (col CH) is overridden (set to zero), along with Initial Performance Salary Incr (%) (col CI) and Final Base Pay Increase Shares (col CG). Overridden amounts are automatically redistributed by the salary increase algorithm to the other eligible employees in the pay pool.</p> <p>The default value is "No."</p>
CK	User Input	<p>Performance Salary Increase Adjustment Adjustment made to an employee's salary increase amount by the pay pool panel. Amounts for this adjustment are drawn from Adjustment Funding (established in the Budget and Setup worksheet and displayed in cell CJ10). Negative adjustments increase the amount of available Adjustment Funding. Adjustments in excess of the Adjustment Funding are drawn from the algorithm salary increase funding automatically.</p>

Column	Source	Description
CL	User Input	<p>Perf. Salary Adjustment Justification Justification for a performance salary increase adjustment made by pay pool. This cell is editable only if Override Initial Increase (col CJ) is set to “Yes”, or an adjustment has been entered in Performance Salary Increase Adjustment (col CK) or if a proration amount has been entered in Salary Shares Proration (%) (col BY).</p>
CM	User Input	<p>Wildcard 3 Third of ten open columns available for use. The cells in this column are not protected and can be used to hold data or equations or to create user-defined groups. Users can also change the name in the column header.</p>
CN	User Input	<p>Wildcard 4 Fourth of ten open columns available for use. The cells in this column are not protected and can be used to hold data or equations or to create user-defined groups. Users can also change the name in the column header.</p>
CO	Calculated	<p>Max Salary Increase Maximum amount an employee can receive without exceeding the 2012 Pay Band Max (col CC). Calculated by subtracting Base Pay Plus Salary Increase Floor (col BF) from the new Pay Band Max (col CC).</p>
CP	HRMS	<p>Base Salary (as of Extract Date) Employee’s base salary on the date that the CWB data administrator generates the data extract from HRMS (repeat of col AE). A difference between an employee’s Base Salary (as of Extract Date) and Base Salary (end of Evaluation Period) indicates that the employee has been promoted or received a conversion pay adjustment on some date between the events.</p>
CQ	Calculated	<p>Salary Increase Floor (\$) Amount of an employee’s salary increase based on the floor percentage as established by USD(I) each year. Calculated by applying the floor percentage in cell BE9 to the employee’s Base Salary (as of Extract Date) (col CP).</p>
CR	Calculated	<p>Adjusted New Base Salary (computed) Employee’s new base salary, calculated by summing the employee’s Base Salary (as of Extract Date) (col CP) plus Salary Increase Floor (\$) (col CQ) plus Initial Performance Salary Incr (\$) (col CH) plus Performance Salary Increase Adjustment (col CK).</p>
CS	Pay Band Table	<p>New Pay Band Max The 2012 maximum base salary for the employee’s Pay Band (as of extract date) (col AA).</p>

Column	Source	Description
CT	Calculated	Hit New Band Max? A “ Yes ” indicates the employee’s Adjusted New Base Salary (col CR) has reached the employee’s New Pay Band Max (col CS).
CU	Calculated	Floor Salary Increase \$ Amount of an employee’s salary increase based on the floor percentage as established by USD(I) each year, as applied to employee’s base salary as of the extract date (that is, would be applied to salary after any promotion) (repeat of col CQ).
CV	Calculated	Floor Salary Increase % Percent increase of Floor Salary Increase \$ (col CU) divided by employee’s Base Salary (as of Extract Date) (col CP).
CW	Calculated	Performance Salary Increase (\$) Amount of employee’s final performance salary increase after any adjustments, calculated by adding Initial Performance Salary Incr (\$) (col CH) plus Performance Salary Increase Adjustment (col CK).
CX	Calculated	Performance Salary Increase (%) Percent increase of employee’s Performance Salary Increase (\$) (col CW) divided by employee’s Base Salary (end of Evaluation Period) (col BC).
CY	Calculated	Total Salary Increase (\$) Calculated by adding employee’s Floor Salary Increase \$ (col CU) plus employee’s Performance Salary Increase (\$) (col CW).
CZ	Calculated	Total Salary Increase (%) Percent increase of employee’s Total Salary Increase (\$) (col CY) divided by employee’s Base Salary (as of Extract Date) (col CP).
DB	Calculated	2012 % in Band An indication of an employee’s position within the 2012 pay band, based on the pay band occupied by the employee as of the extract date (unless the employee moves to a different pay band in Column DE). Calculated by dividing the difference between the employee’s New Increased Pay (including any “Other Increases”) (col DI) and the pay band minimum by the range of the pay band (difference between the pay band maximum and minimum).
DC	User Input	Type of Increase User-identified type of “Other Increase”, specific to NGA pay pools. Values are “ <i>Developmental</i> ”, “ <i>Promotion</i> ”, “ <i>TSA</i> ” (Targeted Situational Adjustment), and “ <i>Other</i> .” Columns DC through DL are made visible by clicking the “Check if NGA Pay Pool” checkbox on the Budget and Setup worksheet.

Column	Source	Description
DD	User Input	<p>Amount of Other Increase (\$) Increases to an employee’s base salary for reasons other than performance rating or the salary increase floor. Other Increase amounts are reflected in 2012 % in Band (col DB) and New Increased Pay (col DI). <i>Personnel actions associated with other increases must be completed manually.</i></p>
DE	User Input	<p>New Pay Band New pay band that may be different from Pay Band (as of Extract Date) (col AA) due to promotion, developmental increase, etc. A value in this column will override the value from column AA when calculating 2012 %in Band (col DB).</p>
DF	User Input	<p>Pay Pool Notes Internal pay pool working notes that DO NOT print on the employee feedback form.</p>
DG	Pay Band Table	<p>Pay Band Minimum From the 2012 Pay Bands table on the Pay Bands worksheet. Pay Band used is Pay Band as of Extract Date (col AA) unless there is a different value in New Pay Band (col DE). Used to calculate 2012 % in Band (col DB).</p>
DH	Pay Band Table	<p>Pay Band Maximum From the 2012 Pay Bands table on the Pay Bands worksheet. Pay Band used is Pay Band as of Extract Date (col AA) unless there is a different value in New Pay Band (col DE). Used to calculate 2012 % in Band (col DB).</p>
DI	Calculated	<p>New Increased Pay New base pay taking into account any other increases. Calculated as the sum of Base Salary as of Extract Date (col AE), Floor Salary Increase (\$) (col CU), Performance Salary Increase (\$) (col CW), and Amount of Other Increase (\$) (col DD).</p>
DJ	LMS Table	<p>LMS Rate Local Market Supplement (LMS) rate is the percent of increase to the base pay of employees assigned to a geographic region that reflects the competitive requirements for the applicable labor market. LMS will show 2011 rates until G update file is imported with 2012 rates.</p>

Column	Source	Description
DK	Calculated	<p>LMS Amount For employees not on retained pay, LMS Amount is the amount of increase to an employee's base pay, calculated by multiplying the employee's New Increased Pay (col DI) by (1 + the applicable LMS Rate (col DJ)). If the LMS Amount when added to an employee's New Increased Pay would result in a base salary above the Executive Level IV (EX-IV) pay cap [amount in cell DI8], then the employee's LMS Amount is reduced to the extent it results in a base salary that does not exceed the EX-IV pay cap. LMS will show amounts based upon 2011 rates until G update file is imported with 2012 rates.</p>
DL	Calculated	<p>Salary + LMS For employees not on retained pay, the sum of an employee's New Increased Pay (col DI) and LMS Amount (col DK).</p>
DP	User Input	<p>Wildcard 5 Fifth of ten open columns available for use. The cells in this column are not protected and can be used to hold data or equations or to create user-defined groups. Users can also change the name in the column header.</p>
DQ	User Input	<p>Wildcard 6 Sixth of ten open columns available for use. The cells in this column are not protected and can be used to hold data or equations or to create user-defined groups. Users can also change the name in the column header.</p>

Bonus Section (ALL PAY POOLS)

This section applies the DCIPS bonus algorithm to arrive at a bonus determination for each employee, based on the employee's rating and pay band midpoint. Pay pool panels specify the minimum rating for bonus eligibility as well as the bonus share increment (done on the **Budget and Setup** worksheet), both of which are inputs evaluated by the algorithm in arriving at an initial bonus. A detailed explanation of the Bonus algorithm is provided below.

How Bonus is Calculated

An employee's bonus amount is a function of three variables: midpoint of the employee's pay band, the number of shares awarded to the employee, and bonus share value. It is computed by the following formula:

$$\text{Bonus Amount (\$)} = (\text{Pay Band Midpoint}) \times (\# \text{ of Bonus Shares Awarded}) \times (\text{Share Value})$$

The variables in the formula are described below.

- 1) **Pay Band Midpoint** – This is the midpoint of the pay band occupied by the employee at the end of the evaluation period.

- 2) **Number of Bonus Shares Awarded** – This is the number of bonus shares awarded to the employee as determined by the Bonus algorithm, which depends on the following two parameters:
- Rating Threshold** – Pay pools must determine the lowest rating (or threshold) eligible for a bonus. DCIPS regulations stipulate that bonuses may be awarded only to employees with an Evaluation of Record of 3 or higher which, based on DCIPS rounding rules, translates into a minimum Overall Rating of 2.6. Pay pools may select any Overall Rating between 2.6 and 5.0 as a threshold (25 possibilities).
 - Share Increment** – The share increment determines the number of shares for every rating at and above the threshold. DCIPS policy sets the minimum number of shares for the threshold rating at 1. Each successively higher rating between the selected threshold rating and the maximum possible rating of 5.0 receives an increasingly greater number of shares, as computed by the following formula:
 Number of Shares Awarded to Threshold Rating = 1
 Number of Shares Awarded to Each Rating above Threshold Rating =
 (number of shares allocated to previous rating) X (1 + share increment)
 Share increment is entered on the **Budget and Setup** worksheet as a percent.
- 3) **Share Value** – This is a measure of the size (or worth) of each share, and is the same for every employee in the pay pool. Share value is based on the bonus budget, the number of shares awarded to each employee, and the pay band midpoint of each employee awarded shares. Share value is expressed as a percentage of an employee’s band midpoint and is computed by the following formula:

$$\text{Share Value} = \text{Bonus Budget} \div \left(\sum_{\text{employee}} (\text{shares} \times \text{midpoint}) \right)$$

Pay pool panels should understand the interplay of these variables as they work with the CWB. Business rules may dictate a minimum rating for bonus eligibility, or that a threshold is set so that no more than a certain percentage of employees receive a bonus. As the threshold increases, fewer employees qualify for a bonus, and as the threshold decreases, more employees can qualify. The **Pay Pool Panel** worksheet dynamically tabulates the number and percent of employees eligible for a bonus as the rating threshold is varied, making it easy to set the threshold at a specific rating to ensure that the desired number or percent of employees qualify for a bonus. (See “Impact of Decision” box below.)

The share increment determines the spread in the number of bonus shares (not be to be confused with *bonus amount*) between those employees with the threshold rating and those with the highest rating. For a fixed threshold rating, the greater the share increment, the greater the difference (spread) in the number of shares awarded to employees with ratings at the top and bottom of the eligibility range.

However, raising the threshold rating can offset the increase in spread achieved by using a higher share increment. Similarly, for a given threshold, varying the share increment can affect the spread between the number of shares awarded to employees with the highest and lowest ratings. The tool allows pay pool panels to model various scenarios by varying both parameters simultaneously.

Based on the rating threshold and share increment, the tool computes a common share value based on the pay pool bonus budget, and the number of shares received and pay band midpoint for each employee at or above the threshold. The share value formula assures the following: (1) the greater the bonus budget, the higher the share value; and (2) the lower the threshold, the greater the number

of employees who qualify for a bonus, the greater number of bonus shares awarded and so the lower the share value.

Just as with salary increases, pay pools may prorate the number of bonus shares an employee receives. Pay pool administrators should enter a number into column DX on the **Pay Pool Panel** worksheet that reflects the portion of allocated bonus shares the employee will KEEP after proration. Any bonus amount that an employee loses to proration is automatically redistributed to the rest of the eligible pay pool population through the bonus algorithm.

An employee’s initial bonus amount is computed by multiplying the product of the share value and number of shares awarded to the employee by the midpoint of the employee’s pay band. Panels may choose to override this initial bonus amount for any employee(s), based, for example, on the number and total amount of cash awards previously received by the employee during the evaluation period (information available in columns DS and DT on the **Pay Pool Panel** worksheet). Pay pools may maintain other business rules governing the situations in which they can adjust the algorithm’s initial bonus amounts. In such cases, bonus amounts not allocated are redistributed to the others according to the algorithm.

Panels may adjust (up or down) the bonus amounts by using the adjustment column (column EB). Adjustment amounts are drawn from the Bonus Adjustment Funding, established in the **Budget and Setup** worksheet. *Adjustments exceeding the Adjustment Funding will be automatically drawn from the algorithm funds.* Panels include a brief justification for any proration and the discretionary adjustments they make. The CWB tracks the allocation of adjustment bonus amounts against the total funds available, along with any panel-supplied justifications, as shown below:

Sort Rating				Share Value		Adj Funding	Total Adjustments	Remaining Adjustment Funding		
					1.381%	\$5,000	\$1,500	\$3,500		
Awards Received This Rating Period	Total \$ of Awards Received	QSI \$ in Past Year	Overall Rating	Bonus Shares	Bonus Share Proration (%)	Bonus Shares	Initial Bonus (\$)	Override Initial Bonus	Bonus Adjustment (\$)	Bonus Adjustment Justification
			3.7					No		
3	\$25,000		3.8					Yes	\$0	override due to awards received
1	\$2,000		4.8	2.61	67.0%	1.75	\$2,262	No		prorated for two-thirds of the year
			3.3					No		
			3.7					No		
			4.3	1.61		1.61	\$1,647	No	\$1,500	fantastic performance on that thing
			4.0	1.21		1.21	\$1,565	No		
			4.0	1.21		1.21	\$1,565	No		
			3.1					No		
			3.5					No		
			3.7					No		

A Total Bonus is then computed for each employee, taking into account any adjustments made by the panel to the initial bonus amount determined by the bonus algorithm. Final bonus results are computed both as a percent of midpoint and of base salary, as shown below:

First Name	Pay Band (end of Evaluation Period)	Base Salary (end of Evaluation Period)	Midpoint	Overall Rating	Total Bonus (\$)	Total Bonus (% of Midpoint)	Total Bonus (% of Base Salary)
Amedo	4	\$105,000	\$93,712	3.8	\$1,293	1.38%	1.23%
Antoine-Henri	4	\$114,378	\$93,712	3.8	\$1,293	1.38%	1.13%

Note that panel adjustments notwithstanding, using the band midpoint rather than the employee’s salary yields greater bonus amounts as a percent of salary for employees below the band midpoint versus those above the midpoint. Thus, employees in the same pay band with identical ratings but

on different sides of the midpoint will receive the same bonus amount, but as a percent of salary, the bonus for those below midpoint will be greater than for those above midpoint.

As shown in the Impact of Decision box below, panels can track for any rating threshold the number and percent of employees receiving a bonus, and the minimum and maximum bonus both as a dollar amount and as a percent of pay band midpoint. The Share Increment is also displayed near the Impact of Decisions box as a reference. It is set on the **Budget and Setup** worksheet.

T	DU	DV	DW	DX	DY	DZ	E
			Impact of Decisions				
Employees Eligible for Bonus			74				
Employees Receiving Bonus			34	45.9%			
Min Bonus			\$463	1.44%	of band midpoint		
Max Bonus			\$4,273	4.56%	of band midpoint		
Rating Threshold			3.8				
					10.00%	Share Increment	

Impact of Decisions Box and Rating Threshold

Tracking Spending Against the Bonus Budget

As with salary increases, pay pools may not overspend their bonus budget, either via the algorithm or via adjustments. The CWB dynamically tracks the allocation of bonus dollars on the **Pay Pool Panel** worksheet in the box below:

EC	ED	EE
Bonus Budget		
Total Bonus Funding	\$66,449	% of Budget
Allocated Via Algorithm	\$66,434	100.0%
Allocated Via Adjustment	\$0	0.0%
Total Funds Allocated	\$66,434	100.0%
Funds Remaining	\$15	0.0%

The Bonus Budget Box

Awarding QSIs in the CWB

The 2011 CWB allows users to easily note that the panel intends to award a QSI to a given employee. To be eligible to receive a QSI, an employee must meet these conditions:

- 1) Must have an Evaluation of Record of Outstanding
- 2) Must not be on retained pay or otherwise ineligible for a salary increase at the time of extract
- 3) Must have a salary at the time of extract at least one step’s equivalent (in the employee’s grade or GGE) away from the grade or GGE max rate
- 4) Must not have received a QSI in the preceding 52 weeks. Note that QSIs awarded in the 2010 pay pool process and effective in January 2011 do not affect eligibility for a QSI award in the 2011 pay pool process, to be effective in January 2012.

If an employee meets the first two eligibility conditions listed above, columns EG and EH will be accessible; those columns are grayed out otherwise. To award a QSI to an employee, click “Yes” in the drop-down menu in column EG. The projected dollar amount of the employee’s award will automatically populate in column EH. This amount is based upon the employee’s Grade (column AA) if the employee is under pay plan GG at the time of extract, or upon GGE grade (column AB)

if the employee is under pay plan IA at the time of extract. Since GGE grade may be missing or may not accurately reflect the employee’s projected grade upon transition to grades (should transition occur after the pay pool panel meeting but before the QSI award’s effective date in January 2012), column AB is open for the user to edit if necessary. If Pay Plan (extract) (column Z) is “IA” then changing the value of GGE Grade (column AB) will change the value of a QSI award in column EH. In the illustration below, “Alan” is an IA employee with missing GGE grade information; hence his QSI amount is “#N/A”.

First Name	Retained Pay	Pay Plan (as of Extract Date)	Pay Band (as of Extract date)	GGE (as of Extract Date)	Evaluation of Record	Rating Description	QSI Flag	QSI \$
Georg		IA	4	13	5	Outstanding	Yes	2,389
Michael	Yes	GG	14		5	Outstanding		
David		GG	14		5	Outstanding	Yes	2,823
Alan		IA	4		5	Outstanding	Yes	#N/A
Guglielmo	Yes	GG	14		5	Outstanding		
William		IA	4	14	5	Outstanding	No	0
Anton		GG	10		5	Outstanding	No	0
Carl		IA	5	15	5	Outstanding	Yes	3,321
Francis		GG	13		5	Outstanding	No	0
Orville		IA	2	10	5	Outstanding	No	0
William		IA	3	13	5	Outstanding	No	0
Jean-Joseph		IA	3	13	4	Excellent		
Charles		IA	3	12	4	Excellent		
Edward		IA	3	13	4	Excellent		

Quality Step Increases in the CWB

The following 20 visible columns are included in the bonus section:

Column	Source	Description
DR	N/A	Bonus Marks the beginning of the Bonus Section of the CWB.
DS	HRMS	Awards Received This Rating Period Number of cash awards the employee received during this rating cycle. Does not include time-off awards or incentive awards such as deployment, recruitment, or invention.
DT	HRMS	Total \$ of Awards Received Total dollar value of cash awards the employee received during this rating cycle.
DU	HRMS	QSI \$ in Past Year Total dollar value of Quality Step Increases received within the past year, if any. An employee may only receive one QSI per 12 month period. The pay pool panel may wish to consider the awarding of a QSI when adjusting bonus amounts, per local business rules.

Column	Source	Description
DV	HRMS	<p>Overall Rating The employee's Overall Rating to one decimal point (same as col AX). The link in cell DV9 sorts all records by Overall Rating in descending order.</p>
DW	Calculated	<p>Bonus Shares Calculated by the DCIPS bonus algorithm, based upon the Rating Threshold entered in cell DW7, the employee's Overall Rating (col DV), and the Share Increment entered on the Budget and Setup worksheet (and displayed in cell DY7).</p>
DX	User Input	<p>Bonus Share Proration (%) The portion of an employee's bonus shares that the employee KEEPS after proration. For example, if a pay pool's business rules dictate that, due to an employee's specific situation, they should only receive 67% of the bonus they would otherwise receive, the pay pool administrator should enter "67" in the cell for the employee in this column. Amounts not allocated due to proration are automatically redistributed to the rest of the eligible employees in the pay pool who are above the Rating Threshold. When this cell is blank, the given employee is not subject to proration and keeps 100% of his or her interim bonus shares from column DW. As with bonus overrides and adjustments, any proration must have a brief explanation in column EC.</p>
DY	Calculated	<p>Bonus Shares (with proration) The result of the proration percentage in column DX multiplied by the number of Bonus Shares in column DW. If column DX is blank, there is no proration and DY will equal DW.</p>
DZ	Calculated	<p>Initial Bonus (\$) Dollar value of initial bonus. Calculated by multiplying Bonus Shares (col DY) by the bonus share value, displayed in cell DY10.</p>
EA	User Input	<p>Override Initial Bonus When set to "Yes," the employee's Initial Bonus \$ (col DZ) and Bonus Shares (col DY) are overridden (set to zero). Overridden amounts are automatically redistributed by the bonus algorithm to the other eligible employees in the pay pool who receive bonus shares. The default value is "No."</p>
EB	User Input	<p>Bonus Adjustment (\$) Positive or negative adjustment made to an employee's bonus amount by the pay pool. Amounts for this adjustment are drawn from Adjustment Funding (established in the Budget and Setup worksheet). Adjustments in excess of the Adjustment Funding are drawn automatically from the bonus funding available to the algorithm.</p>

Column	Source	Description
EC	User Input	<p>Bonus Adjustment Justification Justification for bonus override, adjustment, or proration made by the pay pool panel. This cell is editable only if Override Initial Bonus (col EA) is “Yes”, if an adjustment has been entered in Bonus Adjustment (\$) (col EB) or if a proration amount has been entered in Bonus Share Proration (%) (col DX).</p>
ED	Calculated	<p>Total Bonus (\$) Total bonus dollar amount of the employee’s bonus after any adjustments (proration, override to initial bonus and any bonus adjustments). Calculated by adding Initial Bonus (\$) (col DZ) plus Bonus Adjustment (\$) (col EC).</p>
EE	Calculated	<p>Total Bonus (% of Midpoint) Employee’s Total Bonus \$ (col ED) as a percent of the Midpoint (col BH) of the employee’s pay band.</p>
EF	Calculated	<p>Total Bonus (% of Base Salary) Employee’s Total Bonus \$ (col ED) as a percent of the employee’s Base Salary (end of Evaluation Period) (col BC).</p>
EG	User Input	<p>QSI Flag User-input column that allows the pay pool panel to award a Quality Step Increase to any employee with a rating of Outstanding, and who is not on Retained Pay as of the date of extract. This column is disabled for employees who do not meet these conditions.</p>
EH	Calculated	<p>QSI \$ This column is inactive for employees who do not meet the conditions for QSI eligibility outlined above, and blank for employees who are eligible but do not receive a QSI (i.e., column EG is “No”). The CWB uses an employee’s grade (col AA if pay plan GG) or GGE grade (col AB if pay plan IA), as well as column K on the Pay Bands worksheet to calculate the projected amount of an employee’s QSI.</p>
EI	User Input	<p>Wildcard 7 Seventh of ten open columns available for use. The cells in this column are not protected and can be used to hold data or equations or to create user-defined groups. Users can also change the name in the column header.</p>
EJ	User Input	<p>Wildcard 8 Eighth of ten open columns available for use. The cells in this column are not protected and can be used to hold data or equations or to create user-defined groups. Users can also change the name in the column header.</p>

Column	Source	Description
EK	User Input	Wildcard 9 Ninth of ten open columns available for use. The cells in this column are not protected and can be used to hold data or equations or to create user-defined groups. Users can also change the name in the column header.
EL	User Input	Wildcard 10 Tenth of ten open columns available for use. The cells in this column are not protected and can be used to hold data or equations or to create user-defined groups. Users can also change the name in the column header.

Changing Views on the Pay Pool Panel Worksheet

Users may use hide and unhide columns (on the toolbar) in order to choose which columns to display on the **Pay Pool Panel** worksheet. Users may also use the **Change Views** button on the toolbar to choose preset views or define and save their own views of this worksheet. Clicking the **Change Views** button causes the Pay Pool Panel Views interface to pop up. The first tab on the Pay Pool Panel Views interface contains Pre-Set Views. Each of the first five pre-sets has a short explanation of what the view hides and shows. Click on any of the radial buttons next to a pre-set view and then click “Create Selected Views” to activate the view of your choice.

Pay Pool Panel Views

Pre-Set Views | Refine View Selection

Select Pay Pool View

This form allows you to select how data is displayed in the pay pool panel worksheet. Only one view from the Employee Data Views and one view from the Salary Increase and Bonus Views may be selected at a time.

Employee Data Views

- All Data
- Condensed Employee Data View
This view hides some of the lesser used columns in the employee data section of the pay pool panel worksheet

Salary Increase and Bonus Views

- All Data
- Condensed Salary Increase View
This view hides all of the bonus section and the intermediate calculation columns in the salary increase section of the pay pool panel worksheet
- Condensed Bonus View
This view hides all of the salary increase section except for the total salary increase \$ and %

User Defined Views

Selecting a User Defined View (UDV) will override any previously selected views. UDVs are defined and modified on the "Refine View Selection" Tab of this form.

- UDV 1 Hide Salary Increase Section
- UDV 2 UDV2
- UDV 3 UDV3

Clear UDV Selection

Cancel View Change | Create Selected Views

Pay Pool Panel Views Interface (Pre-Set Views)

Clicking on the “Refine View Selection” tab in the top left corner of the Pay Pool Panel Views interface brings up a list of all the available columns on the **Pay Pool Panel** worksheet. The columns with checkmarks next to their names will be visible when the user clicks “Create Selected Views” in the bottom right corner of the interface.

Users may also define and save their own pre-set views by choosing which columns they want to see and then clicking “Set” next to any of the three spaces under “User Defined Views” at the bottom of the interface. Users may give their view a name they can easily remember and then click “OK” when the confirmation message appears. Finally, clicking “Create Selected View” will cause the user-defined view to activate on the **Pay Pool Panel** worksheet. The newly defined view will be saved in the list of User-Defined Views at the bottom of the “Pre-Set Views” tab on the Pay Pool

Panel Views interface, as shown above, and in the User-Defined Views Section of the “Refine View Selection” tab as shown below.

Users may quickly include or exclude all of each of the four primary sections on the Pay Pool Panel tab by clicking Include or Exclude in the Section Legend in the bottom left corner of the Refine View Selection tab, as shown below.

Pay Pool Panel Views

Pre-Set Views | Refine View Selection

Refine your selection by checking next to the column names you wish to display on the 'Pay Pool Panel' worksheet.

<input checked="" type="checkbox"/> C Employee ID	<input checked="" type="checkbox"/> AH Occ Series	<input checked="" type="checkbox"/> CA Interim Base Pay Incr.	<input checked="" type="checkbox"/> DS Awards Received This Rating Period
<input checked="" type="checkbox"/> D Evaluation ID	<input checked="" type="checkbox"/> AI Position/Work Role Title	<input checked="" type="checkbox"/> CB Interim New Base Pay (computed)	<input checked="" type="checkbox"/> DT Total \$ of Awards Received
<input checked="" type="checkbox"/> E Pay Pool ID	<input checked="" type="checkbox"/> AJ Work Location	<input checked="" type="checkbox"/> CC Pay Band Max	<input checked="" type="checkbox"/> DU QSI \$ in Past Year
<input checked="" type="checkbox"/> F Specially Situated Condition	<input checked="" type="checkbox"/> AK Geolocation Code	<input checked="" type="checkbox"/> CD Hit Max for Band?	<input checked="" type="checkbox"/> DV Overall Rating
<input checked="" type="checkbox"/> G Include in Salary Incr. Fund Calcs?	<input checked="" type="checkbox"/> AL Locality Code	<input checked="" type="checkbox"/> CE Interim Base Pay Incr. To Meet Max	<input checked="" type="checkbox"/> DW Bonus Shares
<input checked="" type="checkbox"/> H Include in Bonus Fund Calcs?	<input checked="" type="checkbox"/> AM Locality Rate	<input checked="" type="checkbox"/> CF Interim Base Pay Incr. above Max	<input checked="" type="checkbox"/> DX Bonus Share Proration (%)
<input checked="" type="checkbox"/> I Salary Incr. Eligible?	<input checked="" type="checkbox"/> AN Work Schedule	<input checked="" type="checkbox"/> CG Final Base Pay Incr. Shares	<input checked="" type="checkbox"/> DY Bonus Shares
<input checked="" type="checkbox"/> J Bonus Eligible?	<input checked="" type="checkbox"/> AO Employee Status	<input checked="" type="checkbox"/> CH Initial Perf. Salary Incr. (\$)	<input checked="" type="checkbox"/> DZ Initial Bonus (\$)
<input checked="" type="checkbox"/> K Org ID 1	<input checked="" type="checkbox"/> AP Rating Official	<input checked="" type="checkbox"/> CI Initial Perf. Salary Incr. (%)	<input checked="" type="checkbox"/> EA Override Initial Bonus
<input checked="" type="checkbox"/> L Org ID 2	<input checked="" type="checkbox"/> AQ Reviewing Official	<input checked="" type="checkbox"/> CJ Override Initial Incr.	<input checked="" type="checkbox"/> EB Bonus Adjustment (\$)
<input checked="" type="checkbox"/> M Agency Group	<input checked="" type="checkbox"/> AT Wildcard 1	<input checked="" type="checkbox"/> CK Perf. Salary Incr. Adjustment	<input checked="" type="checkbox"/> EC Bonus Adjustment Justification
<input checked="" type="checkbox"/> N JDA Status	<input checked="" type="checkbox"/> AV Objective Rating	<input checked="" type="checkbox"/> CL Perf. Salary Adjustment Justification	<input checked="" type="checkbox"/> ED Total Bonus (\$)
<input checked="" type="checkbox"/> O Rating Cycle End Date	<input checked="" type="checkbox"/> AW Element Rating	<input checked="" type="checkbox"/> CM Wildcard 3	<input checked="" type="checkbox"/> EE Total Bonus (% of Midpoint)
<input checked="" type="checkbox"/> P Last Incr. Date	<input checked="" type="checkbox"/> AX Overall Rating	<input checked="" type="checkbox"/> CN Wildcard 4	<input checked="" type="checkbox"/> EF Total Bonus (% of Base Salary)
<input checked="" type="checkbox"/> Q Date WIGI Due	<input checked="" type="checkbox"/> AY Evaluation of Record	<input checked="" type="checkbox"/> CO Max Salary Incr.	<input checked="" type="checkbox"/> EG QSI Flag
<input checked="" type="checkbox"/> R Employee On Board Date (EOD)	<input checked="" type="checkbox"/> AZ Rating Description	<input checked="" type="checkbox"/> CP Base Salary (as of Extract date)	<input checked="" type="checkbox"/> EH QSI \$
<input checked="" type="checkbox"/> S Band Entry Date	<input checked="" type="checkbox"/> BA Wildcard 2	<input checked="" type="checkbox"/> CQ Salary Incr. Floor	<input checked="" type="checkbox"/> EI Wildcard 7
<input checked="" type="checkbox"/> T Retained Pay	<input checked="" type="checkbox"/> BC Base Salary (end of Evaluation Period)	<input checked="" type="checkbox"/> CR Adjusted New Base Salary (computed)	<input checked="" type="checkbox"/> EJ Wildcard 8
<input checked="" type="checkbox"/> U Pay Plan (end of Evaluation Period)	<input checked="" type="checkbox"/> BD End Cycle % in Band	<input checked="" type="checkbox"/> CS New Pay Band Max	<input checked="" type="checkbox"/> EK Wildcard 9
<input checked="" type="checkbox"/> V Pay Band (end of Evaluation Period)	<input checked="" type="checkbox"/> BE Salary Incr. Floor (\$)	<input checked="" type="checkbox"/> CT Hit New Band Max?	<input checked="" type="checkbox"/> EL Wildcard 10
<input checked="" type="checkbox"/> W Base Salary (end of Evaluation Period)	<input checked="" type="checkbox"/> BF Base Pay + Salary Incr. Floor	<input checked="" type="checkbox"/> CU Floor Salary Incr. (\$)	
<input checked="" type="checkbox"/> X LMS or TMS (end of Evaluation Period)	<input checked="" type="checkbox"/> BG Initial Base Pay Incr. Rate	<input checked="" type="checkbox"/> CV Floor Salary Incr. (%)	
<input checked="" type="checkbox"/> Y Total Basic (end of Appraisal Period)	<input checked="" type="checkbox"/> BH Midpoint	<input checked="" type="checkbox"/> CW Perf. Salary Incr. (\$)	
<input checked="" type="checkbox"/> Z Pay Plan (as of Extract Date)	<input checked="" type="checkbox"/> BI Variable Control Point	<input checked="" type="checkbox"/> CX Perf. Salary Incr. (%)	
<input checked="" type="checkbox"/> AA Pay Band (as of Extract date)	<input checked="" type="checkbox"/> BJ Used Midpoint	<input checked="" type="checkbox"/> CY Total Salary Incr. (\$) (Includes Floor)	
<input checked="" type="checkbox"/> AB GGE (as of Extract Date)	<input checked="" type="checkbox"/> BK End Cycle Compa Ratio	<input checked="" type="checkbox"/> CZ Total Salary Incr. (%) (Includes Floor)	
<input checked="" type="checkbox"/> AC Step (as of Extract Date)	<input checked="" type="checkbox"/> BL Multiplier	<input checked="" type="checkbox"/> DB 2012 % in Band	
<input checked="" type="checkbox"/> AE Base Salary (as of Extract date)	<input checked="" type="checkbox"/> BX Interim Base Pay Incr. Shares	<input checked="" type="checkbox"/> DI New Increased Pay	
<input checked="" type="checkbox"/> AF % Incr. (column AE versus W)	<input checked="" type="checkbox"/> BY Salary Shares Proration (%)	<input checked="" type="checkbox"/> DP Wildcard 5	
<input checked="" type="checkbox"/> AG Work Category	<input checked="" type="checkbox"/> BZ Shares w/ Proration	<input checked="" type="checkbox"/> DQ Wildcard 6	

Section Legend

Employee Section:

Salary Increase:

Rating Section:

Bonus Section:

Pre-Set Views

User Defined Views

Set:

Set:

Set:

Pay Pool Panel Views Interface (Pre-Set Views)

Notes Worksheet

NEW: The *Hide Rows*, *Unhide Rows*, and *Unhide All Rows* buttons on the toolbar are only active on the **Pay Pool Panel** worksheet. However, they drive which rows are visible on the **Notes** worksheet as well.

The **Notes** worksheet allows pay pool panels to capture two sets of notes for each employee in the pay pool. Notes captured in the “Pay Pool Panel Working Notes” column (col F) are for panel use only. Notes captured in the “Remarks for Employee Feedback Form” (col G) will appear on the form shared with the employee after pay pool decisions are finalized.

Last Name	First Name	Employee ID (end of Evaluation Period)	Pay Band	Rating Official	Pay Pool Panel Working Notes (these notes are for pay pool panel use only)	Remarks for Employee Feedback Form (these remarks will print on the employee's feedback form generated by the CWB)
Obrar	Calek	A18660	2	Trisha Coleman		
Wright	Marcus	A22970	1	Trisha Coleman		
Burns	Jacob	10695	2	Peter Jackson		
York	Athena	12209	2	Joe Smith		
Beary	Janet	10129	2	Joe Smith		
Jacobson	Mike	19191	2	Sarah Evans		
Anderson	Michael	22908	2	Sarah Evans		
Wilkinson	Lita	23439	2	Sarah Evans		
Legend	Jonathan	12019	2	Sarah Evans		
Catey	Jeff	13250	2	Sarah Evans		
Fan	Colin	13881	3	Trisha Coleman		
Jensen	Herbert	14412	3	Trisha Coleman		
Woot	Doug	14943	3	Trisha Coleman		
Morris	Todd	11226	3	Trisha Coleman		
Cooper	John	9102	3	Trisha Coleman		
Hughitt	Wayne	9633	3	Trisha Coleman		
Uster	Ryan	10164	3	Trisha Coleman		
Lazoro	Martha	15474	3	Trisha Coleman		
Enright	Bill	16005	3	Trisha Coleman		
Morris	Edna	16536	3	Trisha Coleman		
Arie	Josiah	17057	3	Trisha Coleman		
Combs	Shawn	24501	3	Trisha Coleman		
Slipston	Burton	22377	3	Peter Jackson		
Parsons	Ray	11757	3	Peter Jackson		
Hewitt	Sally	17580	3	Peter Jackson		
Kidd	Jason	26625	3	Peter Jackson		
White	Paul	25032	3	Peter Jackson		
Peake	Mark	26094	3	Peter Jackson		
Farmer	Jewel	27156	3	Peter Jackson		
Carter	Marie	29200	3	Peter Jackson		
Yogendren	Debrah	31404	3	Peter Jackson		
Osawado	Sofia	31925	3	Joe Smith		
Crawley	Elizabeth	32466	3	Joe Smith		
Kottman	Sam	35652	3	Joe Smith		
McDockett	Mike	36193	3	Joe Smith		
Innska	Owen	36714	3	Joe Smith		
Vogel	Hans	37245	3	Joe Smith		
Pryce	Graham	39369	3	Joe Smith		
Springer	Bruce	39600	3	Joe Smith		
Usher	Phoebe	27697	3	Joe Smith		
Inwell	Laurin	26210	3	Joe Smith		
Sherwin	Jon	20749	3	Sarah Evans		

Notes Worksheet

Entering Notes from the Pay Pool Panel Worksheet

Users may enter notes either on the **Notes** worksheet or on the **Pay Pool Panel** worksheet. From the **Pay Pool Panel** worksheet, simply double click anywhere in a white cell in the row of the employee for whom you want to enter notes. The Note Entry interface will appear. Any notes entered into either portion of the interface will automatically flow to the **Notes** worksheet once you click **Save Comment**. Clicking **Reload Comment** will delete any notes you have entered for that employee since the last time you clicked **Save Comment**.

The screenshot shows a window titled "Note Entry - Julia Cooper". It contains two main sections for entering text:

- Pay Pool Panel Working Notes**: (These notes are for pay pool panel use only). Character Count: 195, Maximum Characters: 1024. The text entered is: "We need to check with the employee's supervisor about the date of her particularly spectacular briefing, which she delivered to great reviews. This may be cause for additional bonus adjustments."
- Remarks for Employee Feedback Form**: (these remarks will print on the employee's feedback form generated by the CWB). Character Count: 142, Maximum Characters: 1024. The text entered is: "Thanks for your hard work on the project where you did that thing. That was really outstanding. Your bonus was adjusted per business rule 2."

At the bottom of the window are three buttons: "Reload Comment", "Save Comment", and "Close - Don't Save".

Note Entry Interface

Pay Bands Worksheet

NEW: The Pay Bands worksheet includes GG grade minimum, maximum, and increment (or step) information in 2011.

The **Pay Bands** worksheet contains pay bands for both the performance cycle year and the payout year. For example, the 2011 performance cycle starts on October 1, 2010 and runs through September 30, 2011 for most people. However, the payout will not be effective until January 2012. Both sets of bands are used by the DCIPS algorithms. The 2012 pay band figures are simply the 2011 pay band figures inflated by the floor increase figure on the **Budget and Setup** worksheet.

The **Pay Bands** worksheet also includes a Local Market Supplement (LMS) Table that reflects the LMS rates that apply to both the 2011 and 2012 rates. Once the final DCIPS floor and new LMS rates are published, an update file will become available that when imported into the CWB will update the values on this worksheet accordingly (see the **Budget and Setup** section of this guide for more information).

2011 Pay Band Information

Pay Band	Minimum	Midpoint	Maximum
IA1	\$17,803	\$32,123	\$46,442
IA2	\$33,979	\$48,268	\$62,557
IA3	\$50,287	\$74,120	\$97,953
IA4	\$71,674	\$93,712	\$115,750
IA5	\$99,628	\$117,894	\$136,159
GG1	\$17,803	\$8,902	\$0
GG2	\$20,017	\$10,009	\$0
GG3	\$21,840	\$25,844	\$29,848
GG4	\$24,518	\$29,012	\$33,505
GG5	\$27,431	\$32,458	\$37,485
GG6	\$30,577	\$36,182	\$41,786
GG7	\$33,979	\$40,211	\$46,442
GG8	\$37,631	\$44,528	\$51,425
GG9	\$41,563	\$49,181	\$56,798
GG10	\$45,771	\$54,164	\$62,557
GG11	\$50,287	\$59,505	\$68,723
GG12	\$60,274	\$71,324	\$82,373
GG13	\$71,674	\$84,814	\$97,953
GG14	\$84,697	\$100,224	\$115,750
GG15	\$99,628	\$117,894	\$136,159

2012 Pay Band Information

Pay Band	Minimum	Midpoint	Maximum	Increment
IA1	\$17,803	\$32,123	\$46,442	
IA2	\$33,979	\$48,268	\$62,557	
IA3	\$50,287	\$74,120	\$97,953	
IA4	\$71,674	\$93,712	\$115,750	
IA5	\$99,628	\$117,894	\$136,159	
GG1	\$17,803	\$8,902	\$0	
GG2	\$20,017	\$10,009	\$0	
GG3	\$21,840	\$25,844	\$29,848	\$728
GG4	\$24,518	\$29,012	\$33,505	\$817
GG5	\$27,431	\$32,458	\$37,485	\$914
GG6	\$30,577	\$36,182	\$41,786	\$1,019
GG7	\$33,979	\$40,211	\$46,442	\$1,133
GG8	\$37,631	\$44,528	\$51,425	\$1,254
GG9	\$41,563	\$49,181	\$56,798	\$1,385
GG10	\$45,771	\$54,164	\$62,557	\$1,526
GG11	\$50,287	\$59,505	\$68,723	\$1,676
GG12	\$60,274	\$71,324	\$82,373	\$2,009
GG13	\$71,674	\$84,814	\$97,953	\$2,389
GG14	\$84,697	\$100,224	\$115,750	\$2,823
GG15	\$99,628	\$117,894	\$136,159	\$3,321

Local Market Supplement

LMS Code	Short Name	2011 LMS Rates	2012 LMS Rates
AK	Alaska	16.46	16.46
AT	Atlanta	19.29	19.29
BO	Boston	24.80	24.80
BU	Buffalo	16.98	16.98

Pay Bands Worksheet

Note: LMS list is partial in screenshot. Complete list is included in the CWB

Summary Worksheet

NEW: The Summary worksheet includes a column for QSI information in 2011 (not shown below). The *Hide Rows*, *Unhide Rows*, and *Unhide All Rows* buttons on the toolbar are only active on the **Pay Pool Panel** worksheet. However, they drive which rows are visible on the **Summary** worksheet as well.

The **Summary** worksheet displays a “print-ready” view of key data. This report is formatted to fit all columns on one-page letter-size paper in landscape orientation. The number of pages printed depends on the number of rows (employees) visible. The *Sort*, *Filter*, and *Hide Columns* buttons, as well as a Wildcard column, can be used to create a customized view that can be printed as a report. The Wildcard column is not linked to any Wildcards on the Pay Pool Panel worksheet. When ready, print the report in the normal fashion from the Excel menu bar.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Last Name	First Name	Employee ID	Pay Band (as of Extract date)	Wildcard 1	Overall Rating	Evaluation of Record	Base Salary (as of Extract date)	End Cycle Compa Ratio	Floor Salary (\$)	Perf. Salary Incr. (\$)	Perf. Salary Incr. (%)	Amount of Other Incr. (\$)	Total Salary Incr. (\$)	Total Salary Incr. (%)	Total Boas (\$)	Total Boas (% of Base Salary)	Total Boas (% of Midpoint)	QSI \$
4	Turing	Alan	9107K	4		4.7	5	\$107,777	1.15	\$0	\$4,606	4.27%	\$0	\$4,606	4.27%	\$3,204	2.97%	3.42%	#N/A
5	Einstein	Albert	9638	4		3.4	3	\$152,800	1.63	\$0	\$0	0.00%	\$0	\$0	0.00%	\$0	0.00%	0.00%	\$0
6	Volta	Alessandro	10169	3		2.7	3	\$90,338	1.09	\$0	\$948	0.43%	\$0	\$948	0.33%	\$0	0.00%	0.00%	\$0
7	Bell	Alexander	10700	4		3.0	3	\$153,000	1.63	\$0	\$0	0.00%	\$0	\$0	0.00%	\$0	0.00%	0.00%	\$0
8	Fleming	Alexander	11821	10		3.6	4	\$54,927	1.13	\$0	\$1,204	2.20%	\$0	\$1,204	2.13%	\$0	0.00%	0.00%	\$0
9	Grothendieck	Alexander	11762	3		3.8	4	\$64,195	0.87	\$0	\$2,858	4.45%	\$0	\$2,858	4.45%	\$1,069	1.67%	1.44%	\$0
10	Nobel	Alfred	12293	4		3.3	3	\$105,000	1.12	\$0	\$1,719	1.64%	\$0	\$1,719	1.64%	\$0	0.00%	0.00%	\$0
11	Avogadro	Amedeo	12824P	4		3.8	4	\$105,000	1.12	\$0	\$2,794	2.66%	\$0	\$2,794	2.66%	\$1,352	1.23%	1.44%	\$0
12	Vesalius	Andreas	13355	8		3.1	3	\$78,784	1.63	\$0	\$0	0.00%	\$0	\$0	0.00%	\$0	0.00%	0.00%	\$0
13	Ampere	Andre-Marie	13886	4		4.1	4	\$105,578	1.13	\$0	\$3,420	3.24%	\$0	\$3,420	3.24%	\$1,798	1.70%	1.92%	\$0
14	Lavoisier	Antoine	14417	13		3.7	4	\$86,008	1.13	\$0	\$2,018	2.40%	\$0	\$2,018	2.35%	\$0	0.00%	0.00%	\$0
15	Becquerel	Antoine-Henri	14948	4		3.8	4	\$114,378	1.22	\$0	\$1,372	1.20%	\$0	\$1,372	1.20%	\$1,352	1.18%	1.44%	\$0
16	Leeuwenhoek	Anton	15479	10		4.6	5	\$53,401	1.08	\$0	\$2,415	4.64%	\$0	\$2,415	4.52%	\$1,437	2.88%	3.10%	\$0
17	Franklin	Benjamin	16101	4		4.0	4	\$107,777	1.12	\$0	\$3,239	3.10%	\$0	\$3,239	3.01%	\$1,636	1.57%	1.75%	\$0
18	Riemann	Bernhard	16541	3		3.9	4	\$67,569	0.91	\$0	\$2,325	4.33%	\$0	\$2,325	4.33%	\$1,176	1.74%	1.59%	\$0
19	Pascal	Blaise	17072	3		2.7	3	\$65,557	1.06	\$0	\$233	0.45%	\$0	\$233	0.36%	\$0	0.00%	0.00%	\$0
20	Gauss	Carl	17603	5		4.6	5	\$125,566	1.07	\$0	\$5,373	4.76%	\$0	\$5,373	4.76%	\$3,657	2.91%	3.10%	\$3,321
21	Coulomb	Charles	18134	4		3.1	3	\$102,178	1.08	\$0	\$1,340	1.33%	\$0	\$1,340	1.31%	\$0	0.00%	0.00%	\$0
22	Babbage	Charles	18665	2		4.1	4	\$53,347	1.11	\$0	\$1,795	3.36%	\$0	\$1,795	3.36%	\$926	1.74%	1.92%	\$0
23	Darwin	Charles	19196	3		4.4	4	\$67,569	0.91	\$0	\$3,369	5.87%	\$0	\$3,369	5.87%	\$1,893	2.80%	2.55%	\$0
24	Huygens	Christiaan	22382	4		3.7	4	\$103,569	1.11	\$0	\$2,614	2.52%	\$0	\$2,614	2.52%	\$0	0.00%	0.00%	\$0
25	Fahrenheit	Daniel	22913	3		3.8	4	\$79,297	0.92	\$0	\$2,698	3.37%	\$0	\$2,698	3.40%	\$1,069	1.57%	1.44%	\$0
26	Hilbert	David	23444	14		4.8	5	\$110,104	1.15	\$0	\$4,806	4.45%	\$0	\$4,806	4.36%	\$3,529	3.21%	3.71%	\$2,823
27	Mendeleev	Dmitri	23975	14		3.3	3	\$112,927	1.19	\$0	\$1,620	1.45%	\$0	\$1,620	1.43%	\$0	0.00%	0.00%	\$0
28	Halley	Edmund	24506	4		3.7	4	\$103,569	1.11	\$0	\$2,614	2.52%	\$0	\$2,614	2.52%	\$0	0.00%	0.00%	\$0
29	Jenner	Edward	25037	3		4.3	4	\$90,338	1.22	\$0	\$2,813	3.11%	\$0	\$2,813	3.11%	\$1,721	1.91%	2.32%	\$0
30	Teller	Edward	25568	4		4.0	4	\$129,517	1.38	\$0	\$0	0.00%	\$0	\$0	0.00%	\$1,636	1.26%	1.75%	\$0
31	Hubble	Edwin	26099	4		4.0	4	\$107,777	1.15	\$0	\$3,140	2.91%	\$0	\$3,140	2.91%	\$1,636	1.52%	1.75%	\$0
32	Fisher	Emil	26630	4		3.1	3	\$77,077	0.98	\$0	\$1,164	1.60%	\$0	\$1,164	1.51%	\$0	0.00%	0.00%	\$0
33	Fermi	Enrico	27161	4		3.5	3	\$74,000	0.92	\$0	\$2,068	3.03%	\$0	\$2,068	2.73%	\$0	0.00%	0.00%	\$0
34	Rutherford	Ernest	27692	4		3.7	4	\$105,578	1.13	\$0	\$2,565	2.43%	\$0	\$2,565	2.43%	\$0	0.00%	0.00%	\$0
35	Schrodinger	Erwin	28223	12		0.0	0	\$66,301	0.00	\$0	\$0	0.00%	\$0	\$0	0.00%	\$0	0.00%	0.00%	\$0
36	Bacon	Francis	28754	13		4.6	5	\$90,786	1.21	\$0	\$3,301	3.68%	\$0	\$3,301	3.64%	\$2,299	2.56%	3.10%	\$0
37	Whittle	Frank	29285	14		2.8	3	\$104,458	1.09	\$0	\$662	0.63%	\$0	\$662	0.63%	\$0	0.00%	0.00%	\$0

Summary Worksheet

Rating Statistics Worksheet

NEW: There are no new features on the **Rating Statistics** worksheet in 2011.

The **Rating Statistics** worksheet provides statistics on ratings for the entire pay pool, as well as by pay band, organization, reviewing official, rating official, work category, and optionally, by any Wildcard used on the **Pay Pool Panel** worksheet. To create a Wildcard grouping, click **Wildcard Stats** in the toolbar, select the desired Wildcard from the pop-up interface, and click **Run Statistics**. Statistics and charts for that Wildcard will generate for all statistics and chart pages. To clear statistics and charts for a given Wildcard, click **Wildcard Stats** again, select the Wildcard name to clear, and click **Remove Statistics**.

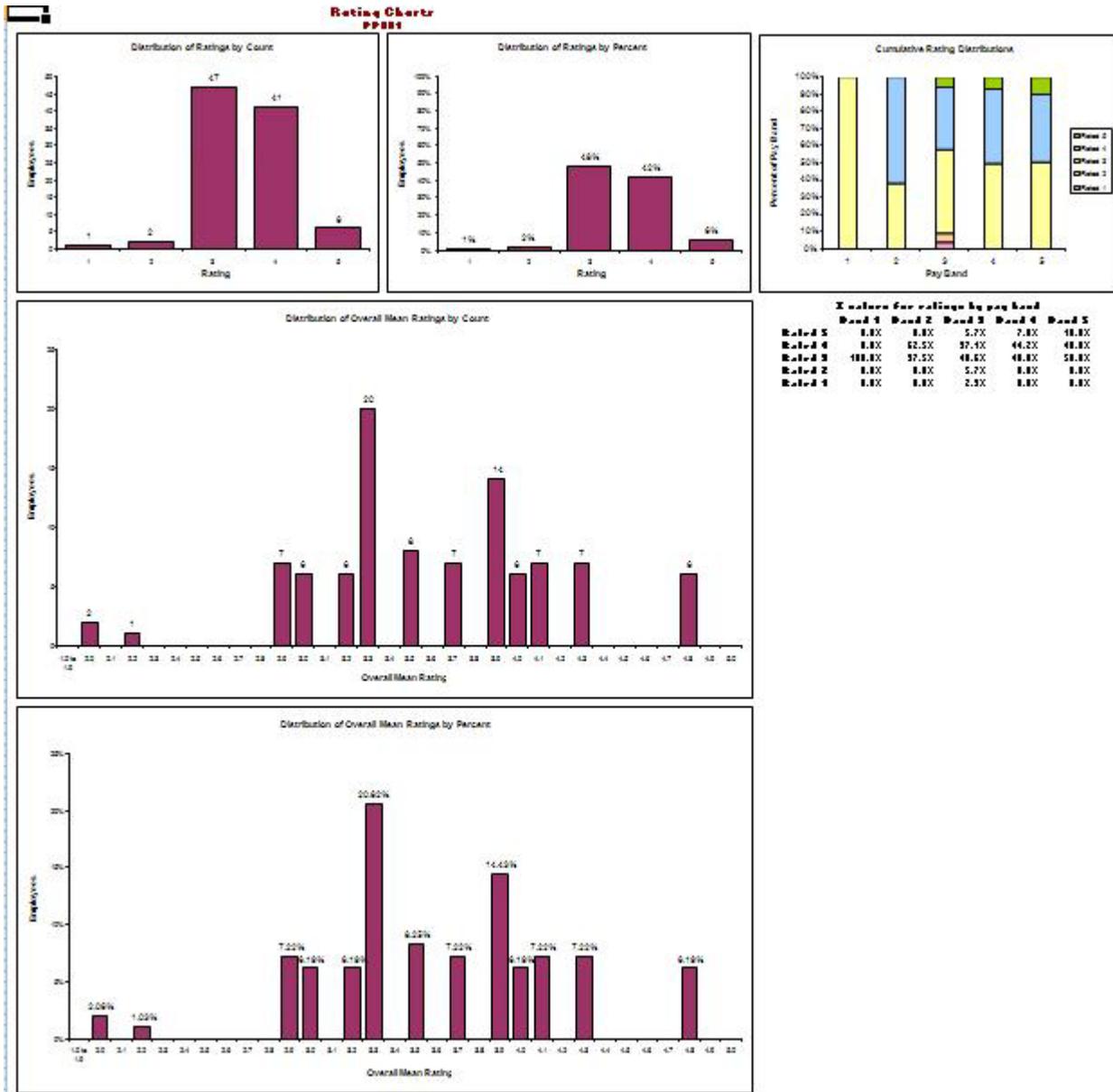
Rating Statistics for Pay Pool PP001						
	Mean Objective Rating	Mean Element Rating	Overall Rating		Number of Employees	Employees Rated
			Mean	Std Dev		
Entire Pay Pool	3.63	3.57	3.61	0.57	100	97
Pay Band						
1	3.80	3.20	3.50		1	1
2	3.72	3.54	3.64	0.42	9	8
3	3.49	3.52	3.51	0.67	37	35
4	3.70	3.61	3.66	0.52	43	43
5	3.72	3.61	3.67	0.61	10	10
Organization ID 1						
OFC/AAA	3.64	3.42	3.54	0.49	24	21
OFC/BBB	3.76	3.65	3.71	0.54	24	24
OFC/CCC	3.56	3.60	3.58	0.62	52	52
Organization ID 2						
Division 1	3.68	3.47	3.59	0.49	26	23
Division 2	3.62	3.61	3.62	0.62	59	59
Division 3	3.56	3.59	3.58	0.53	15	15
Reviewing Official						
Gayl Jones	3.63	3.57	3.61	0.57	100	97
Rating Official						
Bob Jones	3.71	3.70	3.71	0.53	10	10
Joe Smith	3.53	3.52	3.53	0.57	35	35
Peter Jackson	3.66	3.59	3.63	0.56	18	18
Sarah Evans	3.68	3.67	3.68	0.68	20	20
Trisha Coleman	3.70	3.45	3.59	0.51	17	14

Rating Statistics Worksheet

Rating Charts Worksheet

NEW: There are no new features on the **Rating Charts** worksheet in 2011.

The **Rating Charts** worksheet provides bar charts that display the distribution of ratings for the entire pay pool, both by count and percent. The top two charts display rating count and percent distribution for each Evaluation of Record. The bottom two charts display rating count and percent distribution for each Overall Rating. The bar chart on the right side displays the rating distribution within each pay band, and the table underneath shows the percentages in the chart.



Rating Charts Worksheet

Salary Increase Statistics Worksheet (NGA ONLY)

NEW: There are no new features on the **Salary Increase Statistics** worksheet in 2011.

The **Salary Increase Statistics** worksheet provides statistics on salary increases for the entire pay pool, as well as by pay band, organization, reviewing official, rating official, work category, and optionally, by any wildcard used on the **Pay Pool Panel** worksheet. To create a wildcard grouping, click **Wildcard Stats** in the toolbar, select the desired wildcard from the pop-up interface, and click **Run Statistics**. Statistics and charts for that wildcard will generate for all statistics and chart pages. To clear statistics and charts for a given wildcard, click **Wildcard Stats** again, select the Wildcard name to clear, and click **Remove Statistics**.

NOTE: PAY POOLS OUTSIDE OF NGA SHOULD NOT DISPLAY THIS WORKSHEET DURING THEIR MEETINGS, NOR SHOULD THE FIGURES BE COMMUNICATED TO THE WORKFORCE. The salary increase figures displayed on this worksheet use the salary increase algorithm, which does not apply to organizations outside NGA and may cause confusion among workforces not under the DCIPS pay for performance regulations.

Salary Increase Statistics for Pay Pool PP001										
Mean Statistics include only employees receiving a salary increase										
	Mean Overall Rating	Mean Base Salary	Mean Compa Ratio	Mean Perf. Salary Increase (\$)	Mean Perf. Salary Increase (%)	Mean Total Salary Increase	Mean Total Salary Increase	Total Number of Employee	Number of Employees Rated and Eligible	Employees Rcv Perf Salary Increase
Entire Pay Pool	3.60	\$83,988	0.99	\$1,981	2.40%	\$2,730	3.27%	100	95	92
Pay Band										
1	3.50	\$32,112	1.00	\$657	2.05%	\$947	2.95%	1	1	1
2	3.64	\$50,813	1.05	\$1,006	1.96%	\$1,480	2.84%	9	8	8
3	3.48	\$70,308	0.95	\$1,664	2.47%	\$2,274	3.29%	37	33	30
4	3.66	\$94,758	1.01	\$2,226	2.42%	\$3,079	3.32%	43	43	43
5	3.67	\$114,551	0.97	\$2,884	2.51%	\$3,915	3.41%	10	10	10
Organization ID 1										
OFC/AAA	3.56	\$82,757	0.98	\$1,970	2.54%	\$2,714	3.38%	24	20	19
OFC/BBB	3.67	\$82,957	1.00	\$2,023	2.48%	\$2,770	3.38%	24	23	23
OFC/CCC	3.58	\$84,918	0.99	\$1,966	2.31%	\$2,719	3.18%	52	52	50
Organization ID 2										
Division 1	3.60	\$83,548	0.99	\$2,013	2.54%	\$2,764	3.39%	26	22	21
Division 2	3.60	\$82,460	0.99	\$1,938	2.36%	\$2,670	3.24%	59	58	56
Division 3	3.58	\$90,541	0.97	\$2,099	2.35%	\$2,914	3.25%	15	15	15
Reviewing Official										
Gayl Jones	3.60	\$83,988	0.99	\$1,981	2.40%	\$2,730	3.27%	100	95	92
Rating Official										
Bob Jones	3.71	\$97,102	1.01	\$2,373	2.52%	\$3,248	3.42%	10	10	10
Joe Smith	3.53	\$87,229	0.99	\$1,888	2.20%	\$2,665	3.09%	35	35	34
Peter Jackson	3.56	\$87,194	1.02	\$1,876	2.20%	\$2,662	3.10%	18	17	17
Sarah Evans	3.68	\$77,035	0.97	\$2,051	2.55%	\$2,728	3.40%	20	20	19
Trisha Coleman	3.62	\$71,679	0.95	\$1,958	2.88%	\$2,601	3.68%	17	13	12
Work Category										
Management	3.49	\$105,629	0.95	\$2,346	2.19%	\$3,297	3.09%	10	10	10
Professional	3.62	\$82,470	0.99	\$1,977	2.45%	\$2,712	3.32%	87	82	79
Tech/Support	3.37	\$53,351	1.03	\$857	1.68%	\$1,338	2.58%	3	3	3

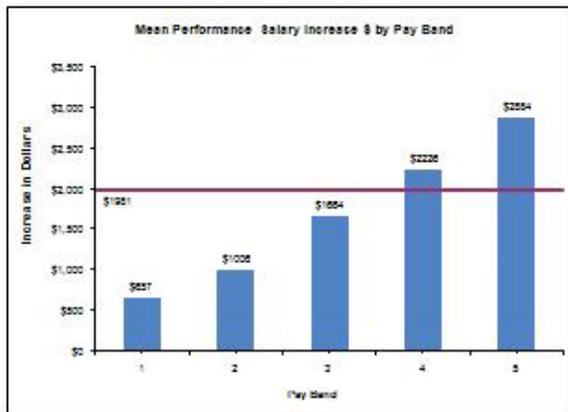
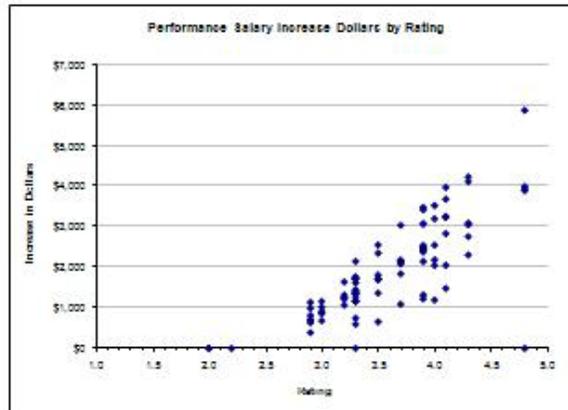
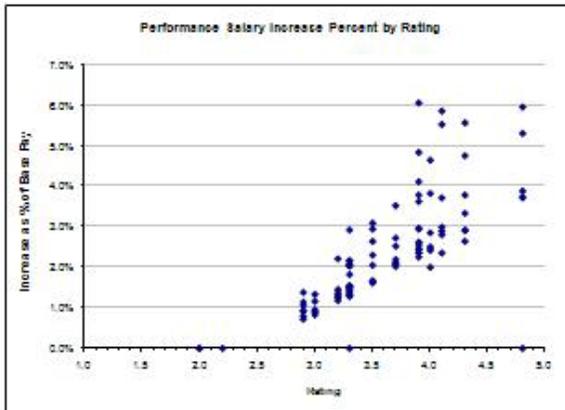
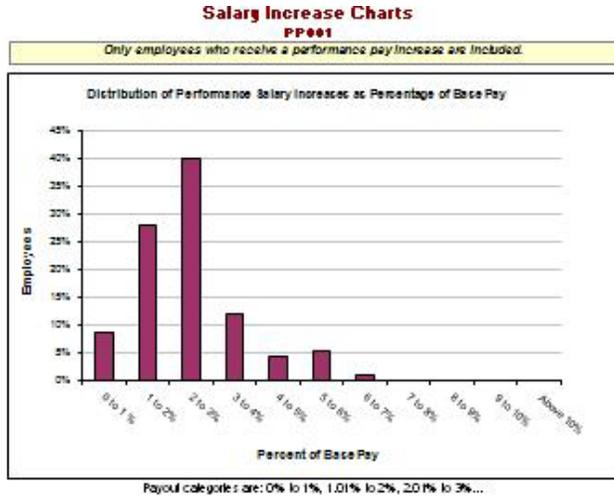
Salary Increase Statistics Worksheet

Salary Increase Charts Worksheet (NGA ONLY)

NEW: There are no new features on the **Salary Increase Charts** worksheet in 2011.

The **Salary Increase Charts** worksheet provides both bar charts and scatter plots that display performance salary increase statistics (floor salary increase excluded) by rating and pay band.

NOTE: PAY POOLS OUTSIDE OF NGA SHOULD NOT DISPLAY THIS WORKSHEET DURING THEIR MEETINGS, NOR SHOULD THE FIGURES BE COMMUNICATED TO THE WORKFORCE. The salary increase figures displayed on this worksheet use the salary increase algorithm, which does not apply to organizations outside NGA and may cause confusion among workforces not under the DCIPS pay for performance regulations.



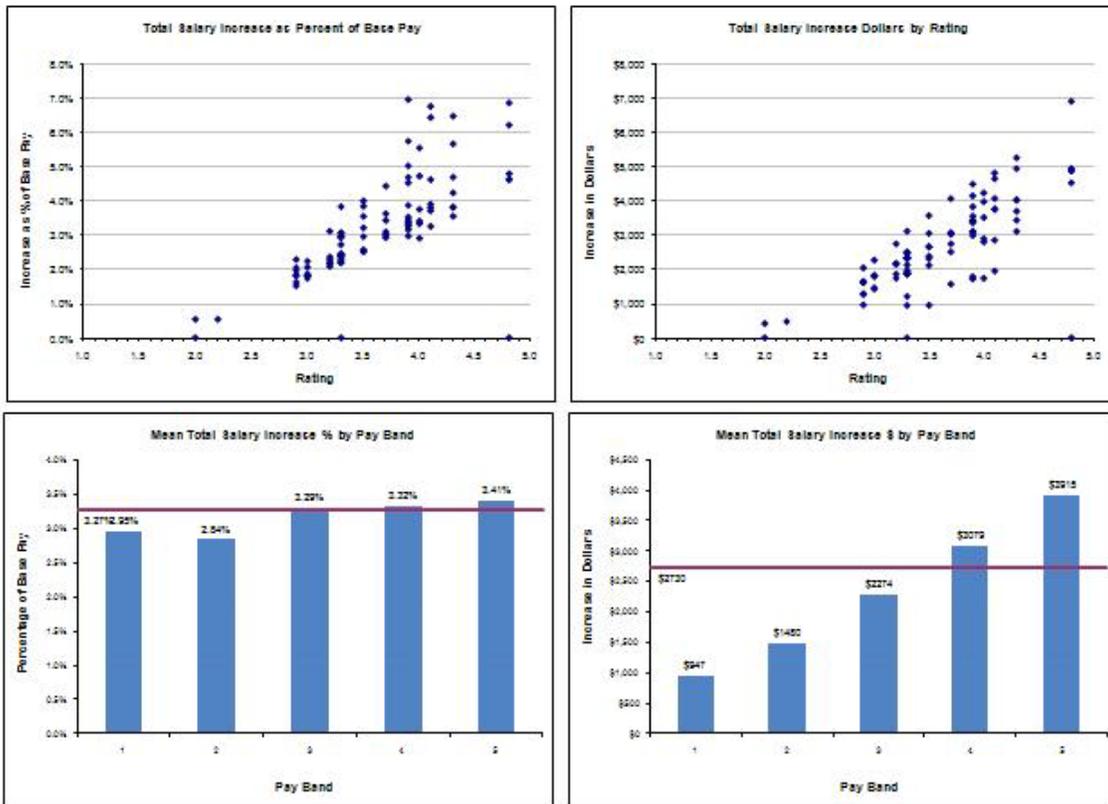
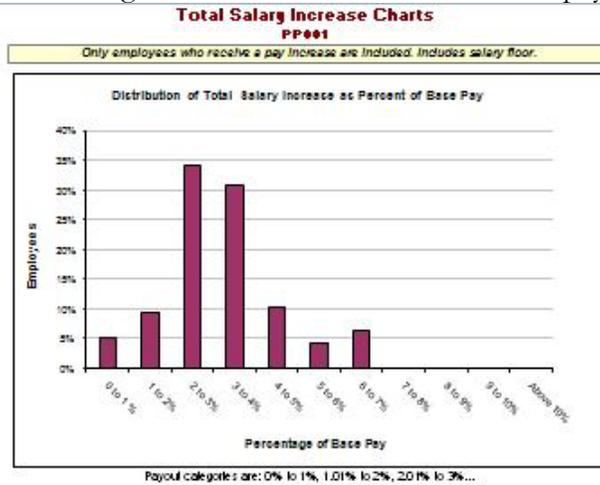
Salary Increase Charts Worksheet

Total Salary Increase Charts Worksheet (NGA ONLY)

NEW: There are no new features on the **Total Salary Increase Charts** worksheet in 2011.

The **Total Salary Increase Charts** worksheet provides both bar charts and scatter plots that display total (sum of performance and floor salary increase) salary increases by rating and pay band.

NOTE: PAY POOLS OUTSIDE OF NGA SHOULD NOT DISPLAY THIS WORKSHEET DURING THEIR MEETINGS, NOR SHOULD THE FIGURES BE COMMUNICATED TO THE WORKFORCE. The salary increase figures displayed on this worksheet use the salary increase algorithm, which does not apply to organizations outside NGA and may cause confusion among workforces not under the DCIPS pay for performance regulations.



Total Salary Increase Charts Worksheet

Bonus Statistics Worksheet

NEW: There are no new features on the **Bonus Statistics** worksheet in 2011.

The **Bonus Statistics** worksheet provides statistics on bonuses for the entire pay pool, as well as by pay band, organization, reviewing official, rating official, work category, and optionally, by any wildcard used on the **Pay Pool Panel** worksheet. To create a wildcard grouping, click **Wildcard Stats** in the toolbar, select the desired wildcard from the pop-up interface, and click **Run Statistics**. Statistics and charts for that wildcard will generate for all statistics and chart pages. To clear statistics and charts for a given wildcard, click **Wildcard Stats** again, select the Wildcard name to clear, and click **Remove Statistics**.

Bonus Statistics									
Includes Employees Receiving a Bonus									
	Mean Overall Rating	Mean Base Salary	Mean Compa Ratio	Mean Bonus (\$)	Mean Bonus (% of Midpoint)	Employees Rated	Number of Employees Rated and Bonus	Employees Receiving Bonus	Pct of Employees with Bonus
Entire Pay Pool	4.16	\$85,711	1.01	\$3,682	4.25%	97	97	40	41.2%
Pay Band									
1						1	1	0	0.0%
2	3.98	\$53,977	1.12	\$1,467	3.04%	8	8	4	50.0%
3	4.18	\$72,967	0.98	\$3,244	4.38%	35	35	13	37.1%
4	4.15	\$94,199	1.01	\$4,021	4.29%	43	43	19	44.2%
5	4.28	\$118,546	1.01	\$5,711	4.85%	10	10	4	40.0%
Organization ID 1									
OFC/AAA	3.99	\$80,684	0.92	\$3,032	3.51%	21	21	8	38.1%
OFC/BBB	4.20	\$85,628	1.04	\$3,718	4.45%	24	24	11	45.8%
OFC/CCC	4.20	\$87,670	1.02	\$3,911	4.42%	52	52	21	40.4%
Organization ID 2									
Division 1	4.00	\$82,838	0.97	\$3,035	3.51%	23	23	10	43.5%
Division 2	4.20	\$85,302	1.03	\$3,819	4.48%	59	59	25	42.4%
Division 3	4.22	\$93,505	1.00	\$4,292	4.58%	15	15	5	33.3%
Reviewing Official									
Gayl Jones	4.16	\$85,711	1.01	\$3,682	4.25%	97	97	40	41.2%
Rating Official									
Bob Jones	4.25	\$91,578	0.98	\$4,458	4.76%	10	10	4	40.0%
Joe Smith	4.17	\$89,141	1.00	\$3,909	4.35%	35	35	12	34.3%
Peter Jackson	4.16	\$89,374	1.08	\$3,512	4.23%	18	18	8	44.4%
Sarah Evans	4.20	\$83,589	1.04	\$3,759	4.39%	20	20	10	50.0%
Trisha Coleman	3.98	\$73,593	0.91	\$2,808	3.50%	14	14	6	42.9%
Work Category									
Management	4.10	\$121,050	1.03	\$4,626	3.92%	10	10	3	30.0%
Professional	4.16	\$82,846	1.01	\$3,605	4.27%	84	84	37	44.0%
Tech/Support						3	3	0	0.0%

Bonus Statistics Worksheet

Bonus Charts Worksheet

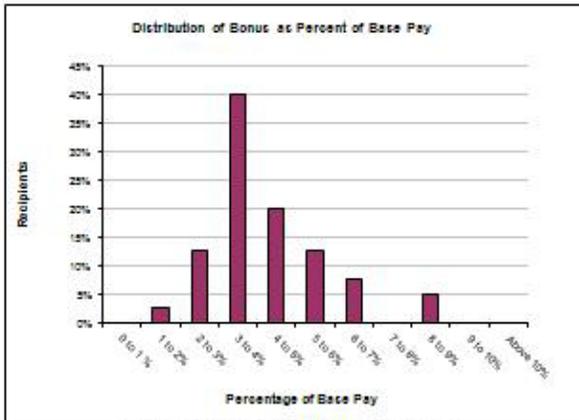
NEW: There is a new chart on the **Bonus Charts** worksheet in 2011: Mean Bonus \$ by Overall Rating.

The **Bonus Charts** worksheet provides both bar charts and scatter plots that display bonus award statistics by rating and pay band.

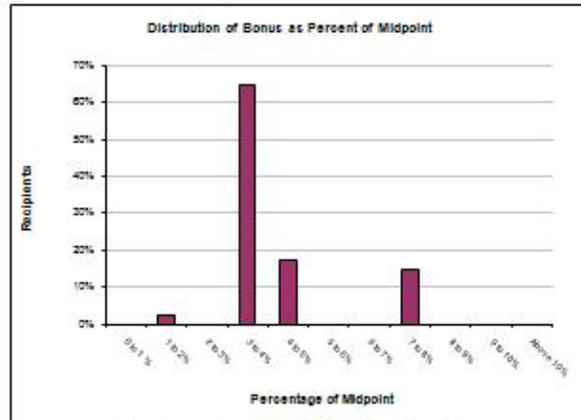


Bonus Charts PP001

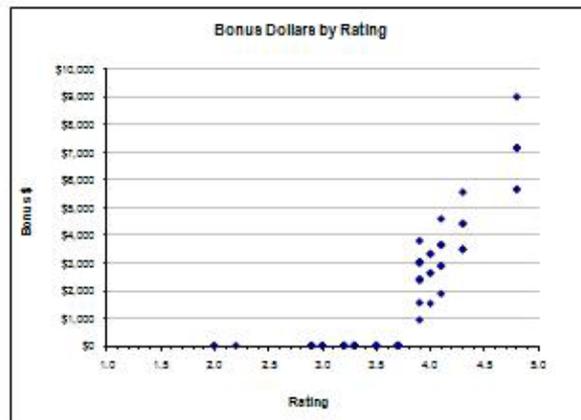
Only employees who receive a bonus are included.



Payout categories are: 0% to 1%, 1.01% to 2%, 2.01% to 3%...



Payout categories are: 0% to 1%, 1.01% to 2%, 2.01% to 3%...

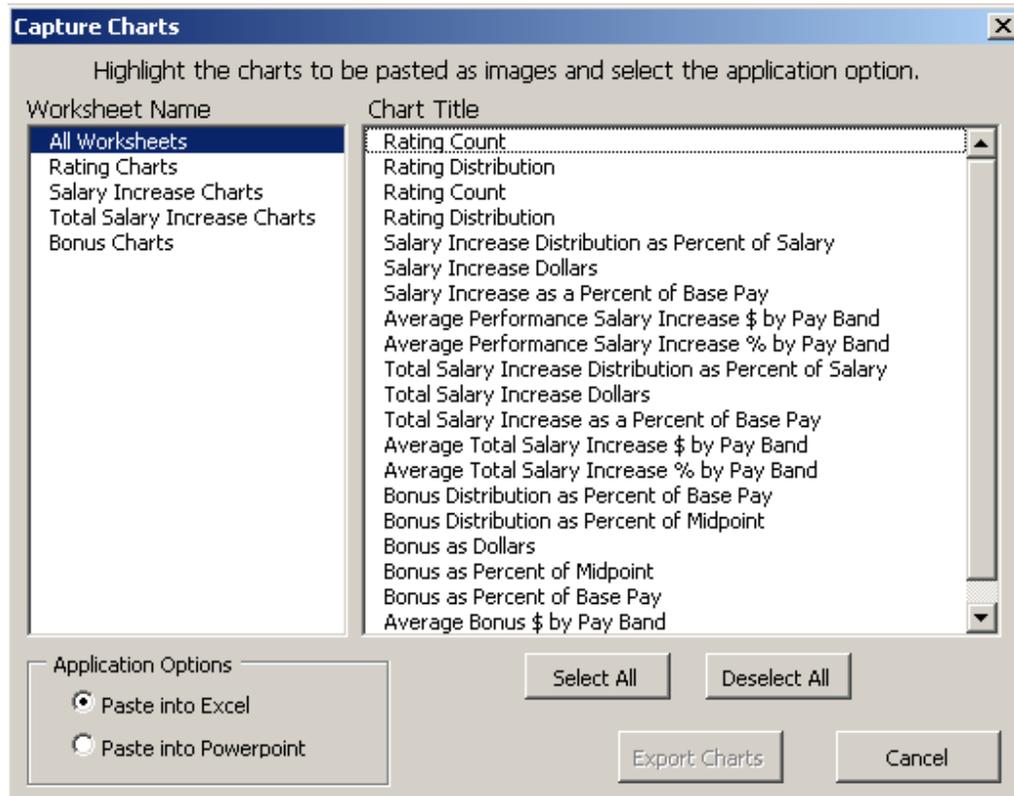


Bonus Charts Worksheet

Capturing CWB Charts and Exporting to PowerPoint or Excel

NEW: There are no new features in the Capture Charts routine.

The *Capture Chart Images* button on the toolbar allows you to select any or all of the charts within the CWB and automatically export them into Excel or PowerPoint. Select the chart(s) you wish to export, select either Excel or PowerPoint in bottom left-hand corner, and select the *Generate Charts* button.

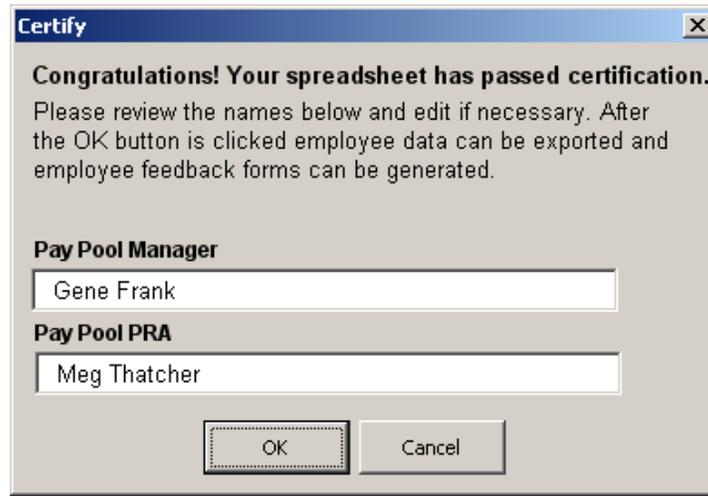


Capture Chart Images

Certifying Data

NEW: There are no new features in the **Certifying Data** routine.

Once your pay pool data is finalized and you are ready to upload the data into the HRMS, your pay pool manager must certify that the data is final and correct. By selecting the *Certify Results* checkbox on the **Instructions** worksheet, the pay pool manager is certifying that these conditions are true. The CWB performs a last validation when you certify your data. You will not be able to certify your data or export it for upload to your HRMS until it passes validation. Upon certifying your data, you will be prompted to confirm or re-enter the Pay Pool Manager and Pay Pool PRA name, which will both appear on the employee notices generated from the CWB.



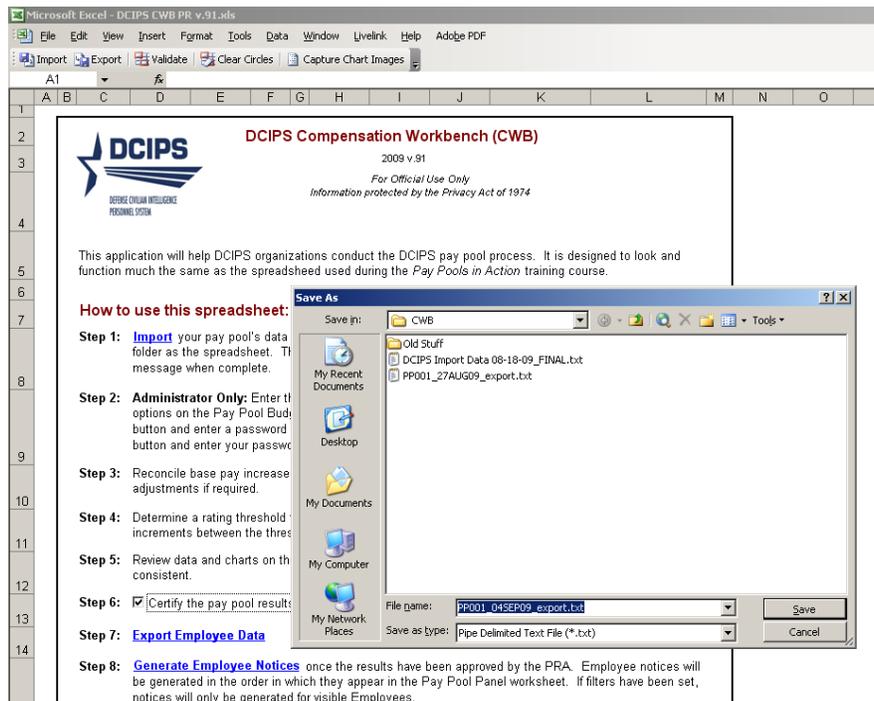
Certification Box

Exporting Data out of the CWB

NEW: There are no new features in the **Exporting Data** routine.

To export the data out of the CWB, select the **Export** button on the custom toolbar OR select the [Export Employee Data](#) hyperlink on the **Instructions** worksheet.

Save the file to your computer. Now the file can be uploaded to your HRMS. The file name appears in the format “first 10 characters of the pay pool ID” + “date” + “export”.



Export Employee Data

Generating Employee Notices

NEW: Notices will only generate for employees who receive bonuses or QSIs in 2011. The notices will only contain payout data on bonus and QSI, with no projected 2012 salary information.

A one-page *employee performance pay feedback form* can be generated from the **Instructions** worksheet by clicking on the [Generate Employee Notices](#) link. Forms are generated in batches of up to 200, and each form is a worksheet in the generated spreadsheet. There are several different ways to generate the notice forms.

You can choose to generate only the visible records on the **Pay Pool Panel** worksheet (if you set filters) by checking the *Generate Only Visible Records* checkbox. For example, to generate a single employee's form you can filter on that employee's record in the **Pay Pool Panel** worksheet, then click *Generate Employee Notices* on the **Instructions** worksheet and check the *Generate Only Visible Records* checkbox, and finally click the *Generate* button.

You can also select a group of employees to generate and then sort those employees. For example, to generate the forms for a single rating official, first select rating official in the first *Group Records* dropdown list, and then select the rating official's name, and finally click the *Generate* button.

Generate Employee Notices Options Box



Employee Performance Pay Feedback (estimate*)

Name:	William Shockley	Work Role:	Electronics Engineer	Appraisal Period:	1-Oct-09 to 30-Sep-10
Organization:	OFA/CCC	Work Category:	Professional	Payout Effective Date:	1-Jan-12
Pay Pool ID:	PP005	Pay Band:	4		
Discuss evaluation with employee and obtain signature confirming discussion. Signature of employee does not constitute agreement with appraisal or related compensation.					
_____ Jeane Dixon, Pay Pool PRA			_____ 2-Sep-11 Date		
_____ Daryl Hanna, Pay Pool Manager			_____ 2-Sep-11 Date		
_____ Hank Greenberg, Rating Official			_____ Date		
_____ Employee Signature			_____ Date		
Your Evaluation of Record			5 - Outstanding		
Remarks Congratulations on an Outstanding year. The Pay Pool Panel wishes to thank you for your hard work in FY 2011 and your continued dedication in 2012!			Performance-Based Payout Detail \$3,204 Bonus \$2,823 Quality Step Increase		
Your Pay Pool Results					
Modal Evaluation Of Record		4 - Excellent			
Mean Bonus Amount **		\$1,954			
% Receiving Bonus		45.9%			

* Quality Step Increase amount is an estimate and may change due to salary adjustments made after the end of the performance appraisal cycle. Actual increases and bonuses are effective 1 January 2012 and will appear in your paycheck for the first pay period in January.

** Mean Bonus Amount among employees who received a bonus.

Sample Employee Notice Form

Using the Data Extract Creation Tool

NEW: The Data Extract Creation Tool has several more mandatory fields in 2011 to satisfy both CWB salary and bonus algorithm requirements as well as DCPDS Staging Table upload requirements.

The Data Extract Creation Tool allows users to enter employees' personnel information such as name, pay band, pay, and rating, and generate a text file that the CWB and DPAT can import. In this way, users can "add" employees to either the CWB or DPAT who were not in a pay pool's original data extract from their HRMS. This is especially helpful in the case of employees who are on Joint Duty assignments; these employees may be rated and considered for a bonus in their host organization but in many cases cannot be included in the data extract file from the HRMS because their personnel records do not reside there.

Note that although the Data Extract Creation Tool allows employees to be added into the CWB or DPAT even though their personnel record may not reside in their host pay pool's HRMS, in many cases it is not possible to upload these added employees to the HRMS after the pay pool has concluded. For example, suppose a Navy organization hosts a JDA employee whose home organization is in DIA. Since Navy uses DCPDS as its HRMS and DIA uses PeopleSoft, it is not possible to have this employee's personnel information populate DCPDS and therefore it is not possible to include this employee in the Navy pay pool's data extract. A pay pool administrator could, though, use the Data Extract Creation Tool to build the employee's record offline and then import that record into the pay pool's CWB file so that the pay pool panel can consider that employee during bonus discussions. After the pay pool panel has concluded, however, this employee's record (added into the CWB) will not upload to the DCPDS staging tables along with the rest of the pay pool. Having a manually-added record such as this in your pay pool's upload file will not cause your entire upload to fail; the record in question will simply be left out of the upload process and you will receive a notice that the record did not upload.

Using the Data Extract Creation File is simple. The tool has two worksheets: **Instructions** and **Data**. The **Instructions** worksheet contains two steps that the user will follow: 1) enter employee data on the **Data** worksheet and 2) generate the extract file. The Data tab contains 65 columns, representing all of the fields that are in the actual data extract from an organization's HRMS. While users do not have to complete all 65 fields for a given employee's record, 16 of these fields are mandatory and are highlighted in green. Failing to enter information into one of the following 16 fields will cause an error and the tool will not generate a usable extract file:

Mandatory Column in Extract Creation Tool	Name of Field	Column in CWB
A	Last Name	A
B	First Name/Middle Initial	B
C	Employee ID	C
E	Pay Pool ID	E
J	Rating Cycle End Date	O
P	Pay Plan (end of Evaluation Period)	U
Q	Pay Band (end of Evaluation Period)	V
R	Base Salary (End of Evaluation Period)	W
T	Adjusted Basic Pay (End of Evaluation Period)	Y
U	Pay Plan (Extract Date)	Z
V	Pay Band (Extract Date)	AA
Y	Base Salary (Extract Date)	AE

Mandatory Column in Extract Creation Tool	Name of Field	Column in CWB
AP	Overall Rating	AX
AQ	Evaluation of Record	AY
AV	Extract Date	Hidden
AW	HR Region ID Code	Hidden

Row 3 on the Data Worksheet is a sample of the type of data that should be in each field. Begin entering data in Row 4. You may enter information on employees in multiple pay pools in the same Data Extract Creation Tool. Once you have entered an employee’s information into AT LEAST the 16 mandatory fields, you may click the **Export** button in cell A1.

Last Name	First Name And Middle Initial	Employee Id	Evaluation Id	Pay Pool ID	Organizational Identifier 1	Organizational Identifier 2	Agency Group	JDA Status	Rating Cycle End Date	Last Increase Date
Sample Last Name	Sample First Name	10001	12345	PP001	OFC/ABC	Division 1	NV27	JDA-In	9/30/2009	7/22/2001
Grougeabar	Annie	689346		OUIX128-Z				JDA-In	9/30/2011	
Littlejohn	Dexter	648935		OUIX128-Z				JDA-In	9/30/2011	
Pantalone-Simmons	Sarah	D17358		12DSS01			AF1S		9/30/2011	
Crabapple	Edna	D93584		12DSS01			AF1S		9/30/2011	

Populated Data Worksheet in the Data Extract Creation Tool

Clicking the **Export** button brings up the Export Options interface. Choose which pay pool(s) you would like to generate extract files for. Clicking **Select All** highlights all the pay pools currently represented in the **Data** worksheet. Choosing more than one pay pool will cause a separate export file to generate for each pay pool, since each pay pool’s information must go to a separate CWB.

Export Options Interface in the Data Extract Creation Tool

After choosing the desired pay pool(s), click **OK**. You will see a message indicating the format of the Data Extract file’s name, and then a confirmation that generation was successful. You may then import the newly generated file(s) into the CWB or DPAT.

APPENDIX 1: Sample Uses of Wildcard Columns

The Wildcard columns contained throughout the CWB are a powerful feature of the tool. The Wildcard cells are not protected and can be used to hold data or equations or to create user-defined groups. This appendix provides some examples on how Wildcards can be used to support the DCIPS pay pool process.

Sample Groups of Employees for Use with the Rating, Salary Increase, and Bonus Statistics Worksheets

(Only the wildcard columns in the Pay Pool Panel Worksheet can be used with the statistics worksheets)

- Copy and paste the values from other columns in the CWB to populate the wildcard and generate statistics on that group. For example, occupational series, work location, locality code, etc.
- Create your own groupings by populating the wildcards with values that are important to your organization.

Sample Uses of Excel Functions

- **Means....**Say you would like to quickly calculate the mean base salary in your pay pool. To do so, you can use the Excel “Average” function.
- **IF statements...**Say you would like to populate a wildcard based on whether an employee earns greater than or less than \$75,000. To do so, you can use an Excel “IF” function.

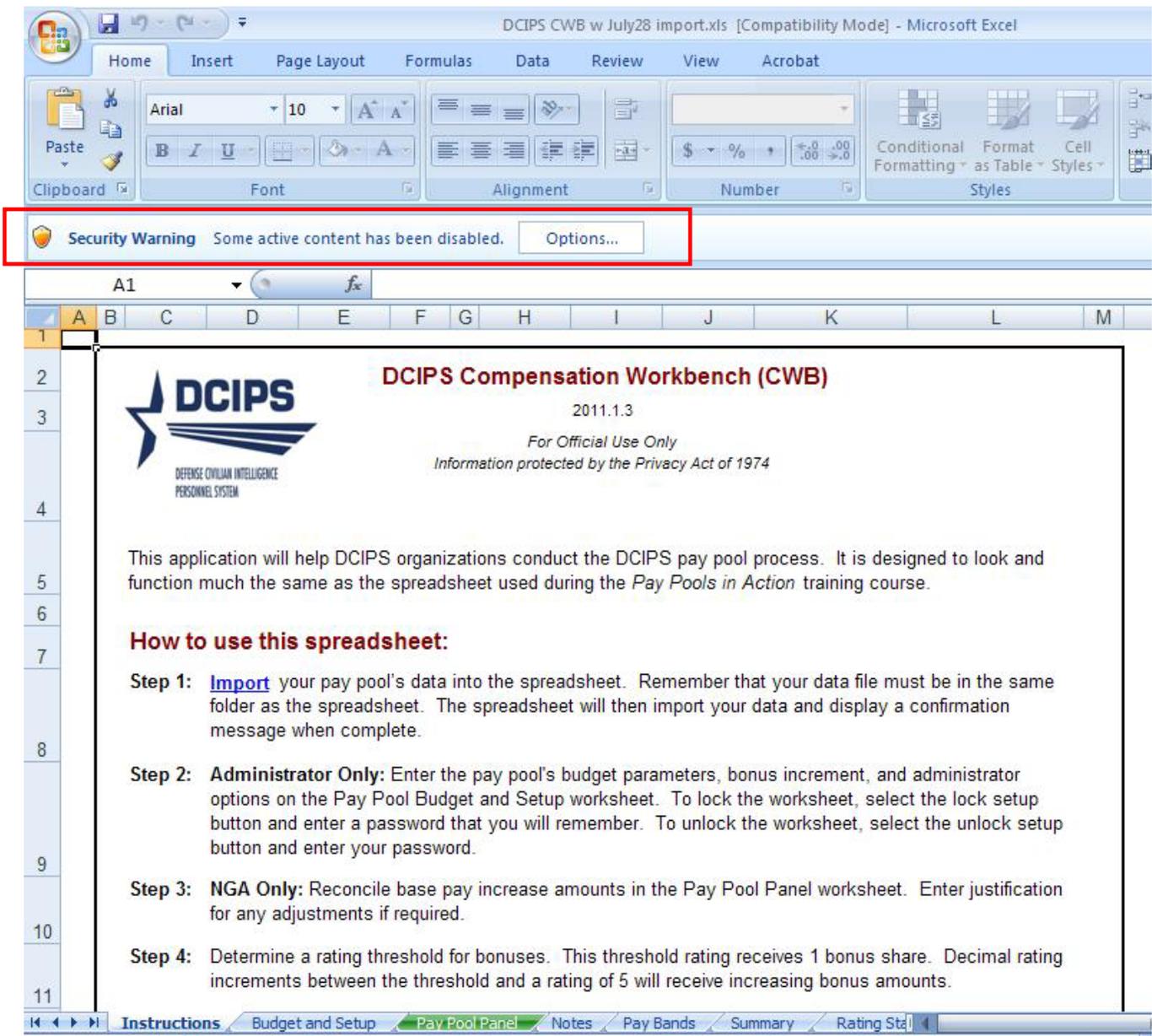
APPENDIX 2: Using the CWB with Excel 2007 and 2010

Install Service Pack One for Office 2007 before using the CWB in Excel 2007.

Enabling Macros

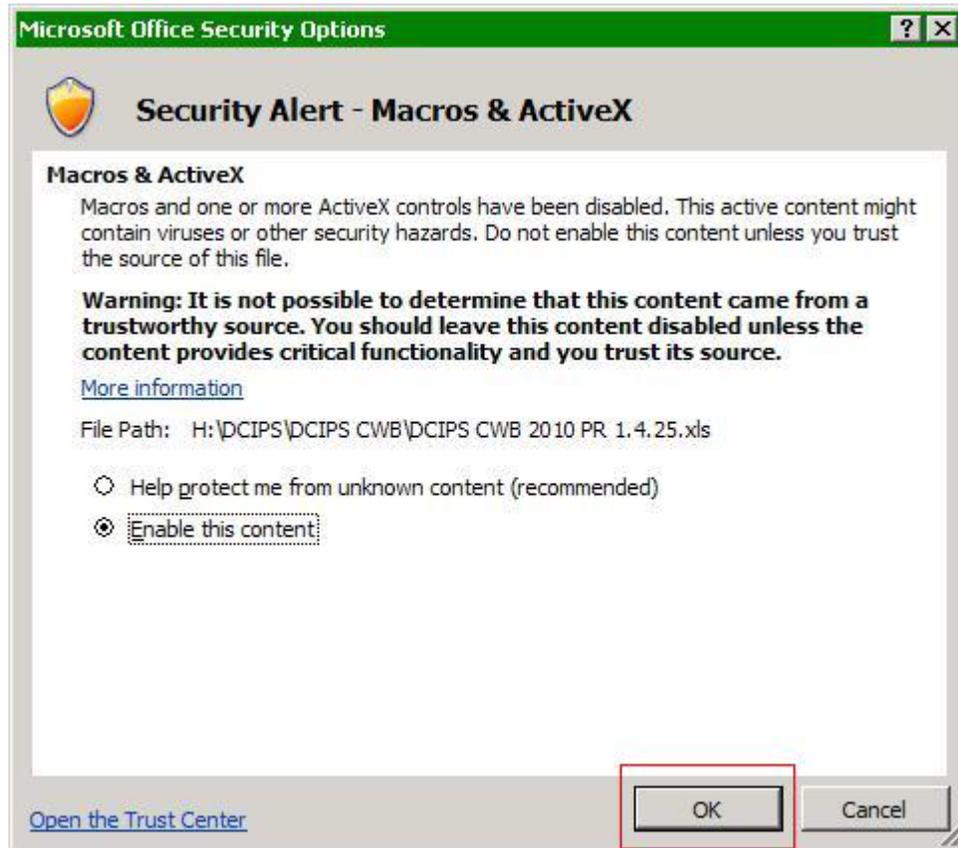
The CWB is currently developed in Excel 2003 to maintain compatibility with users of previous versions of Excel. Excel 2007 and 2010 have quite a few differences compared with previous versions. One of the most significant is enabling macros.

In Excel 2007, Microsoft has taken a different approach to security. It is now necessary to click the *Options* button in the *Security Warning* dialogue.



Security Warning Banner upon Opening the Tool

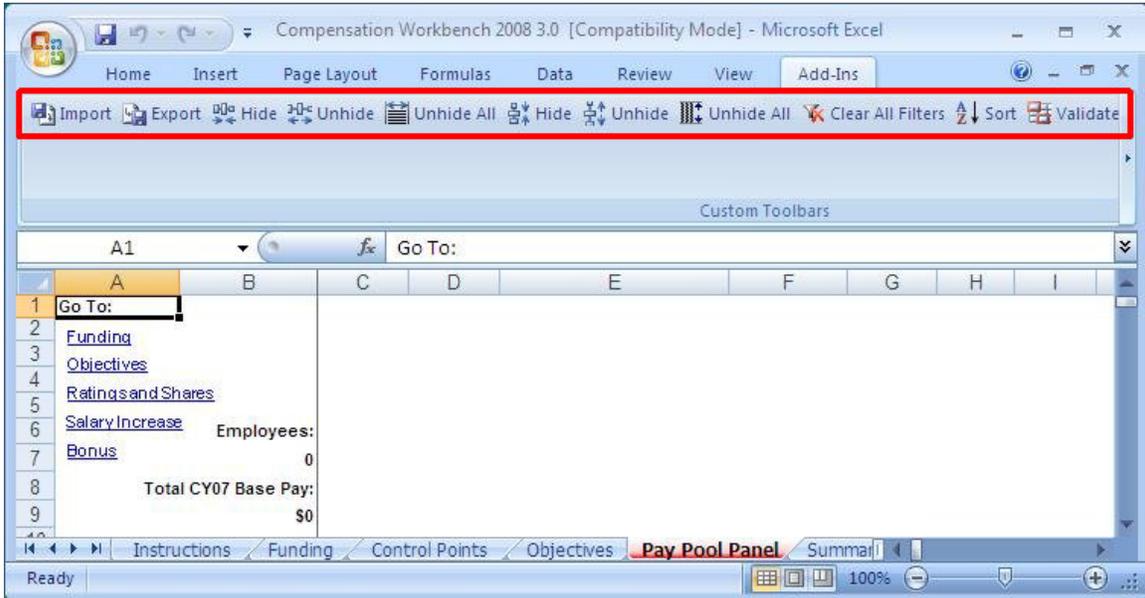
Macros are enabled by clicking the option *Enable this Content* option and then clicking the *OK* button.



Enabling Macros

CWB Custom Toolbar

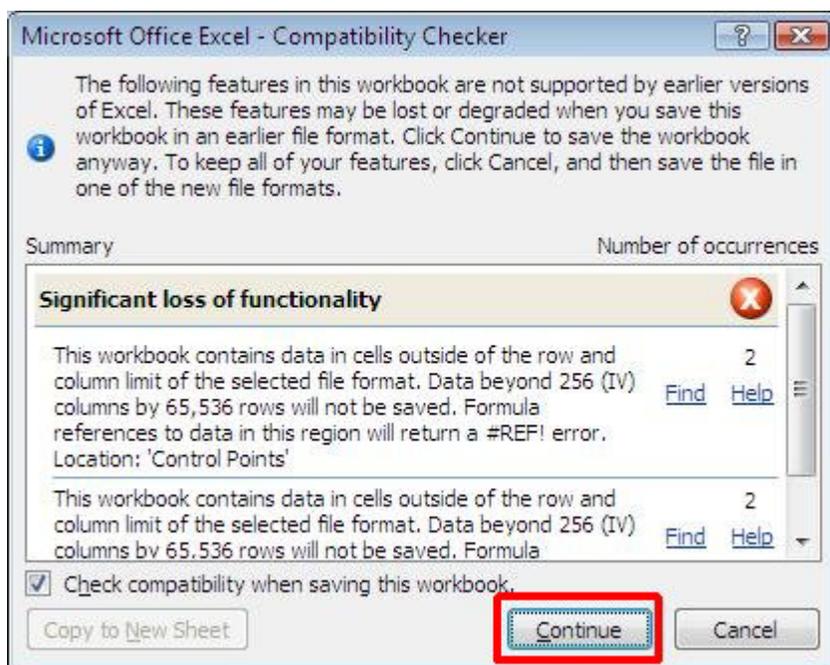
The custom toolbar is not as accessible in 2007 and 2010 as it is in earlier versions of Excel. Much of Excel's functionality lies in the **Ribbon**. After you enable Macros, you will see a tab in the Ribbon named **Add-Ins**. Clicking this tab brings up the custom toolbar as in the image below.



The Custom Toolbar in the Add-Ins Tab

Compatibility Checker

When the CWB is saved, Excel 2007 and 2010 may generate an alert stating the CWB is not compatible with earlier versions of Excel. This is inaccurate as the CWB was developed in an earlier version of Excel. Ignore this error and click the *Continue* button.



Compatibility Checking Upon Saving – Click *Continue*

Saving in Excel 2003 format

ALWAYS save the CWB in compatibility 97-2003 (.xls) format. Simply clicking the Save icon  in the upper left corner of the screen will accomplish this.

NEVER save the CWB in either 2007 (.xlsx) format or as an Excel Macro-Enabled Workbook (.xlsm). Doing so will cause irreparable harm to your spreadsheet and you will have to start over with a blank CWB.

Trusted Locations

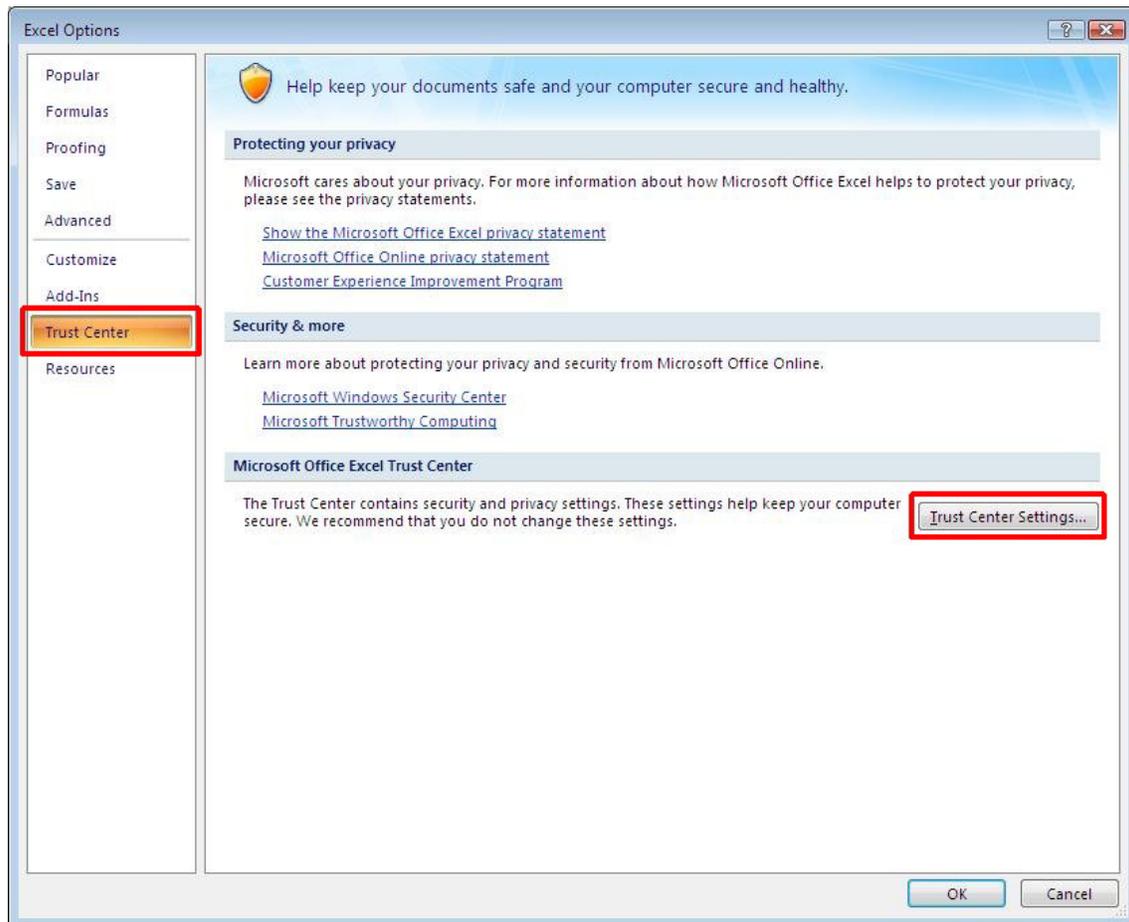
The CWB can be opened in a **Trusted Location**. If done, you are no longer prompted to *Enable Content* and all macros are enabled upon opening the spreadsheet. However, you may not have administrative rights to do alter the trusted locations on your computer. Check with your local IT department if unsure.

Trusted Locations can be created using the following steps:

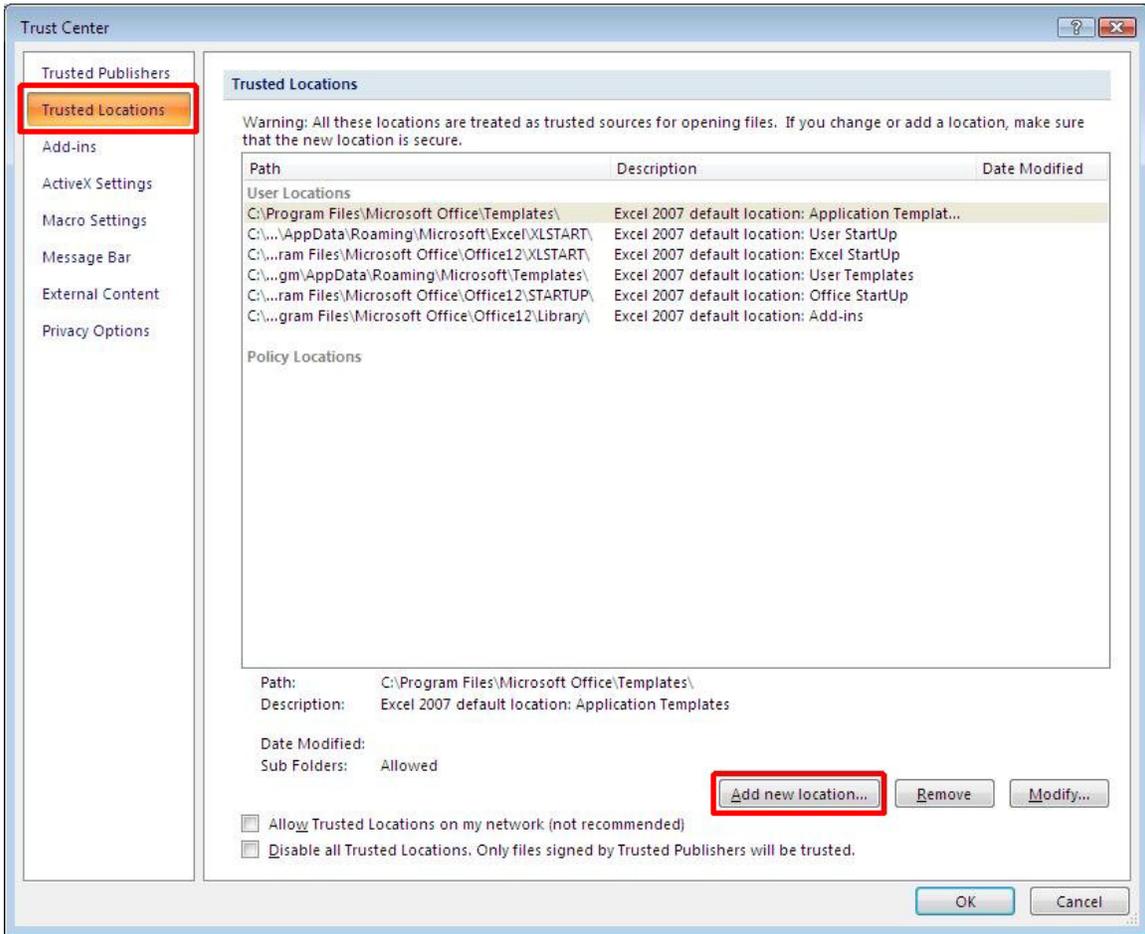
- 1) Click the round Office button in the top left window of Excel and then click the *Excel Options* button in the bottom.



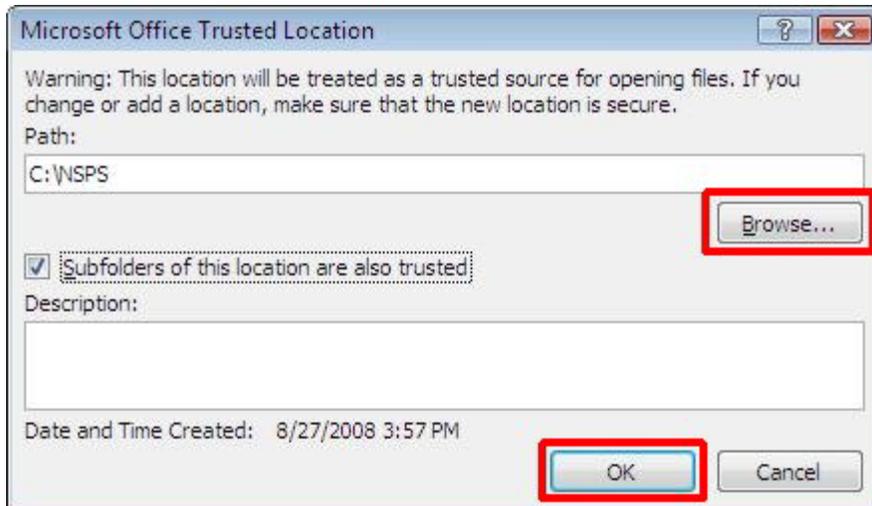
- 2) On the next screen that appears click the *Trust Center* button and then click the *Trust Center Settings* button.



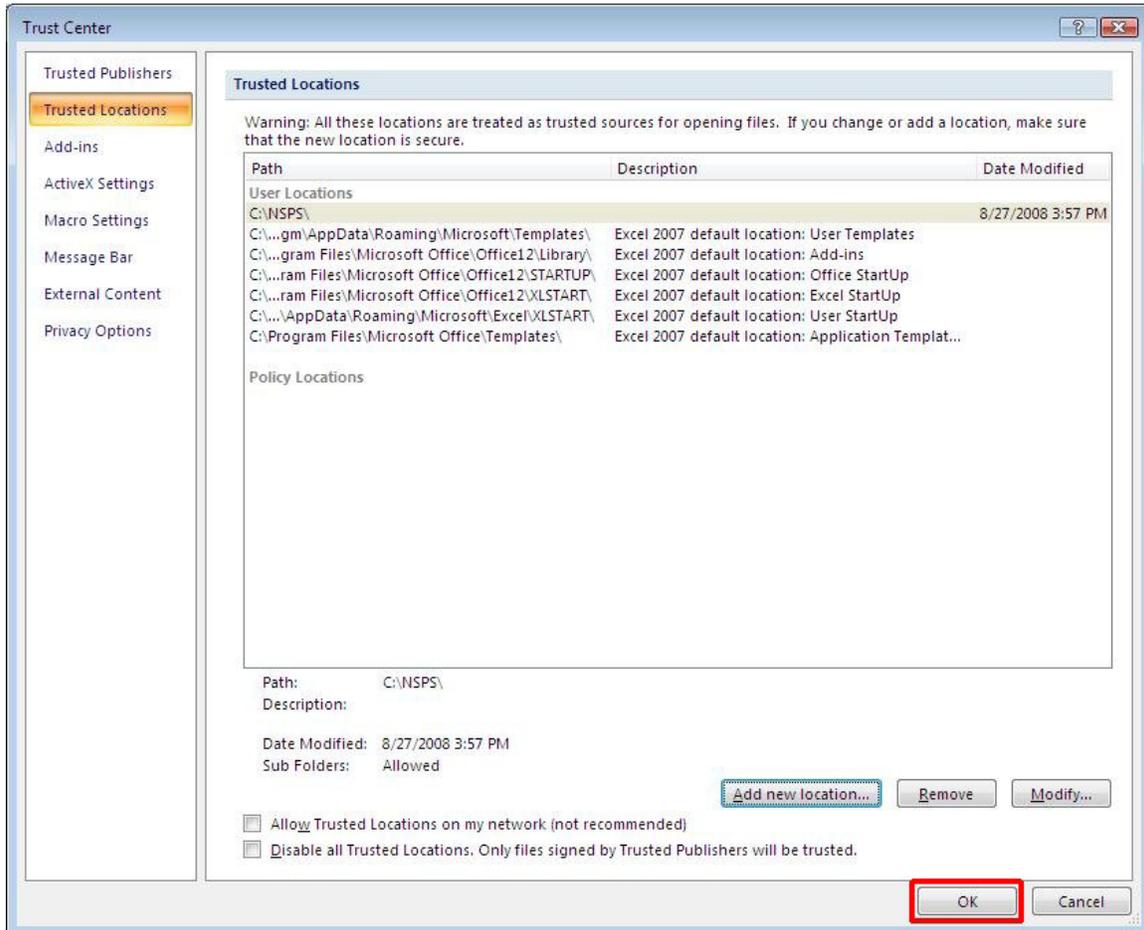
3) Click the *Add New Location* Button.



- 4) Click the *Browse* button and navigate to the desired folder to add to the Trusted Locations
- 5) Click the *OK* button.



6) Click the **OK** button to exit the Trusted Locations dialogue box.



7) Click the *OK* button to exit the Excel Options dialogue box.

