User Guide for
Defense Civilian Intelligence Personnel System (DCIPS)
Compensation Workbench (CWB)
And Data Extract Creation Tool

Fall 2014

DCIPS CWB User Guide for Fall 2014

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About this Guide

What is the Compensation Workbench?

The 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 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 2003** – this section addresses some of the functionality and interface differences the user encounters when using Excel 2003 versus Excel 2007/2010.

What's new in the 2014 CWB?

Here is a summary of new or enhanced features in the 2014 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 2014 version of the tool.

- The tool continues to accept the import of GS employees, and will now highlight those employees in the **Pay Pool Panel** worksheet so the user can easily find them. Users will still need to address why GS employees are in their extract.
- Administrators can now lock the JDA column on the **Pay Pool Panel** worksheet in the Administrative Options section of the **Budget and Setup** worksheet.

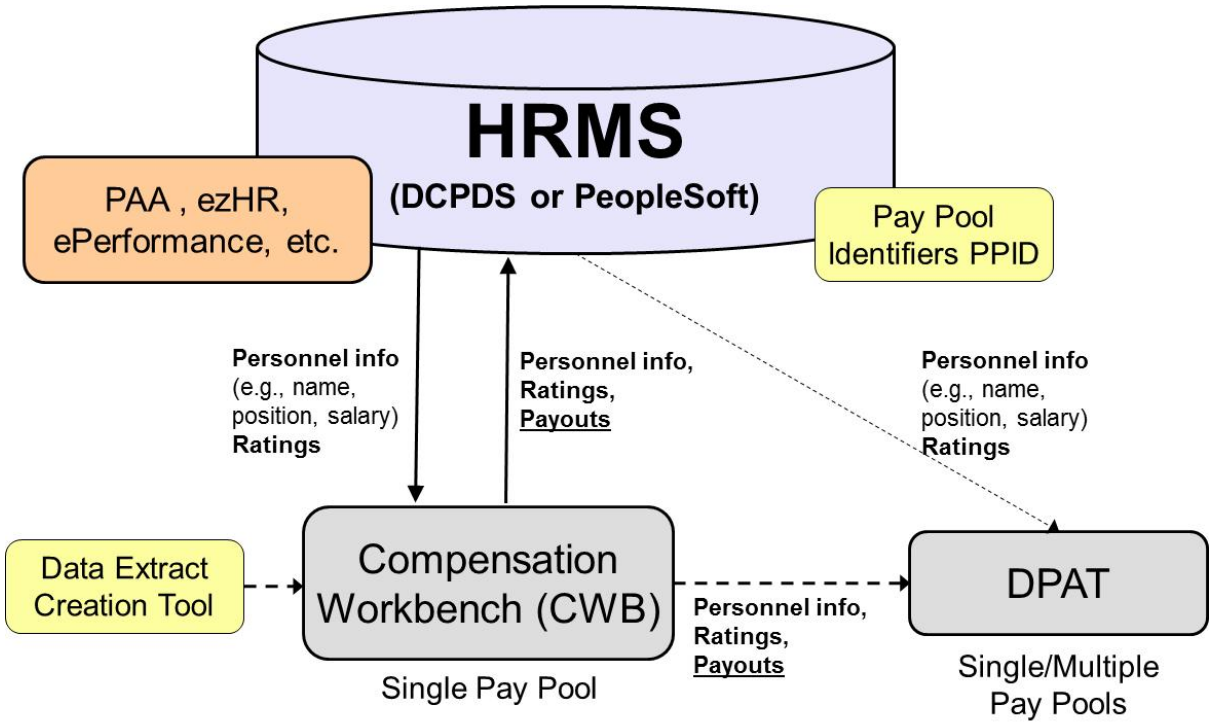
- Users can now hide columns A and B (Last and First Name) on the **Pay Pool Panel** worksheet.
- The Condensed Salary Increase View in the Change Views interface on the **Pay Pool Panel** worksheet now includes more columns.
- Users can now create an additional three User Defined Views in the Change Views interface on the **Pay Pool Panel** worksheet.
- Terminology in the column headers for the DQI/SQI columns in the Bonus section of the **Pay Pool Panel** worksheet has been modified for easier understanding.
- The Bonus Adjustment Justification column in the Bonus section of the **Pay Pool Panel** worksheet is now a drop down menu with editable values (accessed in the Toolbar) instead of an open type cell. Administrators can lock the values in this drop down list in the Administrative Options section of the **Budget and Setup** worksheet.
- Rating, Salary Increase, and Bonus statistics on the **Rating Statistics**, **Salary Increase Statistics**, and **Bonus Statistics** worksheets are broken out by Work Category and Work Level.
- Two minor readability enhancements to the Employee Feedback form generated in the CWB.
- Fixed a bug in the data export process that was causing some values in the ORG ID 1 field to populate the export file incorrectly.

Relationship to Other Applications and Tools

NEW: No enhancements in the relationships to other applications and tools in 2014.

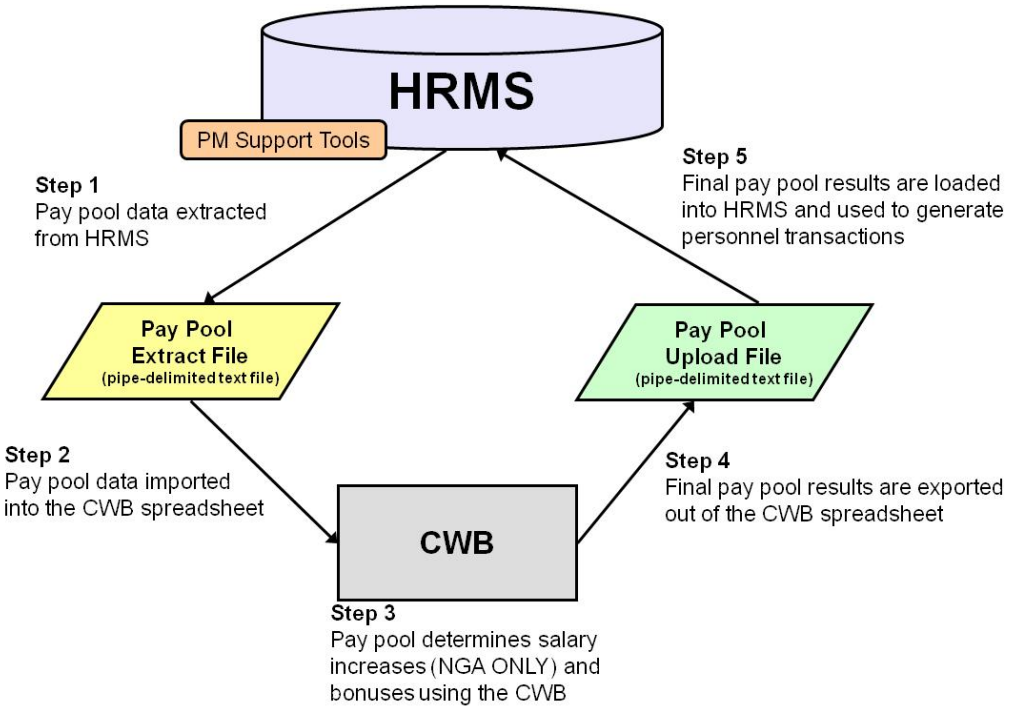
Each Compensation Workbench spreadsheet is populated with personnel data (e.g., names, pay bands, base salary) and performance rating information that is extracted from your organization's Human Resources Management System (HRMS) – either DCPDS or PeopleSoft. The data is extracted based on each employee's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

Individual pay pools use the CWB 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.



DCIPS Pay Pool Support Tools

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

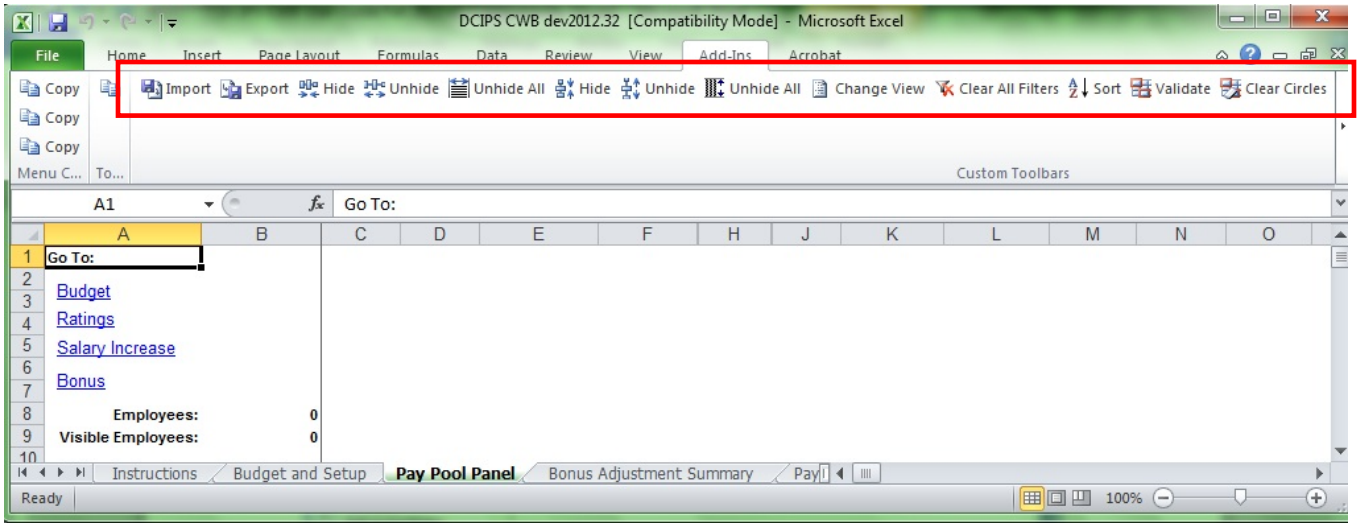
NEW: The Special Situated Condition functionality is now found in the Customize Pick Lists button on the toolbar.

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. You also may save the tool as a .xlsm (Macro-Enabled Worksheet) file; however, most DoD computer system configurations do not allow these files to be sent via email or to be opened with macros enabled. Check with your local system administrator before attempting to save the tool as a .xlsm file.

NEVER save the CWB in either 2007or 2010 (.xlsx) format. Doing so will cause irreparable harm to your spreadsheet and you will have to start over with a blank CWB.

CWB Custom Toolbar

The CWB contains 14 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. To access the toolbar when using Excel 2007 or 2010, click the **Add-Ins** tab in the **Ribbon**. This brings up the custom toolbar as in the image below. You may have to click the Right-facing arrow on the right side of the toolbar to see all of the buttons.

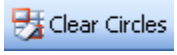
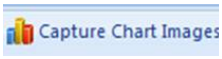


The Custom Toolbar in the Add-Ins Tab

(Toolbar continues to the right of the Clear Circles 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**, **Bonus Adjustment Summary**, and **Summary** worksheets.
	Unhide Column Unhides columns you have just hidden *as long as you have not moved the cursor*. 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**, **Bonus Adjustment Summary**, and **Summary** worksheets.
	Unhide All Columns Restores the view to show <u>all</u> columns on the currently selected worksheet. This item is active on the **Pay Pool Panel**, **Bonus Adjustment Summary**, and **Summary** worksheets.
	Hide Row 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 **Bonus Adjustment Summary** and **Summary** worksheets are hidden and unhidden according to what is visible on the **Pay Pool Panel** worksheet.
	Unhide Row Unhides rows you have just hidden *as long as you have not moved the cursor*. 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 **Bonus Adjustment Summary** and **Summary** worksheets are hidden and unhidden according to what is visible on the **Pay Pool Panel** worksheet.

Toolbar Item	Description
Unhide All	**Unhide All Rows** Restores the view to show all rows, even those with potentially sensitive employee data. Pressing Unhide All causes a warning notice to pop up as a reminder that all rows will be revealed. Press OK to proceed. This item is active only on the **Pay Pool Panel** worksheet; rows on the **Bonus Adjustment Summary** and **Summary** worksheets are hidden and unhidden according to what is visible on the **Pay Pool Panel** worksheet.
Change View	**Change View** Allows users 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 displays a large pop-up interface that allows you to select which columns you want to be visible. This item is active only on the **Pay Pool Panel** worksheet.
Clear All Filters	**Clear All Filters** 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: *Select All, Blanks,* and *Text* or *Number Filters* (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 "P" in column AE (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 *Select All* under the filter choices. *Blanks* also may be used for filtering. For example, to identify employees with no Wildcard 2 value assigned, select *Blanks* in the filter for the Wildcard 2 column (Column AZ). The *Custom* (Excel 2003) or *Text* or *Number Filters* (Excel 2007 and 2010) choice allows the user to design more complex filter criteria. 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**, **Bonus Adjustment Summary**, and **Summary** worksheets. **Note:** Data cannot be imported into the CWB with filters set. All filters are automatically cleared when data is imported into the CWB.
Sort	**Sort** 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**, **Bonus Adjustment Summary**, and **Summary** worksheets. **Note:** The first options you may see when you click on a filter button show *"Sort Z to A"* and *"Sort A to Z"*. Sorting has been disabled here and under the *"Data"* tab in the menu bar in the CWB and is ONLY accessible through the Sort button on the toolbar.

Toolbar Item	Description
	Validate 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**, **Bonus Adjustment Summary**, and **Summary** worksheets. **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.
	**Clear Circles** 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**, **Bonus Adjustment Summary**, and **Summary** worksheets. **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.
	Delete Row 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 **Bonus Adjustment Summary** and **Summary** worksheets.
	Highlight 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**, **Bonus Adjustment Summary**, and **Summary** worksheets. **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.
	**Capture Chart Images** 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.

Toolbar Item	Description
W Wildcard Stats	**Wildcard Stats** Generates statistics and charts on ANY one 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 column's stats and charts you want to generate. This item is active only on the **Pay Pool Panel** worksheet.
Customize Pick Lists	**Customize Pick Lists** Allows user to define what Specially Situated Conditions appear in the drop-down list in Column F and what Bonus Adjustment Justifications appear in the drop-down list in Column EG on the **Pay Pool Panel** worksheet. Pressing the Customize Pick Lists button causes a pop-up interface to display, that allows you to select which menu items are available. This item is active only on the **Pay Pool Panel** worksheet.

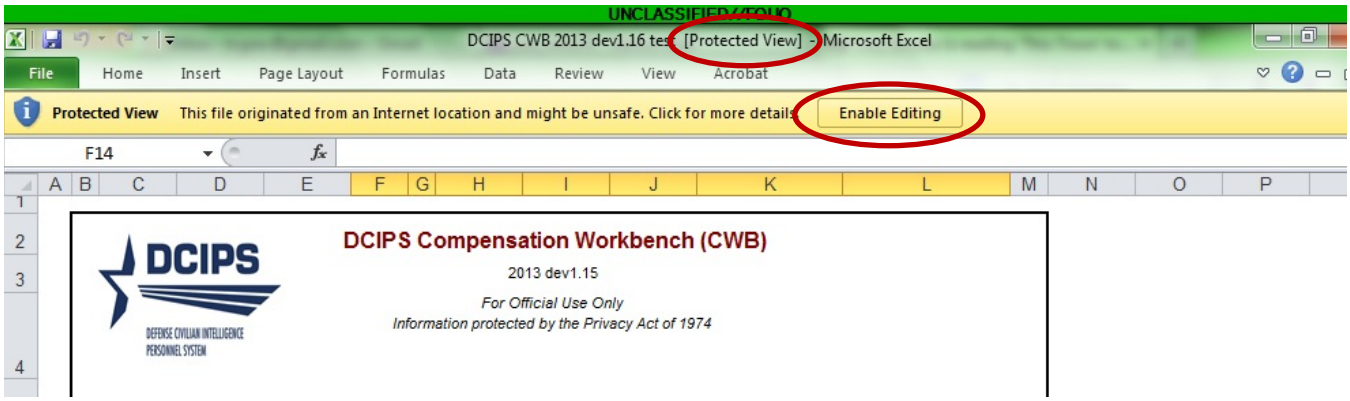
Where do I get the CWB?

The OUSD(I) HCMO DCIPS Working Group will make the CWB available to POCs in each component. Component POCs may wish to further disseminate the tool for local use within their organization.

Opening the Spreadsheet and Enabling Macros (Excel 2007 and 2010)

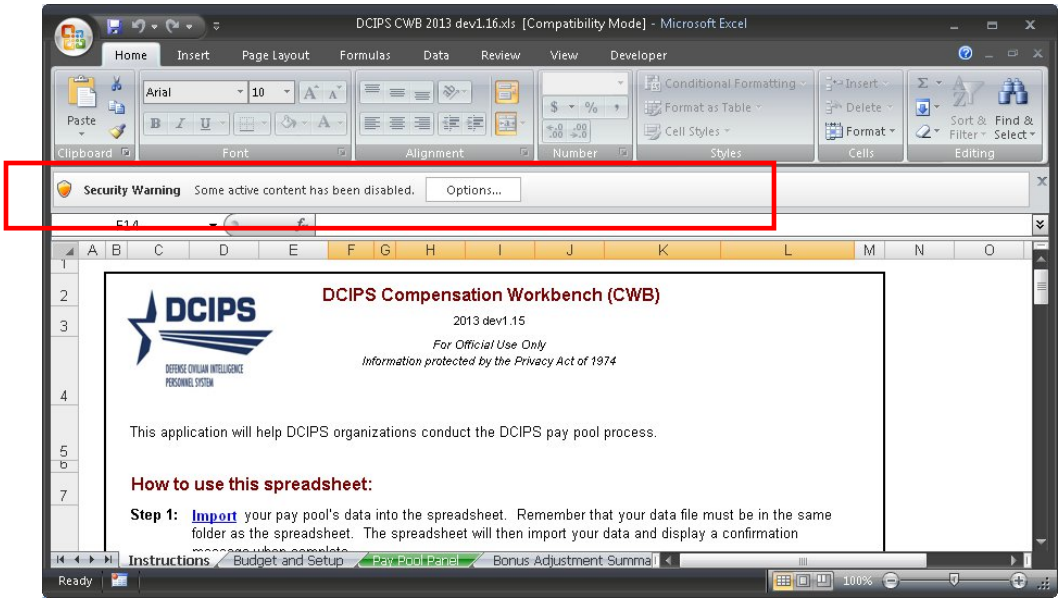
NEW: There are no new features relevant to opening the tool or enabling macros in 2014. For instructions on opening the spreadsheet in Excel 2003, please see the Excel 2003 section at the end of this guide.

The first time you open the CWB spreadsheet, the tool may open in Protected View. Click the *Enable Editing* button in the yellow security warning banner under the tabs in the Menu bar to enable normal viewing and use, as shown in the figure below.



Opening in Protected View

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. In Excel 2007, users must click the *Options* button in the *Security Warning* dialogue.



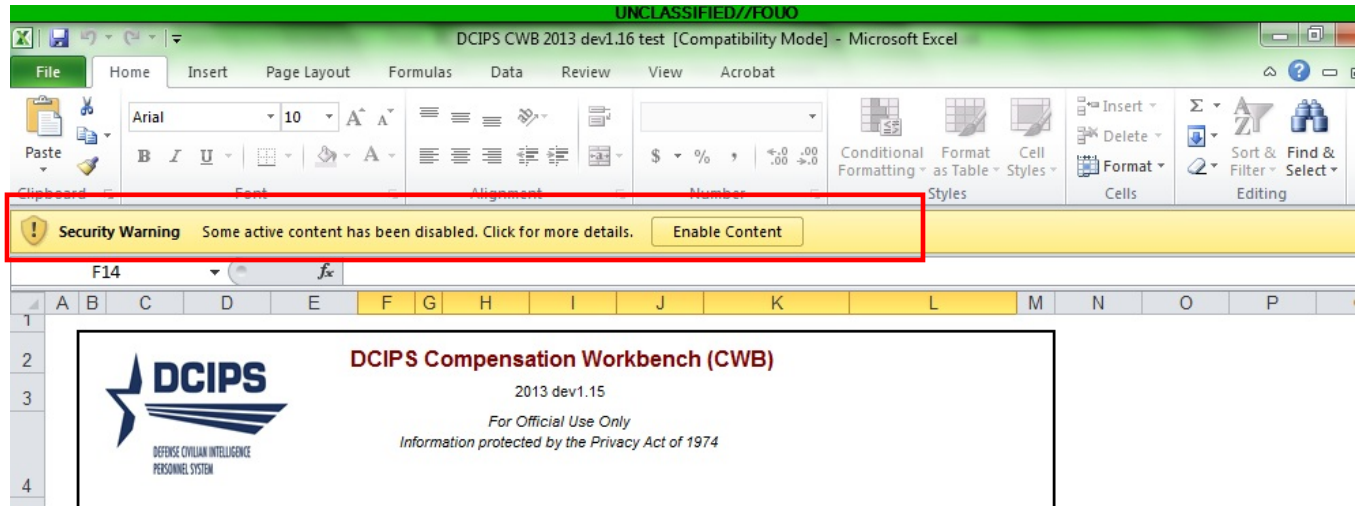
Security Warning Banner in Excel 2007 upon Opening the Tool

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

Enabling Macros in Excel 2007

Enabling Macros in Excel 2010

In Excel 2010, it is necessary to click the *Enable Content* button in the *Security Warning* dialogue.

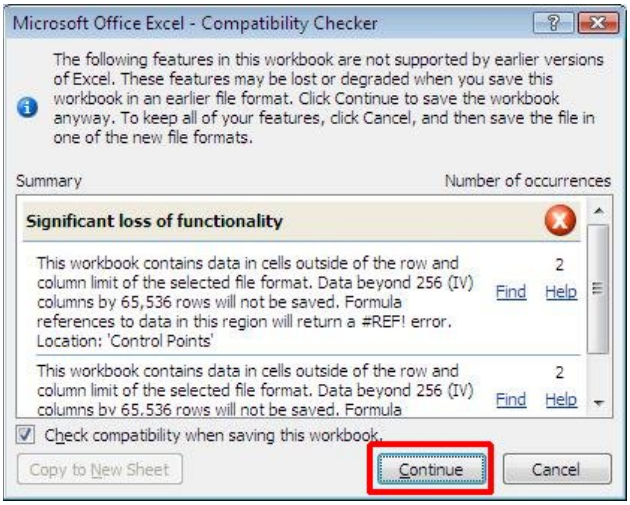


Security Warning Banner in Excel 2010 upon Opening the Tool

Unlike in Excel 2007, there is no other pop-up box to click through once you click *Enable Content*. Depending on your local security settings, you may see a pop-up box asking if you would like to make this a trusted document. Clicking "Yes" means that you will not have to click *Enable Content* every time you open the tool. Follow your local security procedures regarding whether to make the CWB a trusted document.

Compatibility Checker

When saving the CWB, Excel 2007 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*

Instructions Worksheet

NEW: There are no updates to the instructions in the 2014 CWB.

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

DCIPS
DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM

DCIPS Compensation Workbench (CWB)

2012.dev.24

For Official Use Only
Information protected by the Privacy Act of 1974

This application will help DCIPS organizations conduct the DCIPS pay pool process.

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 routines in the 2014 CWB. The CWB continues to accept import of GS employees in the data extract and will now highlight those employees on the **Pay Pool Panel** worksheet.

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., *paypoolxyz11Oct2014.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*** (or ***Enable Content*** in Excel 2007 or 2010).
3. On Row 99 of the **Budget and Setup** sheet, check the "Check if NGA Pay Pool" box if your pay pool is part of NGA. If your pay pool is not part of NGA, leave this checkbox empty. See figure below.
4. Select the ***Import*** button on the custom tool bar. If you do not see the custom tool bar, click "Add Ins" in the Menu bar above the Ribbon in Excel 2007 or 2010, then select ***Import***.
5. In **Step 1** of the import interface, select ***Pay pool data from Personnel Data System*** if you are importing your extract file from your HRMS or a manually generated file from the CWB Data Extract Creation Tool, then select ***Continue***. See figure below.
   a. If you are importing from another CWB file, select ***Pay pool data from an existing CWB spreadsheet***, then select ***Continue***.
6. 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***. See figure below.
7. In **Step 3**, select the employees you want to import and select ***Import Selected***. See figure below.
   a. 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.
   b. 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.
8. The spreadsheet then imports the selected employees.
9. Select ***Yes*** when you receive a confirmation saying "Data successfully imported! Would you like to save the spreadsheet?" See figure below.

NOTES on importing from another CWB spreadsheet:

A. To accomplish a CWB-to-CWB import on most computer configurations, your CWB files **MUST** be saved to your local hard disk (usually your C drive). Saving to a network drive **MAY** cause a CWB-to-CWB import procedure to fail.

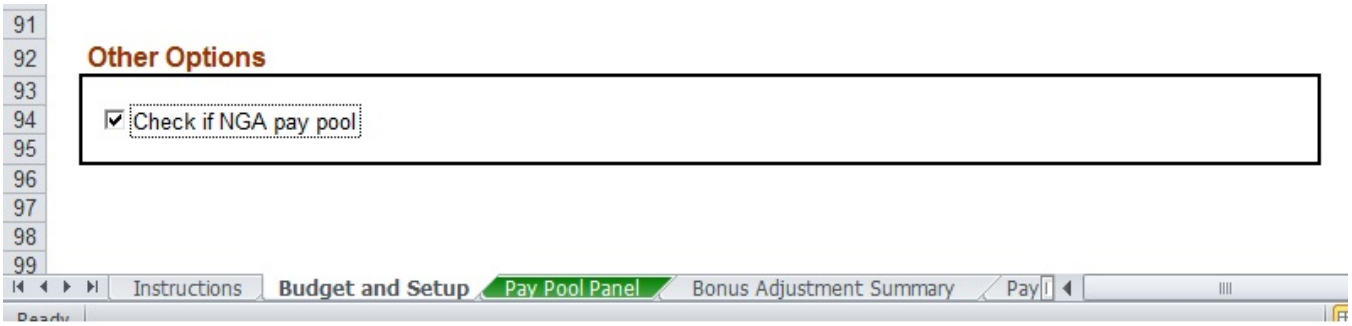
B. During the import routine (Step 8 in the above list), you will receive a pop-up notice that says "You are importing from CWB version 2014.X.X to version 2014.X.X. Do you want to continue?" Click ***Yes*** to continue.

C. In the 2014 CWB, all budget parameters should transfer during a CWB-to-CWB import. Items that should transfer include: all percentages and dollar figures in both the ***Pay Pool Salary Increase Budget*** and ***Pay Pool Bonus Budget*** areas of the **Budget and Setup** worksheet; the Max Bonus; the Share

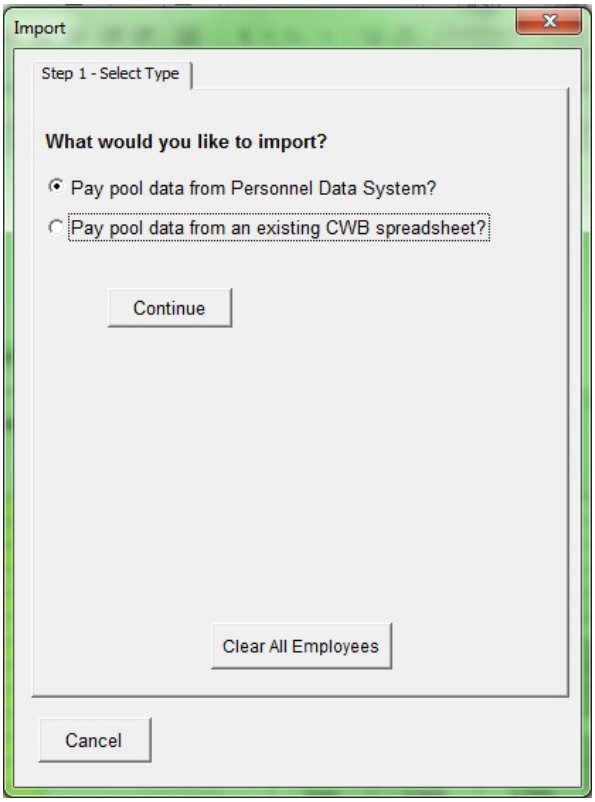
Increment; and the existing Rating Threshold on the **Pay Pool Panel** worksheet. Users should check these three parameters after import to make sure they are correct for the active pay pool.

D. Other things that **DO NOT** transfer from CWB to CWB include User Defined Views of the **Pay Pool Panel** worksheet, alterations to the list of values in the Specially Situated Conditions column on the **Pay Pool Panel** worksheet, and any custom header names for the Wildcard columns.

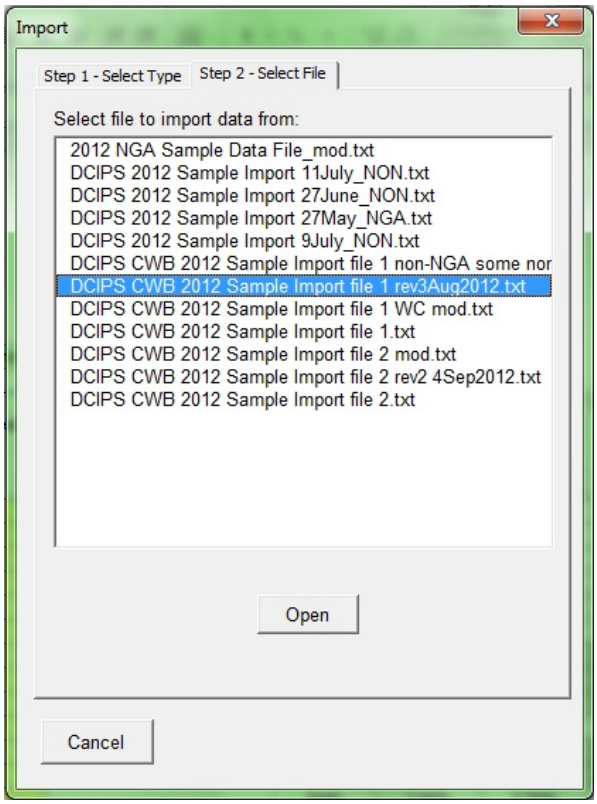
E. Columns CL (Perf. Salary Adjustment Justification) and EG (Bonus Adjustment Justification) may not have yellow highlighting on them after CWB to CWB import; however, they are still open for user editing.



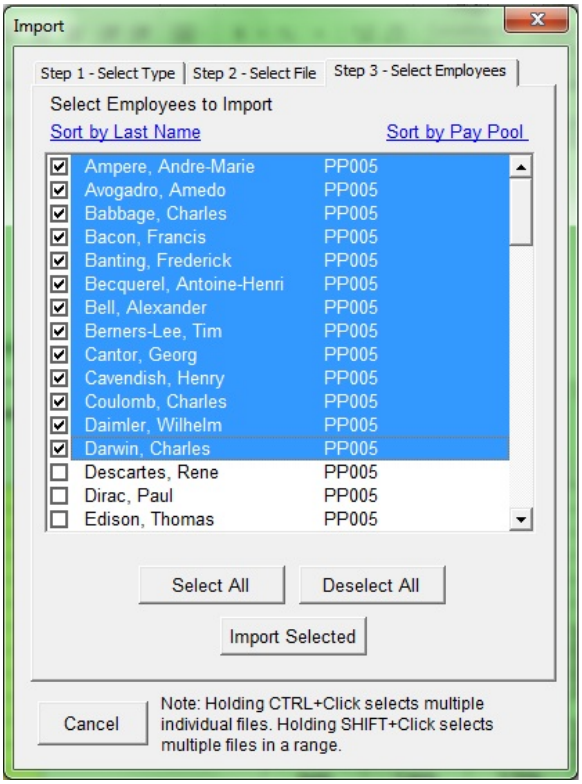
3. Select or De-Select the "Check if NGA Pay Pool" box on the Budget and Setup Worksheet



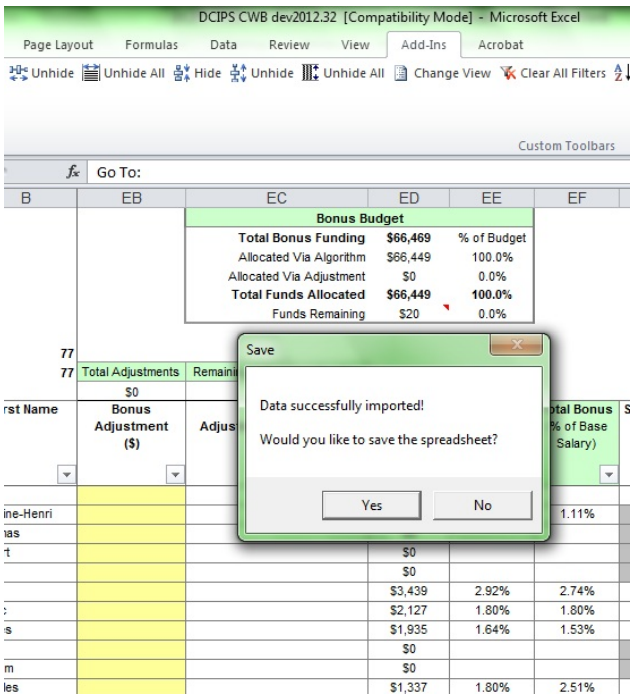
5. Select import source; click Continue



6. Select the import data file; click Open



7. Select employees you want; click Import Selected



9. Click Yes to save the spreadsheet

What to do if you are missing employees in your data extract

Your organization's HRMS (either DCPDS or PeopleSoft) should generate a complete list of employees that was current as of the date of extract. After importing your data into the CWB, you should check to ensure that ALL employees who SHOULD be in the CWB for the pay pool panel meeting actually ARE there. If you discover that one or more employees are not present, you should try to determine why they are missing and take the appropriate action:

Reason why an employee is not in the extract	What to do
Employee came on board after the date of extract.	Generate a new (updated) extract from the HRMS.
Employee was not assigned to the pay pool at the time of extract due to incorrect pay pool ID.	Correct the pay pool ID in the employee's record and generate a new extract.
Employee transferred from one agency to another and the employee's personnel action for the transfer has not been processed yet.	If the effective date of transfer is after the end of the cycle, the employee should be considered in the losing pay pool.
Employee belongs to a different organization but is currently at your organization on a Joint Duty Assignment or other type of rotation or detail.	Use the Data Extract Creation Tool to manually generate and then import their record into the CWB. See page 72 of this guide for details.

If you encounter a situation where a given employee should be considered for a bonus in your pay pool (and you are certain that they are not being considered in any other pay pool), you can manually create a record for the employee and import their record into the CWB. Use the **Data Extract Creation Tool** and then the usual CWB import routine to accomplish this action. See page 72 of this guide for details.

Conversely, you may have employees in your extract who should not be there. For example, an employee may have left your organization recently and their pay pool identifier may not have been updated. In these cases, you can simply delete their record from the CWB using the *Delete Row* button on the Toolbar.

The 2014 CWB will highlight employees on the Pay Pool Panel worksheet when their pay plan as of the end of the rating period or as of the time of extract was not GG or IA (in particular, when an employee's pay plan is GS). Since the CWB can only calculate bonuses for employees who are in pay plans GG or IA and have a valid Work Category and Work Level, you will need to scrutinize any highlighted employees to determine whether they need to be in your pay pool or not. If they should not be in the pay pool, simply delete their record. If they are a part of your organization but their record has not updated to show they are in pay plan GG or IA, you should contact your HR servicing organization to ensure their pay plan is updated.

Budget and Setup Worksheet

NEW: Users can now lock the JDA column and the drop-down menu options for the Bonus Adjustment Justification column on the **Pay Pool Panel** worksheet using the Administrator Options menu on the **Budget and Setup** worksheet.

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. Funding for DCIPS Quality Increases and DCIPS Sustained Quality Increases is based on the total adjusted basic pay for ALL employees in the pay pool. By default, every rated employee is included in the salary increase and bonus funding calculations; however, there are toggles for each employee on the **Pay Pool Panel** worksheet that remove an employee's salary from the funding calculations. 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 (NGA only), and rated employees included in the bonus funding calculation.

Pay Pool Population and Salary Information

	Population	Sum of Base Salary	Sum of Adjusted Salary
Entire PayPool	*77*	*$6,853,971*	*$8,010,269*
Rated	*74*	*$6,650,895*	*$7,763,740*
Rated and Included in Salary Calculation	*74*	*$6,650,895*	*$7,763,740*
Rated and Included in Bonus Calculation	*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) will have the Salary Increase Funding box permanently hidden and may 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)	%	*5.00%*	*$9,480*	$
+ Additional Salary Increase Funding (optional)	%	*0.00%*	*$0*	$
Total Salary Increase Budget		**2.18%**	**$180,113**	
- Adjustment Funding (optional)	%	*1.11%*	*$2,000*	$
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 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. **Most organizations outside of NGA will use the Adjusted Basic Pay method.**
2. Once the calculation method is chosen, enter a ***Bonus Budget Percentage*** in the yellow cell in row 32. For example, to enter "0.9%", type "0.009" in the yellow box. 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 bonus 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.
6. 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 in cell I32, which is 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		
		○	◉		
		%	%	$	
Bonus Budget Percentage		1.05%	0.90%	$69,489	
- Organization Withhold/Reserve (optional)	◉ %	5.00%	5.00%	$3,474	○ $
+ Additional Bonus Funding (optional)	○ %	14.39%	14.39%	$10,000	◉ $
Total Bonus Budget		1.14%	0.98%	$76,015	
- Adjustment Funding (optional)	○ %	6.58%	6.58%	$5,000	◉ $
Bonus Funding Available to Algorithm		1.07%	0.92%	$71,015	

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.

The CWB will automatically calculate a DQI/SQI budget of 0.17% of the total basic pay of ALL employees in the pay pool and display the resulting dollar amount in row 48, as shown in the figure below. Users cannot alter the percentage amount of this budget.

Bonus Funding Available to Algorithm	1.07%	0.92%	$71,015

DCIPS Quality Increase / Sustained Quality Increase Budget

Budget for DQI/SQI (Set by DCIPS Guidance)	0.17%	$13,413

DQI/SQI budget for Non-NGA pay pools

To complete the Bonus setup, 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 EC7 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 EH (Total Bonus) on the **Pay Pool Panel** worksheet in the bonus section. Pay pool panels should take appropriate action to comply with any applicable maximum bonus rules.

Bonus Setup

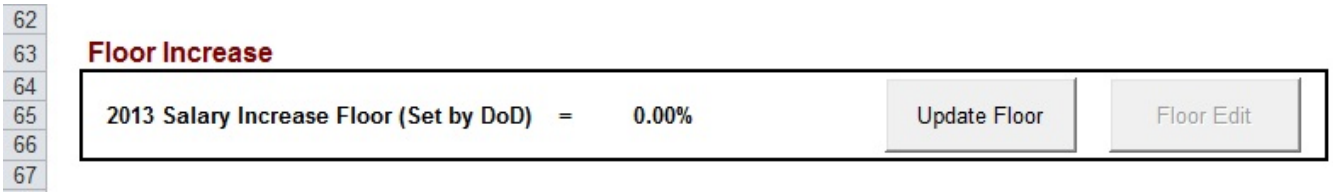
Maximum Bonus	$25,000
Share Increment	10.00%

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 higer receives X% more shares than the previous rating, where X = the share increment.

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.



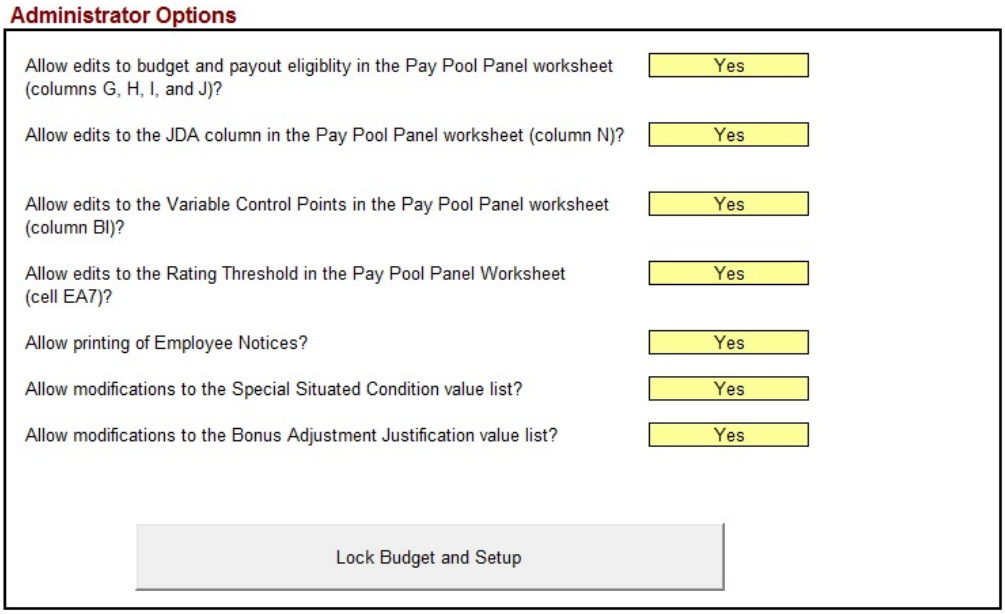
Update DCIPS Floor and LMS Amounts

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, 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, if the final floor increase is different than the default floor increase.

Administrator Options

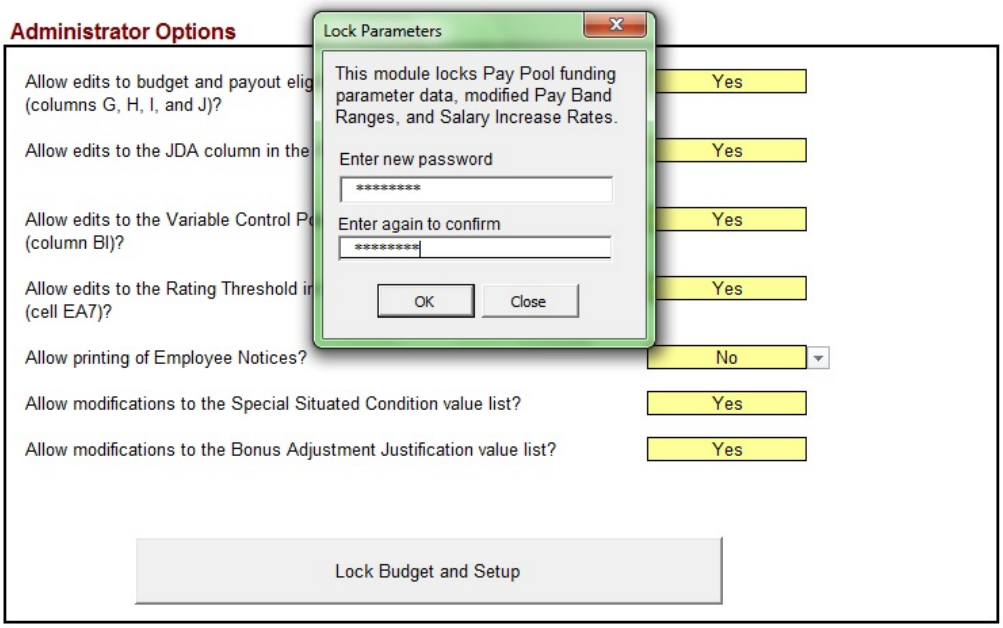
Several administrator options can be set on the **Budget and Setup** worksheet. By selecting "No" for the option(s) shown below, certain functionalities in the CWB are disabled once the user clicks the ***Lock Budget and Setup*** button. By default, rating information imported from HRMS cannot be modified 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.



Set Administrator Options

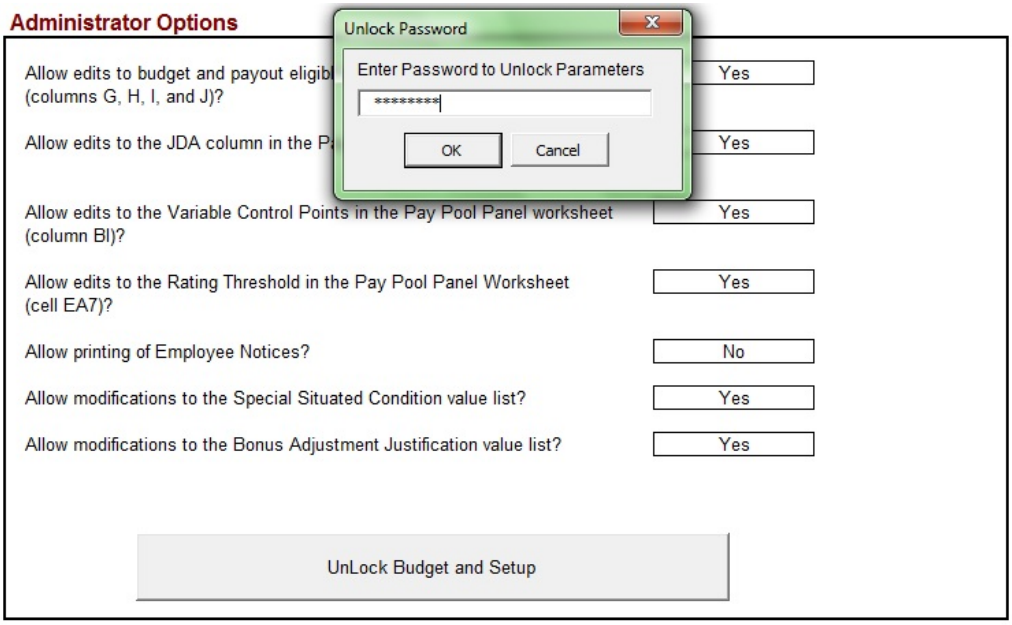
Locking and Unlocking Administrator Options

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. Note that some yellow cells will turn white once you lock administrator options, indicating that they cannot be edited while those options are locked.



Unlock Administrator Options

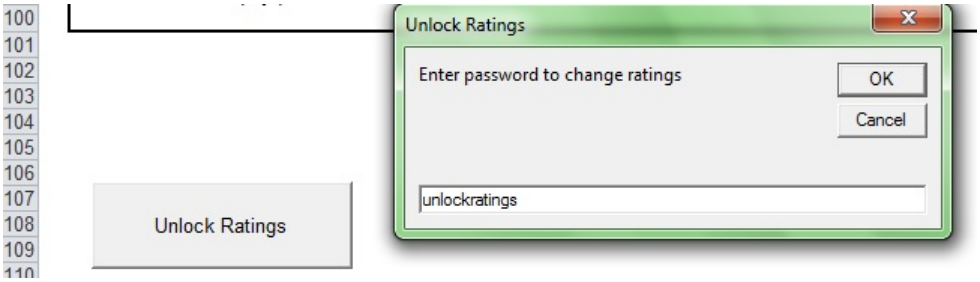
Once the tool accepts your password to unlock administrator options, the budget fields for Salary Increase and Bonus, as well as the option selection boxes, will turn yellow again, indicating they are no longer locked.

Notes about choosing a password: The CWB will accept any password to lock the **Budget and Setup** worksheet and administrator options that meets the following conditions:

1. Must be at least three characters, and
2. Must **NOT** be the word "lock" (any combination of lower and upper case). The word "lock" is hard-coded into the locking macro; using it as a password will "confuse" the macro. The tool will accept this password to lock your setup options, but will NOT accept this password to unlock your options (including the budget).

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 are only for the purpose of allowing the tool to run properly in the case of an 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

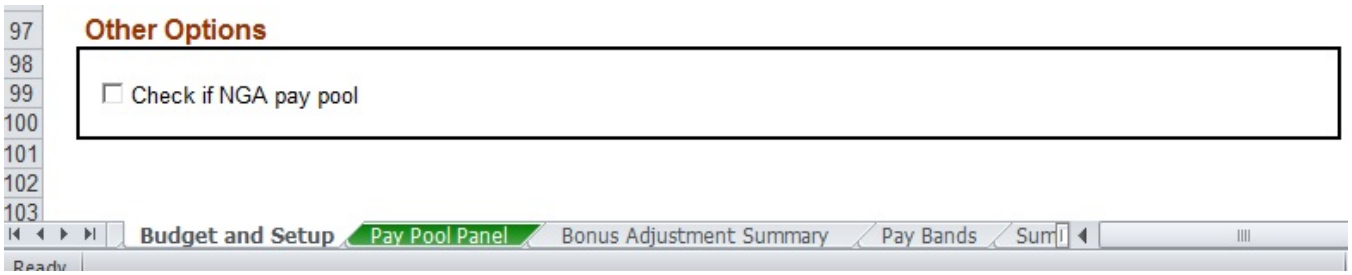
To re-lock the rating information, click on the ***Lock Ratings*** button. No password entry is necessary to Lock Ratings.

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. Displays the Salary Increase Funding box on the **Budget and Setup** worksheet;
2. Hides the DCIPS Quality Increases and Sustained Quality Increases funding box on the **Budget and Setup** worksheet;
3. Displays columns G and I, and BB through DN on the **Pay Pool Panel** worksheet, which deal with Salary Increases;
4. Directs that employees who receive a rating of Unacceptable receive should not receive the Floor increase and increases to LMS;
5. Displays the **Salary Increase Statistics**, **Salary Increase Charts**, and **Total Salary Increase Charts** worksheets;
6. Hides column AB on the Pay Pool Panel worksheet, which shows GG step and is not pertinent to NGA; and
7. Hides columns DX, DY, EK, EL, and EM on the **Pay Pool Panel** worksheet, which deal with DQI and SQI and are not pertinent to NGA.



Check if NGA Pay Pool on the Budget and Setup worksheet

Pay Pool Panel Worksheet

NEW: In the 2014 CWB, the **Pay Pool Panel** worksheet:

1. Continues to accept the import of GS employees, and will now highlight those employees so the user can easily find them;
2. Accepts locking the JDA column from the Administrative Options section of the **Budget and Setup** worksheet;
3. Allows users to hide columns A and B (Last and First Name);
4. Includes more columns in the Condensed Salary Increase View in the Change Views interface;
5. Allows the creation of an additional three User Defined Views in the Change Views interface;
6. Includes updated, easier to understand terminology in the column headers for the DQI/SQI columns;
7. Allows admins to specify values for the drop-down menu in the Bonus Adjustment Justification column, and locking of these values from the Administrative Options section of the **Budget and Setup** worksheet.

The **Pay Pool Panel** worksheet contains over 125 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 14 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) 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 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), the JDA Status column (N), and the Wildcard column (AS). 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	**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 Customize Pick Lists button on the toolbar. See the end of this table for instructions on how to use this feature. The default value is "blank," meaning "no specially situated condition."
G	User Input	**Include in Salary Increase Fund Calculations?** A "No" in this column will exclude the employee's salary from the total base salary used in the salary increase fund calculations. The default value is "Yes" if an employee has a rating and "No" if they do not. This column is hidden when the "Check if NGA Pay Pool" box IS NOT checked.
H	User Input	**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. The default value is "Yes" if an employee has a rating and "No" if they do not.
I	User Input	**Salary Increase Eligible?** A "No" will result in the CWB not calculating any salary increase for the employee. The default value is "Yes" if an employee has a rating and "No" if they do not. This column is hidden when the "Check if NGA Pay Pool" box IS NOT checked.
J	User Input	**Bonus Eligible?** A "No" will result in the CWB not calculating any bonus for the employee. The default value is "Yes" if an employee has a rating and "No" if they do not.

Column	Source	Description
K	HRMS	**Org ID 1** Organization's identifier assigned in HRMS.
L	HRMS	**Org ID 2** Organization's identifier assigned in HRMS.
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". Admin can lock this column in the Admin Options box on the **Budget and Setup** worksheet.
O	HRMS	**Rating Cycle End Date** Last day of rating cycle. Value is the cycle end date when an employee does not have a rating. This date will be earlier than normal (e.g., earlier than 9/30/2014) if an employee has a "Closeout - Early Annual" evaluation.
P	HRMS	**Last Equivalent Increase Date** Date of employee's last equivalent increase (e.g., within-grade 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.

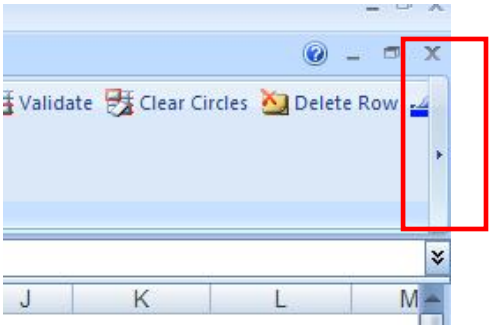
Column	Source	Description
T	HRMS	**Retained Pay** A "Yes" in this column indicates the employee's base salary exceeds the maximum for the employee's pay band due to retained pay status. The employee is ineligible for a salary increase (including DQI/SQI), but eligible for a bonus.
U	HRMS	**Pay Plan (end 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.
V	HRMS	**Pay Band (end of Evaluation Period)** Employee's pay band or grade on the last day of the evaluation period.
W	HRMS	**Base Salary (end of Evaluation Period)** Employee's base salary on the last day of the evaluation period.
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.
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.
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 received a promotion 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 on the date that the CWB data administrator generates the data extract from HRMS. Employees may have received a promotion between the end of the evaluation period and the extract date.
AB	HRMS	**Step (as of extract date)** Employee's GG Step on the date that the CWB data administrator generates the data extract from HRMS. This field is blank for NGA employees and this column is hidden if the "Check if NGA Pay Pool" box IS checked.

Column	Source	Description
AC	HRMS	**Base Salary (as of extract date)** Employee's base salary on the date that the CWB data administrator generates the data extract from HRMS. Employees may have received a promotion or pay increase between the end of the evaluation period and the extract date.
AD	HRMS	**Percent Increase (if promoted)** The percent difference between an employee's base salary as of the extract date (AC) 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.
AE	HRMS	**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 (Supervision or S).
AF	HRMS	**Occ Series** Employee's occupational series (e.g., 0132).
AG	HRMS	**Position/Work Role Title** Position or work role title of the employee.
AH	HRMS	**Work Level** Work level associated with the employee's position. Values are 01 through 04.
AI	HRMS	**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.
AJ	HRMS	**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.
AK	HRMS	**Locality Code** Two-character locality code or six-character TLMS code.
AL	HRMS	**Locality Rate** The Local Market Supplement or Targeted Local Market Supplement that corresponds to the employee's Locality Code.

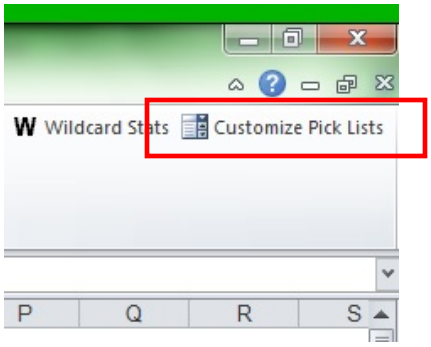
Column	Source	Description
AM	HRMS	**Work Schedule** The time basis on which an employee is paid. A work schedule may be full-time (F), part-time (P), or intermittent (I).
AN	HRMS	**Employee Status** Employment status of the employee. A status of "1" means the employee is in a normal pay status.
AO	HRMS	**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.
AP	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.
AS	User Input	**Wildcard 1** First of 14 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 "Customize Pick Lists" Button on the Toolbar

The Specially Situated Condition column on the **Pay Pool Panel** worksheet (column F) is preloaded with 16 values. Similarly, the Bonus Adjustment Justification column (column EG) is preloaded with three 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 the values for these columns using the Customize Pick Lists button on the toolbar. From the **Pay Pool Panel** worksheet, make sure the Customize Pick Lists 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.

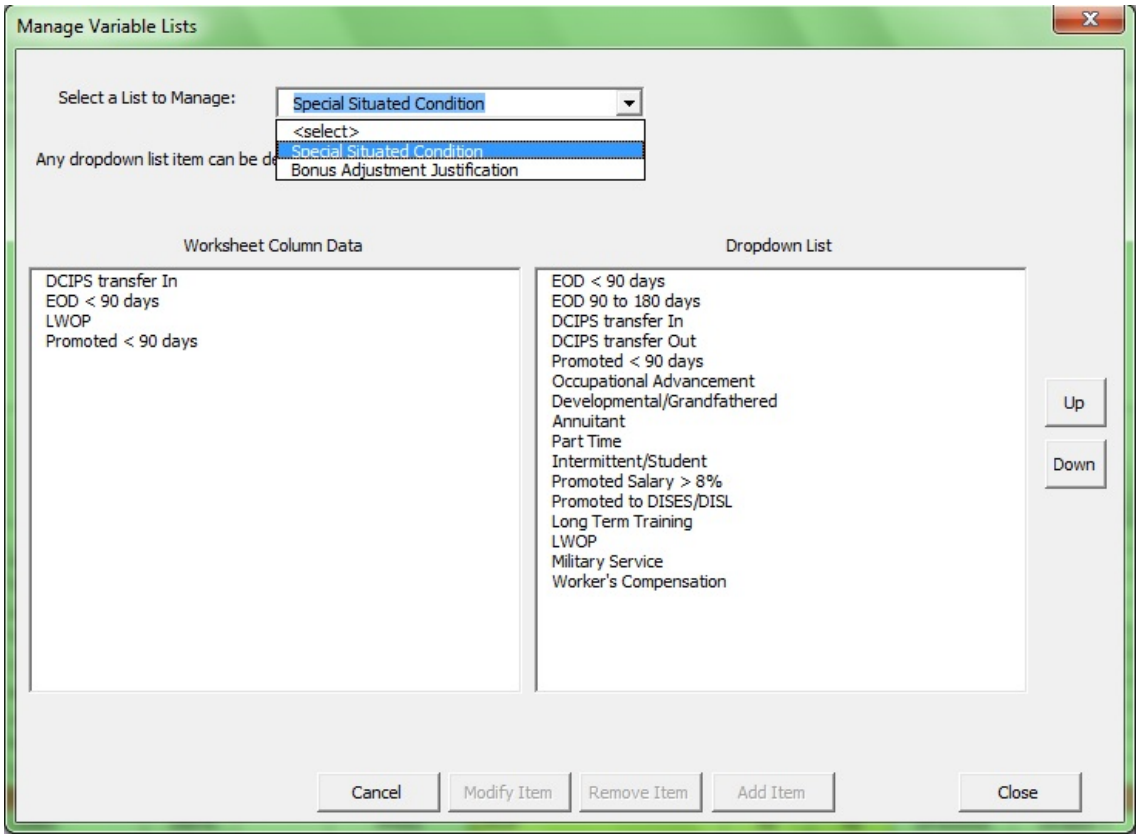


Click the Customize Pick Lists button.

Clicking the Customize Pick Lists button generates a pop-up form with two windows and a drop-down menu at the top. Use the drop-down menu to select which column you want to modify – either the Specially

Situated Condition column or the Bonus Adjustment Justification column. The values in the two large windows will change based on your choice. The left window displays values that have already been selected in the selected 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 for Special Situations or Adjustment Justifications before populating these columns. Or they may wish to populate the columns 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 either column (F or EG) for confirmation.

Ratings Section

Finalized rating information from HRMS is displayed in this section of the **Pay Pool Panel** worksheet. This information is imported from HRMS and is not calculated within the CWB. Rating data cannot be changed in the CWB, unless unlocked in the **Budget and Setup** worksheet. The CWB computes a pay pool-wide mean objective rating, mean element rating, mean overall rating, and modal (most frequent) evaluation of record for all rated employees; these means appear at the top of each respective column. This section contains the following eight columns:

Column	Source	Description
AT	N/A	**Ratings** Marks the beginning of the Ratings Section of the CWB.
AU	HRMS	**Objective Rating** The mean of all rated performance objectives to one decimal point. Cell AU10 displays the mean of every employee's objective rating in the pay pool.
AV	HRMS	**Element Rating** The mean of all rated performance elements to one decimal point. Cell AV10 displays the mean of every employee's element rating in the pay pool.
AW	HRMS	**Overall Rating** The weighted mean of the employee's **Objective Rating** (60%) and **Element Rating** (40%) to one decimal point. This value is imported from HRMS and is not calculated in the CWB. Cell AW10 displays the mean of every employee's overall rating in the pay pool.
AX	HRMS	**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 AX10 displays the Mode (Most Frequent) Evaluation of Record in the pay pool. *Overall Rating* — *Evaluation of Record* 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

Column	Source	Description
AY	Calculated from Evaluation of Record	**Rating Description** The descriptor of the employee's evaluation of record. *Evaluation of Record* — *Rating Description* 5 — Outstanding 4 — Excellent 3 — Successful 2 — Minimally Successful 1 — Unacceptable
AZ	User Input	**Wildcard 2** Second of 14 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.
BA	User Input	**Wildcard 3** Third of 14 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.

Salary Increase Section (NGA ONLY)

This section (except for the wildcard columns) is hidden when the "Check if NGA Pay Pool" box IS NOT checked. Pay Pools in organizations outside of the National Geospatial-Intelligence Agency (NGA) should NOT check the box, and 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 bas 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 BX 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:

Share Value = Salary Increase Budget ÷ (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. the panel overrides an employee's initial increase computed by the algorithm; or
2. any employee(s) in the pool received an interim increase which pushed them above the pay band max.

In the first 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. In the second 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.

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	$1,788
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											
11	**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**
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 57 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 2014 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 BD9 to the employee's **Base Salary (end of Evaluation Period)** (col BC).
BF	Calculated	**Base Pay + Salary Increase Floor** Preliminary calculation of 2014 base pay: **Base Salary (end of Evaluation Period)** (col BC) adjusted by the **Salary Increase Floor** (col BE).
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 2014 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 (BI) value. Otherwise, the Used Midpoint will equal the Midpoint (BH) value.

Column	Source	Description
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 1,000.
BY	User Input	**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 CK.
BZ	Calculated	**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.

Column	Source	Description
CA	Calculated	**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.
CB	Calculated	**Interim New Base Pay (computed)** Sum of **Base Salary (end of Evaluation Period)** (col BC) plus **Salary Increase Floor ($)** (col BE) plus **Interim Base Pay Increase** (col CA).
CC	Pay Band Table	**Pay Band Max** The 2014 maximum base salary for the pay band occupied by the employee as of the end of the evaluation period.
CD	Calculated	**Hit Max for Band?** A "**Yes**" indicates that the employee's **Interim New Base Pay** (col CB) exceeds the maximum for the employee's pay band (based on 2014 pay band rates).
CE	Calculated	**Interim Base Pay to Meet Max** If the employee hits the max of the pay band, this column calculates the difference between the **Pay Band Max** (col CC) and **Base Pay + Salary Increase Floor** (col BF).
CF	Calculated	**Interim Base Pay Increase above Max** If the employee hits the max of the pay band, this column calculates the difference between the **Interim New Base Pay** (col CB) and the **Pay Band Max** (col CC). This amount, not paid out to employee, becomes available to the salary increase budget for redistribution to the other employees via the salary increase algorithm.
CG	Calculated	**Final Base Pay Increase Shares** For each employee, the number of shares used to calculate the employee's **Initial Performance Salary Incr** (col CH). Calculated by multiplying the employee's **Multiplier** (col BL) by the **Used Midpoint** (col BJ), and dividing the result by 1,000.
CH	Calculated	**Initial Performance Salary Incr ($)** 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.

Column	Source	Description
CI	Calculated	**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).
CJ	User Input	**Override Initial Increase** When set to "Yes," the employee's **Initial Performance Salary Inc** (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. The default value is "No."
CK	User Input	**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.
CL	User Input	**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).
CM	User Input	**Wildcard 4** Fourth of 14 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.
CN	User Input	**Wildcard 5** Fifh of 14 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.
CO	Calculated	**Max Salary Increase** Maximum amount an employee can receive without exceeding the 2014 **Pay Band Max** (col CC). Calculated by subtracting **Base Pay Plus Salary Increase Floor** (col BH) from the new **Pay Band Max** (col CC).

Column	Source	Description
CP	HRMS	**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 AC). 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.
CQ	Calculated	**Salary Increase Floor ($)** Amount of an employee's salary increase based on the floor percentage as established by USD(I) each year. Calculated by applying the floor percentage in cell BE9 to the employee's **Base Salary (as of Extract Date)** (col CP).
CR	Calculated	**Adjusted New Base Salary (computed)** Employee's new base salary, calculated by summing the employee's **Base Salary (as of Extract Date)** (col CP) plus **Salary Increase Floor ($)** (col CQ) plus **Initial Performance Salary Incr ($)** (col CH) plus **Performance Salary Increase Adjustment** (col CK).
CS	Pay Band Table	**New Pay Band Max** The 2014 maximum base salary for the employee's **Pay Band (as of extract date)** (col AA).
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).

Column	Source	Description
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 ($)** (col CY) divided by employee's **Base Salary (as of Extract Date)** (col CP).
DA	Calculated	**New Base Salary** Repeat of col CR.
DB	Calculated	**2015 % in Band** An indication of an employee's position within the 2015 pay band, based on the pay band occupied by the employee as of the extract date (unless the employee moves to a different pay band in Column DE). Calculated by dividing the difference between the employee's **New Increased Pay** (including any "Other Increases") (col DK) and the pay band minimum by the range of the pay band (difference between the pay band maximum and minimum).
DC	User Input	**Type of Increase** User-identified type of "Other Increase", specific to NGA pay pools. Values are "*Developmental*", "*Promotion*", "*TSA*" (Targeted Situational Adjustment), and "*Other*."
DD	User Input	**Amount of Other Increase ($)** Increases to an employee's base salary for reasons other than performance rating or the salary increase floor. Other Increase amounts are reflected **in 2014 % in Band** (col DB) and **New Increased Pay** (col DK). ***Personnel actions associated with other increases must be completed manually.***
DE	User Input	**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 **2014 %in Band** (col DB).
DF	User Input	**Pay Pool Notes** Internal pay pool working notes that **DO NOT** print on the employee feedback form.

Column	Source	Description
DG	User Input	**Wildcard 6** Sixth of 14 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.
DH	User Input	**Wildcard 7** Seventh of 14 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.
DI	Pay Band Table	**Pay Band Minimum** From the 2015 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 **2014 % in Band** (col DB).
DJ	Pay Band Table	**Pay Band Maximum** From the 2015 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 **2014 % in Band** (col DB).
DK	Calculated	**New Increased Pay** New base pay taking into account any other increases. Calculated as the sum of **Base Salary as of Extract Date** (col AC), **Floor Salary Increase ($)** (col CU), **Performance Salary Increase ($)** (col CW), and **Amount of Other Increase ($)** (col DD).
DL	LMS Table	**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 2014 rates until G update file is imported with 2015 rates.
DK	Calculated	**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 DK) by (1 + the applicable **LMS Rate** (col DL)). 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 DK8], 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 2014 rates until G update file is imported with 2015 rates.
DK	Calculated	**Salary + LMS** For employees not on retained pay, the sum of an employee's **New Increased Pay** (col DK) and **LMS Amount** (col DK).

Column	Source	Description
DR	User Input	**Wildcard 8** Eighth of 14 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.
DS	User Input	**Wildcard 9** Ninth of 14 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.
Dt	User Input	**Wildcard 10** Tenth of 14 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.

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 or work level, the number of shares awarded to the employee, and bonus share value. It is computed by the following formula:

Bonus Amount ($) = (Work Level Midpoint) X (# of Bonus Shares Awarded) X (Share Value)

The variables in the formula are described below.

1. **Pay Band or Work Level Midpoint** – This is the midpoint of the pay band (NGA) or work level (non-NGA) 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:
   a. ***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).
   b. ***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 or work level midpoint and is computed by the following formula:

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

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 EB 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 or work level. 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 DV and DW 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 EF). 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 Ratings			Share Value		Adj Funding	Total Adjustments	Remaining Adjustment Funding	
							0.942%		$0	-$2,000	$0	
Awards Received This Rating Period	Total $ of Awards Received	Date of last QSI or Equiv	$ Amount of last QSI or Equiv	Overall Rating	Bonus Shares	Bonus Share Proration (%)	Bonus Shares	Initial Bonus ($)	Override Initial Bonus	Bonus Adjustment ($)	Bonus Adjustment Justification	Total Bonus ($)
				3.8	1.33		1.33	$1,185	No			$1,185
				3.0					No			$0
2	$8,000			3.6	1.10		1.10	$980	No			$980
				4.6	2.87	67.0%	1.92	$1,356	No		Prorated for partial year	$1,356
		12/12/2011	$1,360	3.6	1.10		1.10	$980	No			$980
				4.2	1.95		1.95	$1,375	No			$1,375
		3/4/2012	$1,850	3.7	1.21		1.21	$1,078	No			$1,078
				4.6					Yes	$0	Consideration for DQI/SQI	$0
1	$2,000			4.8	3.48		3.48	$3,103	No	-$2,000	ward during the performance yea	$1,103
				3.3					No			$0
				2.8					No			$0
				3.1					No			$0

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 or work level midpoint rather than the employee's salary yields greater bonus amounts as a percent of salary for employees below the midpoint versus those above the midpoint. Thus, employees in the same pay band or work level 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.

DV	DW	DZ	EA	EB	EC	ED	EE
			Impact of Decisions				
		Employees Eligible for Bonus	74				
		Employees Receiving Bonus	24	32.4%			
		Min Bonus	$1,110	1.90%	of band midpoint		
		Max Bonus	$5,115	5.46%	of band midpoint		
		Rating Threshold	3.9		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:

EG	EH	EI
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 DQIs and SQIs in the CWB

The 2015 CWB allows users to easily note that the panel intends to award a DCIPS Quality Increase (DQI) or DCIPS Sustained Quality Increase (SQI) to a given employee. To be eligible to receive a DQI, an employee must meet these conditions:

1. Must have an Evaluation of Record of at least Successful (some organizations require employees to have an Evaluation of Outstanding, while some choose to extend DQI eligibility to the top ten percent of rated employees, but these employees must still have an Evaluation of Record of at least Successful)
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 away from the grade max rate
4. Must not have received a DQI in the preceding 52 weeks *at the employee's current grade*. The tool notes employees' most recent DQI, SQI, or QSI in the "Date of Last QSI or Equiv" field (column DX), as well as the amount of the award, if one exists, in the "$ amount of Last QSI or Equiv" field (column DY). Pay Pool Admins may use col DY to determine whether the award was a one- or two-step award. Note that DQIs awarded during the 2012 pay pool process and effective in January 2014 do not affect eligibility for a DQI award in the 2014 pay pool process, to be effective in January 2014.

If an employee meets the eligibility conditions listed above, the "Number of QSI increments" field (column EL) will be accessible; this column is grayed out otherwise. To award a DQI to an employee, click "1" in the drop-down menu in column EL (note that you do not need to click "Yes" in column EK, as column EK specifically references SQIs, not DQIs). The projected dollar amount of the employee's award will automatically populate in column EM. This amount is based upon the employee's Grade at the time of extract (column AA).

To be eligible to receive an SQI, an employee must meet these conditions:

1. Must have an Evaluation of Record of at least Successful (some organizations require employees to have an Evaluation of Outstanding, while some choose to extend DQI eligibility to the top ten percent of rated employees, but these employees must still have an Evaluation of Record of at least Successful). Must also have had a qualifying rating for the prior two years. The tool can only enforce the ratings rule for the current year. It is incumbent upon the pay pool panel to certify that an individual has had qualifying evaluations for the prior two years by clicking "Yes" in column EK.
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 two steps away from the grade max rate

4. Must not have received an SQI in the preceding three years *at the employee's current grade*. The tool notes employees' most recent DQI, SQI, or QSI in the "Date of Last QSI or Equiv" field (column DX), as well as the amount of the award, if one exists, in the "$ amount of Last QSI or Equiv" field (column DY). Pay Pool Admins may use col DY to determine whether the award was a one- or two-step award. Past that, it is incumbent upon the pay pool panel to certify an employee's eligibility for an SQI by clicking "Yes" in column EK. Once you click "Yes" in column EK, you will have the option of choosing "2" from the drop down list of values in column EL. The projected dollar amount of the employee's award will automatically populate in column EM. This amount is based upon the employee's Grade at the time of extract (column AA).

In the illustration below, Michael Faraday is on retained pay, so his "SQI Eligible?" and "Number of QSI Increments" fields are greyed out. Antoine-Henri Becquerel is not on retained pay, but he is too close to the max for his grade to receive a step increase, thus his DQI/SQI fields are greyed out too. The data administrator has clicked "Yes" for Georg Cantor's SQI eligibility and has awarded him an SQI, as denoted by the "2" in his "Number of Increments" field. Note that his bonus amount and his SQI amount are both **red** as a flag to show that he is receiving both. Ernest Rutherford's DQI amount is not red, since he is not also receiving a bonus. Orville Wright received a one-step award on January 13, 2014, so he is still eligible to receive a DQI from the 2014 pay pool (with an effective date of January 12, 2014). William Gilbert received a DQI in March, 2014, and so should not receive a DQI in the 2014 pay pool.

8	Employees:	77										SQI/DQI Funds	$13,413
9	Visible Employees:	51					Mean			Sort Rating		Remaining	$879
10							3.64						
11	Last Name	First Name	Retained Pay	Pay Band (as of Extract date)	Step (as of Extract Date)	Base Salary (as of Extract date)	Overall Rating	Date of last QSI or Equiv	$ Amount of last QSI or Equiv	Total Bonus ($)	SQI Eligible?	Number of QSI Increments	QSI $
12													
13	Cantor	Georg		14	04	$98,812	5.0			$4,446	Yes	2	5,646
14	Faraday	Michael	Yes	15	00	$144,906	5.0			$5,593			0
15	Hilbert	David		14	10	$110,104	4.8			$3,671	No	0	0
18	Marconi	Guglielmo	Yes	14	00	$129,444	4.7			$3,330			0
19	Gauss	Carl		15	09	$125,566	4.6			$3,800	No	0	0
20	Wright	Orville		11	06	$57,788	4.6	1/13/2013	$1,676	$2,389	No	1	1,676
21	Gilbert	William		13	07	$84,456	4.6	3/10/2013	$2,389	$2,389	No	0	0
32	Becquerel	Antoine-Henri		14	00	$114,378	4.0			$1,704			0
33	Grothendieck	Alexander		11	10	$64,195	4.0			$1,347	No	0	0
38	Teller	Edward	Yes	15	00	$155,500	3.9			$1,949			0
39	Hubble	Edwin		14	10	$107,777	3.9			$1,549	No	0	0
40	Joule	James		13	07	$84,456	3.8			$0	No	1	2,389
51	Rutherford	Ernest		14	09	$105,578	3.7	6/15/2011	$5,646	$0	No	1	2,823
52	Fleming	Alexander		13	01	$71,674	3.6			$0	No	0	0

Budget and Setup | Pay Pool Panel | Bonus Adjustment Summary | Pay Bands | Sum

DQI and SQI in the CWB

New in 2014, an employee's bonus amount AND their DQI/SQI amount will display in **red** if the pay pool panel gives both a bonus and a DQI or SQI. This is only a flag, as DCIPS policy does not prohibit employees from receiving a bonus and a DQI or SQI in the same year.

The following 25 visible columns are included in the bonus section:

Column	Source	Description
DU	N/A	**Bonus** Marks the beginning of the Bonus Section of the CWB.
DV	HRMS	**Awards Received This Rating Period** Number of cash awards the employee received during this rating cycle. Does not include the bonus from the previous year's pay pool, time-off awards, or incentive awards such as deployment, recruitment, or invention.
DW	HRMS	**Total $ of Awards Received** Total dollar value of cash awards the employee received during this rating cycle.
DX	HRMS	**Date of Last QSI or Equivalent Award** The most recent effective date of a QSI, DQI, or SQI. Blank if the employee has not received one of these awards. This helps the CWB and the pay pool panel determine eligibility for a DQI or SQI in the current cycle.
DY	HRMS	**$ Amount of Last QSI or Equivalent Award** Total dollar value of the most recent QSI, DQI, or SQI. Dollar amount should inform the pay pool panel about whether the award was one or two steps.
DZ	HRMS	**Overall Rating** The employee's **Overall Rating** to one decimal point (same as col AW). The link in cell DZ9 sorts all records by Overall Rating in descending order.
EA	Calculated	**Bonus Shares** Calculated by the DCIPS bonus algorithm, based upon the Rating Threshold entered in cell EA7, the employee's **Overall Rating** (col DZ), and the Share Increment entered on the **Budget and Setup** worksheet (displayed in cell EC7).
EB	User Input	**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 EA. As with bonus overrides and adjustments, any proration must have a brief explanation in column EG.

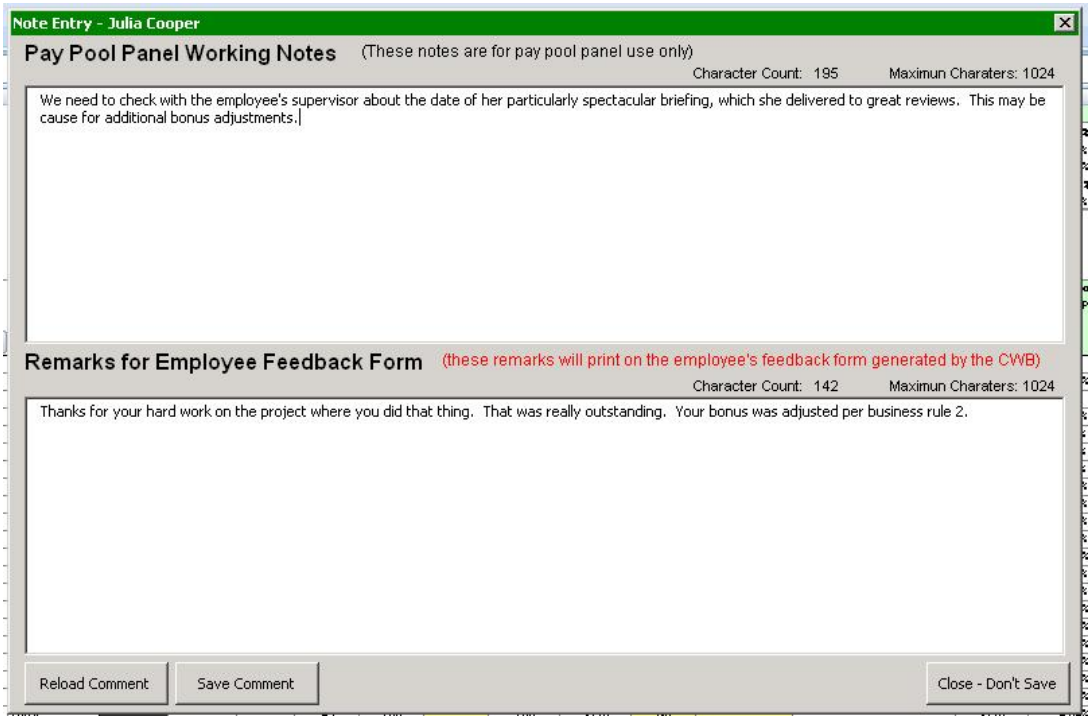
Column	Source	Description
EC	Calculated	**Bonus Shares (with proration)** The result of the proration percentage in column EB multiplied by the number of Bonus Shares in column EA. If column EB is blank, there is no proration and EC will equal EA.
ED	Calculated	**Initial Bonus ($)** Dollar value of initial bonus. Calculated by multiplying **Bonus Shares** (col EC) by the bonus share value, displayed in cell EC10.
EE	User Input	**Override Initial Bonus** When set to "Yes," the employee's **Initial Bonus $** (col ED) and **Bonus Shares** (col EC) are overridden (set to zero). Overridden amounts are automatically redistributed by the bonus algorithm to the other eligible employees in the pay pool who receive bonus shares. The default value is "No".
EF	User Input	**Bonus Adjustment ($)** 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.
EG	User Input	**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 EE) is "Yes", if an adjustment has been entered in **Bonus Adjustment ($)** (col EF), or if a proration amount has been entered in **Bonus Share Proration (%)** (col EB).
EH	Calculated	**Total Bonus ($)** 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 ($)** (col ED) plus **Bonus Adjustment ($)** (col EF).
EI	Calculated	**Total Bonus (% of Midpoint)** Employee's **Total Bonus $** (col EH) as a percent of the **Midpoint** (col BH) of the employee's pay band or work level.
EJ	Calculated	**Total Bonus (% of Base Salary)** Employee's **Total Bonus $** (col EH) as a percent of the employee's **Base Salary (end of Evaluation Period)** (col BC).

Column	Source	Description
EK	User Input	**SQI Eligible?** User-input column that allows the pay pool panel to certify that an employee is eligible to receive a DCIPS Sustained Quality Increase. This column is disabled for employees who have an evaluation below Successful, or are on Retained Pay as of the date of extract, or whose base salary at the time of extract (column AC) is within two steps of the grade max salary.
EL	User Input	**Number of Steps to Award** User-input column used for awarding DQI (one step) or SQI (two steps). Values are "0" (no award), "1" (DQI), or "2" (SQI). The default is 0. This column is disabled for employees who have an evaluation below Successful, or are on Retained Pay as of the date of extract, or whose base salary at the time of extract (column AC) is within one step of the grade max salary. If column EK = "No" then the available values for column EL will only be "0" or "1".
EM	Calculated	**Estimated $ Amount of Award** This column is inactive for employees who do not meet the conditions for DQI eligibility outlined above, and blank for employees who are eligible but do not receive a DQI or SQI (i.e., column EL is "0"). The CWB uses an employee's grade as of the date of extract (col AA), as well as column K on the **Pay Bands** worksheet to calculate the projected amount of an employee's DQI or SQI.
EN	User Input	**Wildcard 11** Eleventh of 14 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.
EO	User Input	**Wildcard 12** Twelfth of 14 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.
EP	User Input	**Wildcard 13** Thirteenth of 14 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.
EQ	User Input	**Wildcard 14** Fourteenth of 14 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.

Column	Source	Description
ER	User Input	**Pay Pool Panel Working Notes** The cells in this column are not protected and can be used to hold data or equations or to create user-defined groups; however, its primary purpose is for the pay pool panel to make notes to itself regarding a given employee or a group of employees. The column is for panel use only.
ES	User Input	**Remarks for Employee Feedback Form** The cells in this column are not protected and can be used to hold data or equations or to create user-defined groups; however, its primary purpose is for the pay pool panel to capture remarks directed to an employee or a group of employees. Notes captured in this column will appear on the form shared with the employee after pay pool decisions are finalized.

Entering Notes Using the Pop-Up Form

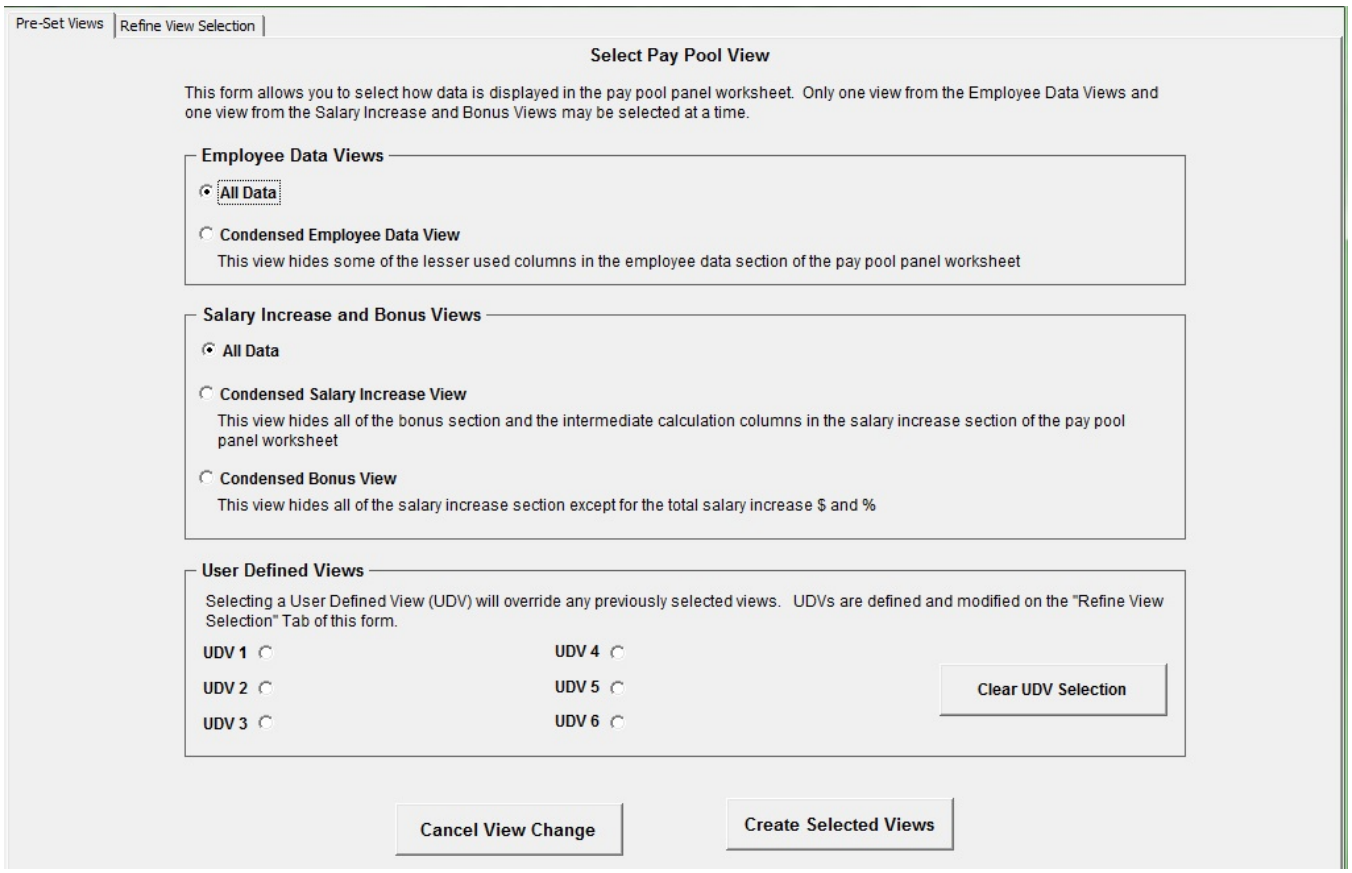
Users may enter notes either directly into columns ER and ES on the **Pay Pool Panel** worksheet, or by double clicking anywhere in a white cell in the row of the employee for whom the user wants to enter notes. The Note Entry interface will appear. Any notes entered into either portion of the interface will automatically flow to the pertinent column on the **Pay Pool Panel** worksheet (either column ER or ES) 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***.



Note Entry Interface

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.

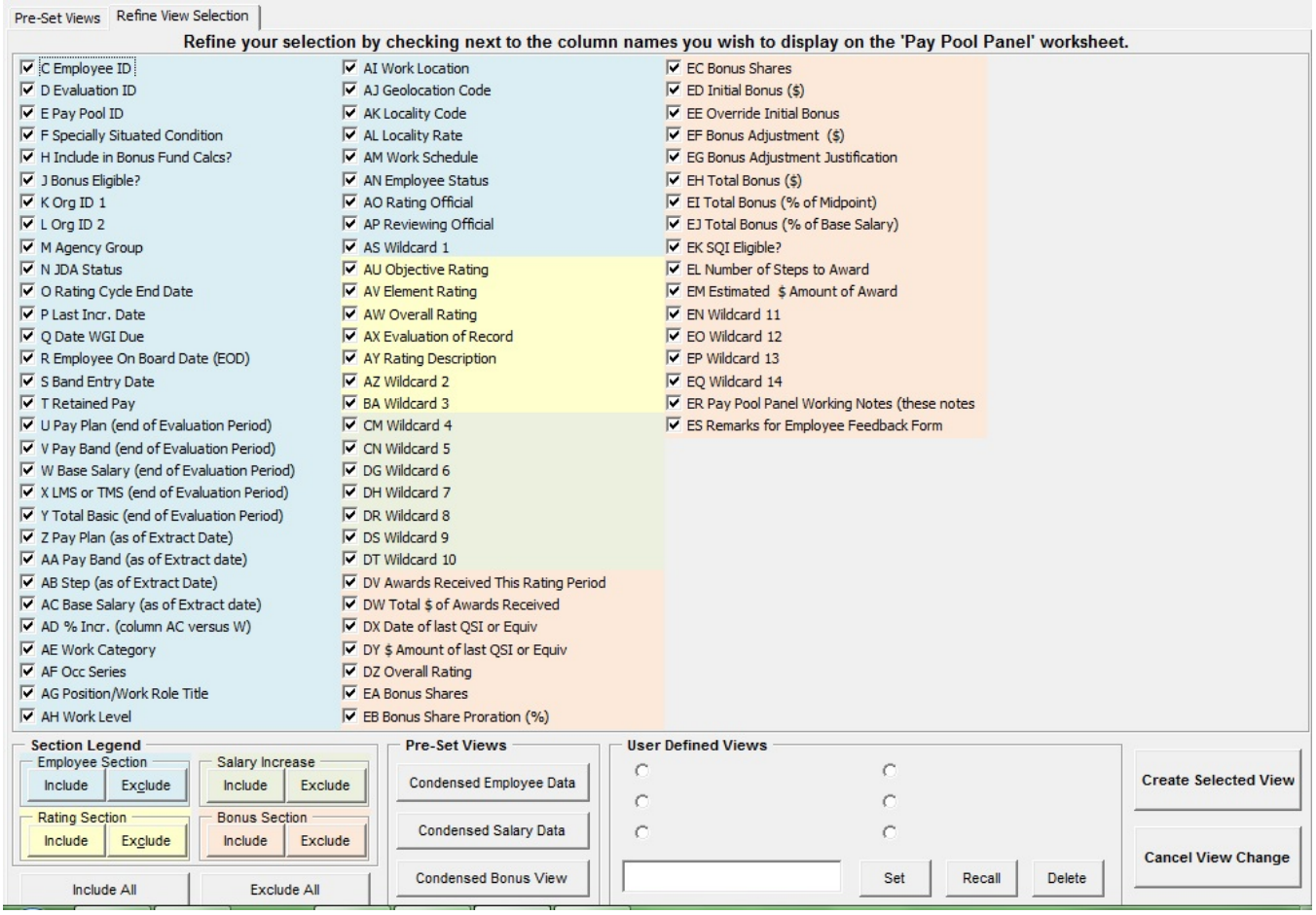


Pay Pool Panel Views Interface (Pre-Set Views)

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. Note that when the "Check if NGA pay pool" box on the **Budget and Setup** worksheet is NOT checked, users will not be able to access the columns in the Salary Increase section via the "Refine View Selection" tab.



Pay Pool Panel Views Interface (Non-NGA version)

Pay Bands Worksheet

NEW: There are no new features on the **Pay Bands** worksheet in 2014.

The **Pay Bands** worksheet contains pay bands for both the performance cycle year and the payout year. For example, the 2014 performance cycle starts on October 1, 2013 and runs through September 30, 2014 for most people. However, the payout will not be effective until January 2015. Both sets of bands are used by the DCIPS algorithms. The 2015 pay band figures are simply the 2014 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 2014 and 2015 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).

2014 Pay Band Information

Pay Band	Minimum	Midpoint	Maximum
IA1	$17,981	$32,442	$46,903
IA2	$34,319	$48,750	$63,180
IA3	$50,790	$74,862	$98,934
IA4	$72,391	$94,648	$116,905
IA5	$100,624	$119,071	$137,518
GG1	$17,981	$8,991	$0
GG2	$20,217	$10,109	$0
GG3	$22,058	$26,101	$30,143
GG4	$24,763	$29,301	$33,838
GG5	$27,705	$32,787	$37,869
GG6	$30,883	$36,543	$42,202
GG7	$34,319	$40,611	$46,903
GG8	$38,007	$44,976	$51,944
GG9	$41,979	$49,674	$57,368
GG10	$46,229	$54,705	$63,180
GG11	$50,790	$60,102	$69,413
GG12	$60,877	$72,037	$83,196
GG13	$72,391	$85,663	$98,934
GG14	$85,544	$101,225	$116,905
GG15	$100,624	$119,071	$137,518

2015 Pay Band Information

Pay Band	Minimum	Midpoint	Maximum	Increment
IA1	$18,161	$32,764	$47,367	
IA2	$34,662	$49,235	$63,807	
IA3	$51,298	$75,610	$99,922	
IA4	$73,115	$95,597	$118,079	
IA5	$101,630	$120,264	$138,898	
GG1	$18,161	$9,081	$0	
GG2	$20,419	$10,210	$0	
GG3	$22,279	$26,366	$30,452	$743
GG4	$25,011	$29,598	$34,185	$834
GG5	$27,982	$33,114	$38,245	$933
GG6	$31,192	$36,912	$42,632	$1,040
GG7	$34,662	$41,015	$47,367	$1,155
GG8	$38,387	$45,427	$52,467	$1,280
GG9	$42,399	$50,171	$57,942	$1,413
GG10	$46,691	$55,249	$63,807	$1,556
GG11	$51,298	$60,703	$70,108	$1,710
GG12	$61,486	$72,761	$84,036	$2,050
GG13	$73,115	$86,519	$99,922	$2,437
GG14	$86,399	$102,239	$118,079	$2,880
GG15	$101,630	$120,264	$138,898	$3,388

Local Market Supplement

LMS Code	Short Name	2014 LMS Rates	2015 LMS Rates
AK	Alaska	24.69	24.69
AT	Atlanta	19.29	19.29
BO	Boston	24.80	24.80
BU	Buffalo	16.98	16.98

Budget and Setup | Pay Pool Panel | Bonus Adjustment Summary | Pay Bands | Sum

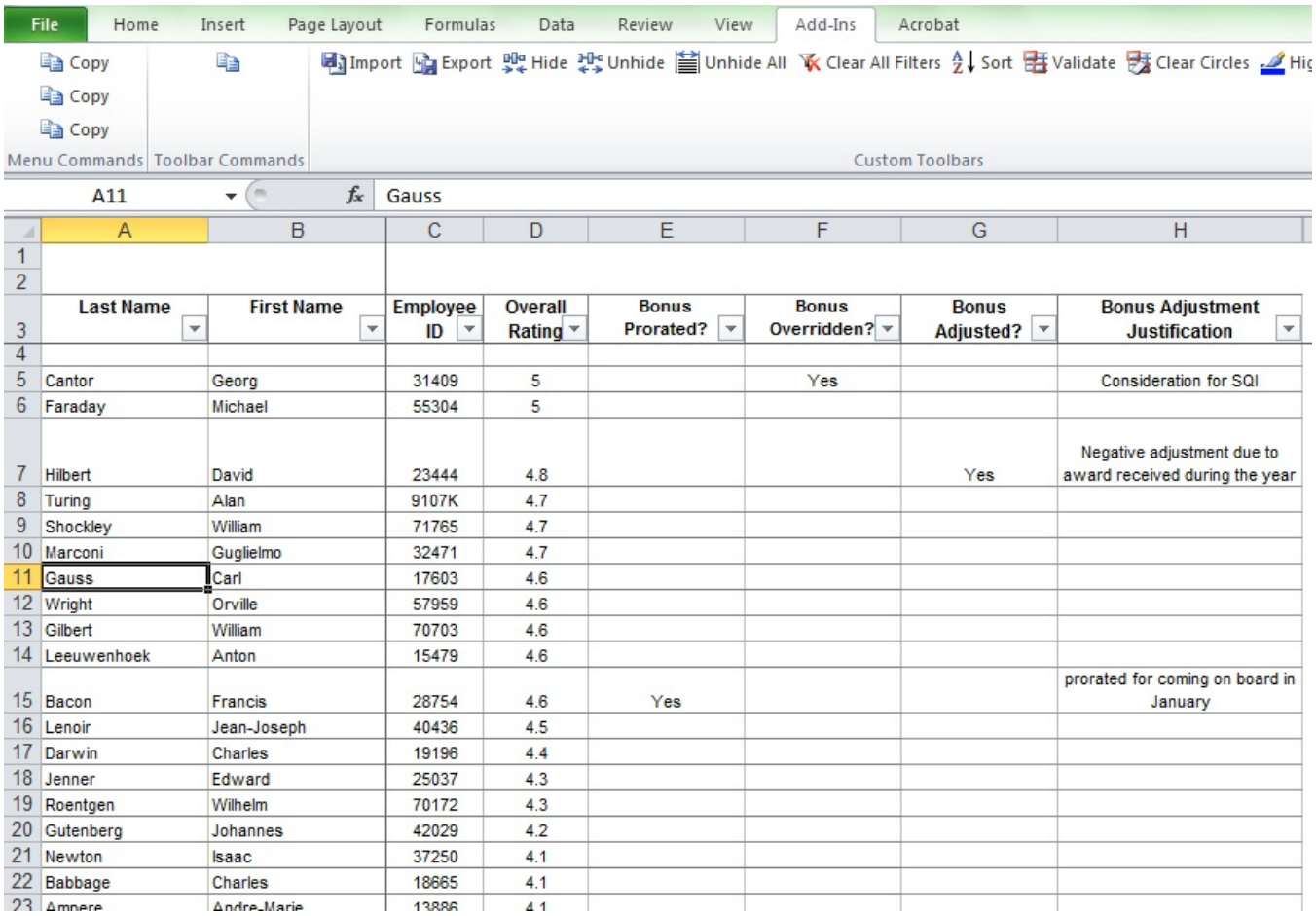
Pay Bands Worksheet

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

Bonus Adjustment Summary Worksheet

NEW: There are no new features on the **Bonus Adjustment Summary** worksheet in 2014.

The **Bonus Adjustment Summary** worksheet includes a list of employees in the pay pool, their overall ratings, and whether the employees have received any bonus proration, overrides, or adjustments, along with the justification(s) for these actions. The values shown on the **Bonus Adjustment Summary** worksheet are taken directly from the **Pay Pool Panel** worksheet and cannot be edited on this worksheet (i.e., manipulating proration, overrides, and adjustments on the **Pay Pool Panel** worksheet will cause the values on this worksheet to change). The ***Sort***, ***Filter***, and ***Hide Columns*** buttons can be used to create a customized view that can be printed as a report. 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 **Bonus Adjustment Summary** worksheet as well.



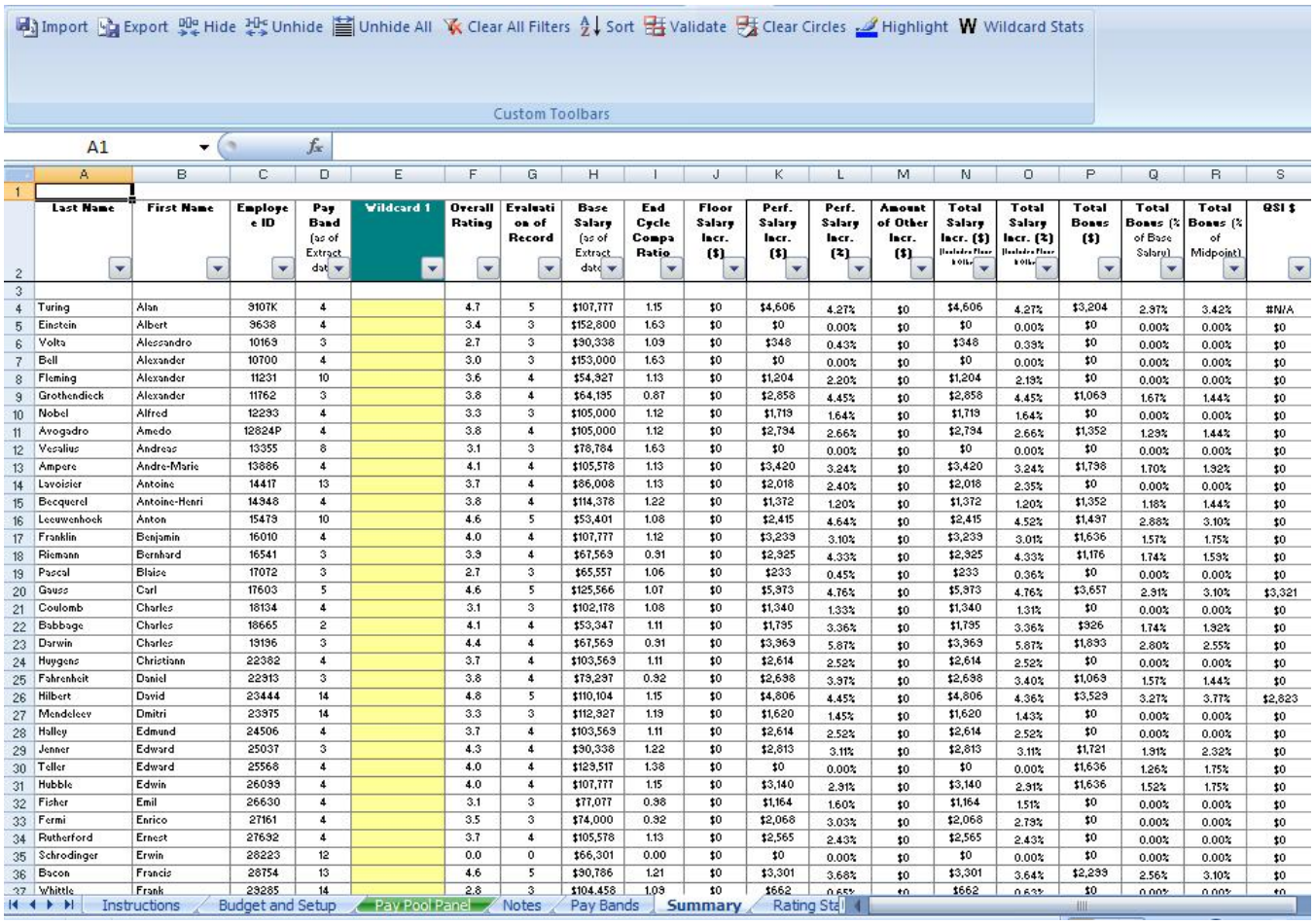
Last Name	First Name	Employee ID	Overall Rating	Bonus Prorated?	Bonus Overridden?	Bonus Adjusted?	Bonus Adjustment Justification
Cantor	Georg	31409	5		Yes		Consideration for SQI
Faraday	Michael	55304	5				
Hilbert	David	23444	4.8			Yes	Negative adjustment due to award received during the year
Turing	Alan	9107K	4.7				
Shockley	William	71765	4.7				
Marconi	Guglielmo	32471	4.7				
Gauss	Carl	17603	4.6				
Wright	Orville	57959	4.6				
Gilbert	William	70703	4.6				
Leeuwenhoek	Anton	15479	4.6				
Bacon	Francis	28754	4.6	Yes			prorated for coming on board in January
Lenoir	Jean-Joseph	40436	4.5				
Darwin	Charles	19196	4.4				
Jenner	Edward	25037	4.3				
Roentgen	Wilhelm	70172	4.3				
Gutenberg	Johannes	42029	4.2				
Newton	Isaac	37250	4.1				
Babbage	Charles	18665	4.1				
Ampere	Andre-Marie	13886	4.1				

Bonus Adjustment Summary Worksheet

Summary Worksheet

NEW: There are no new features on the **Summary** worksheet in 2014.

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 ***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 **Bonus Adjustment Summary** worksheet as well. 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.



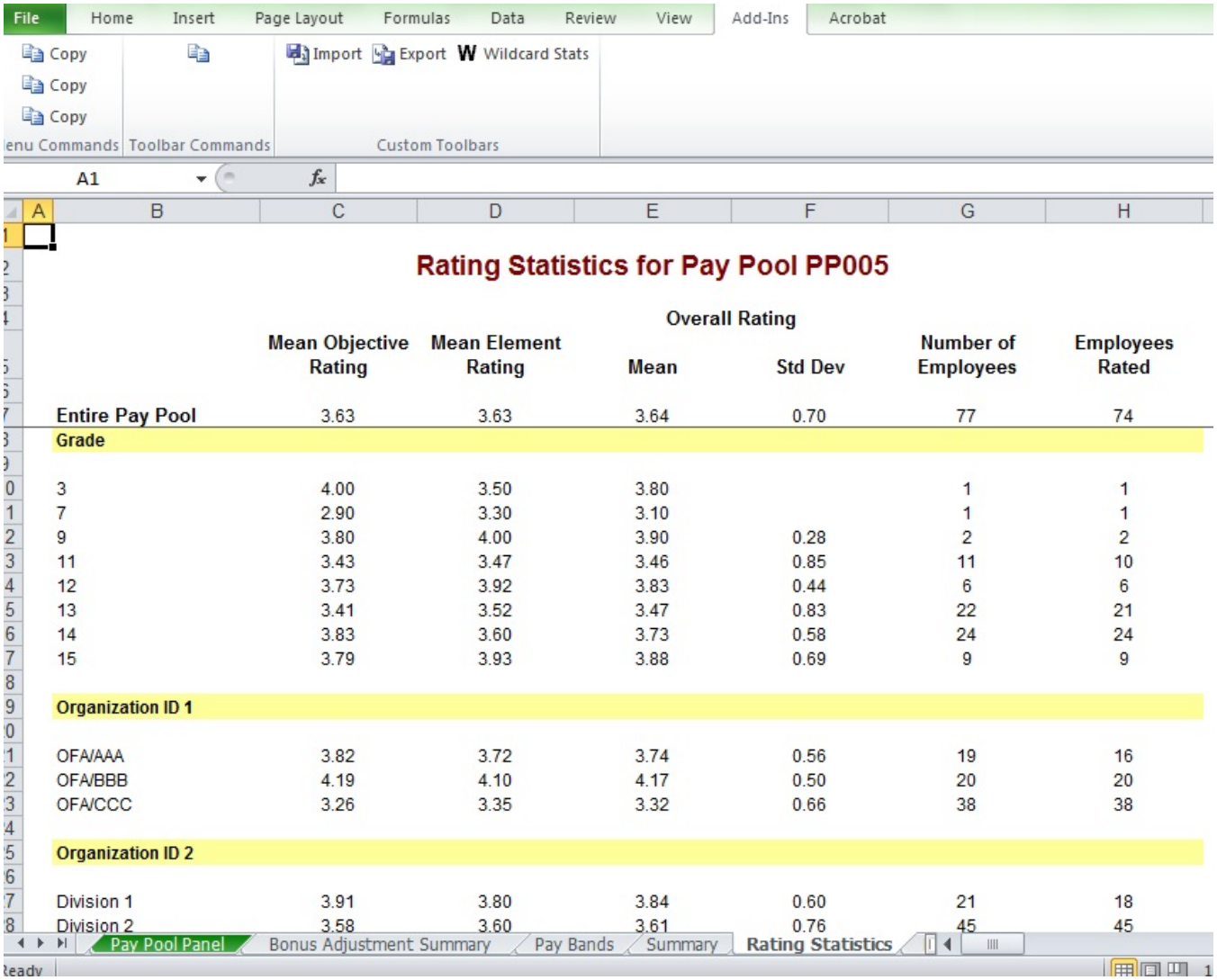
Last Name	First Name	Employee ID	Pay Band (as of Extract date)	Wildcard 1	Overall Rating	Evaluation of Record	Base Salary (as of Extract date)	End Cycle Compa Ratio	Floor Salary Incr. ($)	Perf. Salary Incr. ($)	Perf. Salary Incr. (%)	Amount of Other Incr. ($)	Total Salary Incr. ($) (Includes Floor & Other)	Total Salary Incr. (%) (Includes Floor & Other)	Total Bonus ($)	Total Bonus (% of Base Salary)	Total Bonus (% of Midpoint)	QSI $
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
Einstein	Albert	3638	4		3.4	3	$152,800	1.63	$0	$0	0.00%	$0	$0	0.00%	$0	0.00%	0.00%	$0
Volta	Alessandro	10169	3		2.7	3	$90,338	1.09	$0	$348	0.43%	$0	$348	0.39%	$0	0.00%	0.00%	$0
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
Fleming	Alexander	11231	10		3.6	4	$54,927	1.13	$0	$1,204	2.20%	$0	$1,204	2.19%	$0	0.00%	0.00%	$0
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
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
Avogadro	Amedo	12824P	4		3.8	4	$105,000	1.12	$0	$2,794	2.66%	$0	$2,794	2.66%	$1,352	1.29%	1.44%	$0
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
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
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
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
Leeuwenhoek	Anton	15479	10		4.6	5	$53,401	1.08	$0	$2,415	4.64%	$0	$2,415	4.52%	$1,497	2.88%	3.10%	$0
Franklin	Benjamin	16010	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
Riemann	Bernhard	16541	3		3.9	4	$67,569	0.91	$0	$2,925	4.33%	$0	$2,925	4.33%	$1,176	1.74%	1.59%	$0
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
Gauss	Carl	17603	5		4.6	5	$125,566	1.07	$0	$5,973	4.76%	$0	$5,973	4.76%	$3,657	2.91%	3.10%	$3,321
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
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
Darwin	Charles	19196	3		4.4	4	$67,569	0.91	$0	$3,969	5.87%	$0	$3,969	5.87%	$1,893	2.80%	2.55%	$0
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
Fahrenheit	Daniel	22913	3		3.8	4	$73,297	0.92	$0	$2,638	3.97%	$0	$2,638	3.40%	$1,069	1.57%	1.44%	$0
Hilbert	David	23444	14		4.8	5	$110,104	1.15	$0	$4,806	4.45%	$0	$4,806	4.36%	$3,529	3.27%	3.77%	$2,823
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
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
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
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
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
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
Fermi	Enrico	27161	4		3.5	3	$74,000	0.92	$0	$2,068	3.03%	$0	$2,068	2.79%	$0	0.00%	0.00%	$0
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
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
Bacon	Francis	28754	13		4.6	5	$90,786	1.21	$0	$3,301	3.66%	$0	$3,301	3.64%	$2,239	2.56%	3.10%	$0
Whittle	Frank	29285	14		2.8	3	$104,458	1.09	$0	$662	0.65%	$0	$662	0.63%	$0	0.00%	0.00%	$0

Summary Worksheet

Rating Statistics Worksheet

NEW: The **Rating Statistics** worksheet includes breakout by work level within each work category in 2014.

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/work level, and optionally, by any column on the **Pay Pool Panel** worksheet. To create a custom grouping, navigate to the **Pay Pool Panel** worksheet, click ***Wildcard Stats*** in the toolbar, select the desired column from the pop-up interface, and click ***Run Statistics***. Statistics and charts for that column will generate for all statistics and chart pages. To clear statistics and charts for a given column, click ***Wildcard Stats*** again, select the column name to clear, and click ***Remove Statistics***.



Rating Statistics for Pay Pool PP005

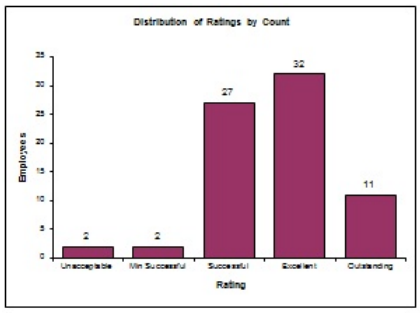
	Mean Objective Rating	Mean Element Rating	Overall Rating Mean	Overall Rating Std Dev	Number of Employees	Employees Rated
Entire Pay Pool	3.63	3.63	3.64	0.70	77	74
Grade						
3	4.00	3.50	3.80		1	1
7	2.90	3.30	3.10		1	1
9	3.80	4.00	3.90	0.28	2	2
11	3.43	3.47	3.46	0.85	11	10
12	3.73	3.92	3.83	0.44	6	6
13	3.41	3.52	3.47	0.83	22	21
14	3.83	3.60	3.73	0.58	24	24
15	3.79	3.93	3.88	0.69	9	9
Organization ID 1						
OFA/AAA	3.82	3.72	3.74	0.56	19	16
OFA/BBB	4.19	4.10	4.17	0.50	20	20
OFA/CCC	3.26	3.35	3.32	0.66	38	38
Organization ID 2						
Division 1	3.91	3.80	3.84	0.60	21	18
Division 2	3.58	3.60	3.61	0.76	45	45

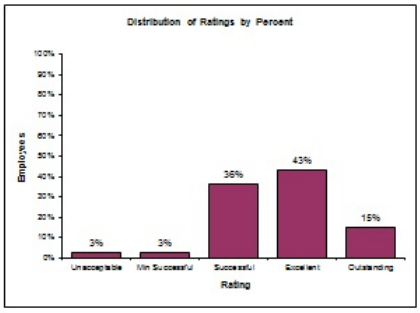
Rating Statistics Worksheet

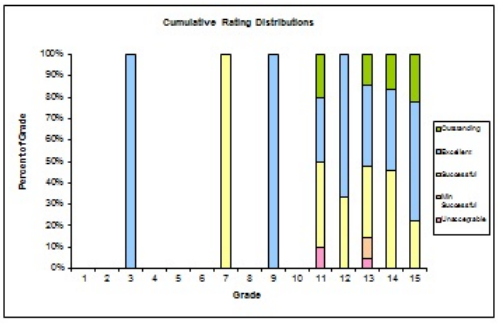
Rating Charts Worksheet

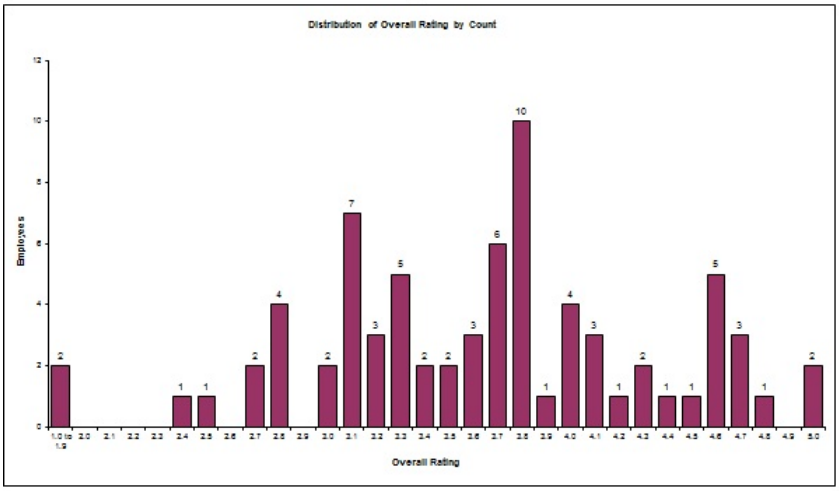
NEW: There are no new features on the **Rating Charts** worksheet in 2014.

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 or grade, and the table underneath shows the percentages in the chart.



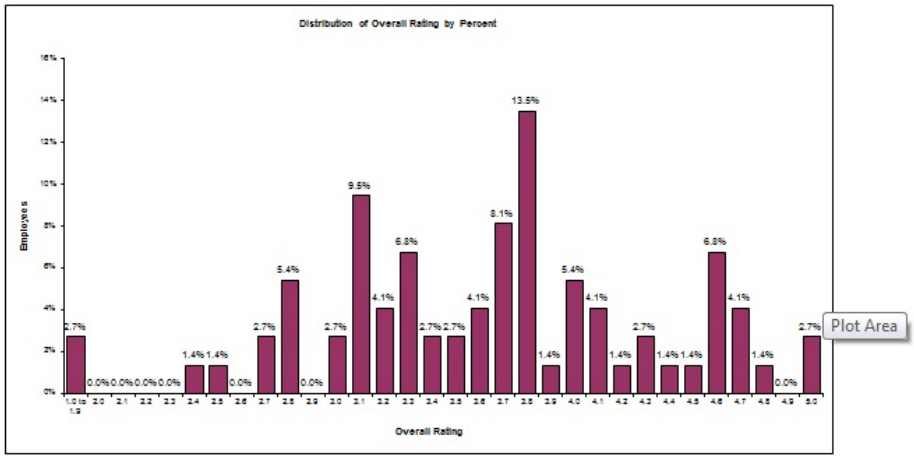






% values for ratings by Grade

Grade	Unacceptable	Min Successful	Successful	Excellent	Outstanding
1					
2					
3	0.0%	0.0%	0.0%	100.0%	0.0%
4					
5					
6					
7	0.0%	0.0%	100.0%	0.0%	0.0%
8					
9	0.0%	0.0%	0.0%	100.0%	0.0%
10					
11	10.0%	0.0%	40.0%	30.0%	20.0%
12	0.0%	0.0%	33.3%	66.7%	0.0%
13	4.8%	9.5%	33.3%	38.1%	14.3%
14	0.0%	0.0%	45.8%	37.5%	16.7%
15	0.0%	0.0%	22.2%	55.6%	22.2%



Rating Charts Worksheet

Salary Increase Statistics Worksheet (NGA ONLY)

NEW: The **Salary Increase Statistics** worksheet includes breakout by work level within each work category in 2014. The **Salary Increase Statistics** worksheet is permanently hidden when the "Check if NGA pay pool" box is checked on the **Budget and Setup** worksheet.

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 column on the **Pay Pool Panel** worksheet. To create a custom grouping, navigate to the **Pay Pool Panel** worksheet, click ***Wildcard Stats*** in the toolbar, select the desired column from the pop-up interface, and click ***Run Statistics***. Statistics and charts for that column will generate for all statistics and chart pages. To clear statistics and charts for a given column, click ***Wildcard Stats*** again, select the column name to clear, and click ***Remove Statistics***.

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

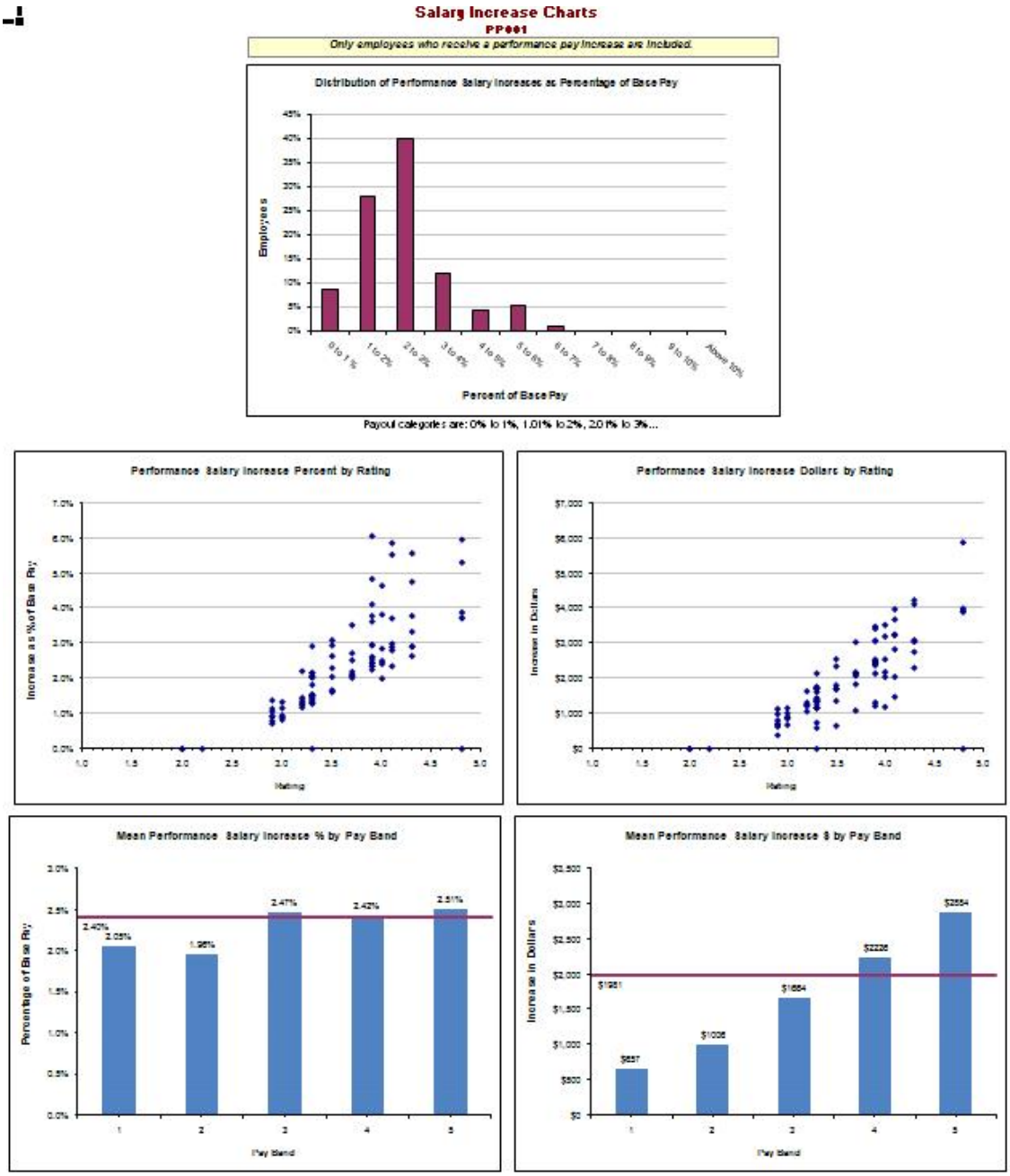
Rating Statistics | Rating Charts | Salary Increase Statistics | Salary Increase Charts | Tot

Salary Increase Statistics Worksheet

Salary Increase Charts Worksheet (NGA ONLY)

NEW: There are no new features on the **Salary Increase Charts** worksheet in 2014. The **Salary Increase Charts** worksheet is permanently hidden when the "Check if NGA pay pool" box is checked on the **Budget and Setup** worksheet.

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.

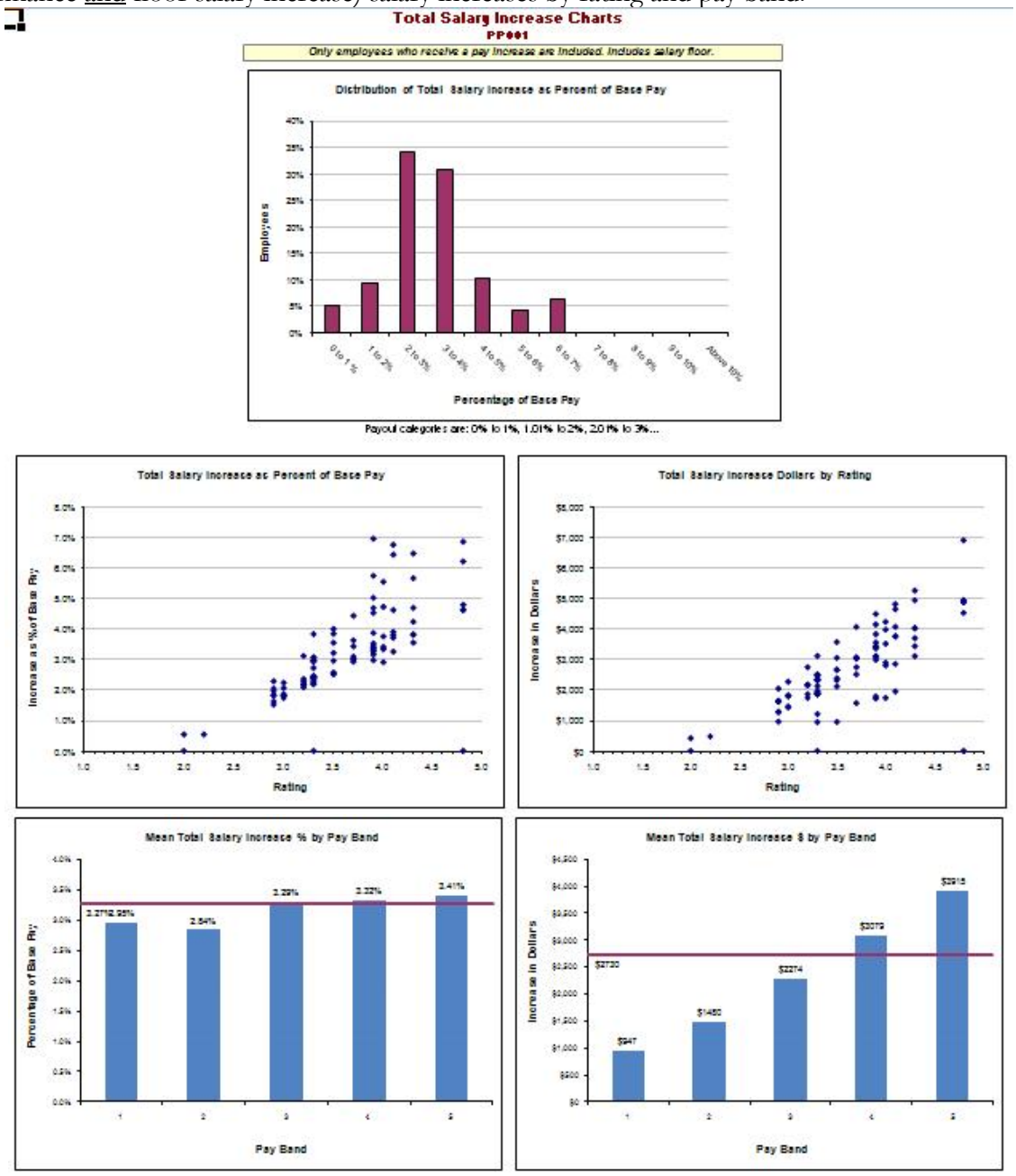


Salary Increase Charts Worksheet

Total Salary Increase Charts Worksheet (NGA ONLY)

NEW: There are no new features on the **Total Salary Increase Charts** worksheet in 2014. The **Total Salary Increase Charts** worksheet is permanently hidden when the "Check if NGA pay pool" box is checked on the **Budget and Setup** worksheet.

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



Total Salary Increase Charts Worksheet

Bonus Statistics Worksheet

NEW: The **Bonus Statistics** worksheet includes breakout by work level within each work category in 2014.

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 column on the **Pay Pool Panel** worksheet. To create a custom grouping, navigate to the **Pay Pool Panel** worksheet, click ***Wildcard Stats*** in the toolbar, select the desired column from the pop-up interface, and click ***Run Statistics***. Statistics and charts for that column will generate for all statistics and chart pages. To clear statistics and charts for a given column, click ***Wildcard Stats*** again, select the column 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%

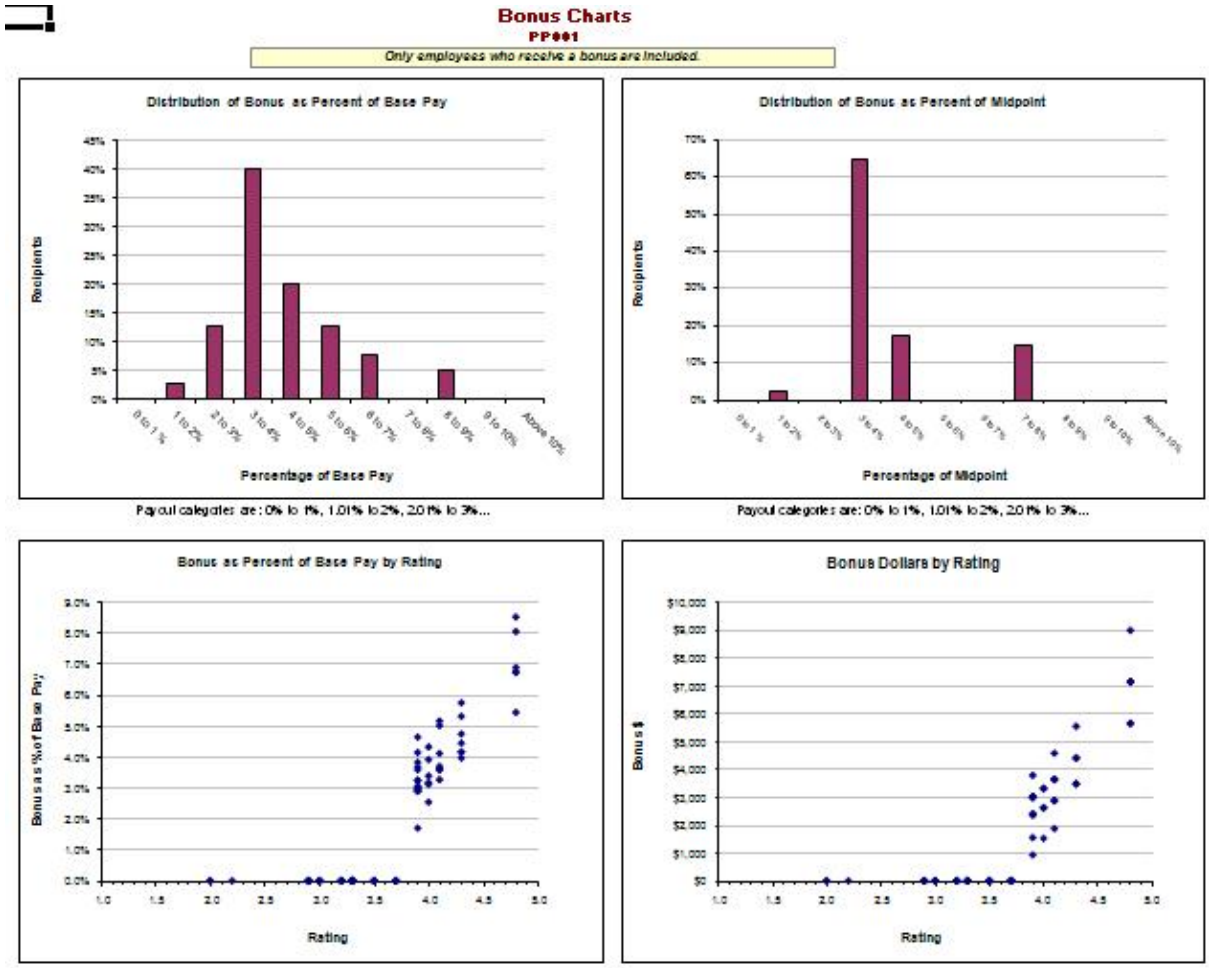
Salary Increase Charts | Total Salary Increase Charts | **Bonus Statistics** | Bonus Charts

Bonus Statistics Worksheet

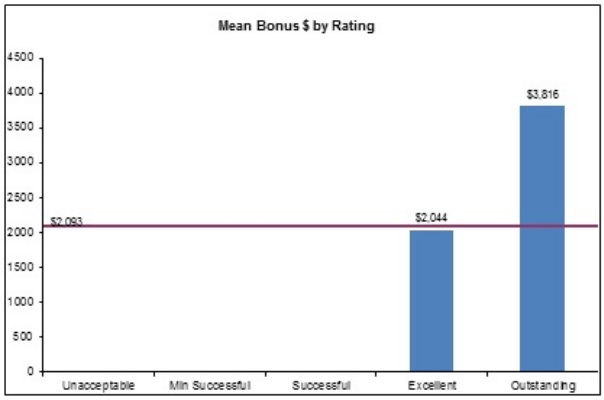
Bonus Charts Worksheet

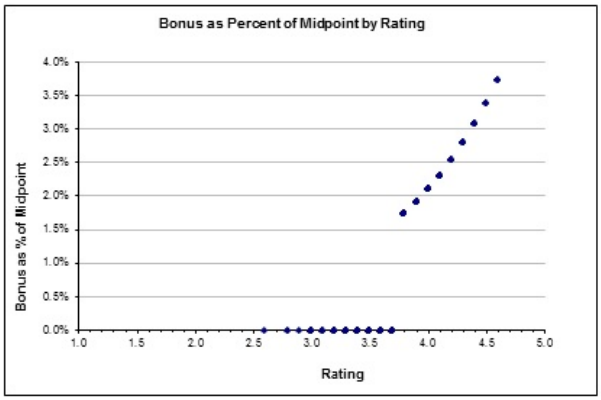
NEW: There are no new features on the **Bonus Charts** worksheet in 2014.

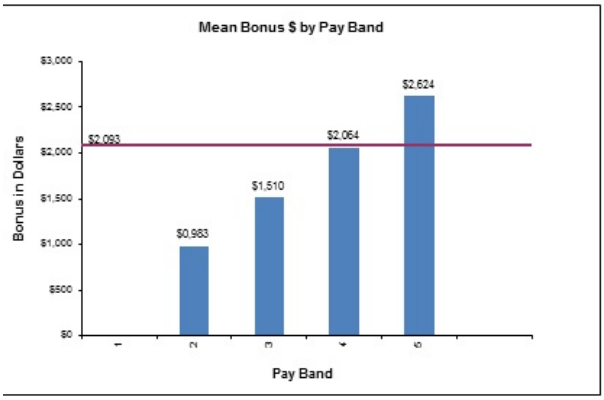
The **Bonus Charts** worksheet provides bar charts and scatter plots that display bonus award statistics by rating and pay band.

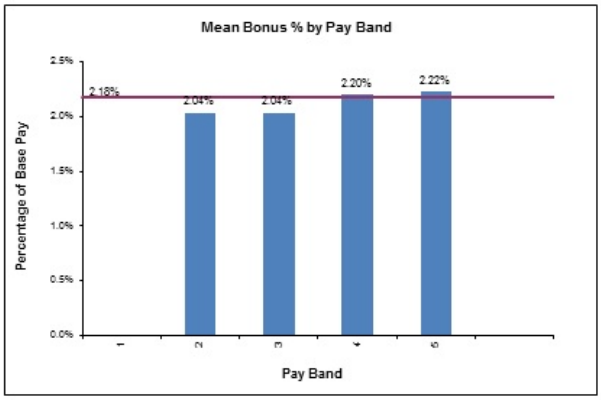


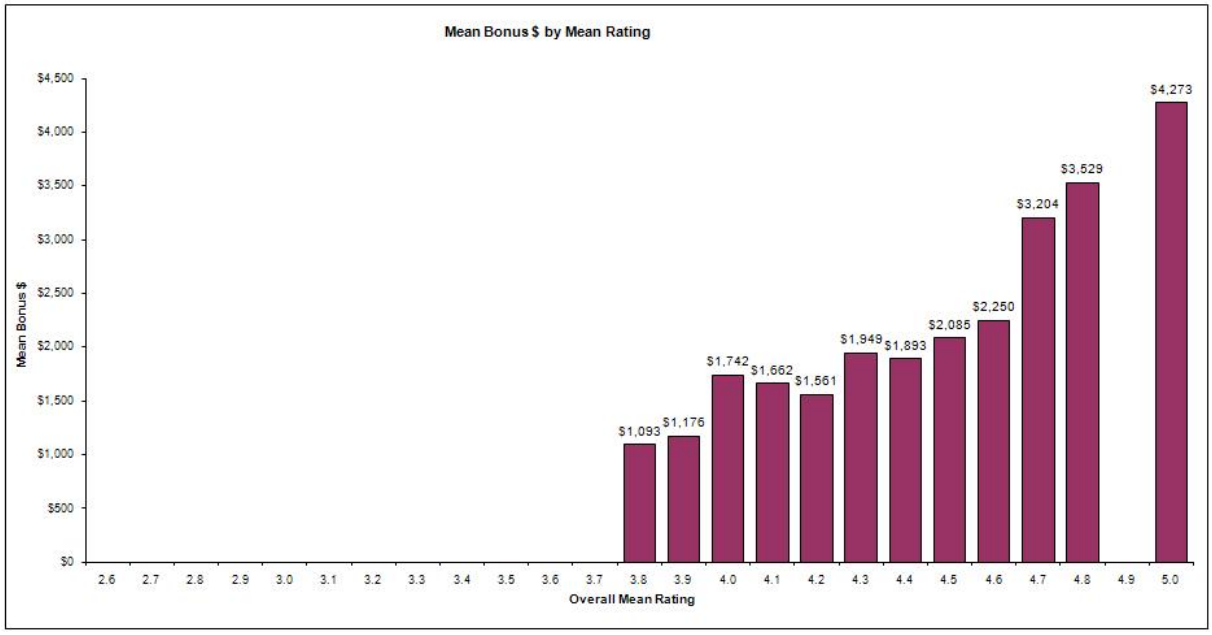
Bonus Charts Worksheet











Bonus Charts Worksheet (cont'd).

Open Sheet Worksheet

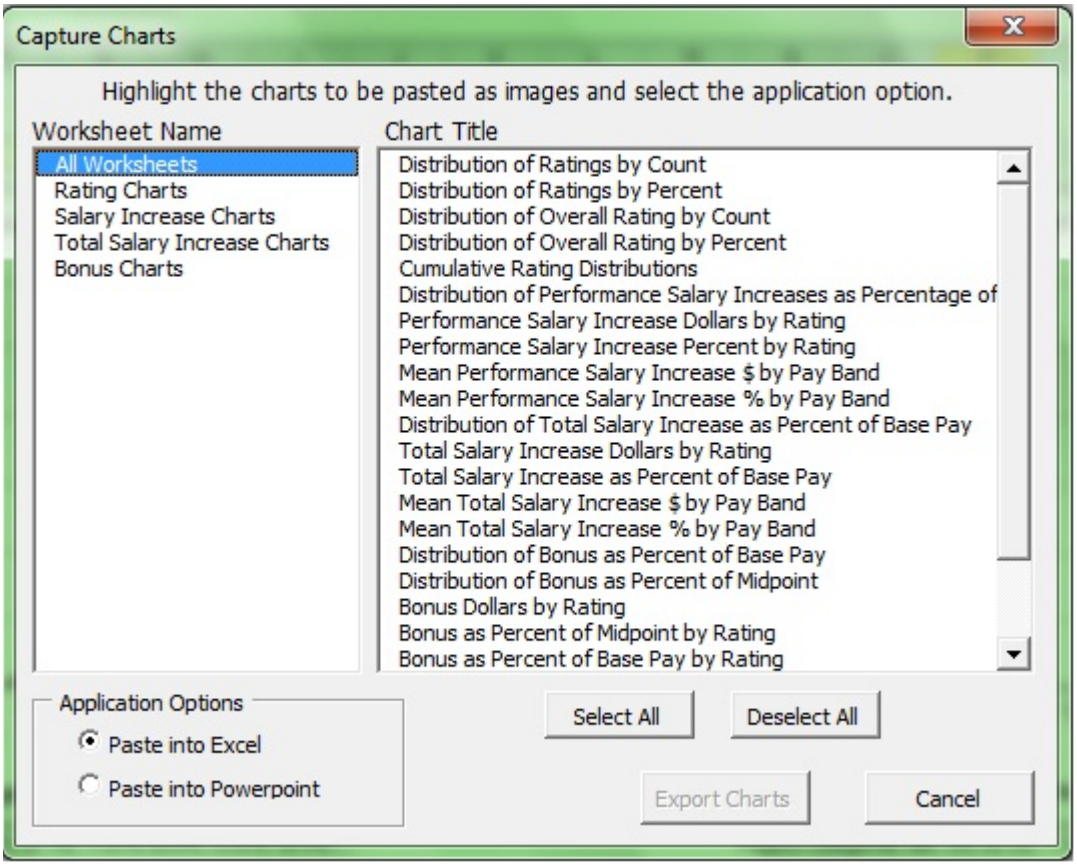
NEW: The **Open Sheet** worksheet is new in 2014.

The **Open Sheet** worksheet is an open, unprotected worksheet that retains all of the normal functions in Microsoft Excel, with the exception of Pivot Tables. Users may paste in data from elsewhere in the tool and create their own reports and charts, or pull in data from other tools or reports.

Capturing CWB Charts and Exporting to PowerPoint or Excel

NEW: There are no new features in the Capture Charts routine in 2014.

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.

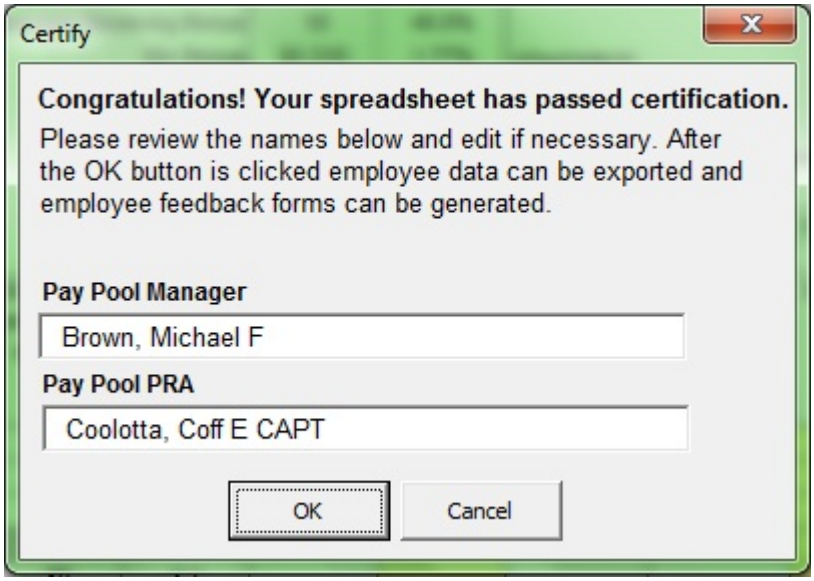


Capture Chart Images

Certifying Data

NEW: There are no new features in the **Certifying Data** routine in 2014.

Once the pay pool's data is finalized and you are ready to upload the data into the HRMS, the pay pool manager must certify that the data is final and correct. By clicking 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.



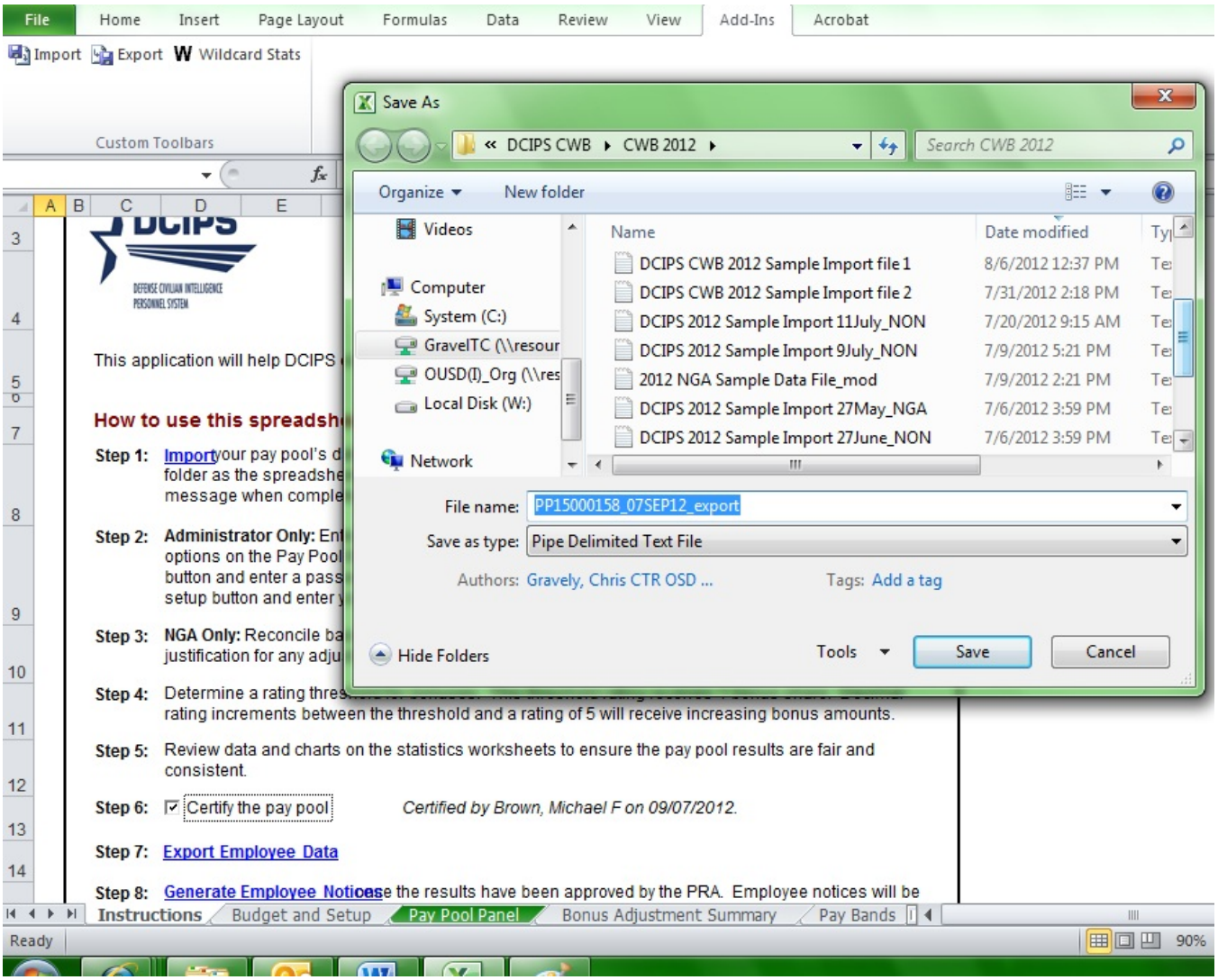
Certification Box

Exporting Data out of the CWB

NEW: There are no new features in the **Exporting Data** routine in 2014.

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

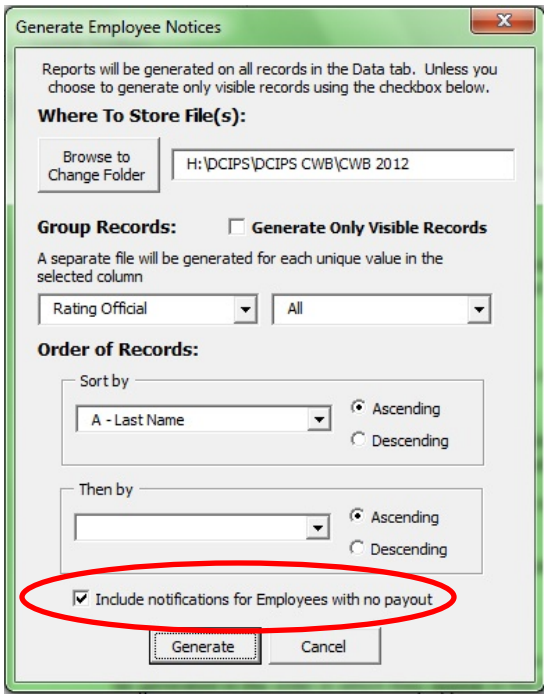
NEW: There are two minor adjustments to wording and font sizes on the employees notice forms in 2014.

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 workbook. There are several different ways to generate the notice forms.

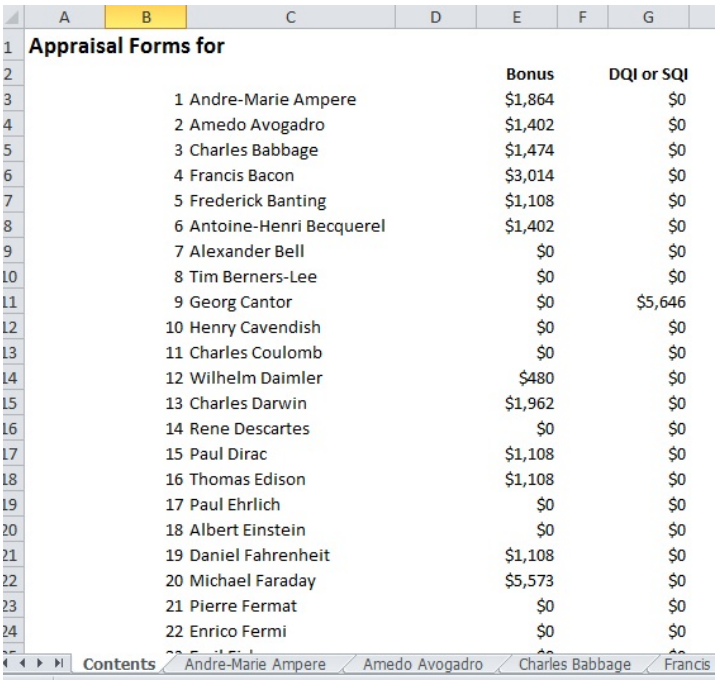
You can choose to generate only the visible records on the **Pay Pool Panel** worksheet (if you set filters) by checking the ***Generate Only Visible Records*** checkbox. For example, to generate a single employee's form you can filter on that employee's record in the **Pay Pool Panel** worksheet, then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

To generate a list of all employees in the pay pool, whether they received a bonus or not, click on the checkbox at the bottom of the interface to "Include notifications for Employees with no payout". All employees in your selected group (whether by Rating Official, work location, etc.) will be listed on the **Contents** worksheet in the Employee Notices file; however, only employees who receive a bonus, DQI, or QSI will have a feedback form in that file.



Generate Employee Notices Options Box



	A	B	C	D	E	F	G
1	Appraisal Forms for						
2					Bonus		DQI or SQI
3		1	Andre-Marie Ampere		$1,864		$0
4		2	Amedo Avogadro		$1,402		$0
5		3	Charles Babbage		$1,474		$0
6		4	Francis Bacon		$3,014		$0
7		5	Frederick Banting		$1,108		$0
8		6	Antoine-Henri Becquerel		$1,402		$0
9		7	Alexander Bell		$0		$0
10		8	Tim Berners-Lee		$0		$0
11		9	Georg Cantor		$0		$5,646
12		10	Henry Cavendish		$0		$0
13		11	Charles Coulomb		$0		$0
14		12	Wilhelm Daimler		$480		$0
15		13	Charles Darwin		$1,962		$0
16		14	Rene Descartes		$0		$0
17		15	Paul Dirac		$1,108		$0
18		16	Thomas Edison		$1,108		$0
19		17	Paul Ehrlich		$0		$0
20		18	Albert Einstein		$0		$0
21		19	Daniel Fahrenheit		$1,108		$0
22		20	Michael Faraday		$5,573		$0
23		21	Pierre Fermat		$0		$0
24		22	Enrico Fermi		$0		$0

Contents | Andre-Marie Ampere | Amedo Avogadro | Charles Babbage | Francis

List of Employees in the Notices File

Employee Performance Pay Feedback (estimate*)

Name:	Georg Cantor	**Work Role:**	Intelligence Operations Specialist	**Appraisal Period:**	
Organization:	OFA/BBB	**Work Category:**	P	1-Oct-12 to 30-Sep-13	
Pay Pool ID:	PP005	**Grade:**	GG	**Payout Effective Date:**	12-Jan-14

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	3-Jul-14 **Date**
John Edward, Pay Pool Manager	3-Jul-14 **Date**
Jimmie Fox, Rating Official	**Date**
Employee Signature	**Date**

Your Evaluation of Record	**5 - Outstanding**

Remarks	**Performance-Based Payout Detail**
	$3,462 Bonus $2,880 DCIPS Quality Increase

Pay Pool Results

Modal Evaluation Of Record	4 - Excellent
Mean Bonus Amount **	$1,503
% Receiving Bonus	59.5%

* **DCIPS Quality 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 12 January 2014 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 been updated to fit the 2014 CWB extract file format.

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.

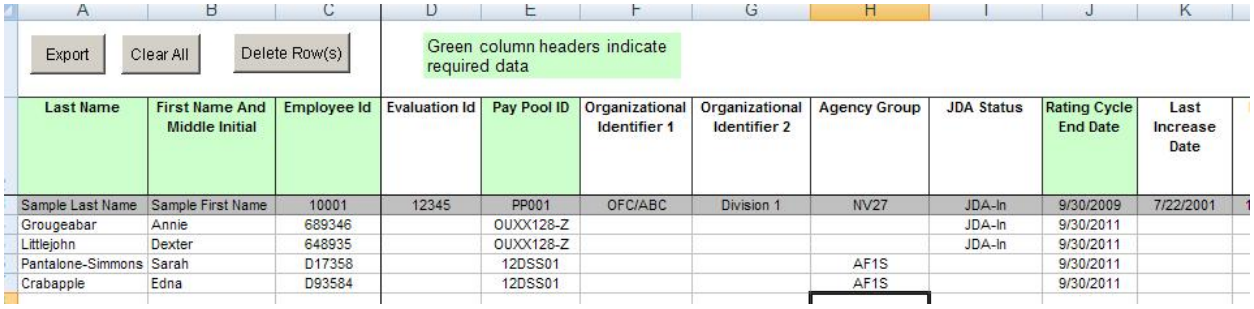
Note that although the Data Extract Creation Tool allows employees to be added into the CWB or DPAT even though their personnel record may not reside in their host pay pool's HRMS, **in many cases it is not possible to upload these added employees to the HRMS after the pay pool has concluded**. For example, 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.**

The Data Extract Creation 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 80 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 80 fields for a given employee's record, 18 of these fields are mandatory and are highlighted in green. Failing to enter information into one of the following 18 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
K	Rating Cycle End Date	O
Q	Pay Plan (End of Evaluation Period)	U
R	Pay Band (End of Evaluation Period)	V
S	Base Salary (End of Evaluation Period)	W
U	Adjusted Basic Pay (End of Evaluation Period)	Y
V	Pay Plan (Extract Date)	Z
W	Pay Band (Extract Date)	AA
Y	Base Salary (Extract Date)	AC
Z	Work Category **(values are P, S, or T)**	AE
AC	Work Level **(values are 01 through 04)**	AH
AQ	Overall Rating	AW
AR	Evaluation of Record	AX

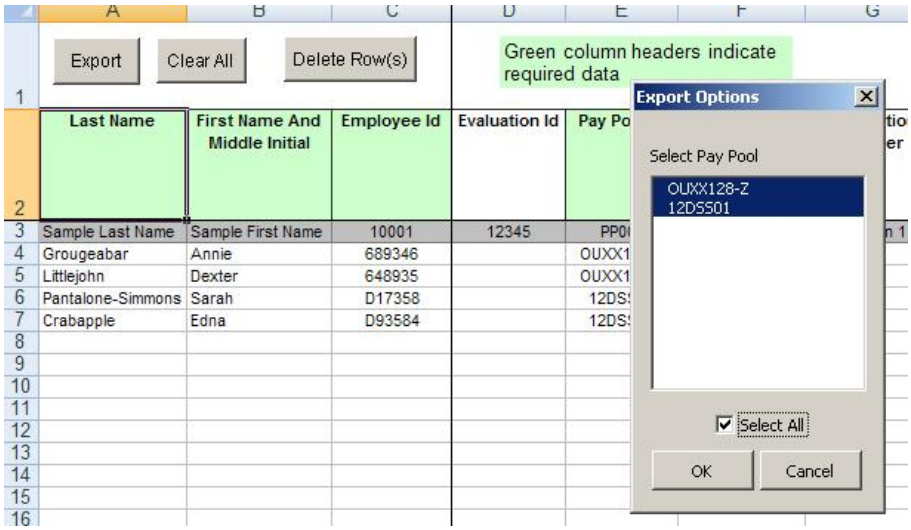
Mandatory Column in Extract Creation Tool	Name of Field	Column in CWB
BK	Extract Date	Hidden
BL	HR Region ID Code (values are "REG01" for Navy/USMC, "REG03" for Air Force, "REG11" for Army, and "REG16" for DLA- or DFAS-serviced organizations)	Hidden

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 18 mandatory fields, you may click the ***Export*** button in cell A1.



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.

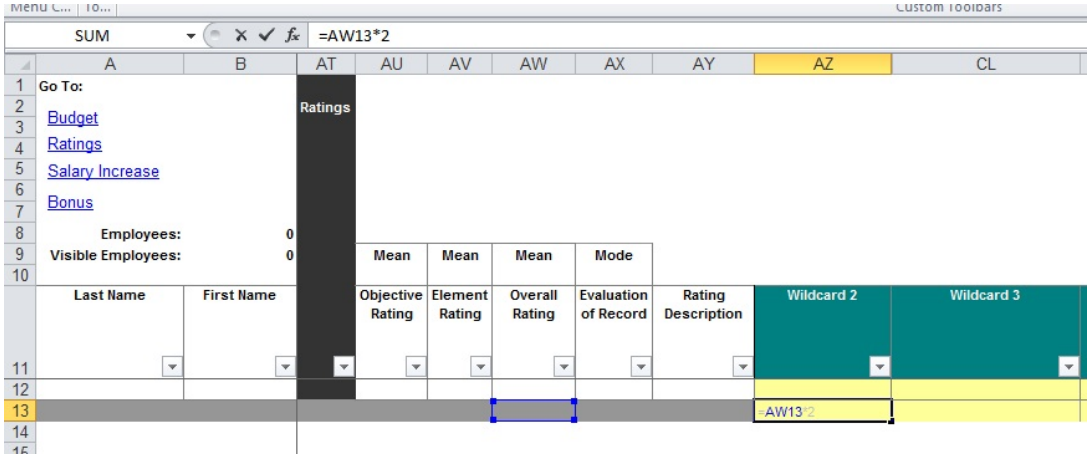
APPENDIX 1: Using the Wildcard Columns

NEW: There are no new features related to Wildcard Columns in the 2014 CWB.

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.

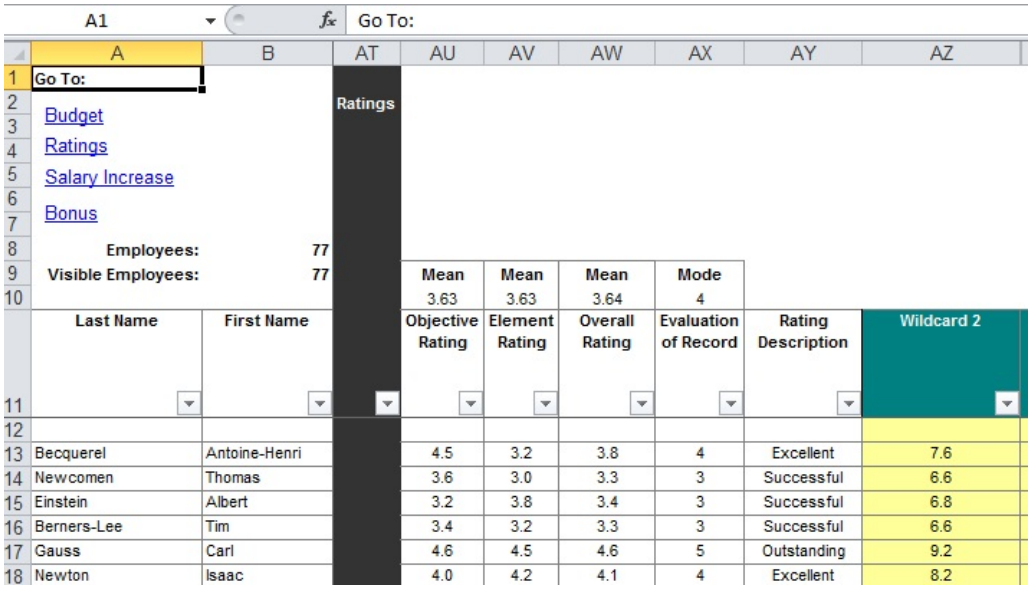
Populating the Wildcard Columns Prior to Data Import

To populate wildcard columns with formulas prior to importing data from your HRMS, simply type a value or formula into row 13 of any of the Wildcard columns on the Pay Pool Panel worksheet. The example below will return a value in Wildcard 2 that is two times the value in column AW (Overall Rating).



Populating Wildcards Before Import

Once you go through the usual import routine, your wildcard column will automatically populate all rows based upon the formula you typed before importing, as shown below. If your data extract contains any information in a wildcard field, that data will override the formula(s) that you use to populate the given wildcard column.



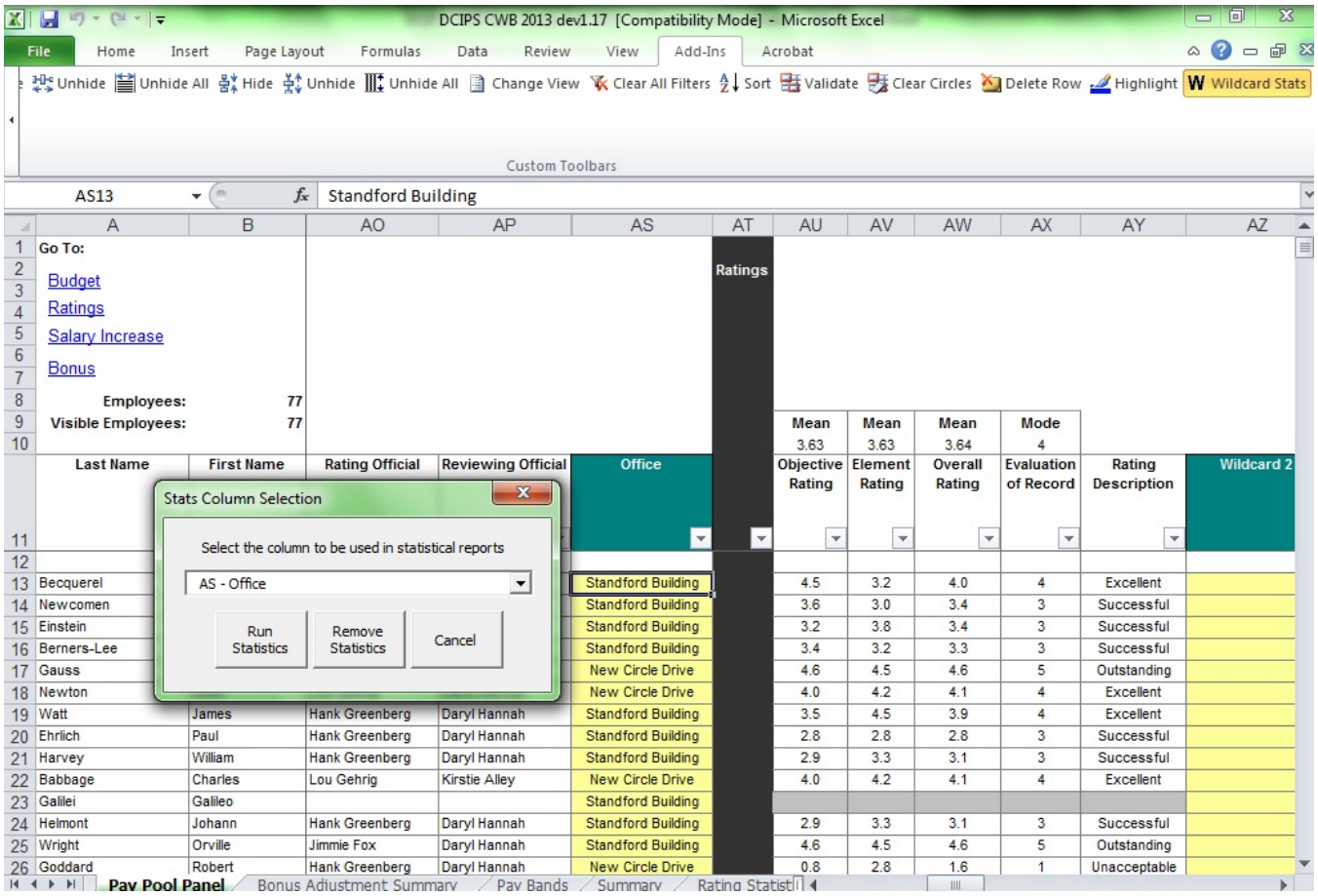
A populated Wildcard after Import

Sample Uses for the Wildcard Columns

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)

– Create your own groupings by populating the wildcards with values that are important to your organization. DCPDS or other HRMS may not contain data that allows you as an administrator to easily sort or filter the records in your organization in a way that makes sense to your pay pool panel members. For example, you may be used to thinking of your organization as being segmented into two offices: "Standford Building" and "New Circle Drive". It is likely that the colloquial names of these office locations are not in your data extract. Populate a wildcard column with these values, where appropriate, and you can generate statistics and charts (using the ***Wildcard Stats*** button in the toolbar) that are more meaningful to your pay pool panel members. The following figure shows Wildcard 1 populated with these sample values, as well as the pop-up Wildcard Stats interface with dropdown menu.



Using Wildcard Stats Button to Select Wildcard 1

Sample Uses of Excel Functions in Wildcard Columns

– **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.

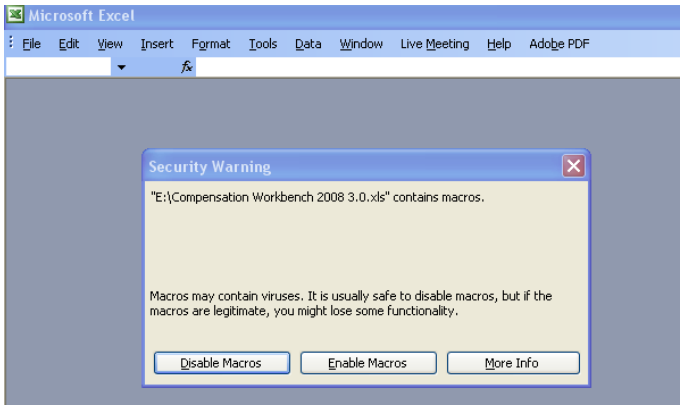
– **IF statements**…Say you would like to populate a wildcard based on whether an employee earns greater than or less than $75,000. To do so, you can use an Excel "IF" function.

APPENDIX 2: Using the CWB with Excel 2003

Enabling Macros

The CWB is currently developed in Excel 2003 to maintain compatibly 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. The main part of this user guide discussed enabling macros in Excel 2007 and 2010. This appendix discusses enabling macros and using security settings in Excel 2003.

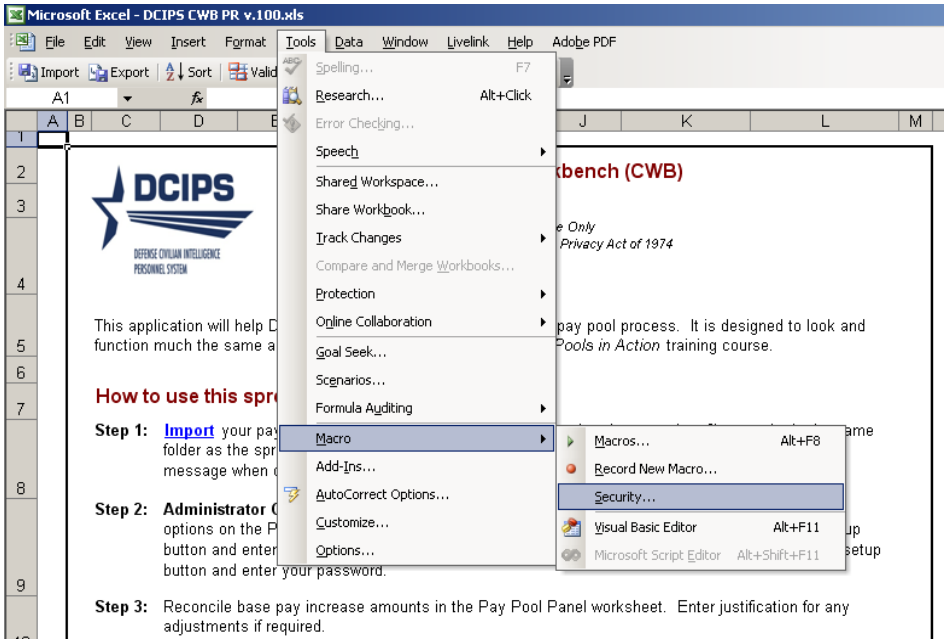
Each time you open the CWB spreadsheet, the macros must be enabled for the spreadsheet to operate properly. In most cases, when you open the spreadsheet you receive a security warning as shown below. To enable the macros, select **Enable Macros**, and the spreadsheet opens and operates normally.



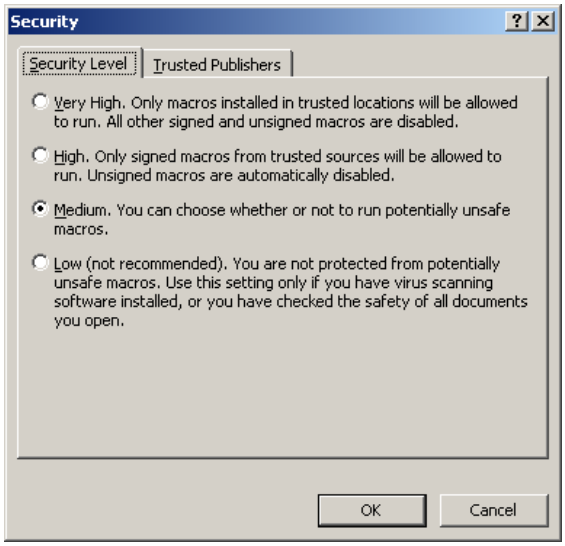
If the security setting in Excel is set to either High or Very High, Excel automatically disables the macros in the spreadsheet. You can recognize this because 1) you are not prompted to enable the macros in the spreadsheet, and 2) the spreadsheet is not operating properly (e.g., links are non-responsive, the tool-bar does not appear). If this occurs, do the following (Excel 2003 only – for instructions in Excel 2007 and Excel 2010, please see the Opening the Spreadsheet and Enabling Macros in Excel 2007and 2010 section on page 11 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 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

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. You also may save the tool as a .xlsm (Macro-Enabled Worksheet) file; however, most DoD computer system configurations do not allow these files to be sent via email or to be opened with macros enabled. Check with your local system administrator before attempting to save the tool as a .xlsm file.

NEVER save the CWB in either 2007 (.xlsx) format. Doing so will cause irreparable harm to your spreadsheet and you will have to start over with a blank CWB.