

2015 DCIPS

Compensation Workbench And Payout Analysis Tool

URL:

<https://conference.apps.mil/webconf/2015CWBrefresher>

Conference Information:

Phone number: 800-747-5150

Participant Code: 613 0552

What's New in 2015 - CWB

- ❑ The CWB and DPAT will accept the import of employees in Intelligence Police pay plans PI and PP, and will properly calculate bonuses for these employees based upon their specific work level and work category

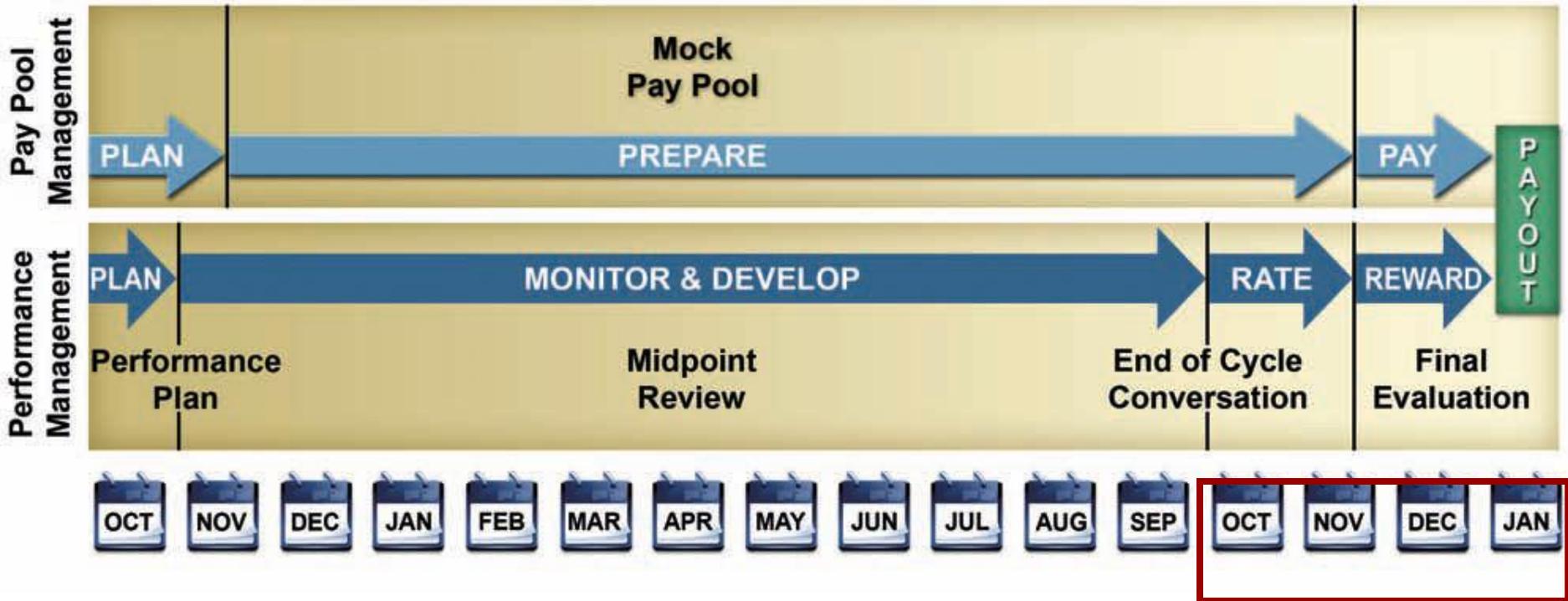
- ❑ The “Check if NGA Pay Pool” box is now located in Step 1 on the Instructions worksheet; it was previously on the Budget and Setup worksheet

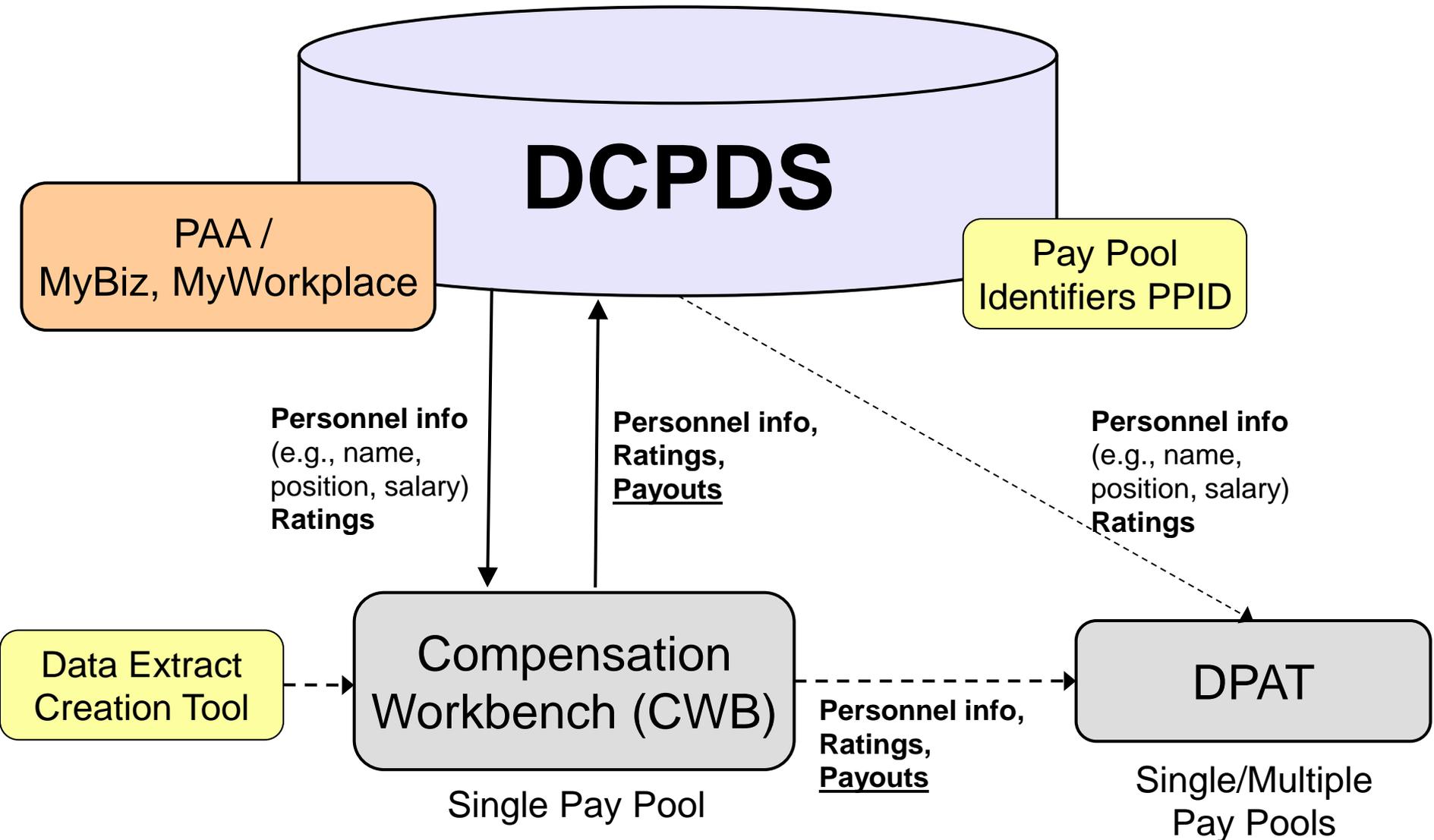
What's New in 2015 - DPAT

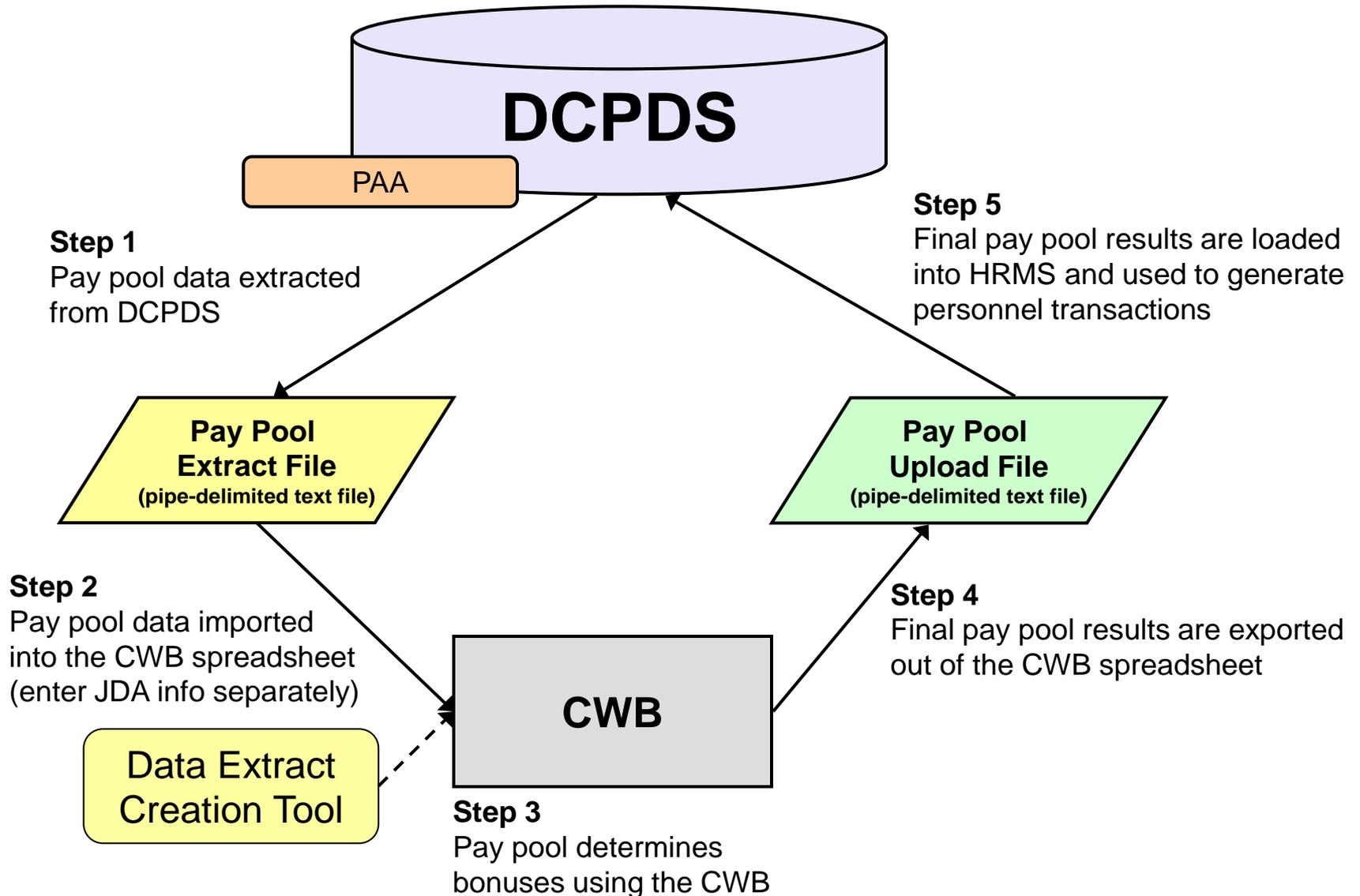
- ❑ Rating, Salary Increase, and Bonus statistics on the Rating Statistics, Salary Increase Statistics by Group, and Bonus Statistics by Group worksheets are broken out by pay plan/grade combination in cases where there are more than one pay plan in the data, and include breakouts for employees in pay plans PI and PP

- ❑ The Salary Increase Statistics by Group, Bonus Statistics by Group, and New Draw Analysis worksheets now include the Display Options button to customize displays on these worksheets

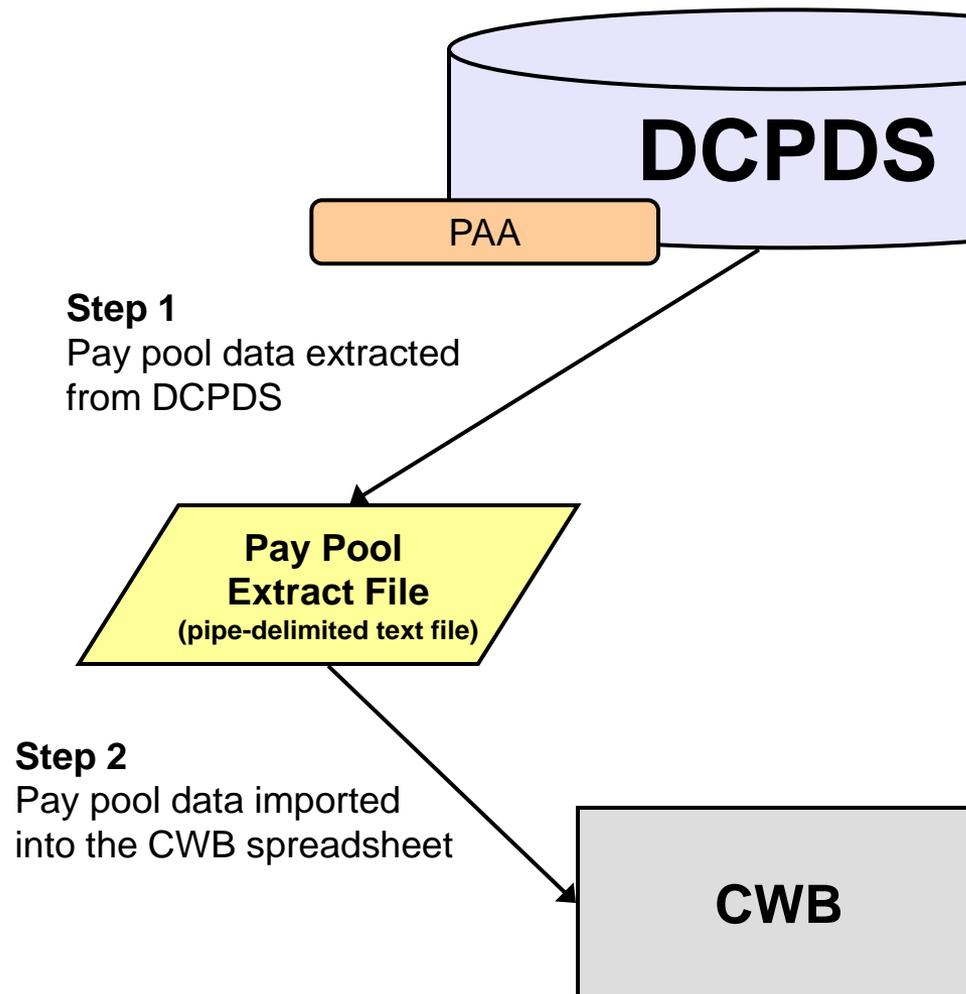
Pay Pool Timeline







DCPDS CWB Extract

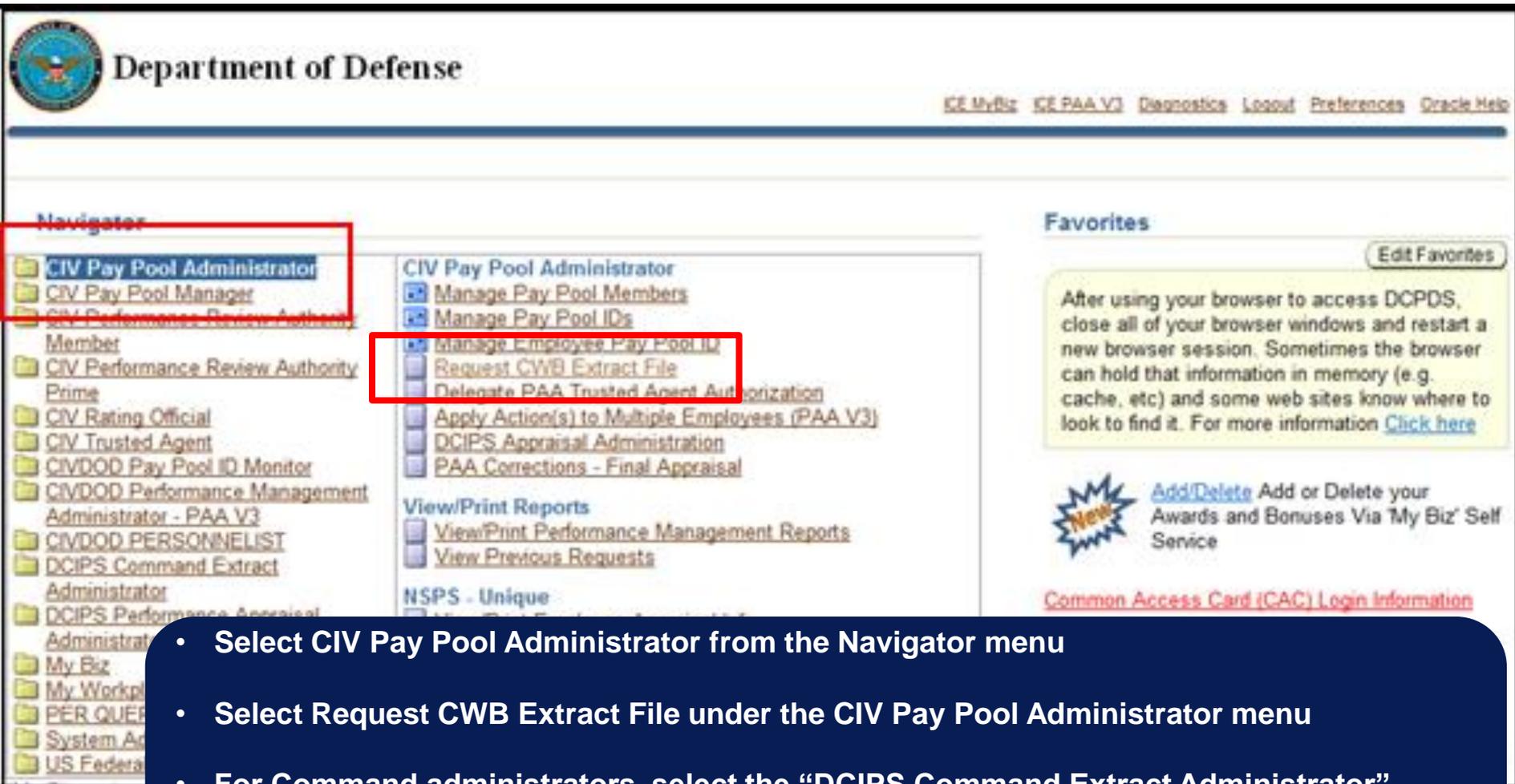


Pay pool administrators can download their pay pool data from DCPDS.

Each employee in the pay pool must have the correct pay pool identifier.

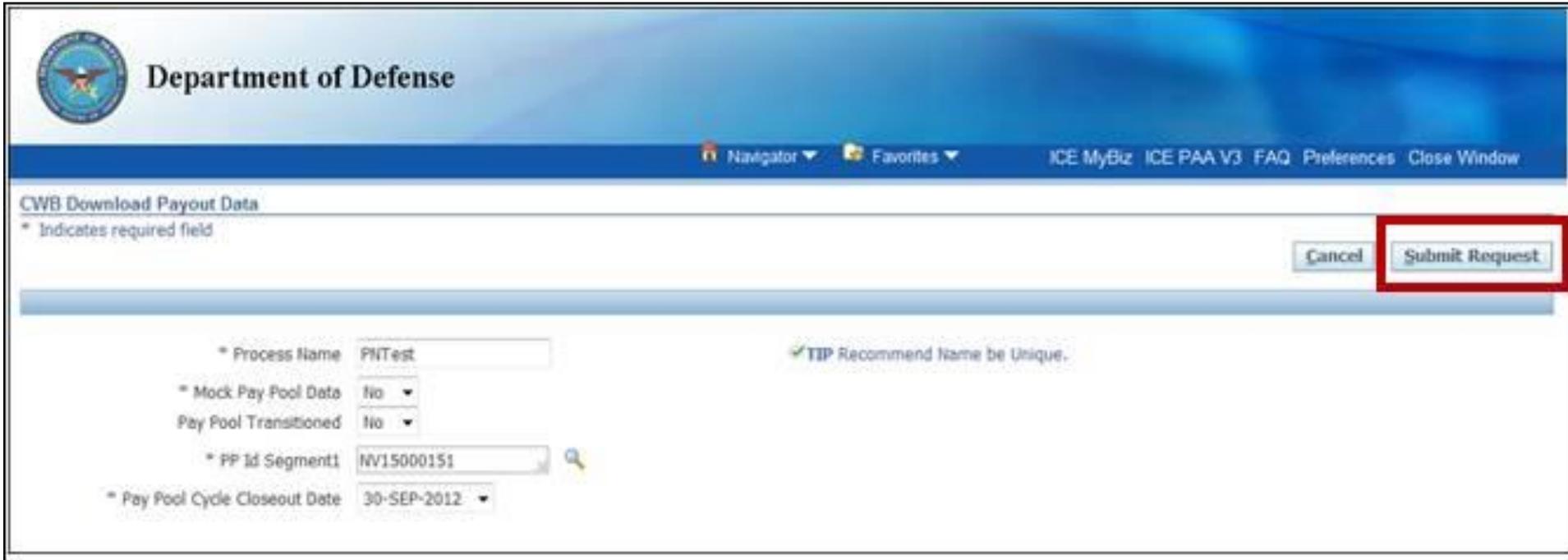
Extract file includes fields such as first and last name, base salary, pay band, organizational information, occupational series, performance ratings...

The Data Extract Creation Tool allows users to build their own extract-like file to import into the CWB, if necessary.



- Select CIV Pay Pool Administrator from the Navigator menu
- Select Request CWB Extract File under the CIV Pay Pool Administrator menu
- For Command administrators, select the “DCIPS Command Extract Administrator” responsibility; navigate to “View/Print Performance Management Reports”, and then enter “DCIPS Command CWB Extract” in the Report Name for selection of multiple pay pools by “Agency Group”.

Enter Pay Pool Information



The screenshot shows a web application interface for the Department of Defense. At the top left is the Department of Defense seal and the text "Department of Defense". To the right of the seal are navigation links: "Navigator", "Favorites", "ICE MyBiz", "ICE PAA V3", "FAQ", "Preferences", and "Close Window". Below the navigation bar is a section titled "CWB Download Payout Data" with a note "* Indicates required field". On the right side of this section are two buttons: "Cancel" and "Submit Request", with the "Submit Request" button highlighted by a red box. Below this section is a form with the following fields:

- * Process Name: PNTest
- * Mock Pay Pool Data: No
- Pay Pool Transitioned: No
- * PP Id Segment1: NV15000151
- * Pay Pool Cycle Closeout Date: 30-SEP-2012

There is also a checkbox labeled "TIP Recommend Name be Unique" which is checked.

Process Name: Enter a unique process name of your choice

Mock Pay Pool Data: Select Yes for Mocks, No for real pay pools

Pay Pool Transitioned: Does not apply to DCIPS pay pools

PP Id Segment 1: Enter the pay pool identifier

Pay Pool Cycle Closeout Date: Select 30-Sep-XXXX

Wait for DCPDS to Generate the File

File Edit View Favorites Tools Help

Requests

 **Performance Appraisal Application (PAA)**
Version 3.0

[ICE MyBiz](#) [ICE PAA V3](#) [Home](#) [Logout](#) [Preferences](#) [Oracle Help](#)

Requests

Refresh Button: Select to update the Phase of the process execution
 Details Icon: Provides a summary that includes, but not limited to name of report, status, phase, request ID and parameters
 Output Icon: Review report information

To exit this page, select the 'Home' link or select 'Logout' to exit the system.

Refresh **TIP:** Click "Refresh" to update the phase of the process execution

Request ID	Status	Process Name	Phase	Details	Output
6708964	✓	DCIPSSQTTEST1 (Download CWB Extract)	Completed		

Right click on the Output Icon and select Save Target As to download extract file or Open Link in New Window to view extract file prior to downloading. The file must be saved as a text file in order to be imported into the CWB spreadsheet. Recommend you over-write the default value with a naming convention such as: the value in the Pay Pool ID Segment 1 + current date + the word "Extract". Click on Save. The file should be saved in the same sub-directory as the CWB spreadsheet.

[ICE MyBiz](#) | [ICE PAA V3](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Oracle Help](#)

Select the "Refresh" button until Phase changes from "Pending" or "Running" to "Completed" and an icon appears under Output

Save the Extract File



Performance Appraisal Application (PAA) Version 3.0

[ICE MyBiz](#) | [ICE PAA V3](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Oracle Help](#)

Requests

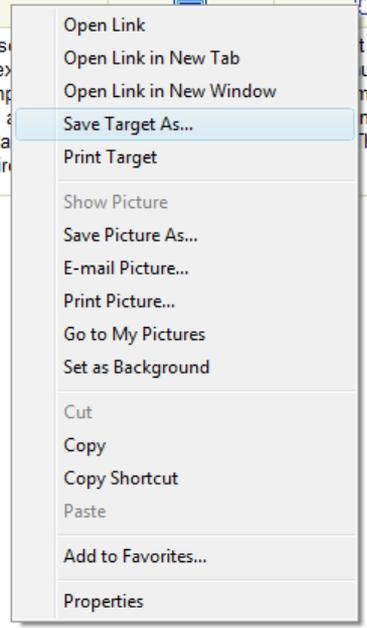
- Refresh Button:** Select to update the Phase of the process execution
- Details Icon:** Provides a summary that includes, but not limited to name of report, status, phase, request ID and parameters
- Output Icon:** Review report information

To exit this page, select the 'Home' link or select 'Logout' to exit the system.

TIP: Click "Refresh" to update the phase of the process execution

Request ID	Status	Process Name	Phase	Details	Output
6708964	✓	DCIPSSQTTEST1 (Download CWB Extract)	Completed		

Right click on the Output Icon and select "Save Target As..." to save the file. Open Link in New Window to view extract file or Open Link in New Tab to view extract file. You must be logged in to view extract file. You can save the file as a text file in order to be imported into the system. If you over-write the default value with a custom value, you must save the file in the same sub-directory as the original file. Pay Pool ID Segment 1 + current date should be saved in the same sub-directory.



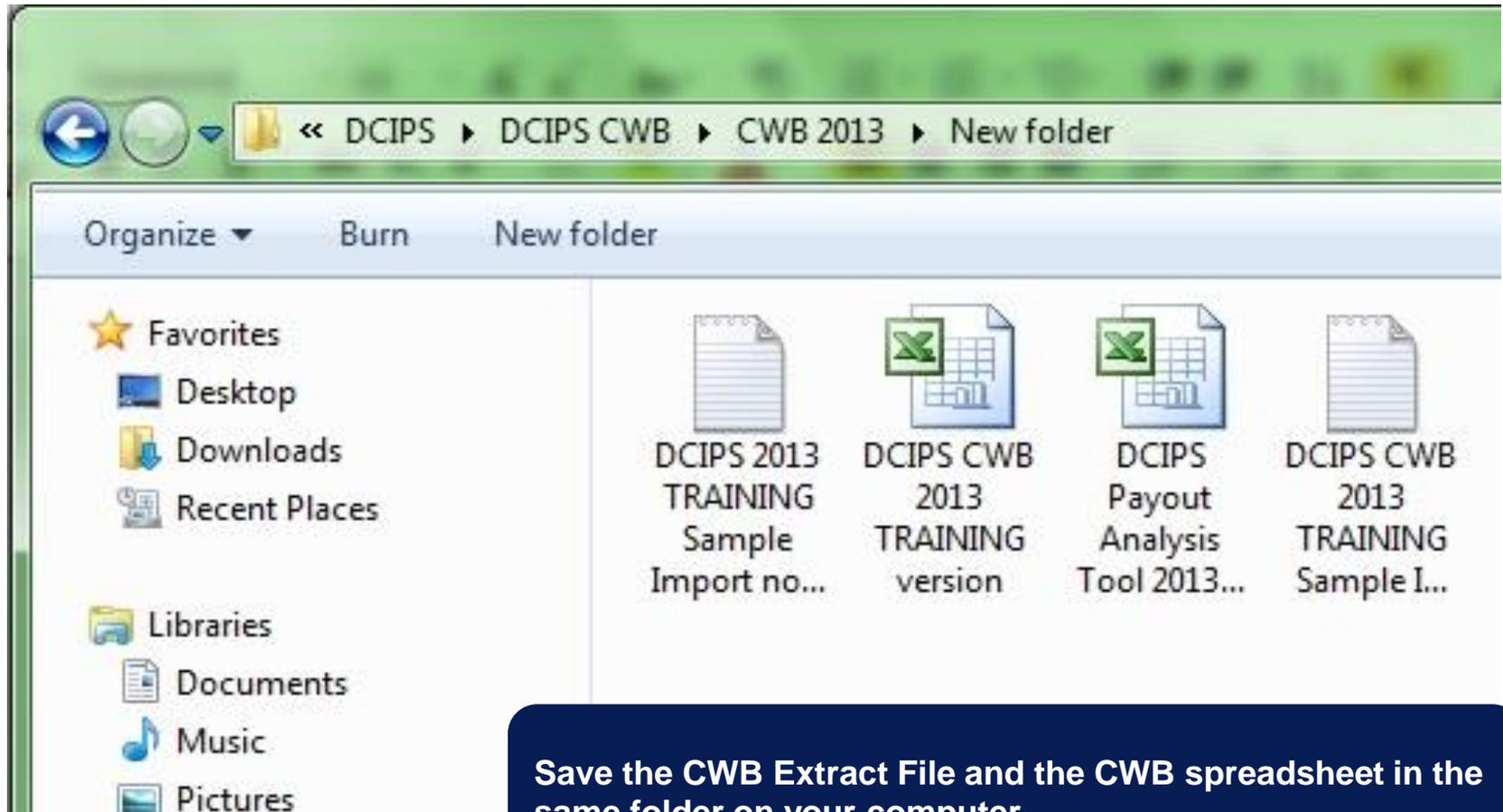
Right-click on the output icon and select "Save Target As..."

Save the file to your computer, wherever you keep your CWB

Change the name of the file to something more descriptive

[ICE MyBiz](#) | [ICE PAA V3](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Oracle Help](#)

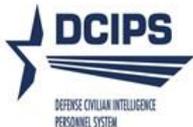
CWB Extract File and CWB



Save the CWB Extract File and the CWB spreadsheet in the same folder on your computer

Enabling Macros in the CWB

Security Warning Some active content has been disabled. Click for more details. [Enable Content](#)



DCIPS Compensation Workbench (CWB)

2015 v3

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. Check if NGA pay pool
- 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 Budget and Setup worksheet for any adjustments if required.
- Step 4:** Determine a rating threshold for bonuses. This threshold rating increments between the threshold and a rating of 5 will receive
- Step 5:** Review data and charts on the statistics worksheets to ensure 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.

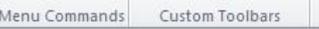
Notes and Special Features:

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

Look for Security Warning below the Ribbon or for Add-Ins tab in the Menu Bar

Ready | [Instructions](#) | [Budget and Setup](#) | [Pay Pool Panel](#) | [Bonus Adjustment Summary](#) | [Pay Bands](#) | [Summary](#) | [Rat](#)

100% 1:22 PM 9/28/2015



DCIPS Compensation

For
Information protection

Custom Toolbar – shows only the buttons you need on that page

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

How to use this spreadsheet:

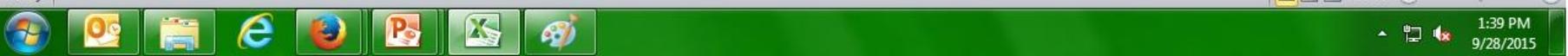
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- Step 5:** Review data and charts on the statistics worksheets to ensure the pay pool results are fair and consistent.
- Step 6:** Certify the pay pool results. *Not for use*
- Step 7:** [Export Employee Data](#)
- Step 8:** [Generate Employee Notices](#) once the pay pool process has been completed. These notices will be generated in the order in which they are entered in the spreadsheet. If the "Generate Notices" button has been set, notices will only be generated for visible worksheets.

14 Worksheets

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.

Excel Application Over 80 Macros



- ❑ Data file must be in same folder as the CWB spreadsheet
- ❑ Make sure “Check if NGA pay pool” is NOT checked on the **Instructions** sheet

7	How to use this spreadsheet:
8	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. <input type="checkbox"/> Check if NGA pay pool

- ❑ Select the **Import** button from the Custom Toolbar or the **Import** link on the Instructions Worksheet and follow the three-step process on the next few slides

File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Copy Import Export

Menu Commands Custom Toolbars

	A	B	C	D	E	F	H	J	K	L	M	N	O	P
1	Go To:													
2	Budget													
3	Ratings													
4	Salary Increase													
5	Bonus													
6														
7														
8	Employees:	77												
9	Visible Employees:	77												
10														
	Last Name	First Name	Employee ID	Evaluation ID	Pay				ID 1	Org ID 2	Agency Group	JDA Status	Rating Cycle End Date	Last Dat
11														
12														
13	Becquerel	Antoine-Henri	14948	10711					VAAA	Division 1	NV27		9/30/2012	5/8/2
14	Newcomen	Thomas	66986	10789					VCCC	Division 2	NV27		9/30/2012	7/22/2
15	Einstein	Albert	9638	10701	PP005		Yes	Yes	OFA/AAA	Division 1	NV27		9/30/2012	7/22/2
16	Berners-Lee	Tim	68579	10792	PP005		Yes	Yes	OFA/BBB	Division 2	NV27		9/30/2012	5/8/2
17	Gauss	Carl	17603	10716	PP005		Yes	Yes	OFA/BBB	Division 1	NV27		9/30/2012	11/8/2
18	Newton	Isaac	37250	10743	PP005		Yes	Yes	OFA/AAA	Division 1	NV27		9/30/2012	3/13/2
19	Watt	James	37781	10744	PP005		Yes	Yes	OFA/CCC	Division 2	NV27		9/30/2012	3/13/2
20	Ehrlich	Paul	58490	10778	PP005		Yes	Yes	OFA/CCC	Division 2	NV27		9/30/2012	5/8/2
21	Harvey	William	71234	10797	PP005		Yes	Yes	OFA/CCC	Division 2	NV27		9/30/2012	3/13/2
22	Babbage	Charles	18665	10718	PP005		Yes	Yes	OFA/AAA	Division 1	NV27		9/30/2012	3/19/2
23	Galilei	Galileo	30878		PP005		No	No	OFA/AAA	Division 1	NV27	JDA-In	9/30/2012	9/3/2
24	Helmont	Johann	40967	10750	PP005		Yes	Yes	OFA/CCC	Division 3	NV27		9/30/2012	11/8/2
25	Wright	Orville	57959	10777	PP005		Yes	Yes	OFA/BBB	Division 2	NV27		9/30/2012	3/19/2
26	Goddard	Robert	64331	10784	PP005		Yes	Yes	OFA/CCC	Division 2	NV27		9/30/2012	3/13/2

Save

Data successfully imported!
Would you like to save the spreadsheet?

Yes

No

Pay Pool Panel

Bonus Adjustment Summary

Pay Bands

Summary

Rating Statist

Ready

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3:54 PM
10/6/2014

Data Extract Creation Tool

- ❑ The Data Extract Creation Tool is an Excel tool that allows you to type in employee information and then export it into a format the CWB can read
- ❑ Especially helpful for getting information on JDA employees into the CWB
- ❑ The 18 columns with **GREEN** headers **MUST** be completed for the CWB to function properly
- ❑ You can enter employees from multiple pay pools; the tool will ask which pay pool you'd like to export

	A	B	C	D	E	F	G	H	I	J	K		
1	Export	Clear All	Delete Row(s)	Green column headers indicate required data									
2	Last Name	First Name And Middle Initial	Employee Id	Evaluation Id	Pay Pool ID	Specially Situated Condition	Organizational Identifier 1	Organizational Identifier 2	Agency Group	JDA Status	Rating Cycle End Date	Inc D	
3	Sample Last Name	Sample First Name	10001	12345	PP001		OFC/ABC	Division 1	NV27	JDA-In	9/30/2009	7/2	
4	Jackson	Reggie	10002		PP005						9/30/2012		
5													

- ❑ After generating an extract file, import it into your CWB just as you would an extract file from DCPDS

R33

fx

A B C D E F G H I J K L M N O P Q R S T U



DCIPS Compensation Workbench (CWB)

2015 v3

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Instructions Budget and Setup Pay Pool Panel Bonus Adjustment Summary Pay Bands Summary Rati

Ready

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File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Copy Import Export

Menu Commands Custom Toolbars

BonInitPer_Adj 0.8566%

Pay Pool Population and Salary Information

	Population	Sum of Base Salary	Sum of Adjusted Salary
Entire PayPool	77	\$6,786,341	\$7,890,095
Rated	74	\$6,646,889	\$7,720,979
Rated and Included in Bonus Calculation	74	\$6,646,889	\$7,720,979

- Go to:
- [Instructions](#)
 - [Pay Bands](#)
 - [Pay Pool Panel](#)

Pay Pool Bonus Budget

Use Base Salary or Adjusted Basic Pay?	Base Salary	Adjusted Basic Pay	
	<input type="radio"/>	<input checked="" type="radio"/>	
	%	%	\$
Bonus Budget Percentage	<input type="text" value="1.00%"/>	<input type="text" value="0.86%"/>	\$66,138
- Organization Withhold/Reserve (optional)	<input type="text" value="0.00%"/>	<input type="text" value="0.00%"/>	<input type="text" value="\$0"/>
+ Additional Bonus Funding (optional)	<input type="text" value="0.00%"/>	<input type="text" value="0.00%"/>	<input type="text" value="\$0"/>
Total Bonus Budget	1.00%	0.86%	\$66,138
- Adjustment Funding (optional)	<input type="text" value="0.00%"/>	<input type="text" value="0.00%"/>	<input type="text" value="\$0"/>
Bonus Funding Available to Algorithm	1.00%	0.86%	\$66,138

DCIPS Quality Increase / Sustained Quality Increase Budget

Budget for DQI/SQI (Set by DCIPS Guidance)	<input type="text" value="0.17%"/>	\$13,413
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File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

BonInitPer_Adj 0.8566%

Bonus Setup

Maximum Bonus

Share Increment

What is the share increment?

The DCIPS bonus algorithm gives the employee receiving the threshold rating 1 bonus share. Then each tenth of a rating higher receives X% more shares than the previous rating, where X = the share

Floor Increase

2015 Salary Increase Floor (Set by DoD)

Administrator Options

Allow edits to budget and payout eligibility in the Pay Pool Panel worksheet (columns G, H, I, and J)?

Allow edits to the JDA column in the Pay Pool Panel worksheet (column)?

Allow edits to the Variable Control Points in the Pay Pool Panel worksheet (column B)?

Allow edits to the Rating Threshold in the Pay Pool Panel worksheet (cell EA7)?

Allow printing of Employee Notices?

Allow modifications to the Special Situated Condition value list?

Allow modifications to the Bonus Adjustment Justification value list?

Instructions Budget and Setup Pay Pool Panel Bonus Adjustment Summary Pay

Ready

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10/6/2014

File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Copy Import Export Hide Unhide Unhide All Hide Unhide Unhide All Change View Clear All Filters Sort Validate Clear Circles Del

Menu C... Custom Toolbars

J16 Yes

	A	B	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE
1	Go To:													
2	Budget													
3	Ratings													
4	Salary Increase													
5	Bonus													
6														
7														
8	Employees:	77												
9	Visible Employees:	77												
10														
11	Last Name	First Name	Retained Pay	Pay Plan (end of Evaluation Period)	Pay Band (end of Evaluation Period)	Base Salary (end of Evaluation Period)	LMS or TMS (end of Evaluation Period)	Total Basic (end of Evaluation Period)	Pay Plan (as of Extract Date)	Pay Band (as of Extract date)	Step (as of Extract Date)	Base Salary (as of Extract date)	% Incr. (column AC versus W)	Work Category
12														
13	Becquerel	Antoine-Henri		GG	14	\$114,378	\$27,668	\$142,046	GG	14	00	\$114,378		S
14	Newcomen	Thomas		GG	13	\$78,569	\$11,125	\$89,694	GG	13	04	\$78,569		S
15	Einstein	Albert	Yes	GG	14	\$152,800	\$0	\$152,800	GG	14	00	\$152,800		S
16	Berners-Lee	Tim		GG	14	\$102,178	\$24,717	\$126,895	GG	14	08	\$102,178		S
17	Gauss	Carl		GG	15	\$125,566	\$21,547	\$147,113	GG	15	09	\$125,566		S
18	Newton	Isaac		GG	15	\$118,289	\$16,750	\$135,039	GG	15	07	\$118,289		S
19	Watt	James		GG	15	\$126,367	\$30,606	\$156,973	GG	15	10	\$126,367		S
20	Ehrlich	Paul		GG	15	\$124,357	\$21,340	\$145,697	GG	15	09	\$124,357		S
21	Harvey	William		GG	7	\$40,689	\$5,762	\$46,451	GG	7	07	\$40,689		P
22	Babbage	Charles		GS	9	\$53,347	\$12,905	\$66,252	GS	9	10	\$53,347		P
23	Galilei	Galileo		GG	11	\$58,222	\$9,990	\$68,212	GG	11	06	\$58,222		P
24	Helmont	Johann		GG	11	\$57,788	\$8,183	\$65,971	GG	11	06	\$57,788		P
25	Wright	Orville		GG	11	\$57,788	\$13,996	\$71,784	GG	11	06	\$57,788		P
26	Goddard	Robert		GG	11	\$53,347	\$9,154	\$62,501	GG	11	03	\$53,347		P

Instructions Budget and Setup Pay Pool Panel Bonus Adjustment Summary Pay||

Ready 100%

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File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Copy Import Export Hide Unhide Unhide All Hide Unhide Unhide All Change View Clear All Filters Sort Validate Clear Circles Del

Menu C... Custom Toolbars

J16 Yes

1	Go To:														
2	Budget														
3	Ratings														
4	Salary Increase														
5	Bonus														
6															
7															
8	Employees:	77													
9	Visible Employees:	77													
10															

	Last Name	First Name	Employee ID	Evaluation ID	Pay Pool ID	Specially Situated Condition	Include in Bonus Fund Calcs?	Bonus Eligible?	Org ID 1	Org ID 2	Agency Group	JDA Status	Rating Cycle End Date	Last Date
11														
12														
13	Becquerel	Antoine-Henri	14948	10711	PP005		Yes	Yes	OFA/AAA	Division 1	NV27		9/30/2012	5/8/2
14	Newcomen	Thomas	66986	10789	PP005		Yes	Yes	OFA/CCC	Division 2	NV27		9/30/2012	7/22/2
15	Einstein	Albert	9638	10701	PP005		Yes	Yes	OFA/AAA	Division 1	NV27		9/30/2012	7/22/2
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18	Newton	Isaac	37250	10743	PP005		Yes	No	OFA/AAA	Division 1	NV27		9/30/2012	3/13/2
19	Watt	James	37781	10744	PP005		Yes	Yes	OFA/CCC	Division 2	NV27		9/30/2012	3/13/2
20	Ehrlich	Paul	58490	10778	PP005		Yes	Yes	OFA/CCC	Division 2	NV27		9/30/2012	5/8/2
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22	Babbage	Charles	18665	10718	PP005		Yes	Yes	OFA/AAA	Division 1	NV27		9/30/2012	3/19/2
23	Galilei	Galileo	30878		PP005		No	No	OFA/AAA	Division 1	NV27	JDA-In	9/30/2012	9/3/2
24	Helmont	Johann	40967	10750	PP005		Yes	Yes	OFA/CCC	Division 3	NV27		9/30/2012	11/8/2
25	Wright	Orville	57959	10777	PP005		Yes	Yes	OFA/BBB	Division 2	NV27		9/30/2012	3/19/2
26	Goddard	Robert	64331	10784	PP005		Yes	Yes	OFA/CCC	Division 2	NV27		9/30/2012	3/13/2

Instructions Budget and Setup Pay Pool Panel Bonus Adjustment Summary Payroll

Ready 100%

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File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Copy Copy Copy Import Export Hide Unhide Unhide All Hide Unhide Unhide All Change View Clear All Filters Sort Validate Clear Circles

Menu C... To... Custom Toolbars

J16 fx No

1	Go To:															
2	Budget															
3	Ratings															
4	Salary Increase															
5	Bonus															
6																
7																
8	Employees:	77														
9	Visible Employees:	77														
10																

Impact of Decisions	
Employees Eligible for Bonus	73
Employees Receiving Bonus	27 37.0%
Min Bonus	\$1,195 1.61%
Max Bonus	\$5,455 4.63%

of band midpoint
of band midpoint

Rating Threshold Share Increment

Sort Rating	Share Value	Adj Funding	Total Adjust
	1.612%	\$5,000	\$0

Last Name	First Name	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 Adjustme (\$)
Becquerel	Antoine-Henri					4.0	1.10		1.10	\$1,661	No	
Newcomen	Thomas					3.4					No	
Einstein	Albert					3.4					No	
Berners-Lee	Tim											
Gauss	Carl					4.6	1.95		1.95	\$3,706	No	
Newton	Isaac					4.1	1.21		1.21	\$2,299	No	
Watt	James					3.9	1.00		1.00	\$1,900	No	
Ehrlich	Paul					2.8					No	
Harvey	William					3.1					No	
Babbage	Charles					4.1	1.21		1.21	\$1,445	No	
Gallei	Galleo											
Helmont	Johann					3.1					No	
Wright	Orville			1/13/2013	\$1,676	4.6	1.95		1.95	\$2,330	No	
Goddard	Robert					1.6					No	

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Copy Import Export Hide Unhide Unhide All Hide Unhide Unhide All Change View Clear All Filters Sort Validate Clear Circles Del

Menu C... Custom Toolbars

F15 fx

1	Go To:											
2	Budget											
3	Ratings											
4	Salary Increase											
5	Bonus											
6												
7												
8	Employees:	77										
9	Visible Employees:	77										
10												

	Last Name	First Name	Employee ID	Evaluation ID	Pay Pool ID	Specially Situated Condition	Include in Bonus Fund Calcs?	Bonus Eligible?	Org ID 1	Org ID 2	Agency Group	JDA Status
11												
12												
13	Becquerel	Antoine-Henri	14948	10711	PP005		Yes	Yes	OFA/AAA	Division 1	NV27	
14	Newcomen	Thomas	66986	10789	PP005		Yes	Yes	OFA/CCC	Division 2	NV27	
15	Einstein	Albert	9638	10701	PP005		Yes	Yes	OFA/AAA	Division 1	NV27	
16	Berners-Lee	Tim	68579	10792	PP005	Part Time	Yes	Yes	OFA/BBB	Division 2	NV27	
17	Gauss	Carl	17603	10716	PP005	Intermittent/Student	Yes	Yes	OFA/BBB	Division 1	NV27	
18	Newton	Isaac	37250	10743	PP005	Promoted Salary > 8%	Yes	Yes	OFA/AAA	Division 1	NV27	
19	Watt	James	37781	10744	PP005	Promoted to DISES/DISL	Yes	Yes	OFA/CCC	Division 2	NV27	
20	Ehrlich	Paul	58490	10778	PP005	Long Term Training	Yes	Yes	OFA/CCC	Division 2	NV27	
21	Harvey	William	71234	10797	PP005	LWOP	Yes	Yes	OFA/CCC	Division 2	NV27	
22	Babbage	Charles	18665	10718	PP005	Military Service	Yes	Yes	OFA/AAA	Division 1	NV27	
23	Galilei	Galileo	30878		PP005	Worker's Compensation	No	No	OFA/AAA	Division 1	NV27	JDA-In
24	Helmont	Johann	40967	10750	PP005		Yes	Yes	OFA/CCC	Division 3	NV27	
25	Wright	Orville	57959	10777	PP005		Yes	Yes	OFA/BBB	Division 2	NV27	
26	Goddard	Robert	64331	10784	PP005		Yes	Yes	OFA/CCC	Division 2	NV27	

Instructions Budget and Setup Pay Pool Panel Bonus Adjustment Summary Payroll

Ready 100%

Manage Variable Lists

Select a List to Manage:
 Any dropdown list item can be defined in the following ways:

- Worksheet Column Data
- Dropdown List

Up
Down

Cancel Modify Item Remove Item Add Item Close

F15

A

1 Go To:

2 [Budget](#)

3 [Ratings](#)

4 [Salary Increase](#)

5 [Bonus](#)

6

7

8 **Employees:**

9 **Visible Employees:**

10

Last Name
11
12
13 Becquerel
14 Newcomen
15 Einstein
16 Berners-Lee
17 Gauss
18 Newton
19 Watt
20 Ehrlich
21 Harvey
22 Babbage
23 Galilei
24 Belmont
25 Wright
26 Goddard

Agency Group	JDA Status
NV27	
NV27	JDA-In

24	Helmont	Johann	40967	10750	PP005		Yes	Yes	OFA/CCC	Division 3	NV27	
25	Wright	Orville	57959	10777	PP005		Yes	Yes	OFA/BBB	Division 2	NV27	
26	Goddard	Robert	64331	10784	PP005		Yes	Yes	OFA/CCC	Division 2	NV27	

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AllowEditBudget Yes

Administrator Options

71 Allow edits to budget and payout eligibility in the Pay Pool Panel worksheet
(columns G, H, I, and J)?

74 Allow edits to the JDA column in the Pay Pool Panel worksheet (column N)?

77 Allow edits to the Variable Control Points in the Pay Pool Panel worksheet
(column BI)?

80 Allow edits to the Rating Threshold in the Pay Pool Panel Worksheet
(cell EA7)?

83 Allow printing of Employee Notices?

85 Allow modifications to the Special Situated Condition value list?

87 Allow modifications to the Bonus Adjustment Justification value list?

92 Lock Budget and Setup

Instructions Budget and Setup Pay Pool Panel Bonus Adjustment Summary Pay|

Ready

100%

4:14 PM
10/6/2014

Administrator Options

Allow edits to budget and payout e
(columns G, H, I, and J)?

Allow edits to the JDA column in th

Allow edits to the Variable Control
(column BI)?

Allow edits to the Rating Threshold
(cell EA7)?

Allow printing of Employee Notices

Allow modifications to the Special Situated Condition value list?

Allow modifications to the Bonus Adjustment Justification value list?

Lock Parameters

This module locks Pay Pool funding parameter data, modified Pay Band Ranges, and Salary Increase Rates.

Enter new password

Enter again to confirm

OK Close

- No
- Yes
- Yes
- Yes
- Yes
- Yes
- Yes

Lock Budget and Setup

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Menu Commands Toolbar Commands Custom Toolbars

fx Yes

A B C D E F G H I J K L

Administrator Options

Allow edits to budget and payout eligibility in the Pay Pool Panel (columns G, H, I, and J)?

Allow edits to the Variable Control Points in the Pay Pool Panel (column BI)?

Allow edits to the Rating Threshold in the Pay Pool Panel (cell EA7)?

Allow printing of Employee Notices?

Allow modifications to the Special Situated Condition values?

Lock Budget and Setup

Lock Parameters

This module locks parameter data, Ranges, and Salaries.

Enter new password:

Enter again to confirm:

OK

Close

Lock Parameters

Password accepted.

OK

Other Options

Check if NGA pay pool

Budget and Setup Pay Pool Panel Bonus Adjustment Summary

Pay Bands

Sum

Ready

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9/24/2013

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A1

A B C D E F G H I J K L

Pay Pool Population and Salary Information

	Population	Sum of Base Salary	Sum of Adjusted Salary
<i>Entire PayPool</i>	77	\$6,786,341	\$7,890,095
<i>Rated</i>	74	\$6,646,889	\$7,720,979
<i>Rated and Included in Bonus Calculation</i>	74	\$6,646,889	\$7,720,979

Go to:
[Instructions](#)
[Pay Bands](#)
[Pay Pool Panel](#)

Pay Pool Bonus Budget

Use Base Salary or Adjusted Basic Pay?	<input type="radio"/> Base Salary	<input checked="" type="radio"/> Adjusted Basic Pay	
	<input type="radio"/> %	<input checked="" type="radio"/> %	\$
Bonus Budget Percentage	<input type="text" value="1.00%"/>	<input type="text" value="0.86%"/>	\$66,138
- <i>Organization Withhold/Reserve (optional)</i>	<input type="text" value="0.00%"/>	<input type="text" value="0.00%"/>	<input type="text" value="\$0"/> \$
+ <i>Additional Bonus Funding (optional)</i>	<input type="text" value="0.00%"/>	<input type="text" value="0.00%"/>	<input type="text" value="\$0"/> \$
Total Bonus Budget	1.00%	0.86%	\$66,138
- <i>Adjustment Funding (optional)</i>	<input type="text" value="0.00%"/>	<input type="text" value="0.00%"/>	<input type="text" value="\$0"/> \$
Bonus Funding Available to Algorithm	1.00%	0.86%	\$66,138

DCIPS Quality Increase / Sustained Quality Increase Budget

Instructions Budget and Setup Pay Pool Panel Bonus Adjustment Summary Pay|

Ready 100%

4:20 PM 10/6/2014

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Menu C... Custom Toolbars

AX23 0

	A	B	AO	AP	AS	AT	AU	AV	AW	AX	AY	AZ
1	Go To:					Ratings						
2	Budget											
3	Ratings											
4	Salary Increase											
5	Bonus											
6	Employees: 77											
7	Visible Employees: 77											
8							Mean	Mean	Mean	Mode		
9							3.63	3.63	3.64	4		
10							Objective	Element	Overall	Evaluation	Rating	
11	Last Name	First Name	Rating Official	Reviewing Official	Wildcard 1		Rating	Rating	Rating	of Record	Description	Wildcard 2
12												
13	Becquerel	Antoine-Henri	Lou Gehrig	Kirstie Alley	A		4.5	3.2	3.8	4	Excellent	
14	Newcomen	Thomas	Hank Greenberg	Daryl Hannah	A		3.6	3.0	3.3	3	Successful	
15	Einstein	Albert	Lou Gehrig	Kirstie Alley	A		3.2	3.8	3.4	3	Successful	
16	Berners-Lee	Tim	Jimmie Fox	Daryl Hannah	B		3.4	3.2	3.3	3	Successful	
17	Gauss	Carl	Jimmie Fox	Kirstie Alley	C		4.6	4.5	4.6	5	Outstanding	
18	Newton	Isaac	Lou Gehrig	Daryl Hannah	A		4.0	4.2	4.1	4	Excellent	
19	Watt	James	Hank Greenberg	Daryl Hannah	B		3.5	4.5	4.0	4	Excellent	
20	Ehrlich	Paul	Hank Greenberg	Daryl Hannah	A		2.8	2.8	2.8	3	Successful	
21	Harvey	William	Hank Greenberg	Daryl Hannah	B		2.9	3.3	3.1	3	Successful	
22	Babbage	Charles	Lou Gehrig	Kirstie Alley	A		4.0	4.2	4.1	4	Excellent	
23	Galilei	Galileo			A							
24	Helmont	Johann	Hank Greenberg	Daryl Hannah	A		2.9	3.3	3.1	3	Successful	
25	Wright	Orville	Jimmie Fox	Daryl Hannah	A		4.6	4.5	4.6	5	Outstanding	
26	Goddard	Robert	Hank Greenberg	Daryl Hannah	A		0.8	2.8	1.8	1	Unacceptable	

Administrator Options

71	Allow edits to budget and payout eligibility in the Pay Pool Panel worksheet (columns G, H, I, and J)?	<input type="button" value="Yes"/>
74	Allow edits to the JDA column in the Pay Pool Panel worksheet (column N)?	<input type="button" value="Yes"/>
77	Allow edits to the Variable Control Points in the Pay Pool Panel worksheet (column BI)?	<input type="button" value="Yes"/>
80	Allow edits to the Rating Threshold in the Pay Pool Panel Worksheet (cell EA7)?	<input type="button" value="Yes"/>
83	Allow printing of Employee Notices?	<input type="button" value="Yes"/>
85	Allow modifications to the Special Situated Condition value list?	<input type="button" value="Yes"/>
87	Allow modifications to the Bonus Adjustment Justification value list?	<input type="button" value="Yes"/>

Administrator Options

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Allow edits to the Rating Threshold in the Pay Pool Panel Worksheet (cell EA7)?

Allow printing of Employee Notices?

Allow modifications to the Special Situated Condition value list?

Allow modifications to the Bonus Adjustment Justification value list?

Unlock Ratings

Enter password to change ratings

Administrator Options

Allow edits to budget and payout eligibility in the Pay Pool Panel worksheet (columns G, H, I, and J)?

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Allow edits to the Variable Control Points in the Pay Pool Panel worksheet (column BI)?

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	A	B	AS	AT	AU	AV	AW	AX	AY	AZ	BA	CM	
1	Go To:			Ratings									
2	Budget												
3	Ratings												
4	Salary Increase												
5	Bonus												
6													
7													
8	Employees:	77											
9	Visible Employees:	77											
10						Mean 3.58	Mean 3.58	Mean 3.59	Mode 4				
	Last Name	First Name	Wildcard 1		Objective Rating	Element Rating	Overall Rating	Evaluation of Record	Rating Description	Wildcard 2	Wildcard 3	Wildca	
11													
12													
13	Becquerel	Antoine-Henri	A		4.5	3.2	3.8	4	Excellent				
14	Newcomen	Thomas	A		3.6	3.0	3.3	3	Successful				
15	Einstein	Albert	A		3.2	3.8	3.4	3	Successful				
16	Berners-Lee	Tim	B		3.4	3.2	3.3	3	Successful				
17	Gauss	Carl	C		4.6	4.5	4.6	5	Outstanding				
18	Newton	Isaac	A		4.0	4.2	4.1	4	Excellent				
19	Watt	James	B		3.5	4.5	4.0	4	Excellent				
20	Ehrlich	Paul	A		2.8	2.8	2.8	3	Successful				
21	Harvey	William	B		2.9	3.3	3.1	3	Successful				
22	Babbage	Charles	A		4.0	4.2	4.1	4	Excellent				
23	Galilei	Galileo	A					5	Outstanding				
24	Helmont	Johann	A		2.9	3.3	3.1	3	Successful				
25	Wright	Orville	A		4.6	4.5	4.6	5	Outstanding				
26	Goddard	Robert	A		0.8	2.8	1.8	1	Unacceptable				

Ready

Instructions Budget and Setup Pay Pool Panel Bonus Adjustment Summary Payli

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Windows taskbar with icons for Office, Internet Explorer, Firefox, PowerPoint, Word, Paint, and Excel.

System tray: 4:25 PM, 10/6/2014

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Menu C... Custom Toolbars

AU23 4.8

	A	B	AS	AT	AU	AV	AW	AX	AY	AZ	BA	CM
1	Go To:			Ratings								
2	Budget											
3	Ratings											
4	Salary Increase											
5	Bonus											
6												
7												
8	Employees:	77										
9	Visible Employees:	77										
10						Mean 3.65	Mean 3.65	Mean 3.66	Mode 4			
	Last Name	First Name	Wildcard 1		Objective Rating	Element Rating	Overall Rating	Evaluation of Record	Rating Description	Wildcard 2	Wildcard 3	Wildcard 4
11												
12												
13	Becquerel	Antoine-Henri	A		4.5	3.2	3.8	4	Excellent			
14	Newcomen	Thomas	A		3.6	3.0	3.3	3	Successful			
15	Einstein	Albert	A		3.2	3.8	3.4	3	Successful			
16	Berners-Lee	Tim	B		3.4	3.2	3.3	3	Successful			
17	Gauss	Carl	C		4.6	4.5	4.6	5	Outstanding			
18	Newton	Isaac	A		4.0	4.2	4.1	4	Excellent			
19	Watt	James	B		3.5	4.5	4.0	4	Excellent			
20	Ehrlich	Paul	A		2.8	2.8	2.8	3	Successful			
21	Harvey	William	B		2.9	3.3	3.1	3	Successful			
22	Babbage	Charles	A		4.0	4.2	4.1	4	Excellent			
23	Galilei	Galileo	A		4.8	4.7	4.8	5	Outstanding			
24	Helmont	Johann	A		2.9	3.3	3.1	3	Successful			
25	Wright	Orville	A		4.6	4.5	4.6	5	Outstanding			
26	Goddard	Robert	A		0.8	2.8	1.8	1	Unacceptable			

AS1

1	Go To:														
2	Budget														
3	Ratings														
4	Salary Increase														
5	Bonus														
6															
7															
8	Employees:	77													
9	Visible Employees:	77													
10															

	Last Name	First Name	Pay Plan (end of Evaluation Period)	Pay Band (end of Evaluation Period)	Base Salary (end of Evaluation Period)	LMS or TMS (end of Evaluation Period)	Total Basic (end of Evaluation Period)	Pay Plan (as of Extract Date)	Pay Band (as of Extract date)	Step (as of Extract Date)	Base Salary (as of Extract date)	Mean Objective Rating	Mean Element Rating	Mean Overall Rating	Mode Evaluation of Record	Res
69	Heng	Zhang	GG	14	\$105,478	\$14,936	\$120,414	GG	14	09	\$105,478	2.8	3.5	3.2	3	Su
70	Hertz	Heinrich	GG	14	\$108,588	\$14,665	\$118,234	GG	15	05	\$112,912	4.5	3.2	3.8	4	Ex
71	Cavendish	Henry	GG	15	\$123,283	\$29,822	\$153,105	GG	15	09	\$123,283	3.1	2.8	3.0	3	Su
72	Fleming	Alexander	GG	13	\$71,674	\$12,299	\$83,973	GG	13	01	\$71,674	4.1	2.8	3.6	4	Ex
73	Leeuwenhoek	Anton	GG	11	\$52,057	\$7,371	\$59,428	GG	11	06	\$58,667	4.6	4.5	4.6	5	Out
74	Schrodinger	Erwin	GG	12	\$66,301	\$7,371	\$73,672	GG	12	04	\$66,301	4.8	4.8	4.8	5	Out
75	Mendel	Johann	GG	10	\$75,960	\$10,750	\$86,710	GG	13	03	\$76,452	3.7	3.5	3.6	4	Ex
76	Gutenberg	Johannes	GG	12	\$68,266	\$11,714	\$79,980	GG	12	05	\$68,310	4.6	3.8	4.2	4	Ex
77	Lavoisier	Antoine	GG	13	\$83,619	\$11,840	\$95,459	GG	13	07	\$83,619	3.5	3.8	3.7	4	Ex
78	Bacon	Francis	GG	13	\$89,790	\$21,720	\$111,510	GG	13	09	\$90,786	4.2	5.0	4.6	5	Out
79	Thomson	John	GG	13	\$81,230	\$19,674	\$100,904	GG	13	05	\$81,230					
80	Hilbert	David	GG	14	\$108,000	\$15,293	\$123,293	GG	14	10	\$110,104	4.8	4.8	4.8	5	Out
81	Mendeleev	Dmitri	GG	14	\$111,378	\$15,771	\$127,149	GG	14	00	\$112,927	3.6	3.0	3.3	3	Su
82	Whittle	Frank	GG	14	\$98,812	\$23,932	\$122,744	GG	14	08	\$104,458	2.8	2.8	2.8	3	Su
83	Soddy	Frederick	GG	13	\$81,230	\$19,674	\$100,904	GG	14	10	\$110,104	2.9	3.3	3.1	3	Su
84	Marconi	Guglielmo	GG	14	\$129,444	\$0	\$129,444	GG	14	00	\$129,444	4.8	4.5	4.7	5	Out
85	Neumann	John	GG	14	\$101,600	\$14,387	\$115,987	GG	14	07	\$101,635	4.1	2.8	3.6	4	Ex
86	Faraday	Michael	GG	15	\$144,906	\$0	\$144,906	GG	15	00	\$144,906	5.0	5.0	5.0	5	Out
87	Boyle	Robert	GG	14	\$123,293	\$14,719	\$138,012	GG	14	05	\$124,652	4.0	3.5	3.8	4	Ex

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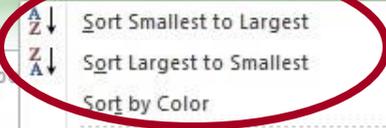
Copy Import Export Hide Unhide Unhide All Hide Unhide Unhide All Change View Clear All Filters Sort Validate Clear Circles Del

Menu C... Custom Toolbars

Go To:		Impact of Decisions					Rating Threshold		Share Increment			
Budget		Employees Receiving Bonus		76	3.5		10.00%		Share Value			
Ratings		Min Bonus		#VALUE!	4		0.85%		Adj Funding Tr			
Salary Increase		Max Bonus		#VALUE!	5		3.57%		Initial Bonus (\$)			
Bonus		Sort Ratings		Share Value		Adj Funding Tr		Initial Bonus (\$)		Override Initial Bonus		
Employees: 77		Mean	Mean	Mean	Mode	Overall Rating	Bonus Shares	Bonus Share Proration (%)	Bonus Shares	Initial Bonus (\$)	Override Initial Bonus	
Visible Employees: 77		3.60	3.60	3.67	4				0.848%		\$0	
Last Name	First Name	Objective Rating	Element Rating	Overall Rating	Evaluation of Record	Rating Description	Overall Rating	Bonus Shares	Bonus Share Proration (%)	Bonus Shares	Initial Bonus (\$)	Override Initial Bonus
Heng	Zhang	2.8	3.5	3.2	3	Successful	3.2					No
Hertz	Heinrich	4.5	3.2	3.8	4	Excellent	3.8	1.33		1.33	\$1,067	No
Cavendish	Henry	3.1	2.8	3.0	3	Successful	3.0					No
Fleming	Alexander	4.1	2.8	3.6	4	Excellent	3.6	1.10		1.10	\$882	No
Leeuwenhoek	Anton	4.6	4.5	4.6	5	Outstanding	4.6	2.87		2.87	\$1,821	No
Schrodinger	Erwin			4.8	5	Outstanding	4.8	3.48		3.48	#VALUE!	No
Mendel	Johann	3.7	3.5	3.6	4	Excellent	3.6	1.10		1.10	\$882	No
Gutenberg	Johannes	4.6	3.8	4.2	4	Excellent	4.2	1.95		1.95	\$1,237	No
Lavoisier	Antoine	3.5	3.8	3.7	4	Excellent	3.7	1.21		1.21	\$970	No
Bacon	Francis	4.2	5.0	4.6	5	Outstanding	4.6	2.87		2.87	\$2,302	No
Thomson	John											
Hilbert	David	4.8	4.8	4.8	5	Outstanding	4.8	3.48		3.48	\$2,792	No
Mendeleev	Dmitri	3.6	3.0	3.3	3	Successful	3.3					No
Whittle	Frank	2.8	2.8	2.8	3	Successful	2.8					No
Soddy	Frederick	2.9	3.3	3.1	3	Successful	3.1					No

Administrator Options

Allow edits to budget and payout eligibility in the Pay Pool Panel worksheet (columns G, H, I, and J)?	<input type="button" value="Yes"/>
Allow edits to the JDA column in the Pay Pool Panel worksheet (column N)?	<input type="button" value="Yes"/>
Allow edits to the Variable Control Points in the Pay Pool Panel worksheet (column BI)?	<input type="button" value="Yes"/>
Allow edits to the Rating Threshold in the Pay Pool Panel Worksheet (cell EA7)?	<input type="button" value="Yes"/>
Allow printing of Employee Notices?	<input type="button" value="Yes"/>
Allow modifications to the Special Situated Condition value list?	<input type="button" value="Yes"/>
Allow modifications to the Bonus Adjustment Justification value list?	<input type="button" value="Yes"/>
<input type="button" value="Lock Budget and Setup"/>	



Sort Smallest to Largest
 Sort Largest to Smallest
 Sort by Color

Clear Filter From "Occ Series"

Filter by Color

Number Filters

Search

- (Select All)
- 0132
- 0318
- 0343
- 0855
- (Blanks)

OK Cancel

Review View Add-Ins Acrobat

Hide Unhide Unhide All Change View Clear All Filters Sort Validate Clear Circles Del

Custom Toolbars

A1
A
1 Go To:
2 Budget
3 Ratings
4 Salary Increa
5 Bonus
6
7
8 Employee
9 Visible Employee
10
Last Name
11

AG	AH	AI	AJ	AK	AL	AM
----	----	----	----	----	----	----

	Position/Work Role Title	Work Level	Work Location	Geolocation Code	Locality Code	Locality Rate	Work Schedule			
67	Roentgen Wilhelm	P	0132	Intelligence Operations Specialist	03	Rosslyn, VA	510375059	WA	24.22	F
68	Shockley William	P	0855	Electronics Engineer	03	Rosslyn, VA	510375059	WA	24.22	F
69	Heng Zhang	P	0132	Intelligence Operations Specialist	03	Columbia, SC	503356446	ZX	14.16	F
70	Hertz Heinrich	P	0132	Intelligence Research Specialist	03	Columbia, SC	503356446	ZX	14.16	F
71	Cavendish Henry	P	0132	Intelligence Operations Specialist	04	San Diego, CA	502257741	SD	24.19	F
72	Fleming Alexander	P	0855	Electronics Engineer	03	Columbus, OH	500356342	CO	17.16	P
73	Leeuwenhoek Anton	P	0343	Manangement and Program Analyst	02	Columbia, SC	503356446	ZX	14.16	F
74	Schrodinger Erwin	P	0343	Manangement and Program Analyst	02	Rosslyn, VA	510375059	WA	24.22	F
75	Mendel Johann	P	0343	Manangement and Program Analyst	03	Columbia, SC	503356446	ZX	14.16	F
76	Gutenberg Johannes	P	0343	Manangement and Program Analyst	02	Columbus, OH	500356342	CO	17.16	F
77	Lavoisier Antoine	P	0132	Intelligence Operations Specialist	03	Columbia, SC	503356446	ZX	14.16	F
78	Bacon Francis	P	0343	Manangement and Program Analyst	03	San Diego, CA	502257741	SD	24.19	F
79	Thomson John	P	0132	Intelligence Research Specialist	03	Rosslyn, VA	510375059	WA	24.22	F
80	Hilbert David	P	0132	Intelligence Research Specialist	03	Columbia, SC	503356446	ZX	14.16	F
81	Mendeleev Dmitri	P	0855	Electronics Engineer	03	Columbia, SC	503356446	ZX	14.16	F

File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Copy Import Export Hide Unhide Unhide All Hide Unhide Unhide All Change View Clear All Filters Sort Validate Clear Circles Del

Menu C... Custom Toolbars

Sort Employee Data

Sort by

- AA - Pay Band (as of Extract date) Ascending Descending
- AA - Pay Band (as of Extract date) Ascending Descending
- AB - Step (as of Extract Date) Ascending Descending
- AC - Base Salary (as of Extract date) Ascending Descending
- AD - % Incr. (column AC versus W) Ascending Descending
- AE - Work Category Ascending Descending
- AF - Occ Series Ascending Descending
- AG - Position/Work Role Title Ascending Descending
- AH - Work Level Ascending Descending

OK Close

	AA	AB	AC	AD	AE	AF	AG							
	Plan	Pay Band	Step	Base Salary	% Incr.	Work Category	Occ Series	Position/Work						
	(as of Extract date)	(column AC versus W)												
67	Roentgen	GG	14	08	\$101,640		P	0132	Intelligence Operatio					
68	Shockley	GG	14	09	\$105,478		P	0855	Electronics Engineer					
69	Heng	Zhang	\$105,478	\$14,936	\$120,414		GG	14	09	\$105,478		P	0132	Intelligence Operatio
70	Hertz	Heinrich	\$103,569	\$14,665	\$118,234		GG	15	05	\$112,912	9.02%	P	0132	Intelligence Researc
71	Cavendish	Henry	\$123,283	\$29,822	\$153,105		GG	15	09	\$123,283		P	0132	Intelligence Operatio
72	Fleming	Alexander	\$71,674	\$12,299	\$83,973		GG	13	01	\$71,674		P	0855	Electronics Engineer
73	Leeuwenhoek	Anton	\$52,057	\$7,371	\$59,428		GG	11	06	\$58,667	12.70%	P	0343	Manangement and Pr
74	Schrodinger	Erwin					GG	12	04	\$66,301		P	0343	Manangement and Pr
75	Mendel	Johann	\$75,960	\$10,756	\$86,716		GG	13	03	\$76,452	0.65%	P	0343	Manangement and Pr
76	Gutenberg	Johannes	\$68,266	\$11,714	\$79,980		GG	12	05	\$68,310	0.06%	P	0343	Manangement and Pr
77	Lavoisier	Antoine	\$83,619	\$11,840	\$95,459		GG	13	07	\$83,619		P	0132	Intelligence Operatio
78	Bacon	Francis	\$89,790	\$21,720	\$111,510		GG	13	09	\$90,786	1.11%	P	0343	Manangement and Pr
79	Thomson	John	\$81,230	\$19,674	\$100,904		GG	13	05	\$81,230		P	0132	Intelligence Researc
80	Hilbert	David	\$108,000	\$15,293	\$123,293		GG	14	10	\$110,104	1.95%	P	0132	Intelligence Researc
81	Mendeleev	Dmitri	\$111,378	\$15,771	\$127,149		GG	14	00	\$112,927	1.38%	P	0855	Electronics Engineer

Ready

Instructions Budget and Setup Pay Pool Panel Bonus Adjustment Summary Pay

100%

4:35 PM 10/6/2014

Using Wildcards

- ❑ There are 14 wildcard columns on the Pay Pool Panel worksheet
- ❑ Type in new header names to show the column definition
- ❑ Type in values or formulas in any or all cells in the column

Employees:		100					Mean	Mean	Mean	Mean		
Visible Employees:		100					3.63	3.58	3.61	3.5		
Last Name	First Name	Reviewing Official	Reviewing Official ID	Division		Objective Rating	Element Rating	Overall Mean Rating	Evaluation of Record	Rating Description		
Gibrar	Calek	Gayl Jones	1234532	Main								
Wright	Marcus	Gayl Jones	1234532	East	Division: (Showing All)	3.8	3.2	3.5	3	Successful		
Burns	Jacob	Gayl Jones	1234532	Main		4.0	4.0	4.0	4	Excellent		
York	Athena	Gayl Jones	1234532	East		3.1	3.5	3.3	3	Successful		
Bearly	Janet	Gayl Jones	1234532	South		3.1	3.5	3.3	3	Successful		
Jacobson	Mike	Gayl Jones	1234532	Main		4.2	3.5	3.9	4	Excellent		
Anderton	Michael	Gayl Jones	1234532	East		4.3	3.0	3.7	4	Excellent		
Wilkerson	Lisa	Gayl Jones	1234532	South		3.8	4.0	3.9	4	Excellent		
Legend	Jonathan	Gayl Jones	1234532	Main		4.2	4.0	4.1	4	Excellent		
Casey	Jeff	Gayl Jones	1234532	East		3.0	2.8	2.9	3	Successful		
Fain	Collin	Gayl Jones	1234532	South		4.0	4.0	4.0	4	Excellent		
Jensen	Herbert	Gayl Jones	1234532	Main		3.3	3.0	3.2	3	Successful		
Wolf	Doug	Gayl Jones	1234532	East		3.0	3.7	3.3	3	Successful		
Morris	Todd	Gayl Jones	1234532	South		2.3	2.0	2.2	2	Min Successful		
Cooper	Julia	Gayl Jones	1234532	Main		3.8	4.8	4.3	4	Excellent		

Using Wildcards, cont'd.

- ❑ Populate a wildcard column with a formula prior to import by typing in Row 13 – any formulas should reference Row 13 in the column in question
- ❑ Then import as normal. Note that any values in a wildcard field in the import file will override your pre-import formulas.

8	Employees:	0							
9	Visible Employees:	0							
10									
	Last Name	First Name	Wildcard 2	Wildcard 3	Wildcard 4				
11								77	
12								77	
13			=IF(AA13>V13,"Promoted","Not")			First Name	Pay Band (end of Evaluation Period)	Pay Band (as of Extract date)	Wildcard 3
14			IF(logical_test, [value_if_true], [value_if_false])						
15									
11									
25	Wright	Orville				11	11	Not	
26	Goddard	Robert				11	11	Not	
27	Morgan	Thomas				9	11	Promoted	
28	Volta	Alessandro				13	14	Promoted	
29	Grothendieck	Alexander				11	11	Not	
30	Riemann	Bernhard				12	12	Not	
31	Pascal	Blaise				11	12	Promoted	
32	Darwin	Charles				12	12	Not	

Select Pay Pool View

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

Employee Data Views

All Data

Condensed Employee Data View

This view hides some of the lesser used columns in the employee data section of the pay pool panel worksheet

Salary Increase and Bonus Views

All Data

Condensed Salary Increase View

This view hides all of the bonus section and the intermediate calculation columns in the salary increase section of the pay pool panel worksheet

Condensed Bonus View

This view hides all of the salary increase section except for the total salary increase \$ and %

User Defined Views

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

UDV 1

UDV 4

UDV 2

UDV 5

UDV 3

UDV 6

Clear UDV Selection

Cancel View Change

Create Selected Views



Pre-Set Views Refine View Selection

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

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> C Employee ID | <input checked="" type="checkbox"/> AI Work Location | <input checked="" type="checkbox"/> EC Bonus Shares |
| <input checked="" type="checkbox"/> D Evaluation ID | <input checked="" type="checkbox"/> AJ Geolocation Code | <input checked="" type="checkbox"/> ED Initial Bonus (\$) |
| <input checked="" type="checkbox"/> E Pay Pool ID | <input checked="" type="checkbox"/> AK Locality Code | <input checked="" type="checkbox"/> EE Override Initial Bonus |
| <input checked="" type="checkbox"/> F Specially Situated Condition | <input checked="" type="checkbox"/> AL Locality Rate | <input checked="" type="checkbox"/> EF Bonus Adjustment (\$) |
| <input checked="" type="checkbox"/> H Include in Bonus Fund Calcs? | <input checked="" type="checkbox"/> AM Work Schedule | <input checked="" type="checkbox"/> EG Bonus Adjustment Justification |
| <input checked="" type="checkbox"/> J Bonus Eligible? | <input checked="" type="checkbox"/> AN Employee Status | <input checked="" type="checkbox"/> EH Total Bonus (\$) |
| <input checked="" type="checkbox"/> K Org ID 1 | <input checked="" type="checkbox"/> AO Rating Official | <input checked="" type="checkbox"/> EI Total Bonus (% of Midpoint) |
| <input checked="" type="checkbox"/> L Org ID 2 | <input checked="" type="checkbox"/> AP Reviewing Official | <input checked="" type="checkbox"/> EJ Total Bonus (% of Base Salary) |
| <input checked="" type="checkbox"/> M Agency Group | <input checked="" type="checkbox"/> AS Wildcard 1 | <input checked="" type="checkbox"/> EK SQI Eligible? |
| <input checked="" type="checkbox"/> N JDA Status | <input checked="" type="checkbox"/> AU Objective Rating | <input checked="" type="checkbox"/> EL Number of Steps to Award |
| <input checked="" type="checkbox"/> O Rating Cycle End Date | <input checked="" type="checkbox"/> AV Element Rating | <input checked="" type="checkbox"/> EM Estimated \$ Amount of Award |
| <input checked="" type="checkbox"/> P Last Incr. Date | <input checked="" type="checkbox"/> AW Overall Rating | <input checked="" type="checkbox"/> EN Wildcard 11 |
| <input checked="" type="checkbox"/> Q Date WGI Due | <input checked="" type="checkbox"/> AX Evaluation of Record | <input checked="" type="checkbox"/> EO Wildcard 12 |
| <input checked="" type="checkbox"/> R Employee On Board Date (EOD) | <input checked="" type="checkbox"/> AY Rating Description | <input checked="" type="checkbox"/> EP Wildcard 13 |
| <input checked="" type="checkbox"/> S Band Entry Date | <input checked="" type="checkbox"/> AZ Wildcard 2 | <input checked="" type="checkbox"/> EQ Wildcard 14 |
| <input checked="" type="checkbox"/> T Retained Pay | <input checked="" type="checkbox"/> BA Wildcard 3 | <input checked="" type="checkbox"/> ER Pay Pool Panel Working Notes (these notes |
| <input checked="" type="checkbox"/> U Pay Plan (end of Evaluation Period) | <input checked="" type="checkbox"/> CM Wildcard 4 | <input checked="" type="checkbox"/> ES Remarks for Employee Feedback Form |
| <input checked="" type="checkbox"/> V Pay Band (end of Evaluation Period) | <input checked="" type="checkbox"/> CN Wildcard 5 | |
| <input checked="" type="checkbox"/> W Base Salary (end of Evaluation Period) | <input checked="" type="checkbox"/> DG Wildcard 6 | |
| <input checked="" type="checkbox"/> X LMS or TMS (end of Evaluation Period) | <input checked="" type="checkbox"/> DH Wildcard 7 | |
| <input checked="" type="checkbox"/> Y Total Basic (end of Evaluation Period) | <input checked="" type="checkbox"/> DR Wildcard 8 | |
| <input checked="" type="checkbox"/> Z Pay Plan (as of Extract Date) | <input checked="" type="checkbox"/> DS Wildcard 9 | |
| <input checked="" type="checkbox"/> AA Pay Band (as of Extract date) | <input checked="" type="checkbox"/> DT Wildcard 10 | |
| <input checked="" type="checkbox"/> AB Step (as of Extract Date) | <input checked="" type="checkbox"/> DV Awards Received This Rating Period | |
| <input checked="" type="checkbox"/> AC Base Salary (as of Extract date) | <input checked="" type="checkbox"/> DW Total \$ of Awards Received | |
| <input checked="" type="checkbox"/> AD % Incr. (column AC versus W) | <input checked="" type="checkbox"/> DX Date of last QSI or Equiv | |
| <input checked="" type="checkbox"/> AE Work Category | <input checked="" type="checkbox"/> DY \$ Amount of last QSI or Equiv | |
| <input checked="" type="checkbox"/> AF Occ Series | <input checked="" type="checkbox"/> DZ Overall Rating | |
| <input checked="" type="checkbox"/> AG Position/Work Role Title | <input checked="" type="checkbox"/> EA Bonus Shares | |
| <input checked="" type="checkbox"/> AH Work Level | <input checked="" type="checkbox"/> EB Bonus Share Proration (%) | |

Section Legend

Employee Section

Include Exclude

Salary Increase

Include Exclude

Rating Section

Include Exclude

Bonus Section

Include Exclude

Include All

Exclude All

Pre-Set Views

Condensed Employee Data

Condensed Salary Data

Condensed Bonus View

User Defined Views

Set

Recall

Delete

Create Selected View

Cancel View Change



Pre-Set Views Refine View Selection

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

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> C Employee ID | <input checked="" type="checkbox"/> AI Work Location | <input checked="" type="checkbox"/> EC Bonus Shares |
| <input checked="" type="checkbox"/> D Evaluation ID | <input checked="" type="checkbox"/> AJ Geolocation Code | <input checked="" type="checkbox"/> ED Initial Bonus (\$) |
| <input checked="" type="checkbox"/> E Pay Pool ID | <input checked="" type="checkbox"/> AK Locality Code | <input checked="" type="checkbox"/> EE Override Initial Bonus |
| <input checked="" type="checkbox"/> F Specially Situated Condition | <input type="checkbox"/> AL Locality Rate | <input type="checkbox"/> EF Bonus Adjustment (\$) |
| <input checked="" type="checkbox"/> H Include in Bonus Fund Calcs? | <input checked="" type="checkbox"/> AM Work Schedule | <input checked="" type="checkbox"/> EG Bonus Adjustment Justification |
| <input checked="" type="checkbox"/> J Bonus Eligible? | <input checked="" type="checkbox"/> AN Employee Status | <input checked="" type="checkbox"/> EH Total Bonus (\$) |
| <input checked="" type="checkbox"/> K Org ID 1 | <input checked="" type="checkbox"/> AO Rating Official | <input checked="" type="checkbox"/> EI Total Bonus (% of Midpoint) |
| <input type="checkbox"/> L Org ID 2 | <input type="checkbox"/> AP Reviewing Official | <input checked="" type="checkbox"/> EJ Total Bonus (% of Base Salary) |
| <input checked="" type="checkbox"/> M Agency Group | <input checked="" type="checkbox"/> AS Wildcard 1 | <input checked="" type="checkbox"/> EK SQI Eligible? |
| <input checked="" type="checkbox"/> N JDA Status | <input checked="" type="checkbox"/> AU Objective Rating | <input type="checkbox"/> EL Number of Steps to Award |
| <input type="checkbox"/> O Rating Cycle End Date | <input checked="" type="checkbox"/> AV Element Rating | <input checked="" type="checkbox"/> EM Estimated \$ Amount of Award |
| <input checked="" type="checkbox"/> P Last Incr. Date | <input type="checkbox"/> AW Overall Rating | <input checked="" type="checkbox"/> EN Wildcard 11 |
| <input checked="" type="checkbox"/> Q Date WGI Due | <input checked="" type="checkbox"/> AX Evaluation of Record | <input checked="" type="checkbox"/> EO Wildcard 12 |
| <input type="checkbox"/> R Employee On Board Date (EOD) | <input checked="" type="checkbox"/> AY Rating Description | <input checked="" type="checkbox"/> EP Wildcard 13 |
| <input checked="" type="checkbox"/> S Band Entry Date | <input checked="" type="checkbox"/> AZ Wildcard 2 | <input checked="" type="checkbox"/> EQ Wildcard 14 |
| <input checked="" type="checkbox"/> T Retained Pay | <input checked="" type="checkbox"/> BA Wildcard 3 | <input type="checkbox"/> ER Pay Pool Panel Working Notes (these notes |
| <input checked="" type="checkbox"/> U Pay Plan (end of Evaluation Period) | <input checked="" type="checkbox"/> CM Wildcard 4 | <input checked="" type="checkbox"/> ES Remarks for Employee Feedback Form |
| <input type="checkbox"/> V Pay Band (end of Evaluation Period) | <input checked="" type="checkbox"/> CN Wildcard 5 | |
| <input checked="" type="checkbox"/> W Base Salary (end of Evaluation Period) | <input checked="" type="checkbox"/> DG Wildcard 6 | |
| <input checked="" type="checkbox"/> X LMS or TMS (end of Evaluation Period) | <input checked="" type="checkbox"/> DH Wildcard 7 | |
| <input checked="" type="checkbox"/> Y Total Basic (end of Evaluation Period) | <input checked="" type="checkbox"/> DR Wildcard 8 | |
| <input checked="" type="checkbox"/> Z Pay Plan (as of Extract Date) | <input type="checkbox"/> DS Wildcard 9 | |
| <input checked="" type="checkbox"/> AA Pay Band (as of Extract date) | <input checked="" type="checkbox"/> DT Wildcard 10 | |
| <input checked="" type="checkbox"/> AB Step (as of Extract Date) | <input checked="" type="checkbox"/> DV Awards Received This Rating Period | |
| <input type="checkbox"/> AC Base Salary (as of Extract date) | <input checked="" type="checkbox"/> DW Total \$ of Awards Received | |
| <input checked="" type="checkbox"/> AD % Incr. (column AC versus W) | <input checked="" type="checkbox"/> DX Date of last QSI or Equiv | |
| <input type="checkbox"/> AE Work Category | <input checked="" type="checkbox"/> DY \$ Amount of last QSI or Equiv | |
| <input checked="" type="checkbox"/> AF Occ Series | <input checked="" type="checkbox"/> DZ Overall Rating | |
| <input checked="" type="checkbox"/> AG Position/Work Role Title | <input type="checkbox"/> EA Bonus Shares | |
| <input checked="" type="checkbox"/> AH Work Level | <input checked="" type="checkbox"/> EB Bonus Share Proration (%) | |

Section Legend

Employee Section

Salary Increase

Rating Section

Bonus Section

Include All

Exclude All

Pre-Set Views

User Defined Views

-

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

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> C Employee ID | <input checked="" type="checkbox"/> AI Work Location | <input checked="" type="checkbox"/> EC Bonus Shares |
| <input checked="" type="checkbox"/> D Evaluation ID | <input checked="" type="checkbox"/> AJ Geolocation Code | <input checked="" type="checkbox"/> ED Initial Bonus (\$) |
| <input checked="" type="checkbox"/> E Pay Pool ID | <input checked="" type="checkbox"/> AK Locality Code | <input checked="" type="checkbox"/> EE Override Initial Bonus |
| <input checked="" type="checkbox"/> F Specially Situated Condition | <input type="checkbox"/> AL Locality Rate | <input type="checkbox"/> EF Bonus Adjustment (\$) |
| <input checked="" type="checkbox"/> H Include in Bonus Fund Calcs? | <input checked="" type="checkbox"/> AM Work Schedule | <input checked="" type="checkbox"/> EG Bonus Adjustment Justification |
| <input checked="" type="checkbox"/> J Bonus Eligible? | <input checked="" type="checkbox"/> AN Employee Status | <input checked="" type="checkbox"/> EH Total Bonus (\$) |
| <input checked="" type="checkbox"/> K Org ID 1 | <input checked="" type="checkbox"/> AO Rating Official | <input checked="" type="checkbox"/> EI Total Bonus (% of Midpoint) |
| <input type="checkbox"/> L Org ID 2 | <input type="checkbox"/> AP Reviewing Official | <input checked="" type="checkbox"/> EJ Total Bonus (% of Base Salary) |
| <input checked="" type="checkbox"/> M Agency Group | <input checked="" type="checkbox"/> AS Wildcard 1 | <input checked="" type="checkbox"/> EK SQI Eligible? |
| <input checked="" type="checkbox"/> N JDA Status | <input checked="" type="checkbox"/> AU Objective Rating | <input type="checkbox"/> EL Number of Steps to Award |
| <input type="checkbox"/> O Rating Cycle End Date | <input checked="" type="checkbox"/> AV Element Rating | <input checked="" type="checkbox"/> EM Estimated \$ Amount of Award |
| <input checked="" type="checkbox"/> P Last Incr. Date | <input type="checkbox"/> AW Overall Rating | <input checked="" type="checkbox"/> EN Wildcard 11 |
| <input checked="" type="checkbox"/> Q Date WGI Due | <input checked="" type="checkbox"/> AX Evaluation of Record | <input checked="" type="checkbox"/> EO Wildcard 12 |
| <input type="checkbox"/> R Employee On Board Date (EOD) | <input checked="" type="checkbox"/> AY Rating Description | <input checked="" type="checkbox"/> EP Wildcard 13 |
| <input checked="" type="checkbox"/> S Band Entry Date | | |
| <input checked="" type="checkbox"/> T Retained Pay | | |
| <input checked="" type="checkbox"/> U Pay Plan (end of Evaluation Period) | | |
| <input type="checkbox"/> V Pay Band (end of Evaluation Period) | | |
| <input checked="" type="checkbox"/> W Base Salary (end of Evaluation Period) | | |
| <input checked="" type="checkbox"/> X LMS or TMS (end of Evaluation Period) | | |
| <input checked="" type="checkbox"/> Y Total Basic (end of Evaluation Period) | | |
| <input checked="" type="checkbox"/> Z Pay Plan (as of Extract Date) | | |
| <input checked="" type="checkbox"/> AA Pay Band (as of Extract date) | | |
| <input checked="" type="checkbox"/> AB Step (as of Extract Date) | | |
| <input type="checkbox"/> AC Base Salary (as of Extract date) | <input checked="" type="checkbox"/> DW Total \$ of Awards Received | |
| <input checked="" type="checkbox"/> AD % Incr. (column AC versus W) | <input checked="" type="checkbox"/> DX Date of last QSI or Equiv | |
| <input type="checkbox"/> AE Work Category | <input checked="" type="checkbox"/> DY \$ Amount of last QSI or Equiv | |
| <input checked="" type="checkbox"/> AF Occ Series | <input checked="" type="checkbox"/> DZ Overall Rating | |
| <input checked="" type="checkbox"/> AG Position/Work Role Title | <input type="checkbox"/> EA Bonus Shares | |
| <input checked="" type="checkbox"/> AH Work Level | <input checked="" type="checkbox"/> EB Bonus Share Proration (%) | |

Set User Defined View's Name and Selection

Continuing will set the User Defined View 1 name and selection. The name will change to what is currently in the textbox next to the 'Set' button and its visible columns will match what is shown in the checkboxes.

OK

Cancel

Section Legend

Employee Section

Salary Increase

Rating Section

Bonus Section

Pre-Set Views

User Defined Views

M53 *fx*

A B C D E F G H I J K L M N

Pay Pool Population and Salary Information

	Population	Sum of Base Salary	Sum of Adjusted Salary
<i>Entire PayPool</i>	77	\$6,786,341	\$7,890,095
<i>Rated</i>	75	\$6,705,111	\$7,789,191
<i>Rated and Included in Bonus Calculation</i>	75	\$6,705,111	\$7,789,191

Go to:
[Instructions](#)
[Pay Bands](#)
[Pay Pool Panel](#)

Pay Pool Bonus Budget

Use Base Salary or Adjusted Basic Pay?	Base Salary	Adjusted Basic Pay	
	<input type="radio"/>	<input checked="" type="radio"/>	
	%	%	\$
Bonus Budget Percentage	<input type="text" value="1.05%"/>	<input type="text" value="0.90%"/>	\$70,103
- Organization Withhold/Reserve (optional)	<input type="text" value="10.00%"/>	<input type="text" value="10.00%"/>	<input type="text" value="\$7,011"/>
+ Additional Bonus Funding (optional)	<input type="text" value="14.26%"/>	<input type="text" value="14.26%"/>	<input type="text" value="\$10,000"/>
Total Bonus Budget	1.09%	0.94%	\$73,092
- Adjustment Funding (optional)	<input type="text" value="6.84%"/>	<input type="text" value="6.84%"/>	<input type="text" value="\$5,000"/>
Bonus Funding Available to Algorithm	1.02%	0.87%	\$68,092

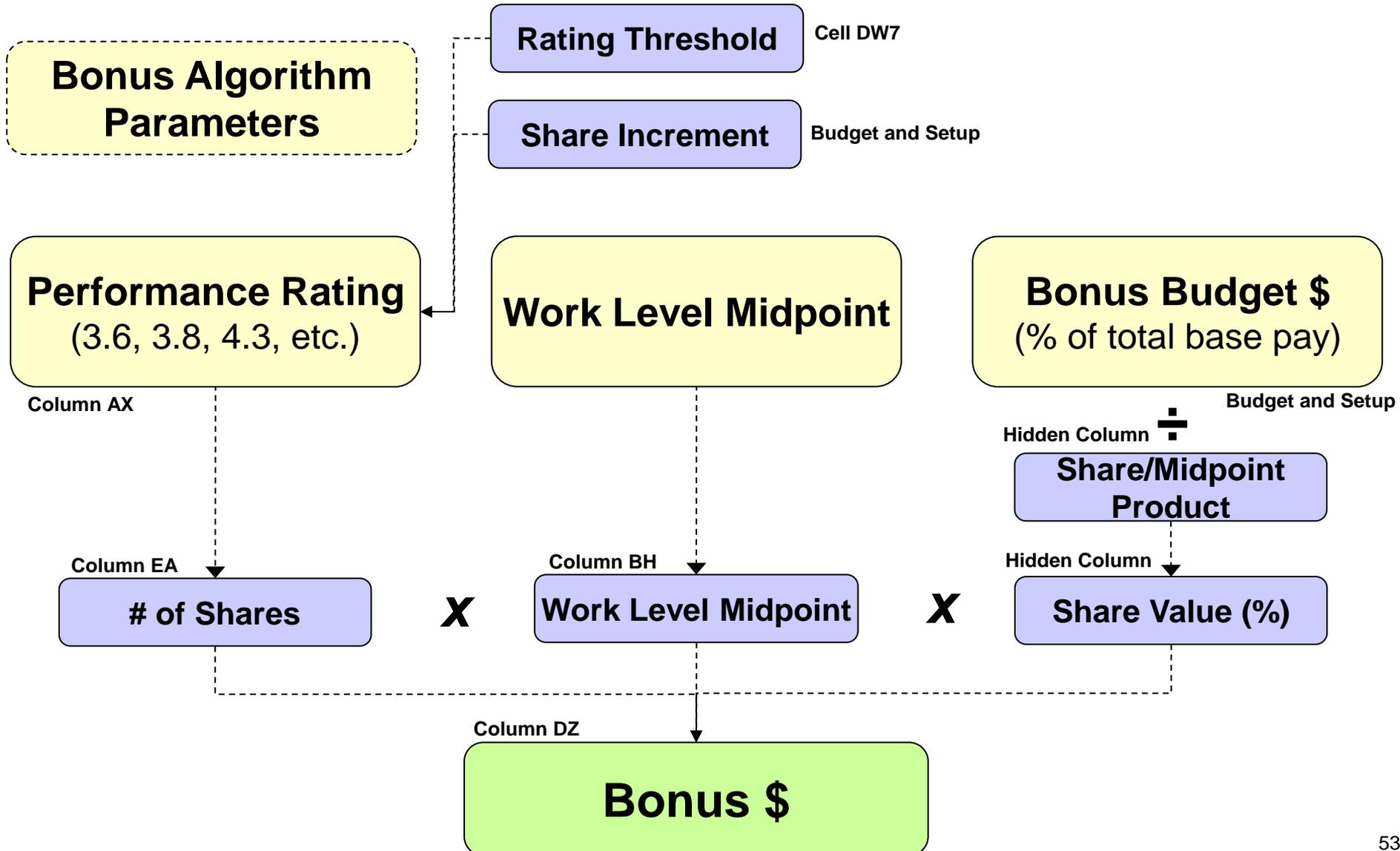
DCIPS Quality Increase / Sustained Quality Increase Budget

Budget for DQI/SQI (Set by DCIPS Guidance)	<input type="text" value="0.17%"/>	\$13,413
--	------------------------------------	----------

Bonus Setup

Maximum Bonus	<input type="text" value="\$6,000"/>
Share Increment	<input type="text" value="10.00%"/>

Bonus Algorithm Details



File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Copy Copy Copy Import Export Hide Unhide Unhide All Hide Unhide Unhide All Change View Clear All Filters Sort Validate Clear Circles

Menu C... To... Custom Toolbars

EG58 fx

Go To:		Impact of Decision										Bonus Budget			Summary Remaining			
Budget		Employee Eligible for Bonus		74		28		37.8%				Total Bonus Funding			\$73,092		% of Budget	
Ratings		Employee Receiving Bonus		28		1.62%		of total midpoint				Allocated Via Algorithm			\$68,080		93.1%	
Salary Increase		Min Bonus		\$1,202		4.66%		of total midpoint				Allocated Via Adjustment			\$0		0.0%	
Bonus		Max Bonus		\$5,490								Total Funds Allocated			\$68,080		93.1%	
Employees:		77		Rating Threshold		3.9		10.00%		Share Increment		Funds Remaining			\$5,012		6.9%	
Visible Employees:		77		Son Rating		Share Value		Adj Funding		Total Adjustment		Remaining Adjustment Funding						
Last Name	First Name	Awards Received This Period	Total \$ of Awards Received	Date of last QSI or Equiv	\$ Amount of last QSI Equiv	Overall Rating	Bonus Share	Bonus Share Percentage (%)	1.623% Bonus Share	Initial Bonus (\$)	Overrid e Initial Bonus	Bonus Adjustment (\$)	Bonus Adjustment Justification	Total Bonus (\$)	Total Bonus (% of Midpoint)	Total Bonus (% of Base Salary)	SQL Eligible?	Number of QSI Increments
Fisher	Emil					3.1					Na			\$0			Na	0
Fermi	Enrica					3.5					Na			\$0			Na	0
Rutherford	Ernest			6/15/2011	\$5,646	3.7					Na			\$0			Na	0
Cantor	Georg					5.0	2.87		2.87	\$4,364	Na			\$4,364	4.66%	4.74%	Na	0
Darcortor	Rene					3.4					Na			\$0			Na	0
Hauking	Stephen	1	\$500			3.1					Na			\$0			Na	0
Heisenberg	Werner					3.4					Na			\$0			Na	0
Raentgen	Wilhelm					4.4	1.61		1.61	\$2,448	Na			\$2,448	2.61%	2.41%	Na	0
Shackley	William					4.7	2.15		2.15	\$3,269	Na			\$3,269	3.49%	3.10%	Na	0
Heng	Zhang					3.1					Na			\$0			Na	0
Hertz	Heinrich					4.0	1.10		1.10	\$1,672	Na			\$1,672	1.78%	1.61%	Na	0
Cavendish	Henry					3.0					Na			\$0			Na	0
Fleming	Alexander	2	\$8,000			3.6					Na			\$0			Na	0
Loewenhook	Anton					4.6	1.95		1.95	\$2,345	Na			\$2,345	3.16%	4.50%	Na	0
Schrodinger	Erwin																	
Mendel	Johann			12/12/2011	\$1,360	3.6					Na			\$0			Na	0
Gutenberg	Johann					4.3	1.46		1.46	\$1,756	Na			\$1,756	2.37%	2.57%	Na	0
Lavoisier	Antoine			3/4/2012	\$1,850	3.6					Na			\$0			Na	0
Bacon	Francis					4.5	1.77		1.77	\$2,691	Na			\$2,691	2.87%	3.00%	Na	0
Thomson	Jahn																	
Hilbert	David	1	\$2,000			4.8	2.37		2.37	\$3,603	Na			\$3,603	3.84%	3.34%	Na	0
Mendeleev	Dmitri					3.4					Na			\$0			Na	0
Whittle	Frank					2.8					Na			\$0			Na	0
Sadly	Frederick					3.1					Na			\$0			Na	0
Marcani	Guilielma					4.7	2.15		2.15	\$3,269	Na			\$3,269	3.49%	2.53%	Na	0
Neumann	Jahn					3.6					Na			\$0			Na	0
Faraday	Michael					5.0	2.87		2.87	\$5,490	Na			\$5,490	4.66%	3.79%	Na	0
Daimler	Wilhelm	1	\$500			3.8					Na			\$0			Na	0
Verallier	Andreas					3.1					Na			\$0			Na	0
Kepler	Johann					3.1					Na			\$0			Na	0

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EA8 fx

1	Go To:												Bonus Budget			
2	Budget		Employee Eligible for Bonus										Total Bonus Funding	\$73,092	% of Budget	
3	Ratings		Employee Receiving Bonus										Allocated Via Algorithm	\$68,084	93.1%	
4	Salary Increase		Min Bonus										Allocated Via Adjustment	\$0	0.0%	
5	Bonus		Max Bonus										Total Funds Allocated	\$68,084	93.1%	
6			Rating Threshold										Funds Remaining	\$5,008	6.9%	
7			Share Increment													
8	Employees:	77														
9	Eligible Employees:	77														

10																				
	Last Name	First Name	Award Received This Period	Total \$ of Awards Received	Date of last QSI or Equiv	\$ Amount of last QSI Equ	Overall Rating	Bonus Share	Bonus Share Percentage (%)	Share Value	Initial Bonus (\$)	Adj Funding Override Initial Bonus	Total Adjustment \$	Bonus Adjustment (\$)	Bonus Adjustment Justification	Total Bonus (\$)	Total Bonus (% of Midpoint)	Total Bonus (% of Base Salary)	SQL Eligible?	Number of QSI Increments

11																				
12																				
13	Cantor	Georg					5.0	2.37		2.37	\$5,387	Na			\$5,387	5.75%	5.86%	No	0	
14	Faraday	Michael					5.0	2.37		2.37	\$6,777	Na			\$6,777	5.75%	4.68%	No	0	
15	Galilei	Galileo					4.8	1.95		1.95	\$3,505	Na			\$3,505	4.73%	6.02%	No	0	
16	Hilbert	David	1	\$2,000			4.8	1.95		1.95	\$4,432	Na			\$4,432	4.73%	4.10%	No	0	
17	Turing	Alan					4.7	1.77		1.77	\$4,023	Na			\$4,023	4.29%	3.73%	No	0	
18	Shackley	William					4.7	1.77		1.77	\$4,023	Na			\$4,023	4.29%	3.81%	No	0	
19	Marcani	Guiglielma					4.7	1.77		1.77	\$4,023	Na			\$4,023	4.29%	3.11%	No	0	
20	Gauz	Carl					4.6	1.61		1.61	\$4,603	Na			\$4,603	3.90%	3.67%	No	0	
21	Wright	Orville			1/13/2013	\$1,676	4.6	1.61		1.61	\$2,894	Na			\$2,894	3.90%	5.01%	No	0	
22	Gilbert	William			3/10/2013	\$2,389	4.6	1.61		1.61	\$2,894	Na			\$2,894	3.90%	3.43%	No	0	
23	Loeuwenhoek	Anton					4.6	1.61		1.61	\$2,894	Na			\$2,894	3.90%	5.56%	No	0	
24	Bacon	Francis					4.5	1.46		1.46	\$3,318	Na			\$3,318	3.54%	3.70%	No	0	
25	Darwin	Charlar					4.4	1.33		1.33	\$2,391	Na			\$2,391	3.23%	3.54%	No	0	
26	Lenair	Jean-Joseph					4.4	1.33		1.33	\$2,391	Na			\$2,391	3.23%	2.77%	No	0	
27	Raentgen	Wilhelm					4.4	1.33		1.33	\$3,023	Na			\$3,023	3.23%	2.97%	No	0	
28	Jenner	Eduard					4.3	1.21		1.21	\$2,175	Na			\$2,175	2.93%	2.41%	No	0	
29	Gutenberg	Johannor					4.3	1.21		1.21	\$2,175	Na			\$2,175	2.93%	3.19%	No	0	
30	Ampere	Andre-Marie					4.2	1.10		1.10	\$2,500	Na			\$2,500	2.67%	2.37%	No	0	
31	Newton	Isaac					4.1	1.00		1.00	\$2,859	Na			\$2,859	2.43%	2.42%	No	0	
32	Babbage	Charlar					4.1	1.00		1.00	\$1,797	Na			\$1,797	2.42%	3.37%	No	0	
33	Becquerel	Antoine-Henri					4.0					Na			\$0			No	0	
34	Grathendick	Alexander					4.0					Na			\$0			No	0	
35	Franklin	Benjamin					4.0					Na			\$0			No	0	
36	Hertz	Heinrich					4.0					Na			\$0			No	0	
37	Watt	Jamer					3.9					Na			\$0			No	0	
38	Riemann	Bernhard					3.9					Na			\$0			No	0	
39	Teller	Eduard					3.9					Na			\$0			No	0	
40	Hubble	Eduin					3.9					Na			\$0			No	0	
41	Joule	Jamer					3.8					Na			\$0			No	0	
42	Dirac	Paul	1	\$1,000			3.8					Na			\$0			No	0	

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EB23 25%

Go To:		Impact of Decisions										Bonus Budget					
Budget		Employees Eligible for Bonus 74										Total Bonus Funding \$73,092 % of					
Ratings		Employees Receiving Bonus 20 27.0%										Allocated Via Algorithm \$68,083 9					
Salary Increase		Min Bonus \$783 1.06%										Allocated Via Adjustment \$0 0					
Bonus		Max Bonus \$7,336 6.22%										Total Funds Allocated \$68,083 9					
Employees: 77		Rating Threshold 4.1 10.00% Share Increment										Funds Remaining \$5,009 6					
Visible Employees: 77		Sort Rating										Share Value					
Last Name	First Name	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 (%)	2.626% Bonus Shares	Initial Bonus (\$)	Adj Funding	Override Initial Bonus	Total Adjustments	Remaining Adjustment Funding \$5,000	Bonus Adjustment Justification	Total Bonus (\$)	Tr Bor of M
Cantor	Georg					5.0	2.37		2.37	\$5,831	No					\$5,831	6.
Faraday	Michael					5.0	2.37		2.37	\$7,336	No					\$7,336	6.
Galilei	Galileo					4.8	1.95		1.95	\$3,794	No					\$3,794	5
Hilbert	David	1	\$2,000			4.8	1.95		1.95	\$4,797	No					\$4,797	5
Turing	Alan					4.7	1.77		1.77	\$4,355	No					\$4,355	4.
Shockley	William					4.7	1.77	75.0%	1.33	\$3,266	No					\$3,266	3.
Marconi	Guglielmo					4.7	1.77	50.0%	0.89	\$2,177	No					\$2,177	2.
Gauss	Carl					4.6	1.61		1.61	\$4,983	No					\$4,983	4.
Wright	Orville			1/13/2013	\$1,676	4.6	1.61		1.61	\$3,133	No					\$3,133	4.
Gilbert	William			3/10/2013	\$2,389	4.6	1.61		1.61	\$3,133	No					\$3,133	4.
Leeuwenhoek	Anton					4.6	1.61	25.0%	0.40	\$783	No					\$783	1.
Bacon	Francis					4.5	1.46		1.46	\$3,592	No					\$3,592	3.
Darwin	Charles					4.4	1.33		1.33	\$2,588	No					\$2,588	3.
Lenoir	Jean-Joseph					4.4	1.33		1.33	\$2,588	No					\$2,588	3.
Roentgen	Wilhelm					4.4	1.33		1.33	\$3,272	No					\$3,272	3.
Jenner	Edward					4.3	1.21		1.21	\$2,354	No					\$2,354	3
Gutenberg	Johannes					4.3	1.21		1.21	\$2,354	No					\$2,354	3
Ampere	Andre-Marie					4.2	1.10		1.10	\$2,706	No					\$2,706	2.
Newton	Isaac					4.1	1.00		1.00	\$3,095	No					\$3,095	2.
Babbage	Charles					4.1	1.00		1.00	\$1,946	No					\$1,946	2.

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EG33 fx

										Impact of Decisions		Bonus Budget					
Go To:		Employees Eligible for Bonus		74		Employees Receiving Bonus		19 25.7%		Total Bonus Funding		\$73,092 % of					
Budget		Employees Receiving Bonus		19		25.7%				Allocated Via Algorithm		\$71,081 9%					
Ratings		Min Bonus		\$894		1.21%		of total budget		Allocated Via Adjustment		\$1,000 1%					
Salary Increase		Max Bonus		\$8,376		7.10%		of total budget		Total Funds Allocated		\$72,081 9%					
Bonus		Rating Threshold		4.1		10.00%		Share Increment		Funds Remaining		\$1,011 1%					
Employees:		77															
Visible Employees:		77															
										Share Value		Adj Funding		Total Adjustments		Remaining Adjustment Funding	
Last Name	First Name	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 (%)	2.998% Bonus Shares	Initial Bonus (\$)	Override Initial Bonus	Bonus Adjustment (\$)	Bonus Adjustment Justification	Total Bonus (\$)	Tr Bor of M		
Cantor	Georg					5.0					Yes	\$0	Consideration for DQI	\$0			
Faraday	Michael					5.0	2.37		2.37	\$8,376	No			\$8,376	7		
Galilei	Galileo					4.8	1.95		1.95	\$4,333	No			\$4,333	5		
Hilbert	David	1	\$2,000			4.8	1.95		1.95	\$5,478	No	-\$2,000	adjusted for award during the year	\$3,478	3		
Turing	Alan					4.7	1.77		1.77	\$4,972	No			\$4,972	5		
Shockley	William					4.7	1.77	75.0%	1.33	\$3,729	No		prorated for 3/4 year	\$3,729	3		
Marconi	Guglielmo					4.7	1.77	50.0%	0.89	\$2,486	No		prorated for 1/2 year	\$2,486	2		
Gauss	Carl					4.6	1.61		1.61	\$5,690	No			\$5,690	4		
Wright	Orville			1/13/2013	\$1,676	4.6	1.61		1.61	\$3,577	No			\$3,577	4		
Gilbert	William			3/10/2013	\$2,389	4.6	1.61		1.61	\$3,577	No			\$3,577	4		
Leeuwenhoek	Anton					4.6	1.61	25.0%	0.40	\$894	No		prorated for 1/4 year	\$894	1		
Bacon	Francis					4.5	1.46		1.46	\$4,101	No			\$4,101	4		
Darwin	Charles					4.4	1.33		1.33	\$2,955	No	\$1,000	outstanding performance	\$3,955	5		
Lenoir	Jean-Joseph					4.4	1.33		1.33	\$2,955	No			\$2,955	3		
Roentgen	Wilhelm					4.4	1.33		1.33	\$3,736	No	\$1,000	outstanding performance	\$4,736	5		
Jenner	Edward					4.3	1.21		1.21	\$2,688	No			\$2,688	3		
Gutenberg	Johannes					4.3	1.21		1.21	\$2,688	No			\$2,688	3		
Ampere	Andre-Marie					4.2	1.10		1.10	\$3,090	No			\$3,090	3		
Newton	Isaac					4.1	1.00		1.00	\$3,534	No			\$3,534	3		
Babbage	Charles					4.1	1.00		1.00	\$2,222	No	\$1,000	outstanding performance	\$3,222	4		

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Go To:		Impact of Decisions										Bonus Budget					
Budget		Employees Eligible for Bonus		74								Total Bonus Funding		\$73,092 % of			
Ratings		Employees Receiving Bonus		20		27.0%								Allocated Via Algorithm		\$70,581 96%	
Salary Increase		Min Bonus		\$888		1.20%								Allocated Via Adjustment		\$2,500 3%	
Bonus		Max Bonus		\$8,317		7.05%								Total Funds Allocated		\$73,081 100%	
														Funds Remaining		\$11 0%	
Employees:		77		Rating Threshold		4.1		10.00%		Share Increment							
Visible Employees:		77		Sort Rating				Share Value		Adj Funding		Total Adjustments		Remaining Adjustment Funding			
Last Name	First Name	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 (%)	2.977% Bonus Shares	Initial Bonus (\$)	Override Initial Bonus	Bonus Adjustment (\$)	Bonus Adjustment Justification	Total Bonus (\$)	Tr Bor of M		
Roentgen	Wilhelm					4.4	1.33		1.33	\$3,710	No	\$1,000	outstanding performance	\$4,710	5.		
Jenner	Edward					4.3	1.21		1.21	\$2,669	No			\$2,669	3.		
Gutenberg	Johannes					4.3	1.21		1.21	\$2,669	No			\$2,669	3.		
Ampere	Andre-Marie					4.2	1.10		1.10	\$3,068	No			\$3,068	3.		
Newton	Isaac					4.1	1.00		1.00	\$3,509	No			\$3,509	2.		
Babbage	Charles					4.1	1.00		1.00	\$2,206	No	\$1,000	outstanding performance	\$3,206	4.		
Becquerel	Antoine-Henri					4.0					No			\$0			
Grothendieck	Alexander					4.0					No			\$0			
Franklin	Benjamin					4.0					No			\$0			
Hertz	Heinrich					4.0					No			\$0			
Watt	James					3.9					No			\$0			
Riemann	Bernhard					3.9					No	\$1,500		\$1,500	2.		
Teller	Edward					3.9					No			\$0			
Hubble	Edwin					3.9					No			\$0			
Joule	James					3.8					No			\$0			
Dirac	Paul	1	\$1,000			3.8					No			\$0			
Avogadro	Amedeo					3.8					No			\$0			
Daimler	Wilhelm	1	\$500			3.8					No			\$0			
Morgan	Thomas					3.7					No			\$0			
Fahrenheit	Daniel	3	\$25,000			3.7					No			\$0			
Banting	Frederick					3.7					No			\$0			

Manage Variable Lists

Select a List to Manage:

Any dropdown list item can be deleted or modified.

Worksheet Column Data	Dropdown List
Consideration for DQI/SQI Prorated for partial year	Consideration for DQI/SQI Award during the performance year Prorated for partial year

Up
Down

Add a value to the dropdown list, remove an item, or delete an item.

Cancel Modify Item Remove Item Add Item Close

EG	EH	EI
Bonus Budget		
Total Bonus Funding	\$73,093	% of Bud
Allocated Via Algorithm	\$68,070	93.1%
Allocated Via Adjustment	\$3,000	4.1%
Total Funds Allocated	\$71,070	97.2%
Funds Remaining	\$2,023	2.8%
Adjustment Funding		
\$2,000		
Bonus Adjustment Justification	Total Bonus (\$)	Total Bonus (% of Midpoint)
Consideration for DQI/SQI	\$0	
Prorated for partial year	\$5,374	3.84%
	\$3,001	7.18%
	\$2,725	3.17%
	\$2,725	2.88%
	\$2,725	2.88%
	\$3,114	2.88%
	\$1,957	2.62%
	\$1,957	2.61%
	\$1,957	2.61%
	\$1,957	2.61%
	\$2,475	2.61%
	\$1,780	2.38%
	\$1,616	2.16%

23	Leeuwenhoek	Anton	4.6	2.87		2.87	\$1,957	No	
24	Bacon	Francis	4.6	2.87		2.87	\$2,475	No	
25	Lenoir	Jean-Joseph	4.5	2.61		2.61	\$1,780	No	
26	Darwin	Charles	4.4	2.37		2.37	\$1,616	No	

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	A	B	EA	EB	EC	ED	EE	EF	EG	EH	EI	EJ
1	Go To:		Impact of Decisions					Bonus Budget				
2	Budget		75						Total Bonus Funding	\$73,093	% of Budget	
3	Ratings		44	58.7%					Allocated Via Algorithm	\$68,070	93.1%	
4	Salary Increase		\$393	0.91%	of band midpoint				Allocated Via Adjustment	\$4,000	5.5%	
5	Bonus		\$5,374	7.18%	of band midpoint				Total Funds Allocated	\$72,070	98.6%	
6									Funds Remaining	\$1,023	1.4%	
7			3.5			10.00%	Share Increment					
8	Employees:	77										
9	Visible Employees:	77										
10									Adjustment Funding			
11	Last Name	First Name	Bonus Shares	Bonus Shares	Prorated	Prorated	Prorated	Prorated	Bonus	Total Bonus (\$)	Total Bonus (% of Midpoint)	Total Bonus (% of Salary)
12									\$1,000			
13	Cantor	Georg					Yes	\$0	Consideration for DQI/SQI	\$0		
14	Faraday	Michael	4.21		4.21		No	\$4,568		\$4,568	3.84%	3.15
15	Gallei	Galileo	3.48		3.48		No	\$2,374	ward during the performance year	\$5,374	7.18%	9.20
16	Hilbert	David	3.48		3.48		No	\$3,001		\$3,001	3.17%	2.78
17	Turing	Alan	3.16		3.16		No	\$2,725		\$2,725	2.88%	2.50
18	Shockley	William	3.16		3.16		No	\$2,725	here is a value I typed	\$3,725	3.94%	3.50
19	Marconi	Guglielmo	3.16		3.16		No	\$2,725		\$2,725	2.88%	2.10
20	Gauss	Carl	2.87		2.87		No	\$3,114		\$3,114	2.62%	2.48
21	Wright	Orville	2.87		2.87		No	\$1,957		\$1,957	2.61%	3.39
22	Gilbert	William	2.87		2.87		No	\$1,957		\$1,957	2.61%	2.32
23	Leeuwenhoek	Anton	2.87		2.87		No	\$1,957		\$1,957	2.61%	3.76
24	Bacon	Francis	2.87		2.87		No	\$2,475		\$2,475	2.61%	2.76
25	Lenoir	Jean-Joseph	2.61		2.61		No	\$1,780		\$1,780	2.38%	2.06
26	Darwin	Charles	2.37		2.37		No	\$1,616		\$1,616	2.16%	2.39

Microsoft Excel

The value you entered is not valid.

A user has restricted values that can be entered into this cell.

Retry Cancel Help

DQI and SQI Decisions

Qualifications

- Eval of Record of at least Successful
- Not on Retained Pay or otherwise ineligible for salary increase (col. T)
- For DQI: No DQI (or equiv) within the last year at the same grade (DX and DY)
- For SQI: No SQI (or equiv) in last three years at the same grade
- Salary is not less than 1 step increase (DQI) or 2 step increases (SQI) away from the grade maximum (step 12 equiv)

Calculation

- Based on Grade as of extract date (col. AA)
- Admin must set SQI eligibility (Yes/No) flag in col. EK
- “Yes” flag allows SQI (two step) award in col. EL
- Grade may change between extract date and payout date; \$\$ amount in CWB is only a projection
- Total DQI/SQI fund and amount remaining tracked in EM8 and EM9 – not taken from the bonus fund

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EL24 fx 2

Go To:		Impact of Decisions		Bonuses Budget											
Budget	Employees Eligible for Bonus	74		Total Bonus Funding	\$73,092										
Ratings	Employees Receiving Bonus	20	27.0%	Allocated Via Algorithm	\$70,581										
Salary Increase	Min Bonus	\$888	1.20%	Allocated Via Adjustment	\$2,500										
Bonus	Max Bonus	\$8,317	7.05%	Total Funds Allocated	\$73,081										
				Funds Remaining	\$11										
Employees:	77	Rating Threshold	4.1	Share Increment	10.00%										
Visible Employees:	77	Sort Rating		Share Value	2.97%										
				Adj Funding	\$2,000										
				Total Adjustments	\$2,500										
				Remaining Adjustment Funding	-\$500										
Last Name	First Name	Date of last QSI or Equiv	\$ Amount of last QSI Equiv	Overall Rating	Bonus Shares	Bonus Share Proration (%)	Bonus Shares	Initial Bonus (\$)	Override Initial Bonus	Bonus Adjustment (\$)	Bonus Adjustment Justification	Total Bonus (\$)	SQI Eligible?	Number of Steps to Award	Estimated \$ Amount of Award
Cantor	Georg			5.0					Yes	\$0	Consideration for DQI	\$0	No	1	2,823
Faraday	Michael			5.0	2.37		2.37	\$8,317	No			\$8,317	No	0	0
Galilei	Galileo			4.8	1.95		1.95	\$4,302	No			\$4,302	No	0	0
Hilbert	David			4.8	1.95		1.95	\$5,440	No	-\$2,000	Adjusted for award during the year	\$3,440	No	0	0
Turing	Alan			4.7	1.77		1.77	\$4,937	No			\$4,937	No	1	2,823
Shockley	William			4.7	1.77	75.0%	1.33	\$3,703	No		prorated for 3/4 year	\$3,703	No	0	0
Marconi	Guglielmo			4.7	1.77	50.0%	0.89	\$2,468	No		prorated for 1/2 year	\$2,468	No	0	0
Gauss	Carl			4.6	1.61		1.61	\$5,650	No			\$5,650	No	0	0
Wright	Orville	1/13/2013	\$1,676	4.6	1.61		1.61	\$3,552	No			\$3,552	No	0	0
Gilbert	William	3/10/2013	\$2,389	4.6	1.61		1.61	\$3,552	No			\$3,552	No	0	0
Lecuwenhock	Anton			4.6	1.61	25.0%	0.40	\$888	No		prorated for 1/4 year	\$888	No	0	0
Bacon	Francis			4.5	1.46		1.46	\$4,073	No			\$4,073	Yes	2	4,178
Darwin	Charles			4.4	1.33		1.33	\$2,934	No	\$1,000	outstanding performance	\$3,934	No	0	0
Lenoir	Jean-Joseph			4.4	1.33		1.33	\$2,934	No			\$2,934	No	0	0
Roentgen	Wilhelm			4.4	1.33		1.33	\$3,710	No	\$1,000	outstanding performance	\$4,710	No	0	0
Jenner	Edward			4.3	1.21		1.21	\$2,669	No			\$2,669	No	0	0
Gutenberg	Johannes			4.3	1.21		1.21	\$2,669	No			\$2,669	No	0	0
Ampere	Andre-Marie			4.2	1.10		1.10	\$3,068	No			\$3,068	No	0	0
Newton	Isaac			4.1	1.00		1.00	\$3,509	No			\$3,509	No	0	0
Babbage	Charles			4.1	1.00		1.00	\$2,206	No	\$1,000	outstanding performance	\$3,206	No	0	0
Becquerel	Antoine-Henri			4.0					No			\$0	No	0	0
Grothendieck	Alexander			4.0					No			\$0	No	0	0
Franklin	Benjamin			4.0					No			\$0	No	0	0

75% 3:09 PM 9/25/2013

File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Copy Copy Copy Import Export Hide Unhide Unhide All Hide Unhide Unhide All Change View Clear All Filters Sort Validate Clear Circles

Menu C... To...

ER20

A

Go To:

[Budget](#)[Ratings](#)[Salary Increase](#)[Bonus](#)

Employees

Visible Employees

Last Name

Cantor

Faraday

Galilei

Hilbert

Turing

Shockley

Marconi

Gauss

Wright

Gilbert

Leeuwenhoek

Bacon

Darwin

Lenoir

Roentgen

Jenner

Gutenberg

Ampere

Newton

Babbage

Bequerel

Grothendieck

Franklin

Note Entry - Carl Gauss

Pay Pool Panel Working Notes (These notes are for pay pool panel use only)

Character Count: 424 Maximum Characters: 1024

This is an example of a note that the pay pool panel might want to take for itself to avoid having to use so much paper for note-taking during the meeting. The Panel may want to record that the PPM needs to find out from the RO what the reason was for an employee's Spot or Special Act Award so the Panel can determine whether to decrement his or her bonus, provided that they have a business rule about that type of action.

Remarks for Employee Feedback Form (these remarks will print on the employee's feedback form generated by the CWB)

Character Count: 160 Maximum Characters: 1024

Very solid work in a challenging environment in 2013. The Pay Pool Panel is proud to award you a bonus based on your strong performance. Keep up the great work!

Reload Comment

Save Comment

Close - Don't Save

Access the Note Entry interface by double-clicking anywhere in the white cells on a person's row in the Pay Pool Panel worksheet, or go to the Notes columns (EN and EO)

Instructions Budget and Setup Pay Pool Panel Bonus Adjustment Summary Payll

Ready

75%

File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Hide Unhide Unhide All Change View Clear All Filters Sort Validate Clear Circles Delete Row Highlight **W Wildcard Stats** Special Situated Condition

Custom Toolbars

AZ16 Readiness

	A	B	AT	AU	AV	AW	AX	AY	AZ	BA	CM
1	Go To:		Ratings								
2	Budget										
3	Ratings										
4	Salary Increase										
5	Bonus										
6											
7											
8	Employees:		77								
9	Visible Employees:		77								
10				Mean							
				3.65							
	Last Name	First Name		Objective					Area	Example Formula	Wildcard 4
				Rating							
11											
12											
13	Cantor	Georg		5.0	5.0	5.0	5	Outstanding	Language	10	
14	Faraday	Michael		5.0	5.0	5.0	5	Outstanding	Pro Dev	10	
15	Gallei	Galileo		4.8	4.7	4.8	5	Outstanding	Personnel	9.6	
16	Hilbert	David		4.8	4.8	4.8	5	Outstanding	Readiness	9.6	
17	Turing	Alan		4.8	4.5	4.7	5	Outstanding	Language	9.4	wc4
18	Shockley	William		4.8	4.5	4.7	5	Outstanding	Pro Dev	9.4	
19	Marconi	Guglielmo		4.8	4.5	4.7	5	Outstanding	Personnel	9.4	
20	Gauss	Carl		4.6	4.5	4.6	5	Outstanding	Readiness	9.2	
21	Wright	Orville		4.6	4.5	4.6	5	Outstanding	Language	9.2	
22	Gilbert	William		4.7	4.5	4.6	5	Outstanding	Pro Dev	9.2	
23	Leeuwenhoek	Anton		4.6	4.5	4.6	5	Outstanding	Personnel	9.2	
24	Bacon	Francis		4.2	5.0	4.5	4	Excellent	Readiness	9	
25	Darwin	Charles		4.0	5.0	4.4	4	Excellent	Language	8.8	
26	Lenoir	Jean-Joseph		4.4	4.5	4.4	4	Excellent	Pro Dev	8.8	

Stats Column Selection

Select the column to be used in statistical reports

AZ - Program Area

Run
StatisticsRemove
Statistics

Cancel

Custom Toolbars

AZ16 Readiness

	A	B	AT	AU	AV	AW	AX	AY	AZ	BA	CM
1	Go To:		Ratings								
2	Budget										
3	Ratings										
4	Salary Increase										
5	Bonus										
6											
7											
8	Employees:		77								
9	Visible Employees:		77								
10				Mean							
				3.65							
	Last Name	First Name		Objective Rating	Element Rating	Overall Rating	Record	Description	Area	Example Formula	Wildcard 4
11											
12											
13	Cantor	Georg		5.0	5.0	5.0	5	Outstanding	Language	10	
14	Faraday	Michael		5.0	5.0	5.0	5	Outstanding	Pro Dev	10	
15	Gallei	Galileo		4.8	4.7	4.8	5	Outstanding	Personnel	9.6	
16	Hilbert	David		4.8	4.8	4.8	5	Outstanding	Readiness	9.6	
17	Turing	Alan		4.8	4.5	4.7	5	Outstanding	Language	9.4	wc4
18	Shockley	William		4.8	4.5	4.7	5	Outstanding	Pro Dev	9.4	
19	Marconi	Guglielmo		4.8	4.5	4.7	5	Outstanding	Personnel	9.4	
20	Gauss	Carl		4.6	4.5	4.6	5	Outstanding	Readiness	9.2	
21	Wright	Orville		4.6	4.5	4.6	5	Outstanding	Language	9.2	
22	Gilbert	William		4.7	4.5	4.6	5	Outstanding	Pro Dev	9.2	
23	Leeuwenhoek	Anton		4.6	4.5	4.6	5	Outstanding	Personnel	9.2	
24	Bacon	Francis		4.2	5.0	4.5	4	Excellent	Readiness	9	
25	Darwin	Charles		4.0	5.0	4.4	4	Excellent	Language	8.8	
26	Lenoir	Jean-Joseph		4.4	4.5	4.4	4	Excellent	Pro Dev	8.8	

Stats Column Selection

Select the column to be used in statistical reports

- AZ - Program Area
- AP - Reviewing Official
- AS - Wildcard 1
- AU - Objective Rating
- AV - Element Rating
- AW - Overall Rating
- AX - Evaluation of Record
- AY - Rating Description
- AZ - Program Area**

File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Copy Import Export

Menu Commands Custom Toolbars

I58

fx

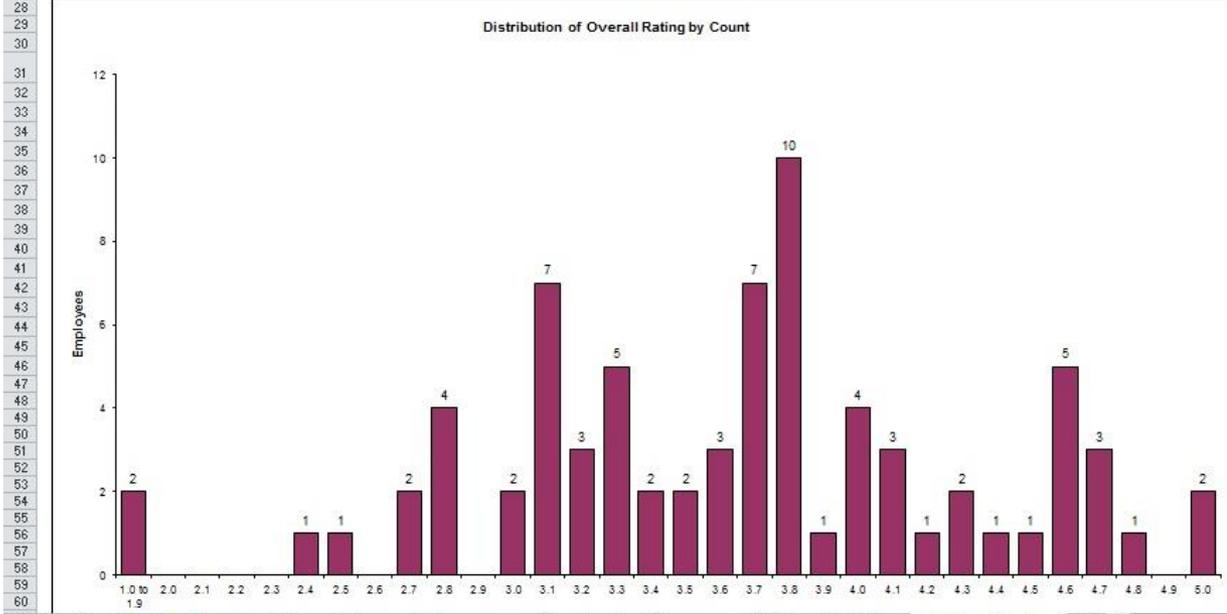
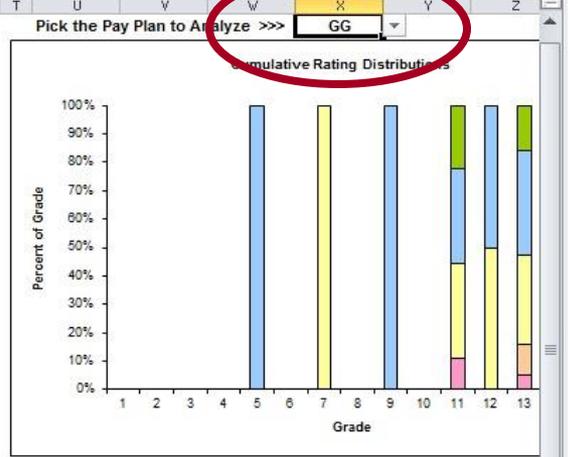
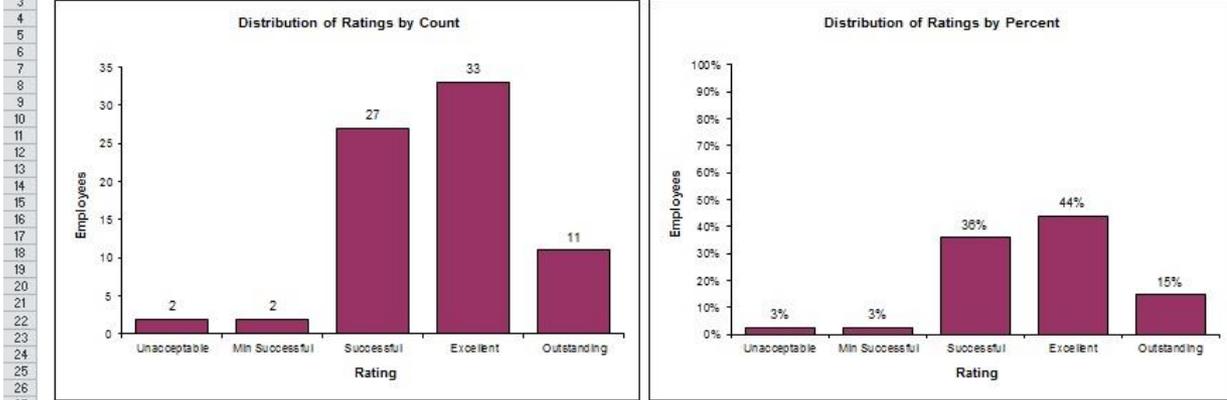
Rating Statistics for Pay Pool PP005						
	Mean Objective Rating	Mean Element Rating	Overall Rating		Number of Employees	Employees Rated
			Mean	Std Dev		
Entire Pay Pool	3.65	3.65	3.66	0.70	77	75
Work Cat/Level						
Tech/Admin - Entry	4.00	3.50	3.80		1	1
Tech/Admin - Senior	2.85	3.40	3.15	0.07	2	2
Super/Mgmt - Full Perf.	3.60	3.00	3.30		1	1
Super/Mgmt - Senior	3.70	3.40	3.50	0.26	3	3
Super/Mgmt - Expert	3.73	4.00	3.88	0.76	4	4
Prof - Entry	3.25	3.55	3.40	0.42	2	2
Prof - Full Perf.	3.50	3.61	3.56	0.84	30	29
Prof - Senior	3.83	3.68	3.77	0.63	29	28
Prof - Expert	3.84	3.88	3.88	0.73	5	5
EN - Team						
ForLang	3.64	3.69	3.68	0.64	19	18
Personnel	3.63	3.58	3.61	0.75	19	19
ProDev	3.69	3.69	3.71	0.69	20	19
Readiness	3.63	3.62	3.63	0.77	19	19

Bonus Adjustment Summary Pay Bands Summary Rating Statistics Rating Char

Ready

100%

4:58 PM
10/6/2014

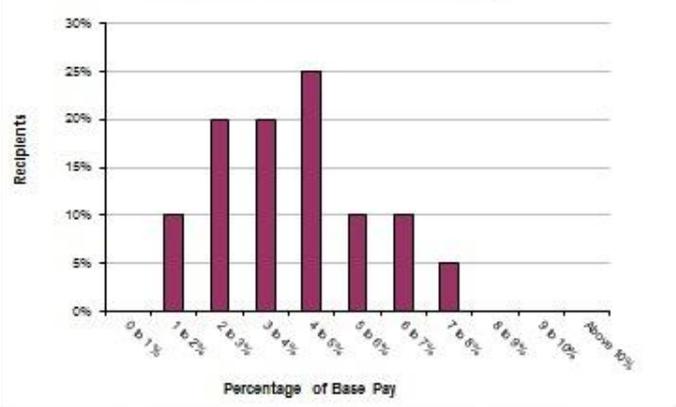


% values for ratings by Grade

Grade	Unacceptable	Min Successful	Successful	Excellent	Outstanding
1					
2					
3					
4					
5	0.0%	0.0%	0.0%	100.0%	0.0%
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	11.1%	0.0%	33.3%	33.3%	22.2%
12	0.0%	0.0%	50.0%	50.0%	0.0%
13	5.3%	10.5%	31.6%	36.8%	15.8%
14	0.0%	0.0%	47.8%	34.8%	17.4%
15	0.0%	0.0%	22.2%	55.6%	22.2%

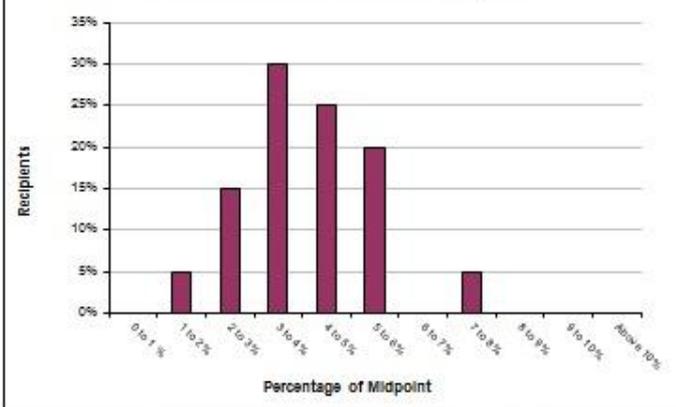


Distribution of Bonus as Percent of Base Pay



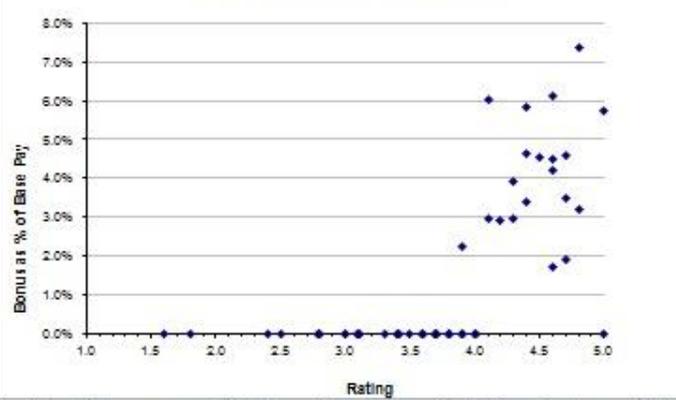
Payout categories are: 0% to 1%, 1.01% to 2%, 2.01% to 3%...

Distribution of Bonus as Percent of Midpoint

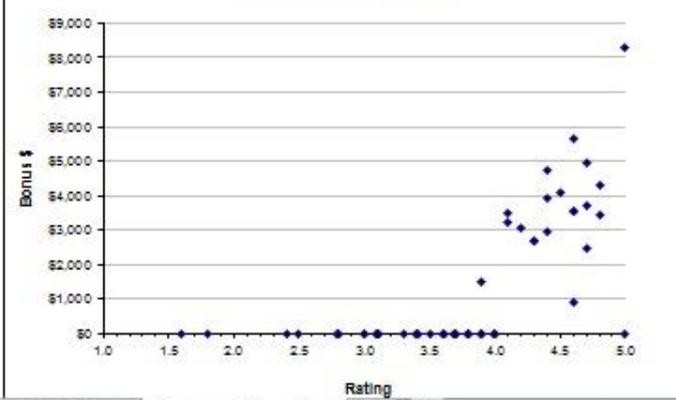


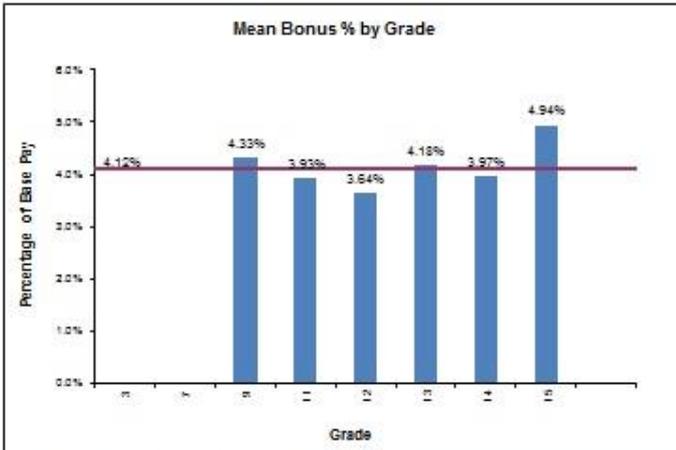
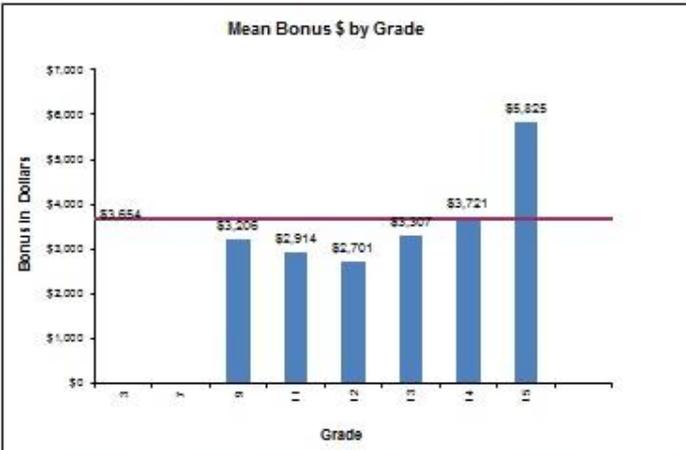
Payout categories are: 0% to 1%, 1.01% to 2%, 2.01% to 3%...

Bonus as Percent of Base Pay by Rating



Bonus Dollars by Rating





File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Copy Copy Import Export Capture Chart Images

Capture Charts

Highlight the charts to be pasted as images and select the application option.

Worksheet Name

All Worksheets
 Rating Charts
 Bonus Charts

Chart Title

Distribution of Ratings by Count
 Distribution of Ratings by Percent
 Distribution of Overall Rating by Count
 Distribution of Overall Rating by Percent
 Cumulative Rating Distributions
 Distribution of Bonus as Percent of Base Pay
 Distribution of Bonus as Percent of Midpoint
 Bonus Dollars by Rating
 Bonus as Percent of Midpoint by Rating
 Bonus as Percent of Base Pay by Rating
 Mean Bonus \$ by Grade
 Mean Bonus % by Grade
 Mean Bonus \$ by Overall Rating
 Mean Bonus \$ by Rating

Application Options

- Paste into Excel
 Paste into Powerpoint

Select All

Deselect All

Export Charts

Cancel



Summary Rating Statistics Rating Charts Bonus Statistics Bonus Charts Opeli

Ready

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File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Copy Copy Import Export Capture Chart Images

Capture Charts

Highlight the charts to be pasted as images and select the application option.

Worksheet Name

All Worksheets
Rating Charts
Bonus Charts

Chart Title

Distribution of Bonus as Percent of Base Pay
Distribution of Bonus as Percent of Midpoint
Bonus Dollars by Rating
Bonus as Percent of Midpoint by Rating
Bonus as Percent of Base Pay by Rating
Mean Bonus \$ by Grade
Mean Bonus % by Grade
Mean Bonus \$ by Overall Rating
Mean Bonus \$ by Rating

Application Options

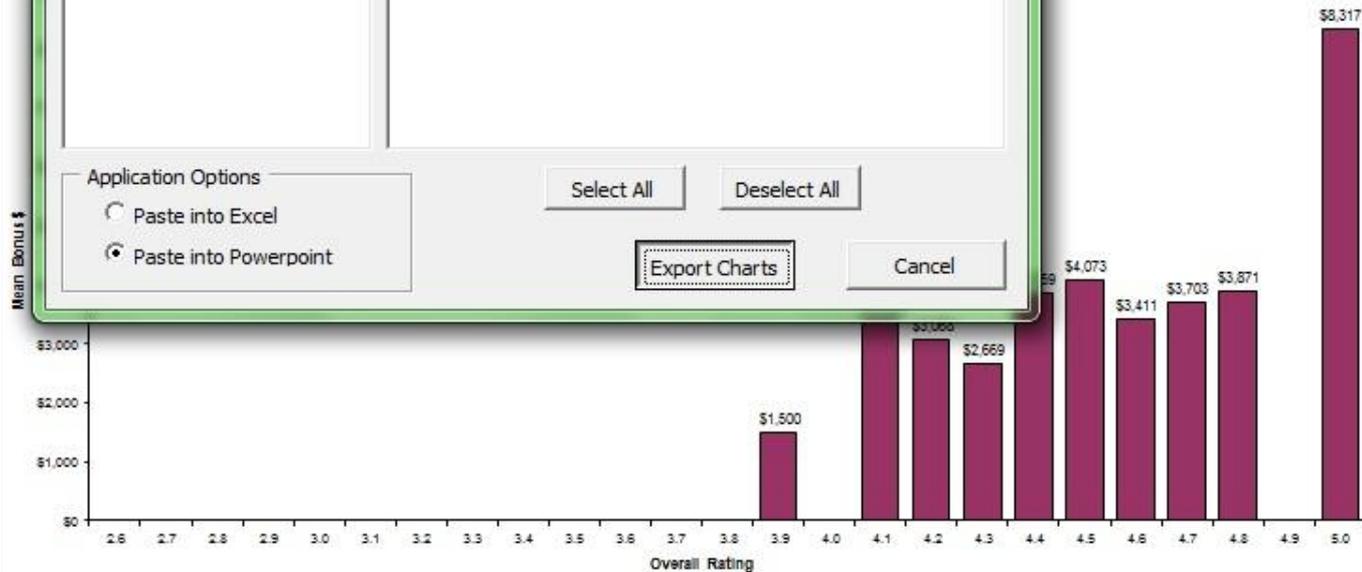
- Paste into Excel
- Paste into Powerpoint

Select All

Deselect All

Export Charts

Cancel



Summary Rating Statistics Rating Charts Bonus Statistics Bonus Charts Open

Ready

60%

R33

fx

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1																					
2	DCIPS Compensation Workbench (CWB)																				
3	2015 v3																				
4	For Official Use Only Information protected by the Privacy Act of 1974																				
5	This application will help DCIPS organizations conduct the DCIPS pay pool process.																				
6	How to use this spreadsheet:																				
7	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. <input type="checkbox"/> Check if NGA pay pool																				
8	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.																				
9	Step 3: NGA Only: Reconcile base pay increase amounts in the Pay Pool Panel worksheet. Enter justification for any adjustments if required.																				
10	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.																				
11	Step 5: Review data and charts on the statistics worksheets to ensure the pay pool results are fair and consistent.																				
12	Step 6: <input type="checkbox"/> Certify the pay pool results. <i>Not Certified</i>																				
13	Step 7: Export Employee Data																				
14	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.																				
15	Notes and Special Features:																				
16	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.																				

File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Copy Copy Copy Import Export

Menu Commands Toolbar Commands Custom Toolbars

	A	B	EA	EB	EC	ED	EE	EF	EG	EH	EI
1	Go To:		Impact of Decisions						Bonus Budget		
2	Budget		74						Total Bonus Funding	\$73,092	% of Budget
3	Ratings		20						Allocated Via Algorithm	\$70,581	96.6%
4	Salary Increase		\$888						Allocated Via Adjustment	\$2,500	3.4%
5	Bonus		\$8,317						Total Funds Allocated	\$73,081	100.0%
6									Funds Remaining	\$11	0.0%
7			4.1						Bonus Adjustment Funding		
8	Employees:	77							Bonus Adjustment Justification		
9	Visible Employees:	77									
10											
	Last Name	First Name	Bonus Shares						Total Bonus (\$)	Total Bonus (% of Midpoint)	Total (% of Se
11											
12											
13	Cantor	Georg							consideration for DQI	\$0	
14	Faraday	Michael	2.37							\$8,317	7.05%
15	Gallei	Galileo	1.95							\$4,302	5.80%
16	Hilbert	David	1.95						adjusted for award during the year	\$3,440	3.67%
17	Turing	Alan	1.77		1.77	\$4,937	No			\$4,937	5.27%
18	Shockley	William	1.77	75.0%	1.33	\$3,703	No	prorated for 3/4 year		\$3,703	3.95%
19	Marconi	Guglielmo	1.77	50.0%	0.89	\$2,468	No	prorated for 1/2 year		\$2,468	2.63%
20	Gauss	Carl	1.61		1.61	\$5,650	No			\$5,650	4.79%
21	Wright	Orville	1.61		1.61	\$3,552	No			\$3,552	4.79%
22	Gilbert	William	1.61		1.61	\$3,552	No			\$3,552	4.79%
23	Leeuwenhoek	Anton	1.61	25.0%	0.40	\$888	No	prorated for 1/4 year		\$888	1.20%
24	Bacon	Francis	1.46		1.46	\$4,073	No			\$4,073	4.35%
25	Darwin	Charles	1.33		1.33	\$2,934	No	\$1,000 outstanding performance		\$3,934	5.31%
26	Lenoir	Jean-Joseph	1.33		1.33	\$2,934	No			\$2,934	3.96%

Certify

Congratulations! Your spreadsheet has passed certification.

Please review the names below and edit if necessary. After the OK button is clicked employee data can be exported and employee feedback forms can be generated.

Pay Pool Manager

Pay Pool PRA

OK Cancel

File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Copy Copy Copy Import Export

Menu Commands Toolbar Commands Custom Toolbars

A B C D E F G H I J K L M N O P Q

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.](#) *Certified by John Edward on 09/25/2013.*
- 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.

Instructions Budget and Setup Pay Pool Panel Bonus Adjustment Summary Pay|

Ready

100%

3:38 PM
9/25/2013

File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Copy Copy Copy Import Export

Menu Commands Toolbar Commands Custom Toolbars

This application will help DCIPS organizations conduct...

How to use this spreadsheet:

Step 1: [Import](#) your pay pool's data into the spreadsheet folder as the spreadsheet. The spreadsheet will display a message when complete.

Step 2: Administrator Only: Enter the pay pool's options on the Pay Pool Budget and Setup button and enter a password that you will use to log in to the button and enter your password.

Step 3: NGA Only: Reconcile base pay increase and for any adjustments if required.

Step 4: Determine a rating threshold for bonuses. increments between the threshold and a rating...

Step 5: Review data and charts on the statistics worksheet consistent.

Step 6: [Certify the pay pool results.](#) 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.

Save As

<< CWB 2013 >> New folder

Organize New folder

Name	Date modified	Type
DCIPS 2013 TRAINING Sample Import no...	9/4/2013 4:12 PM	Text Document
DCIPS CWB 2013 TRAINING Sample Imp...	8/6/2013 5:12 PM	Text Document

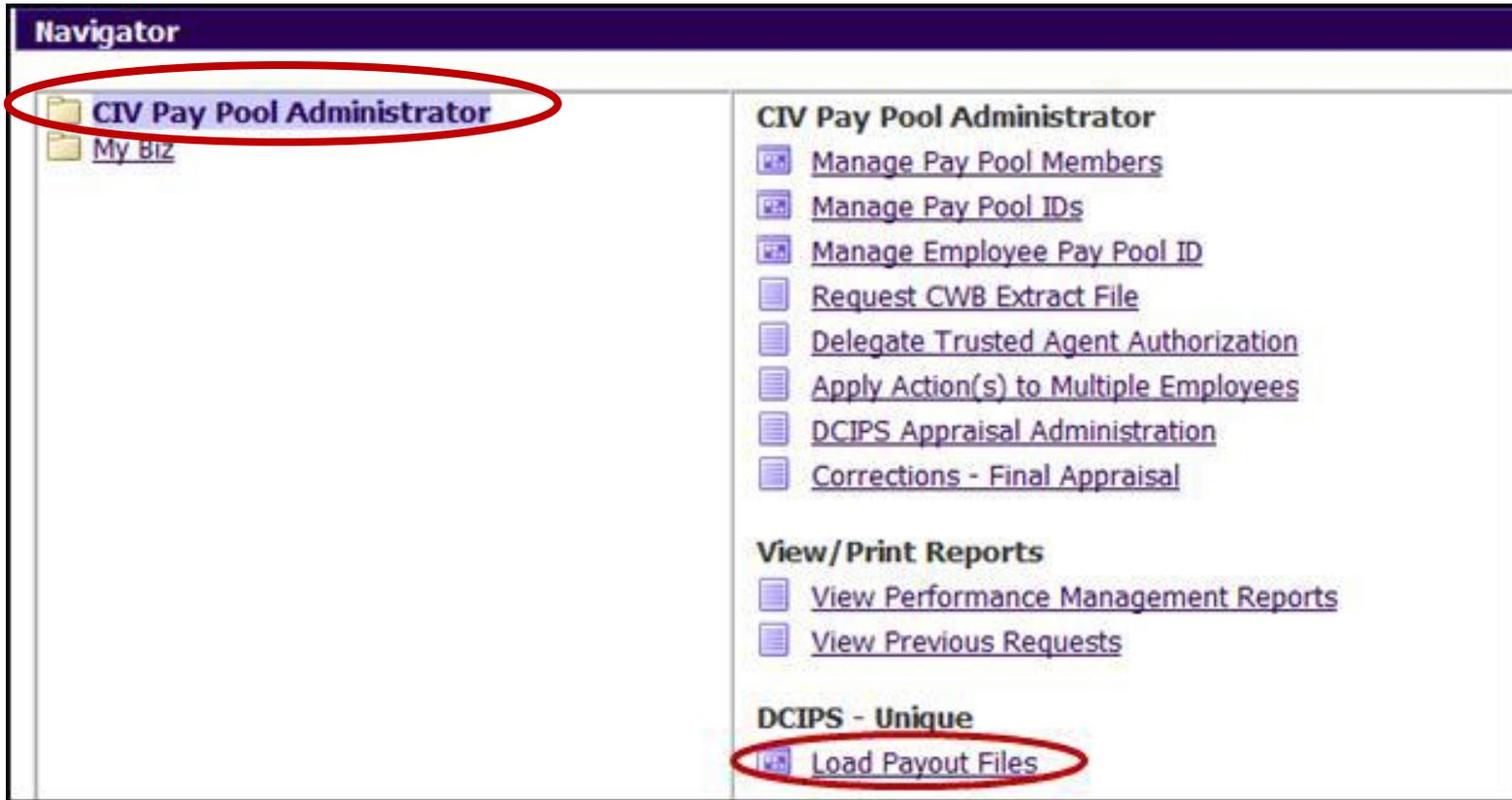
File name:

Save as type:

Authors: PITTMAN, ANGELA H G... Tags: Add a tag

Hide Folders Save Cancel

Upload CWB Export File



Select CIV Pay Pool Administrator from the Navigator menu

Select Load Payout Files under the CIV Pay Pool Administrator menu

Upload CWB Export File

DCIPS Payout Upload

DCIPS Performance Payout Upload

Upload Process Name	CWB01DCIPSPG Upload	Load File
File Name	C:\Users\patsy.good\Documents\CWB Testing\01DCIPSPG_06NOV09	Browse
Pay Pool ID Segment 1	01DCIPSPG	Preview/Validate
Pay Pool Manager	Trabucco, Rex CPMS W	Delete Preview
File Upload Date	05-JAN-2010	View Processed Recor...
Appraisal Process Date		Finalize Upload
Status	Preview Ready	

Status Details

File loaded SUCCESSFULLY!
Number of Records in Upload File..10
Total Records Uploaded..10
Total Region ID Warnings..0
Total Upload Errors..0
Select the PROCESS LOG button to view details.
Select the PREVIEW/VALIDATE button to preview records and review alert messages.05-JAN-2010 09:25:36 AM

Process Log

See DCIPS CWB Extract_Upload User Guide Fall 2014 for complete step by step instructions on uploading certified CWB export files and full discussion of upload error codes

File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Copy Copy Copy Import Export

Menu Commands Toolbar Commands Custom Toolbars

D9 Admin

A B C D E F

crement, and administrator options on the Pay

M N O P Q

This application will help DCIPS organ

How to use this spreadsheet

Step 1: [Import](#) your pay pool's data folder as the spreadsheet. T message when complete.

Step 2: **Administrator Only:** Enter options on the Pay Pool Budget button and enter a password button and enter your passw

Step 3: **NGA Only:** Reconcile base for any adjustments if require

Step 4: Determine a rating threshold increments between the thre

Step 5: Review data and charts on the consistent.

Step 6: Certify the pay pool result

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.

Generate Employee Notices

Reports will be generated on all records in the Data tab. Unless you choose to generate only visible records using the checkbox below.

Where To Store File(s):Browse to
Change Folder

H:\DCIPS\DCIPS CWB\CWB 2013

Group Records: **Generate Only Visible Records**

A separate file will be generated for each unique value in the selected column

Rating Official

All

Order of Records:

Sort by

A - Last Name

All
Hank Greenberg
Jimmie Fox
Lou Gehrig

 Ascending Descending

Then by

 Ascending Descending Include notifications for Employees with no payout

Generate

Cancel

Instructions

Budget and Setup

Pay Pool Panel

Bonus Adjustment Summary

Payl

Ready

100%

File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Copy

Copy

Copy

Menu Commands Toolbar Commands

B22 fx 20

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Appraisal Forms for													
2					Bonus		DQI or SQI							
3		1 Andre-Marie Ampere			\$3,068		\$0							
4		2 Francis Bacon			\$4,073		\$4,778							
5		3 Frederick Banting			\$0		\$0							
6		4 Tim Berners-Lee			\$0		\$0							
7		5 Georg Cantor			\$0		\$2,823							
8		6 Thomas Edison			\$0		\$0							
9		7 Daniel Fahrenheit			\$0		\$0							
10		8 Michael Faraday			\$8,317		\$0							
11		9 Benjamin Franklin			\$0		\$0							
12		10 Carl Gauss			\$5,650		\$0							
13		11 William Gilbert			\$3,552		\$0							
14		12 Johannes Gutenberg			\$2,669		\$0							
15		13 Antoine Lavoisier			\$0		\$0							
16		14 Anton Leeuwenhoek			\$888		\$0							
17		15 Jean-Joseph Lenoir			\$2,934		\$0							
18		16 Johann Mendel			\$0		\$0							
19		17 Henry Moseley			\$0		\$0							
20		18 Bernhard Riemann			\$1,500		\$0							
21		19 Wilhelm Roentgen			\$4,710		\$0							
22		20 Orville Wright			\$3,552		\$0							

Contents

Andre-Marie Ampere

Francis Bacon

Frederick Banting

Tim Berners-Lee

Ready

100%

Employee Feedback Forms



Employee Performance Pay Feedback (estimate*)

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

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%

Employee feedback forms will **ONLY** print for employees who get a bonus or QSI by default; user can choose to generate them for everyone (including \$0 bonus).

Information on the form includes:

- Personnel info
- Supervisory chain
- Remarks (from Notes page; editable)
- Any Bonus or DQI/SQI (projected) from CWB

Pay Pool Statistics:

- Mode Evaluation of Record
- Mean Bonus Amount
- % receiving a Bonus

* 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.

Two types of Imports into the DPAT

Directly from the DCPDS extract

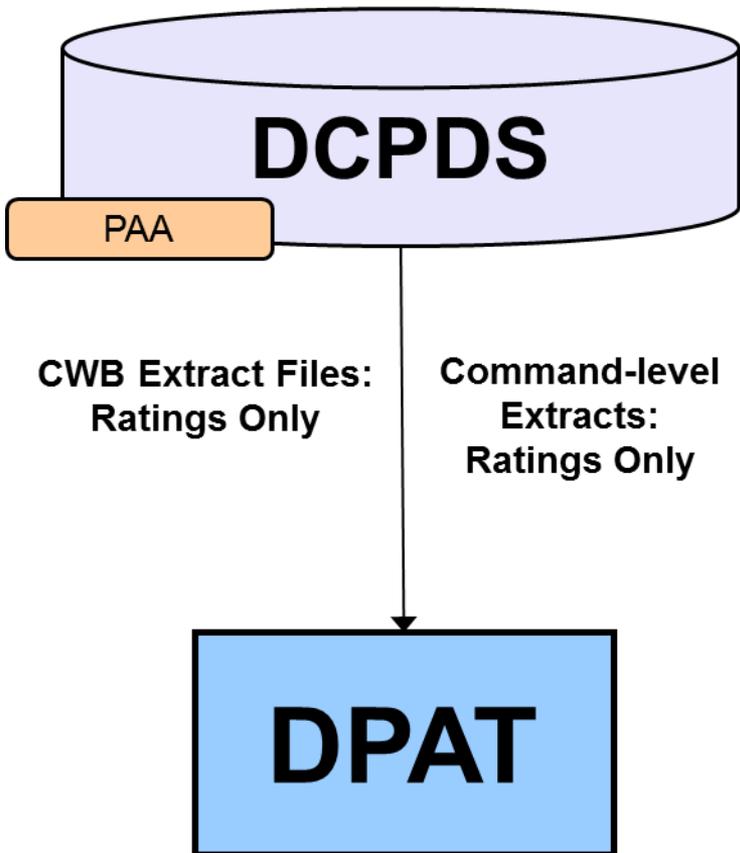
- One pay pool – use the same extract file as the CWB uses
- Multiple pay pools – use “Command Extract” in DCPDS
- Both options have only ratings information, including element and objective ratings
- Used for Reviewing Official or PM PRA review

Results of the Pay Pool Panel meeting

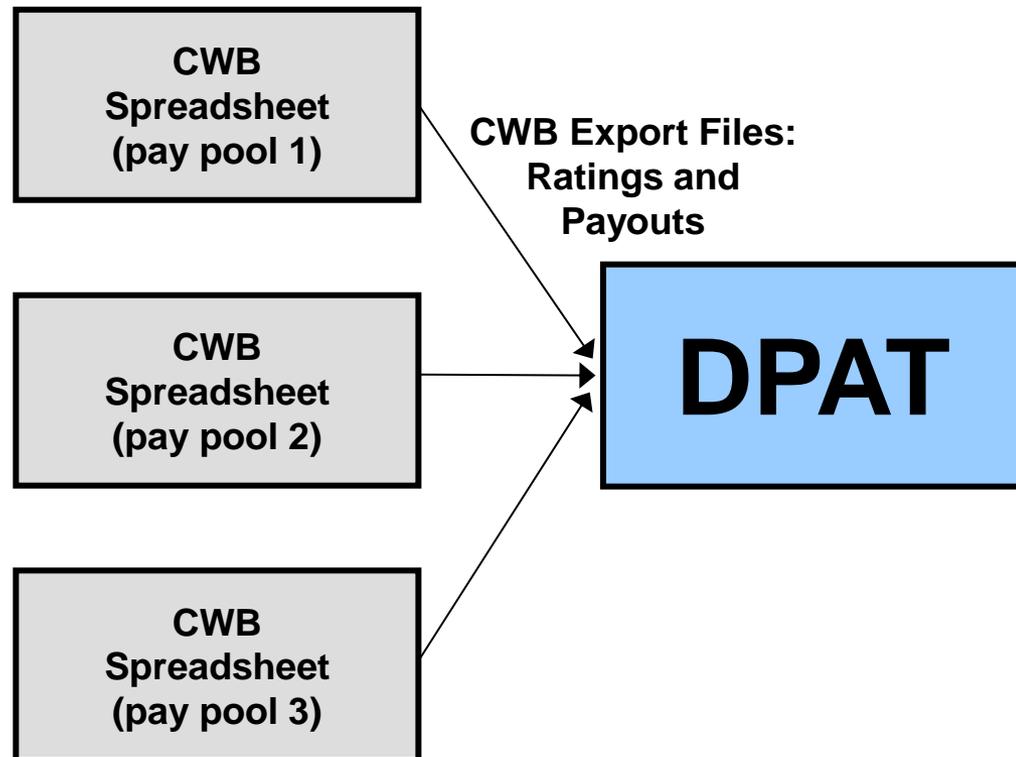
- Export file from the CWB – same file you upload to DCPDS
- Directly from the CWB – automatically generates an export file
- Used for PP PRA review
- CANNOT import from one DPAT to another

Importing into the DPAT

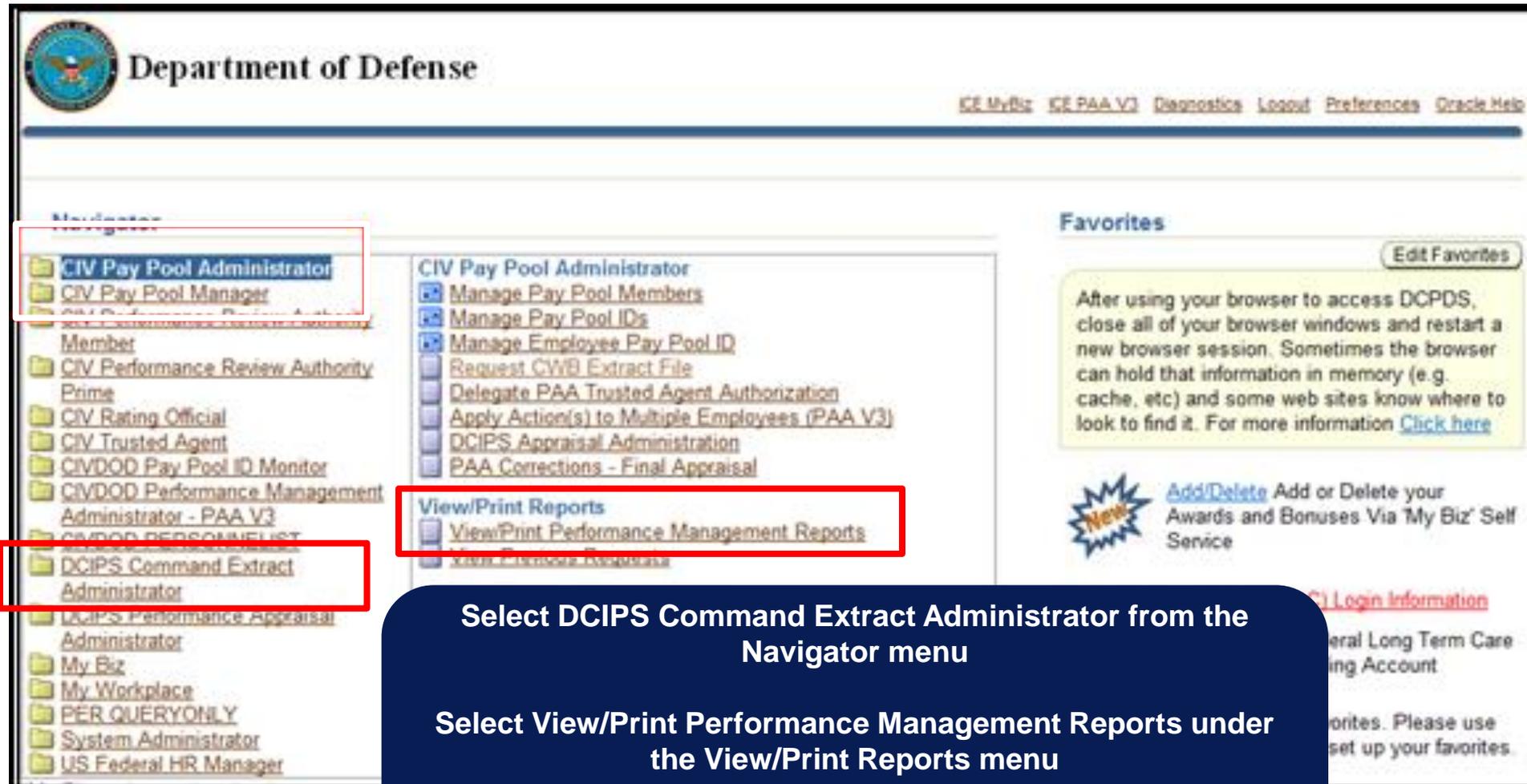
Importing From DCPDS Files



Importing From CWB Files



Request Extract for Multiple Pay Pools



The screenshot shows the DCIPS web application interface. The top left features the Department of Defense logo and the text "Department of Defense". The top right contains navigation links: "CE MyBiz", "CE PAA V3", "Diagnostic", "Logout", "Preferences", and "Oracle Help".

The main content area is divided into a "Navigator" menu on the left and a list of options on the right. The "Navigator" menu includes items such as "CIV Pay Pool Administrator", "CIV Pay Pool Manager", "Member", "CIV Performance Review Authority", "Prime", "CIV Rating Official", "CIV Trusted Agent", "CIVDOD Pay Pool ID Monitor", "CIVDOD Performance Management Administrator - PAA V3", "CIVDOD PERSONNELIST", "DCIPS Command Extract Administrator", "DCIPS Performance Appraisal Administrator", "My Biz", "My Workplace", "PER QUERY ONLY", "System Administrator", and "US Federal HR Manager".

The list of options on the right includes "CIV Pay Pool Administrator", "Manage Pay Pool Members", "Manage Pay Pool IDs", "Manage Employee Pay Pool ID", "Request CWB Extract File", "Delegate PAA Trusted Agent Authorization", "Apply Action(s) to Multiple Employees (PAA V3)", "DCIPS Appraisal Administration", "PAA Corrections - Final Appraisal", "View/Print Reports", "View/Print Performance Management Reports", and "View Previous Requests".

Red boxes highlight "CIV Pay Pool Administrator" and "DCIPS Command Extract Administrator" in the Navigator menu, and "View/Print Reports" and "View/Print Performance Management Reports" in the list of options.

On the right side, there is a "Favorites" section with an "Edit Favorites" button. Below it is a yellow box with text: "After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. cache, etc) and some web sites know where to look to find it. For more information [Click here](#)".

Below the yellow box is a "New" starburst icon and a section titled "Add/Delete" with the text "Add or Delete your Awards and Bonuses Via 'My Biz' Self Service".

At the bottom right, there is a section titled "Login Information" with the text "General Long Term Care" and "ing Account".

At the bottom right, there is a section titled "Favorites" with the text "Please use" and "set up your favorites."

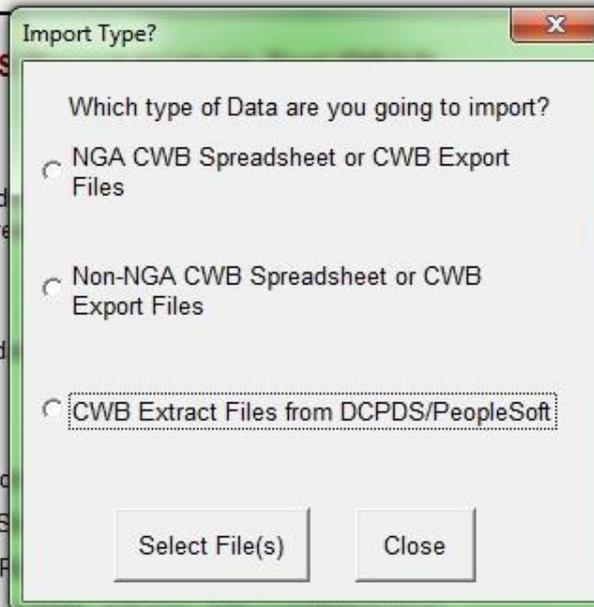
Select DCIPS Command Extract Administrator from the Navigator menu

Select View/Print Performance Management Reports under the View/Print Reports menu

Enter "DCIPS Command CWB Extract" in Report Name on the next page to select multiple pay pools by "Agency Group"



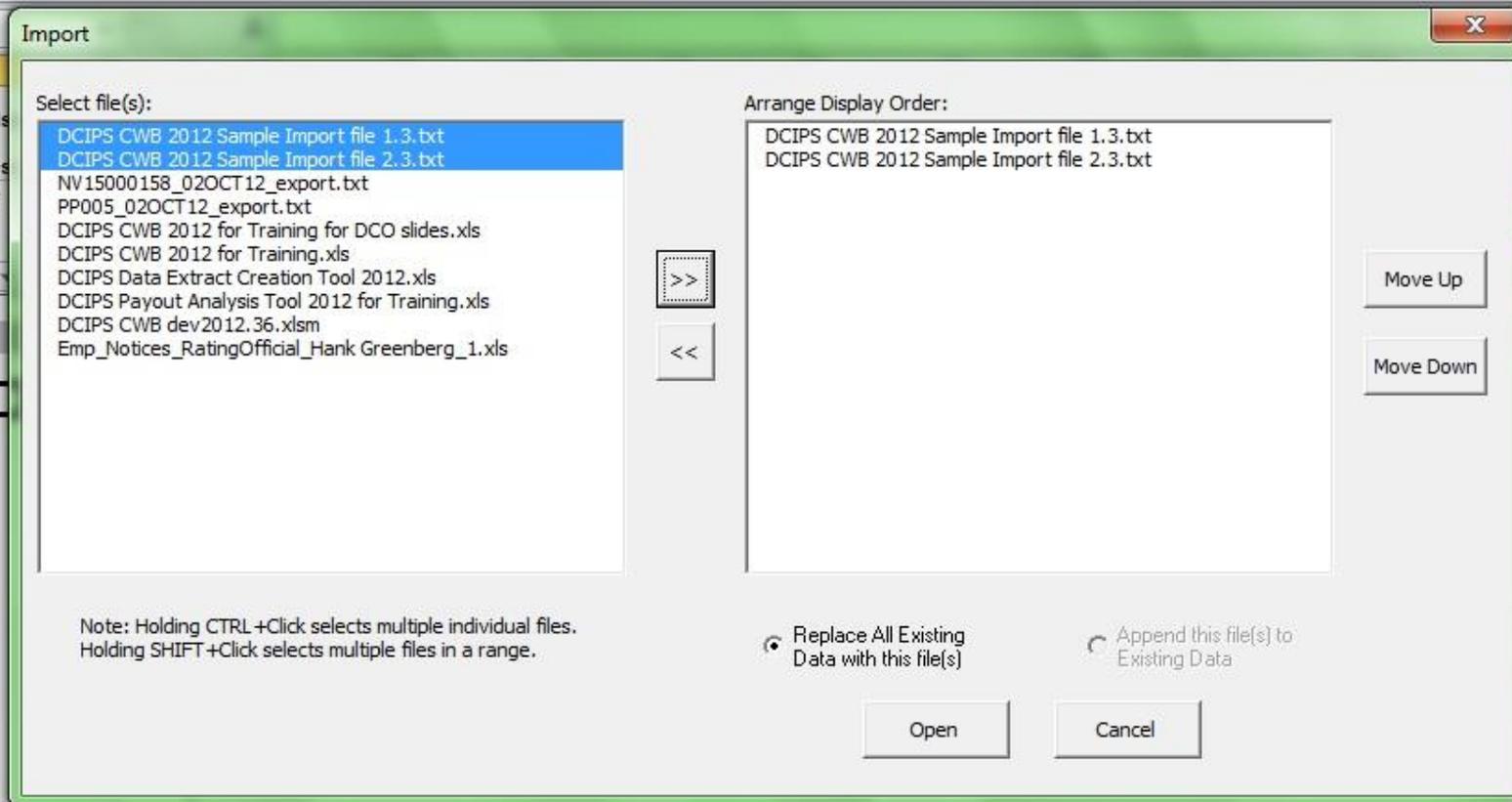
TIP: Return to the Instructions Worksheet at any time by clicking the Main Menu button on the Custom Toolbar.



Choose the second (first non-NGA) option to import from CWB file(s) with ratings and bonus results

Choose the third option to import DCPDS extract files with ratings info only







Paypools: 2

Employees: 125

Last Name	First Name	Employee ID	Evaluation ID	Pay	Plan	Band	Salary	LMS or TMS (end of Evaluation Period)	Total E (end of Evaluation Period)
Becquerel	Antoine								
Newcomen	Thomas								
Einstein	Albert								
Berners-Lee	Tim								
Gauss	Carl								
Newton	Isaac								
Watt	James								
Ehrlich	Paul								
Harvey	William	71234	10797	PP005	OFA/CCC	Division 2	NV27		
Babbage	Charles	18665	10718	PP005	OFA/CCC	Division 2	NV27		
Galilei	Galileo	30878		PP005	OFA/AAA	Division 1	NV27		
Helmont	Johann	40967	10750	PP005	OFA/CCC	Division 2	NV27		
Wright	Orville	57959	10777	PP005	OFA/AAA	Division 1	NV27		
Goddard	Robert	64331	10784	PP005	OFA/CCC	Division 2	NV27		
Morgan	Thomas	68048	10791	PP005	OFA/CCC	Division 2	NV27		
Volta	Alessandro	10169	10702	PP005	OFA/CCC	Division 2	NV27		
Grothendieck	Alexander	11762	10705	PP005	OFA/AAA	Division 1	NV27		
Riemann	Bernhard	16541	10714	PP005	OFA/BBB	Division 2	NV27		
Pascal	Blaise	17072	10715	PP005	OFA/CCC	Division 2	NV27		
Darwin	Charles	19196	10719	PP005	OFA/AAA	Division 1	NV27		
Fahrenheit	Daniel	22913	10721	PP005	OFA/BBB	Division 2	NV27		
Jenner	Edward	25027	10725	PP005	OFA/AAA	Division 1	NV27		

Customize dialog box: Move pay pools into the desired order. PP005 NV15000158. Buttons: Move Up, Move Down, Delete All, Delete, Rename, Sort, Close.

Originally: PP005 dialog box: Provide a new name for the Pay Pool. Mr. James Pay Pool. Buttons: Rename, Revert, Close.

Excel status bar: Ready, Instructions, Data, Rating Statistics, Rating Charts, Rating Distribution by Group, 100%, 1:07 PM 10/18/2012

File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Copy Copy Copy Import Hide Unhide Unhide All Hide Unhide Unhide All Clear All Filters Sort MainMenu Wildcard Stats Customize Captur

Menu C... To... Custom Toolbars

	A	B	AM	AN	AO	AP	EC	ED	EE	EF	EG	EH	EM	EN	EO	EP
1	Paypools: 2		Mean:	Mean:												
2	Employees: 125		3.67	3.7												
3	Last Name	First Name	Overall Mean Rating	Rating of Record	Rating Description	Wildcard 2	Objective 1	Objective 2	Objective 3	Objective 4	Objective 5	Objective 6	Accountability for Results	Communication	Critical Thinking	Engager and Collaboration
88	Sally	Gordon	3.4	3	Successful		3	3	4	4			3	3	3	4
89	Teddy	Helene	3.2	3	Successful		3	4	3	3			3	3	3	3
90	Vicky	Isaac	3.3	3	Successful		3	4	3	4	3		3	3	3	3
91	Wilfred	Joyce	3.5	3	Successful		3	4	4				4	4	3	3
92	Ana	Kirk	3.6	4	Excellent											4
93	Bill	Leslie	3.6	4	Excellent											4
94	Claudette	Michael	3.0	3	Successful											3
95	Danny	Nadine	3.9	4	Excellent											4
96	Erika	Oscar			No Rating											
97	Fred	Patty	4.3	4	Excellent											5
98	Grace	Rafael	3.0	3	Successful											3
99	Henri	Sandy	3.8	4	Excellent											5
100	Ida	Tony	3.8	4	Excellent											4
101	Joaquin	Valerie	4.4	4	Excellent											4
102	Kate	William	4.5	4	Excellent		5	4	5	5	4		4	5	4	5
103	Larry	Andrea	3.8	4	Excellent		3	4	4	4	4		4	3	4	4
104	Mindy	Barry	3.7	4	Excellent		4	4	4	4	4		3	3	4	4
105	Nicholas	Chantal	3.6	4	Excellent		4	4	3	4	3		4	3	4	4
106	Peter	Erin	3.6	4	Excellent		4	4	3	4	3		4	4	4	4
107	Rose	Fernand	3.6	4	Excellent		4	4	4	3	3		3	4	4	4
108	Sam	Gabrielle			No Rating											
109	Teresa	Humberto	3.4	3	Successful		3	4	4	3			3	3	3	4
110	Victor	Ingrid	4.1	4	Excellent		3	4	5	5	4		4	4	4	4
111	Wanda	Jerry	4.3	4	Excellent		4	4	5	4	4		5	5	4	5
112	Alex	Karen	3.4	3	Successful		3	4	3	3			3	4	4	4
113	Bonnie	Lorenzo	4.6	5	Outstanding		5	5	5	4			4	4	4	5

DCPDS extract files contain element and objective ratings that can be viewed in spreadsheet format in the DPAT

Only the rating stats and charts pages will be visible when importing directly from DCPDS

Ready | Instructions | Data | Rating Statistics | Rating Charts | Rating Distribution by Group | 90%

Windows taskbar showing icons for Internet Explorer, File Explorer, Office applications, and system tray with time 1:09 PM and date 10/18/2012.

File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Copy Copy Copy Import Hide Unhide Unhide All Hide Unhide Unhide All Clear All Filters Sort MainMenu W Wildcard Stats Customize Captur

Menu C... To...

View and Sort Options

View All

Sort

Sort All By: -----

Pay Pool Not Used

Pay Band Not Used

Work Cat Not Used

Work Role Not Used

Occ Series Not Used

Rating Official Not Used

Review Official Not Used

Org ID 1
Not Used
AlphaNumeric
Rating
Standard Deviation
Number of Employees

Org ID 2

Wildcard Not Used

Ascending

Descending

Apply Close

Display Options

Mean
Objective
Rating

Mean
Element
Rating

Entire Population

3.67

3.65

Pay Pool

Mr. James Pay Pool

3.63

3.63

NV15000158

3.74

3.67

Band/Grade

3

4.00

3.50

7

2.90

3.30

9

3.80

4.00

11

3.52

3.54

12

3.61

3.62

13

3.59

3.61

14

3.81

3.64

15

3.84

3.91

Work Category

P

3.68

3.65

S

3.76

3.69

T

3.23

3.43

Work Role

	K	L	M	N	O	P
	Rating Distri					
Employees Rated	1	2	3	4	5	
119	2	2	43	58	14	
74	2	2	27	32	11	
45	0	0	16	26	3	
1	0	0	0	1	0	
1	0	0	1	0	0	
2	0	0	0	2	0	
11	1	0	4	4	2	
13	0	0	7	6	0	
45	1	2	14	24	4	
34	0	0	15	14	5	
12	0	0	2	7	3	
102	2	2	37	48	13	
14	0	0	4	9	1	
3	0	0	2	1	0	





Stats Column Selection

Select the column to be used in statistical reports

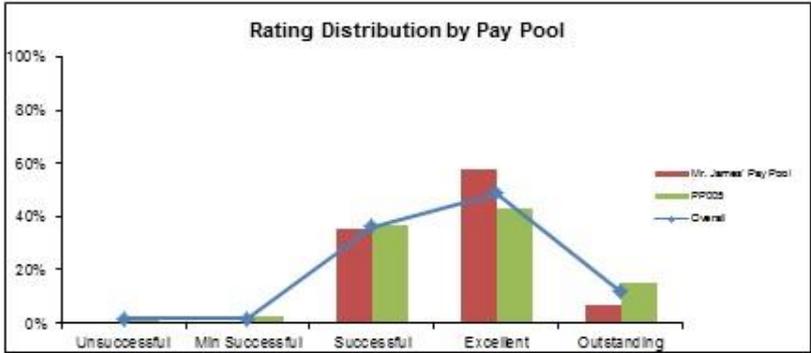
- AI - Office
- AK - Objective Rating
- AL - Element Rating
- AM - Overall Mean Rating
- AN - Rating of Record
- AO - Rating Description
- AP - Wildcard 2
- AQ - Wildcard 3

	A	B	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP
1	Paypools: 2					Rating Section	Mean:	Mean:	Mean:	Mean:		
2	Employees: 1						3.68	3.66	3.68	3.7		
	Last Name				Office		Objective Rating	Element Rating	Overall Mean Rating	Rating of Record	Rating Description	Wildcard
3												
4												
5	Laura	A			North		3.2	3.2	3.2	3	Successful	
6	Marco	B			South		3.6	3.8	3.7	4	Excellent	
7	Nana	C			East						No Rating	
8	Omar	D			OCONUS		3.0	3.2	3.1	3	Successful	
9	Paulette	E			North		4.6	4.5	4.6	5	Outstanding	
10	Rene	Floren			South	A CAPT	3.3	3.0	3.2	3	Successful	
11	Sally	Gordon	Hernandez, LCDR Trigg K		East		3.5	3.2	3.4	3	Successful	
12	Teddy	Helene	Thompson, John M III		OCONUS		3.3	3.0	3.2	3	Successful	
13	Vicky	Isaac	Morris, Karen K		North		3.4	3.2	3.3	3	Successful	
14	Wilfred	Joyce	Walker, Need A LCDR		South		3.7	3.3	3.5	3	Successful	
15	Ana	Kirk	Coolotta, Coff E CAPT		East		3.3	4.0	3.6	4	Excellent	
16	Bill	Leslie	Kennedy, Grace E		OCONUS		3.4	3.8	3.6	4	Excellent	
17	Claudette	Michael	Popper, Igg E		North		3.0	3.0	3.0	3	Successful	
18	Danny	Nadine	Popper, Igg E		South		3.8	4.0	3.9	4	Excellent	
19	Erika	Oscar			East						No Rating	
20	Fred	Patty	Popper, Igg E		OCONUS		4.4	4.2	4.3	4	Excellent	
21	Grace	Rafael	Popper, Igg E		North		3.0	3.0	3.0	3	Successful	
22	Henri	Sandy	Green, Scott C		South		3.8	3.8	3.8	4	Excellent	
23	Ida	Tony	Ojibwe, LCDR Chris S		East		3.8	3.7	3.8	4	Excellent	
24	Joaquin	Valerie	Elderberry, Jackson M LCC		OCONUS		4.5	4.2	4.4	4	Excellent	
25	Kate	William	Moore, Paula G		North		4.6	4.3	4.5	4	Excellent	
26	Larry	Andrea	Boozer, Coine		South		3.8	3.8	3.8	4	Excellent	

File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Copy Copy Copy Import Hide Unhide Unhide All Hide Unhide Unhide All Clear All Filters Sort MainMenu W Wildcard Stats Customize Captur

Menu C... To... Custom Toolbars

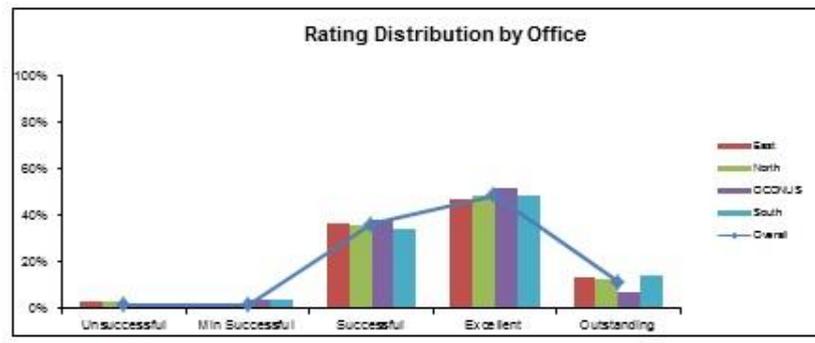


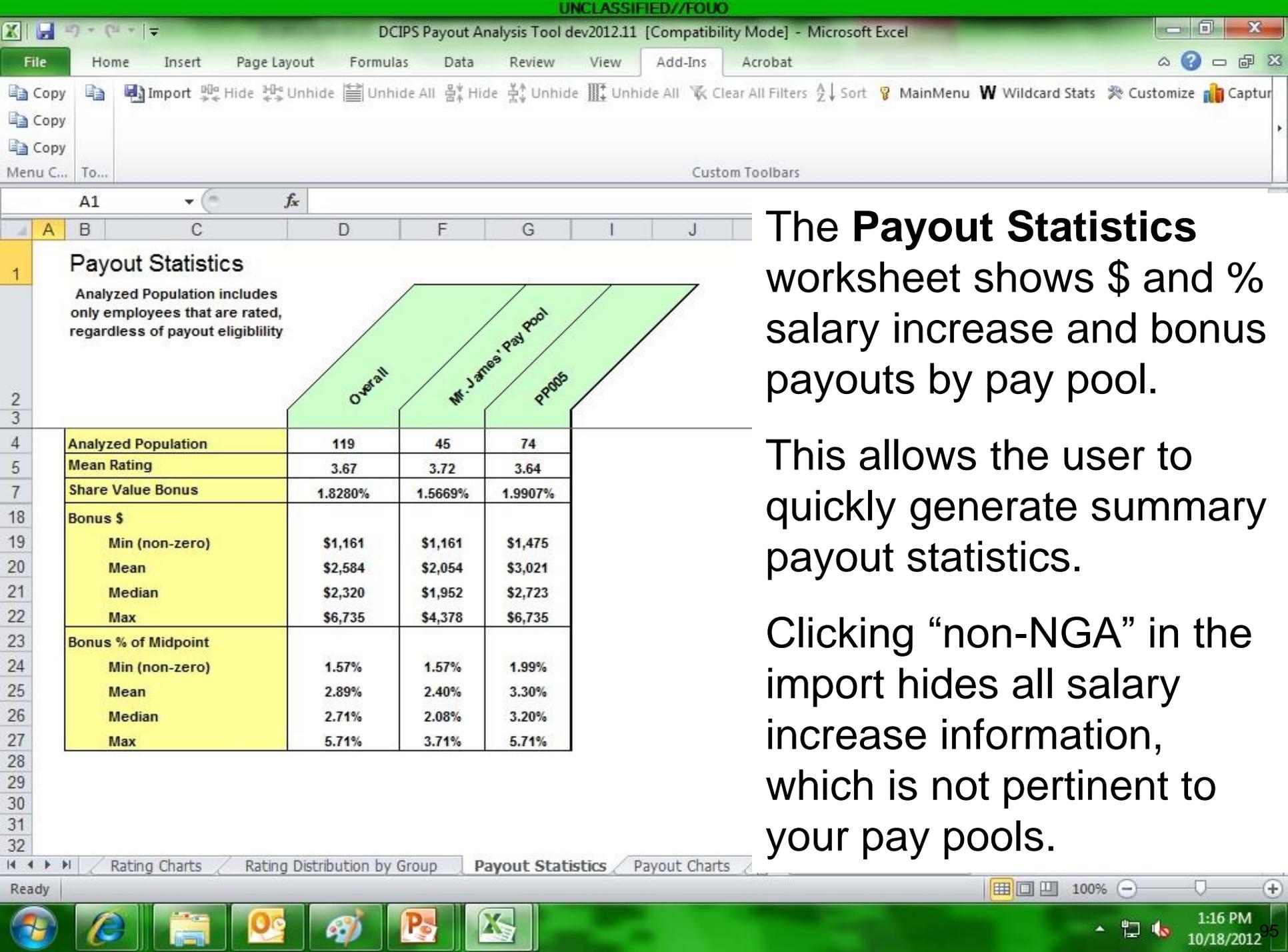
	Employees Rated	Unsuccessful	Min Successful	Successful	Excellent	Outstanding
Overall	119	1.7%	1.7%	36.1%	48.7%	11.8%
Mr. James' Pay Pool	45	0.0%	0.0%	35.6%	57.8%	6.7%
PP005	74	2.7%	2.7%	36.5%	43.2%	14.3%

“Office” is located in Wildcard 1 in this example. Using the Wildcard Stats button generates stats and charts by the wildcard of your choice for all relevant worksheets.

The Capture Charts button works the same as in the CWB.

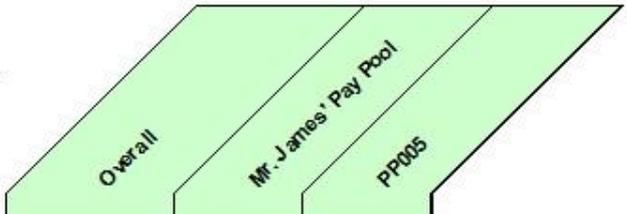
Rating Distribution by Office





Payout Statistics

Analyzed Population includes only employees that are rated, regardless of payout eligibility



	Overall	Mr. James' Pay Pool	PP005
Analyzed Population	119	45	74
Mean Rating	3.67	3.72	3.64
Share Value Bonus	1.8280%	1.5669%	1.9907%
Bonus \$			
Min (non-zero)	\$1,161	\$1,161	\$1,475
Mean	\$2,584	\$2,054	\$3,021
Median	\$2,320	\$1,952	\$2,723
Max	\$6,735	\$4,378	\$6,735
Bonus % of Midpoint			
Min (non-zero)	1.57%	1.57%	1.99%
Mean	2.89%	2.40%	3.30%
Median	2.71%	2.08%	3.20%
Max	5.71%	3.71%	5.71%

The **Payout Statistics** worksheet shows \$ and % salary increase and bonus payouts by pay pool.

This allows the user to quickly generate summary payout statistics.

Clicking “non-NGA” in the import hides all salary increase information, which is not pertinent to your pay pools.

File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Copy Copy Copy Import Hide Unhide Unhide All Hide Unhide Unhide All Clear All Filters Sort MainMenu W Wildcard Stats Customize Captur

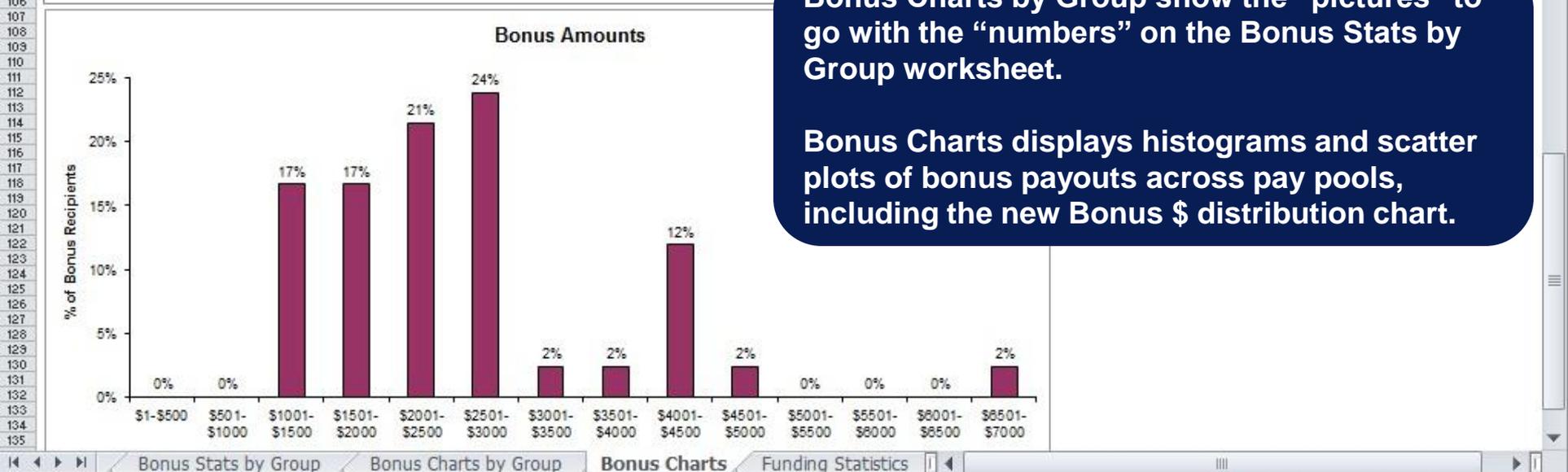
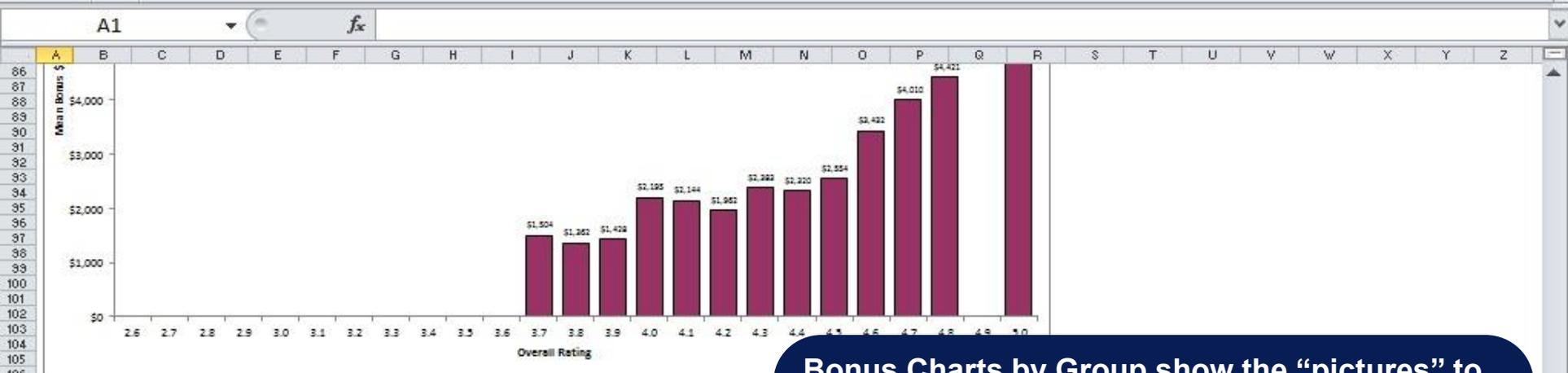
Menu C... To... Custom Toolbars

A1 fx

A B C D E F G H I J K L M N O

Bonus Statistics by Group								
	Number Eligible for Bonus	Number Receiving Bonus	% Receiving Bonus	Min Bonus \$	Max Bonus \$	Mean Bonus \$	Mean % of Midpoint	% Receiving DQI or SQI
Entire Population:	119	42	35.3%	\$1,161	\$6,735	\$2,584	2.89%	5.88%
Pay Pool								
Mr. James' Pay Pool	45	19	42.2%	\$1,161	\$4,378	\$2,054	2.40%	6.67%
PP005	74	23	31.1%	\$1,475	\$6,735	\$3,021	3.30%	5.41%
Pay Band								
3	1							0.00%
7	1							
9	2	1	50.0%	\$1,785				
11	11	3	27.3%	\$2,055				
12	13	4	30.8%	\$1,277				
13	45	14	31.1%	\$1,161				
14	34	13	38.2%	\$1,615				
15	12	7	58.3%	\$1,847				
Rating								
1		2						0.00%
2		2						0.00%
3		43						0.00%

Bonus Statistics by Group worksheet shows \$ and % bonus payouts, and % receiving a bonus, by pay pool, wildcard, and other categories.



Bonus Charts by Group show the “pictures” to go with the “numbers” on the Bonus Stats by Group worksheet.

Bonus Charts displays histograms and scatter plots of bonus payouts across pay pools, including the new Bonus \$ distribution chart.

- Get the User Guides for CWB, DPAT, and Extract Creation Tool from your component DCIPS POC.
- User Guide for Extract and Upload processes covers common error messages and what to do about them.
- DCIPS Pay Pool/Bonus Pool Guidance coming soon!
- Your component, command, and pay pool may have their own guidance documents and business rules. Please read them!!
- Thomas.C.Gravely4.ctr@mail.mil 703-604-1132