DCPDS User Guide

Defense Civilian Intelligence Personnel System (DCIPS)

Compensation Workbench (CWB) Extract and Upload/Payout Processes

Fall 2015

DCPDS DCIPS CWB Extract and Upload/Payout Processes User Guide – Fall 2015

About this Guide 5
What is the Purpose of this Guide? 5
Who Should Use this Guide? 5
How is the Guide Structured? 5
Introduction 6
CWB Extract Files 8
Overview 8
When to Extract Your Pay Pool Data 8
CWB Extract File Step-by-Step Process 9
Step 1: Log into DCPDS 9
Step 2: Select your responsibility from Other Responsibilities/Applications in MyBiz+. 9
Step 3: Select Request CWB Extract File from the menu. 9
Step 4: Complete the CWB Download Payout Data form and click Submit Request. 10
Step 5: Wait for the extract file to be generated. 10
Step 6: Save the extract file to your computer. 11
Viewing Previous Extract Requests 12
Uploading DCIPS Payout Files 13
Overview 13
Loading DCIPS Payout Files Step-by-Step Process 13
Step 1: Log into DCPDS 13
Step 2: Select your responsibility from Other Responsibilities/Applications in MyBiz+. 13
Step 3: Select "Load Payout Files" 14
Step 4: Complete the DCIPS Performance Payout Upload Form 14
Step 5: Select the Load File button 15
Step 6: Review the Status Details 16
Step 7: Select the Preview/Validate button and view records included in the upload file 17
Step 8: Review the Status Details 18
STOP Pay Pool Managers and Pay Pool Administrators - Stop Here! 19
Step 9: Finalize Upload 19
Executing the DCIPS Payout 21
Overview 21
Loading DCIPS Payout Files Step-by-Step Process 21
Step 1: Log into DCPDS as US Federal HR Manager 21
Step 2: Select Mass Awards under Mass Actions and then DCIPS Mass Awards 21
Step 3: Select Final DCIPS Mass Performance Payout 21
Step 4: Complete the DCIPS Mass Performance Payout Process form 21
Step 5: Select "Preview" 22
Step 6: Select "Execute" 23
Appendix 1 – CWB Extract File Data Elements 24
Appendix 2 – CWB Upload Data Elements 28
Appendix 3 – CWB Upload Errors and Alert Messages 35
Appendix 4 – DCIPS Performance Payout Upload Alert Messages and Process Log Messages 37
Appendix 5 – DCIPS Mass Performance Pay Out RPAs 40

Appendix 6 – DCIPS Performance PayOut Upload Preview Columns 42
Appendix 7 – DCIPS Mass Performance Pay Out Preview Columns 45

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About this Guide

What is the Purpose of this Guide?

This guide describes how to obtain a Compensation Workbench (CWB) extract file from the Defense Civilian Personnel Data System (DCPDS) for Annual or Mock purposes and is intended to be used alongside the Compensation Workbench (CWB) user guide. It also describes the process for uploading and finalizing DCIPS payout files.

Who Should Use this Guide?

This guide is for pay pool managers, pay pool administrators, and the human resources community.

How is the Guide Structured?

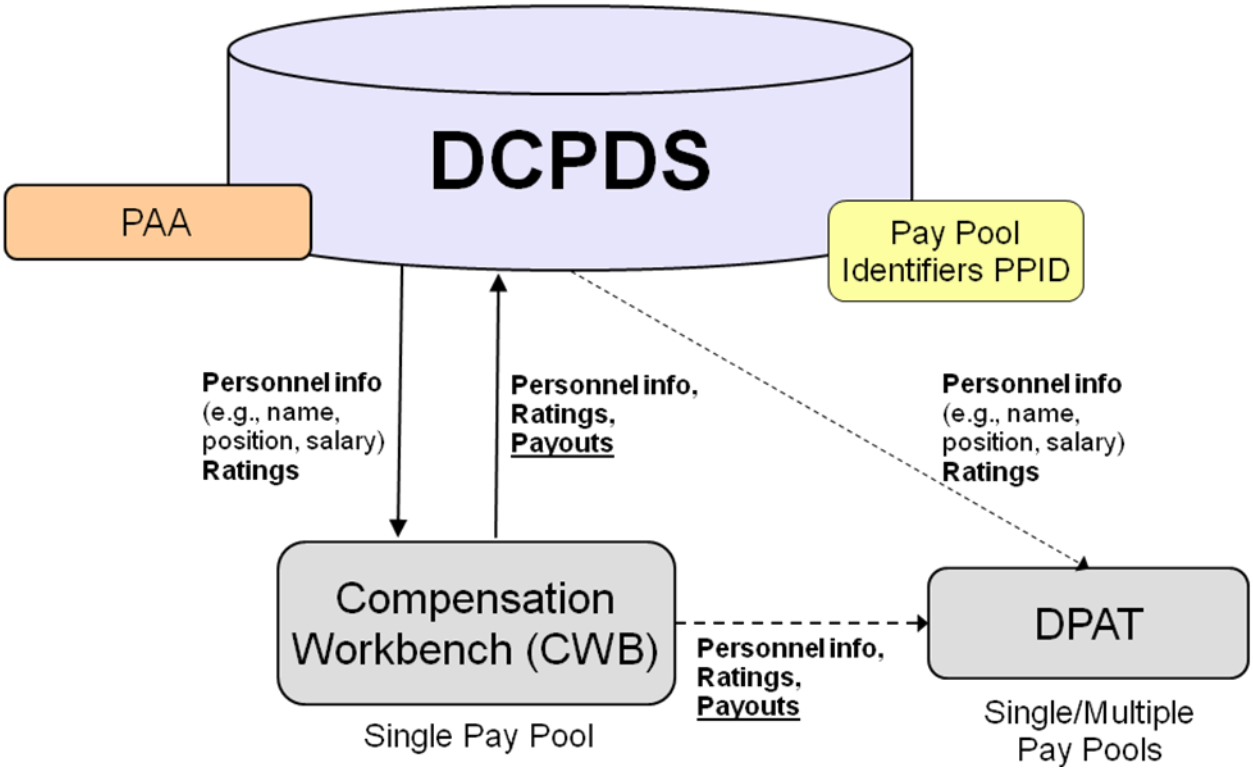
This guide is structured as follows:

- **Introduction** – this section describes how the CWB relates with DCPDS and the DCIPS Payout Analysis Tool (DPAT).
- **CWB Extract Files** – this section describes the steps necessary to generate an extract file of a pay pool's data out of DCPDS for import into the CWB.
- **Uploading DCIPS Payout Files** – this section walks through the steps to load a completed and certified CWB file into DCPDS so that pay actions can be processed.
- **Executing the DCIPS Payout** – this section walks through the steps to execute payouts based on information uploaded to DCPDS from the CWB.

Introduction

Each Compensation Workbench (CWB) spreadsheet is populated with personnel data (e.g., names, pay bands/grades, base salary) and finalized performance ratings that are extracted from DCPDS. The data is extracted based on each employee's pay pool identifier, which links employees to their pay pool. In addition to the personnel data, performance rating information is also included in the data extract.

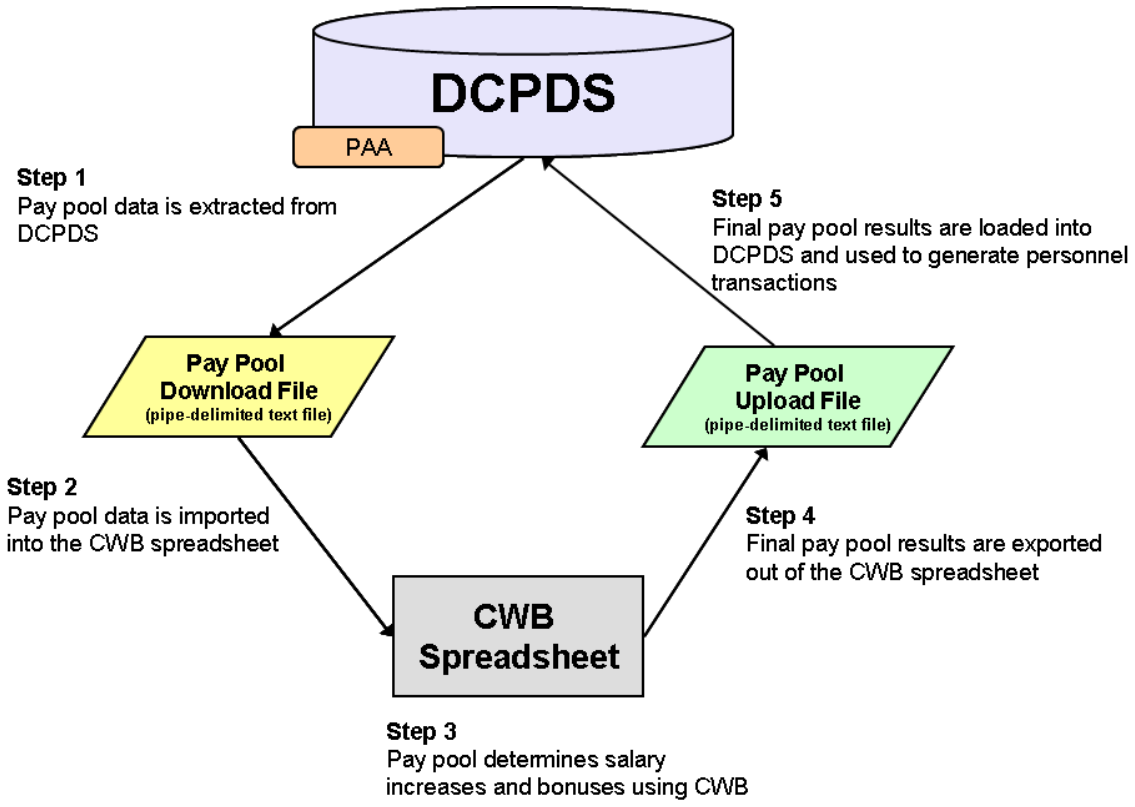
The CWB is used by individual pay pools to determine bonus amounts for each employee in the pool. An additional tool, called the DCIPS Payout Analysis Tool (DPAT), provides the capability to analyze results across multiple pay pools. The graphic below provides an overview of the DCIPS pay pool support tools.



DCIPS Pay Pool Support Tools

When pay pool decisions are finalized and all the bonus amounts are approved, the data contained in each CWB must be loaded back into DCPDS. To do this, a data file is exported out of each CWB and uploaded into DCPDS. This uploaded data is used to create the bonus transactions that are processed in early January.

This downloading and uploading process is accomplished via a special DCPDS interface that is described in this user guide and accessible by designated HR practitioners, pay pool managers, and pay pool administrators. The complete process is summarized in the graphic below.



CWB Import – Export Process

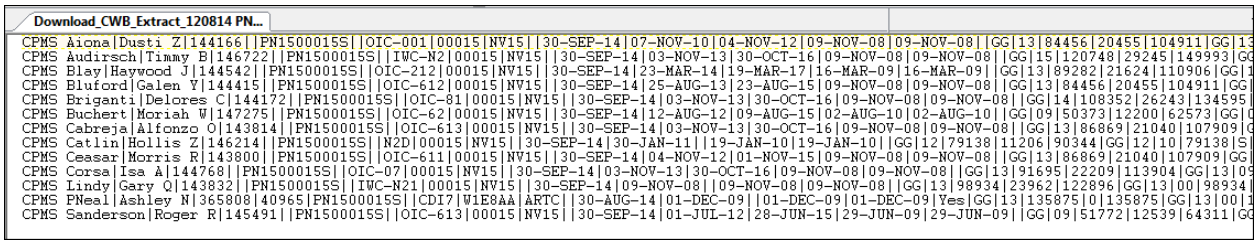
CWB Extract Files

Overview

In order to use the Compensation Workbench (CWB) during your Annual and Mock pay pool panel meetings, it must first be populated with information about the members of the pay pool. This information is contained in the CWB extract file. The extract file includes the employees' personnel information (e.g., name, employee ID, pay pool ID, occupational series, pay band/grade, etc.) and finalized rating information from the PAA[1]. In order for the rating information to be extracted in the CWB download the Appraisal Type must be either 'Annual Appraisal – DCIPS' or 'Closeout - Early Annual – DCIPS' and the PAA Status must be 'Appraisal Pending HLR Approval', 'Approved by HLR', 'Approved by RO' or 'Completed'. If more than one appraisal exists for the performance cycle, only the latest appraisal will be extracted which is determined by using the latest appraisal period end date or the higher appraisal ID if the appraisal period end dates match. A complete list of extracted data elements is in Appendix 1.

Since this information is extracted from DCPDS based on pay pool ID, it is critical that all members of a pay pool have the correct pay pool ID prior to extracting the data.

The file format of the extract is a pipe-delimited text file, which means that each piece of data is separated by a | or a "pipe." For example, you can see in the top left corner of the sample extract file below that the first data element in the file is an employee's last name – "CPMS Aiona." The second data element is that employee's first name and middle initial – "Dusti Z." Between the last and first name is a | or a "pipe."



```
Download_CWB_Extract_120814 PN...
CPMS Aiona|Dusti Z|144166||PN1500015S||OIC-001|00015|NV15||30-SEP-14|07-NOV-10|04-NOV-12|09-NOV-08|09-NOV-08||GG|13|84456|20455|104911|GG|13
CPMS Audirsch|Timmy B|146722||PN1500015S||IWC-N2|00015|NV15||30-SEP-14|03-NOV-13|30-OCT-16|09-NOV-08|09-NOV-08||GG|15|120748|29245|149993|GG
CPMS Blay|Haywood J|144542||PN1500015S||OIC-212|00015|NV15||30-SEP-14|23-MAR-14|19-MAR-17|16-MAR-09|16-MAR-09||GG|13|89282|21624|110906|GG|1
CPMS Bluford|Galen Y|144415||PN1500015S||OIC-612|00015|NV15||30-SEP-14|25-AUG-13|23-AUG-15|09-NOV-08|09-NOV-08||GG|13|84456|20455|104911|GG|
CPMS Briganti|Delores C|144172||PN1500015S||OIC-81|00015|NV15||30-SEP-14|03-NOV-13|30-OCT-16|09-NOV-08|09-NOV-08||GG|14|108352|26243|134595|
CPMS Buchert|Moriah W|147275||PN1500015S||OIC-62|00015|NV15||30-SEP-14|12-AUG-12|09-AUG-15|02-AUG-10|02-AUG-10||GG|09|50373|12200|62573|GG|0
CPMS Cabreja|Alfonzo O|143814||PN1500015S||OIC-613|00015|NV15||30-SEP-14|03-NOV-13|30-OCT-16|09-NOV-08|09-NOV-08||GG|13|86869|21040|107909|G
CPMS Catlin|Hollis Z|146214||PN1500015S||N2D|00015|NV15||30-SEP-14|30-JAN-11||19-JAN-10|19-JAN-10||GG|12|79138|11206|90344|GG|12|10|79138|S|
CPMS Ceasar|Morris R|143800||PN1500015S||OIC-611|00015|NV15||30-SEP-14|04-NOV-12|01-NOV-15|09-NOV-08|09-NOV-08||GG|13|86869|21040|107909|GG|
CPMS Corsa|Isa A|144768||PN1500015S||OIC-07|00015|NV15||30-SEP-14|03-NOV-13|30-OCT-16|09-NOV-08|09-NOV-08||GG|13|91695|22209|113904|GG|13|09
CPMS Lindy|Gary Q|143832||PN1500015S||IWC-N21|00015|NV15||30-SEP-14|09-NOV-08||09-NOV-08|09-NOV-08||GG|13|98934|23962|122896|GG|13|00|98934|
CPMS PNeal|Ashley N|365808|40965|PN1500015S||CDI7|W1E8AA|ARTC||30-AUG-14|01-DEC-09||01-DEC-09|01-DEC-09|Yes|GG|13|135875|0|135875|GG|13|00|1
CPMS Sanderson|Roger R|145491||PN1500015S||OIC-613|00015|NV15||30-SEP-14|01-JUL-12|28-JUN-15|29-JUN-09|29-JUN-09||GG|09|51772|12539|64311|GG
```

The extract files should not be edited and appropriate care should be taken to protect the files as they contain privacy act information. After you import your data into the CWB, if you notice a missing rating, an inaccurate pay band/grade, or a missing employee, do not manually correct the extract file. Rather, make the appropriate corrections in DCPDS and extract another data file.

When to Extract Your Pay Pool Data

All DCIPS performance ratings must be the final ratings prior to extracting your final CWB data for pay pool deliberations. *Remember – ratings cannot be changed during the pay pool process.* It is a best practice to extract your data for the first time at least several days prior to the first pay pool meeting. This will ensure you have some time to correct any issues with the data prior to the start of the panel meetings.

[1] If you are extracting a file for the purposes of Mock, you must indicate in your extract process that the file is to pull Mock data by selecting 'Yes' from the List of Values (LOV) for the Mock Data element. If the file is pulled for Mock purposes, the rating data will be extracted from the Mock Pay Pool Info tab within the PAA.

CWB Extract File Step-by-Step Process

Step 1: Log into DCPDS.

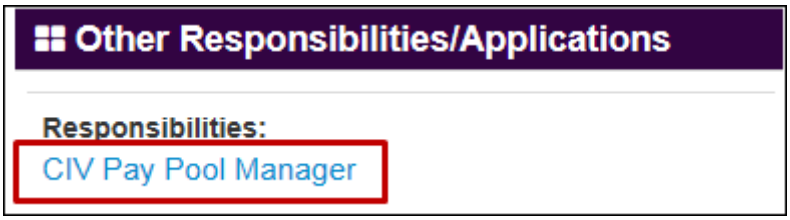
Step 2: Select your responsibility from Other Responsibilities/Applications in MyBiz+.

Based on your responsibility, you may see the following options:

- CIV Pay Pool Manager
- CIV Alternate Pay Pool Manager
- CIV Pay Pool Administrator
- CIV Alternate Pay Pool Administrator

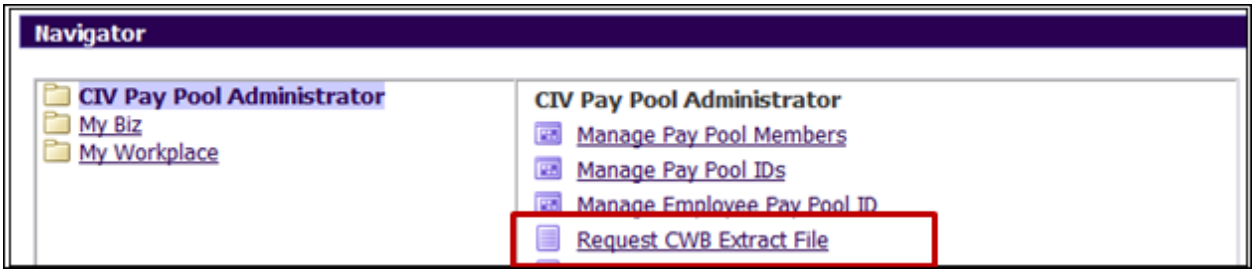
NOTE:

1. For HR specialists, select the "CIVDOD HR Pay Pool Administrator" responsibility and then navigate to "Submit Processes and Reports."
2. 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".



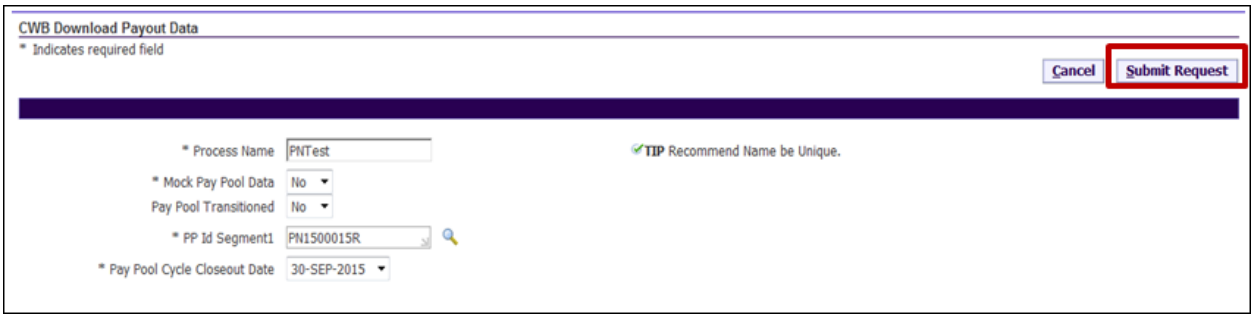
Select Responsibility

Step 3: Select Request CWB Extract File from the menu.



Select Request CWB Extract File

Step 4: Complete the CWB Download Payout Data form and click Submit Request.



Complete the Download Payout Data Form

Process Name – Enter a unique process name and write this name down. One way to ensure the name is unique is to name it the Pay Pool ID and the date (e.g., ArmySMO15Oct).

Mock Pay Pool Data – If downloading data for Annual Appraisals, select 'No' from the LOV. If you are downloading for the purposes of a Mock, select 'Yes' from the LOV; this will supply data from the Mock Pay Pool Info tab within the PAA.

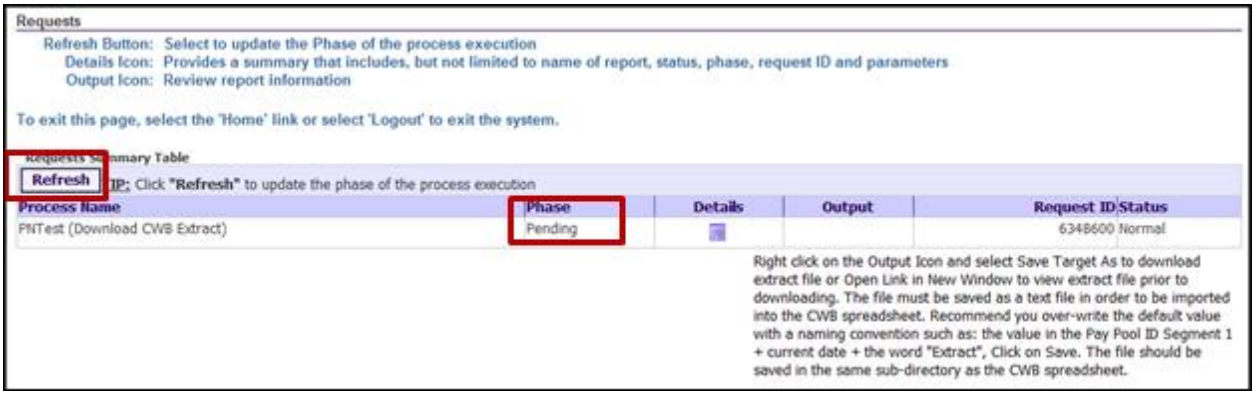
Pay Pool Transitioned – Not Applicable to DCIPS.

PP Id Segment 1 – Enter the first segment of the pay pool identifier (e.g., ArmySMO555). You can search for your identifier by selecting the magnifying glass. On the search page, select "Go" to retrieve the list of your pay pool IDs. If you are responsible for one pay pool, then only one ID will be listed after your select "Go".

Pay Pool Cycle Closeout Date – Select the end of your pay pool's rating cycle from the drop-down list.

Step 5: Wait for the extract file to be generated.

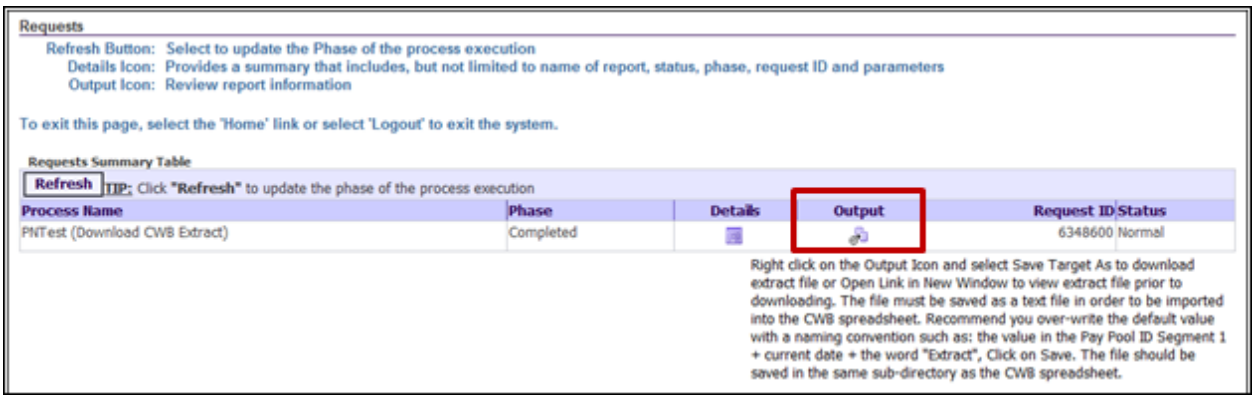
After you select the Submit Request button in Step 4, the Requests screen appears. Select the Refresh button until the Phase changes from "Pending" or "Running" to "Completed".



Wait for Phase to Change to Completed

Step 6: Save the extract file to your computer.

Once the Phase changes to "Completed," an icon appears in the Output column.



Click the Icon in the Output Column

To save your extract file, right-click on the output icon and select "Save Target As…" Save the extract file in the same location as your CWB spreadsheet. The system auto-populates a default file name. It is recommended that you change the file name to be something more descriptive.

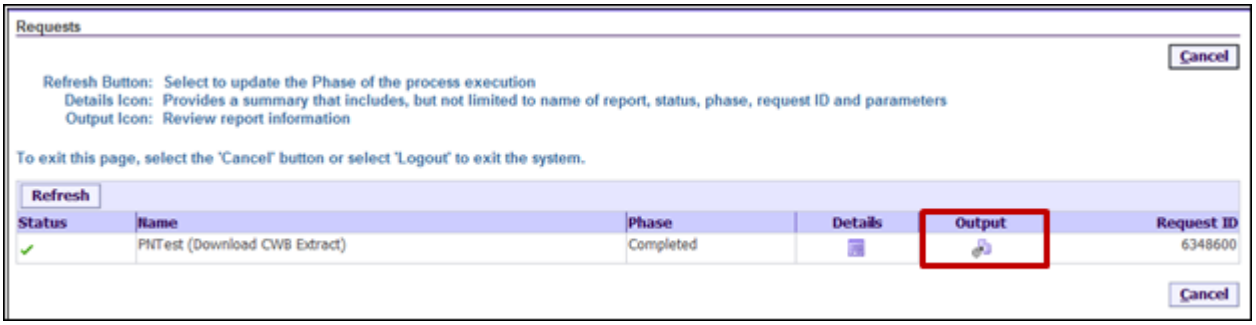
Note: If this is a Mock extract, you may want to add the word mock into your file name.

Viewing Previous Extract Requests

The Extract process can be executed as often as needed to assure pay pool panels have up-to-date employee information. Extracted files are available for 48 hours inside of DCPDS. If you wish to view previous Extract files that you have generated within this 48 hour time frame, first select "View Previous Requests" from the Navigator.

View Previous Requests

Next, to save a previously requested extract file, right-click on the appropriate output icon and select "Save Target As…" Save the extract file in the same location as your CWB spreadsheet.



Saving Previous Requests

Note: For a list of CWB Extract File Data Elements, see Appendix 1.

Uploading DCIPS Payout Files

Overview

Once your pay pool data is finalized in the CWB spreadsheet and you are ready to upload the data into DCPDS, your Pay Pool Manager must certify that the data is final and correct. By selecting the Certify Results checkbox in Step 6 on the **Instructions** worksheet of the CWB, the Pay Pool Manager is certifying that these conditions are true. Once the data is certified, the data can be exported out of the CWB spreadsheet. To export the data out of the spreadsheet, select the Export button on the custom toolbar. Save the file onto your computer. Then the file can be uploaded to DCPDS. The file name appears in the format "first 10 characters of the pay pool ID" + "_date" + "_export" (i.e., NAVINT3121_15DEC2014_export.txt).

Loading DCIPS Payout Files Step-by-Step Process

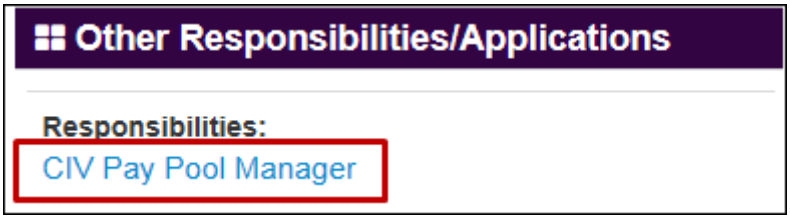
Step 1: Log into DCPDS.

Step 2: Select your responsibility from Other Responsibilities/Applications in MyBiz+.

Based on your responsibility, you may see the following options:

- CIV Pay Pool Manager
- CIV Alternate Pay Pool Manager
- CIV Pay Pool Administrator
- CIV Alternate Pay Pool Administrator

Note: For HR specialists, select the "CIVDOD HR Pay Pool Administrator" responsibility; then navigate to "Load DCIPS Payout Files." Please note that only this responsibility has access to the "Finalize Upload" button (see Step 8).



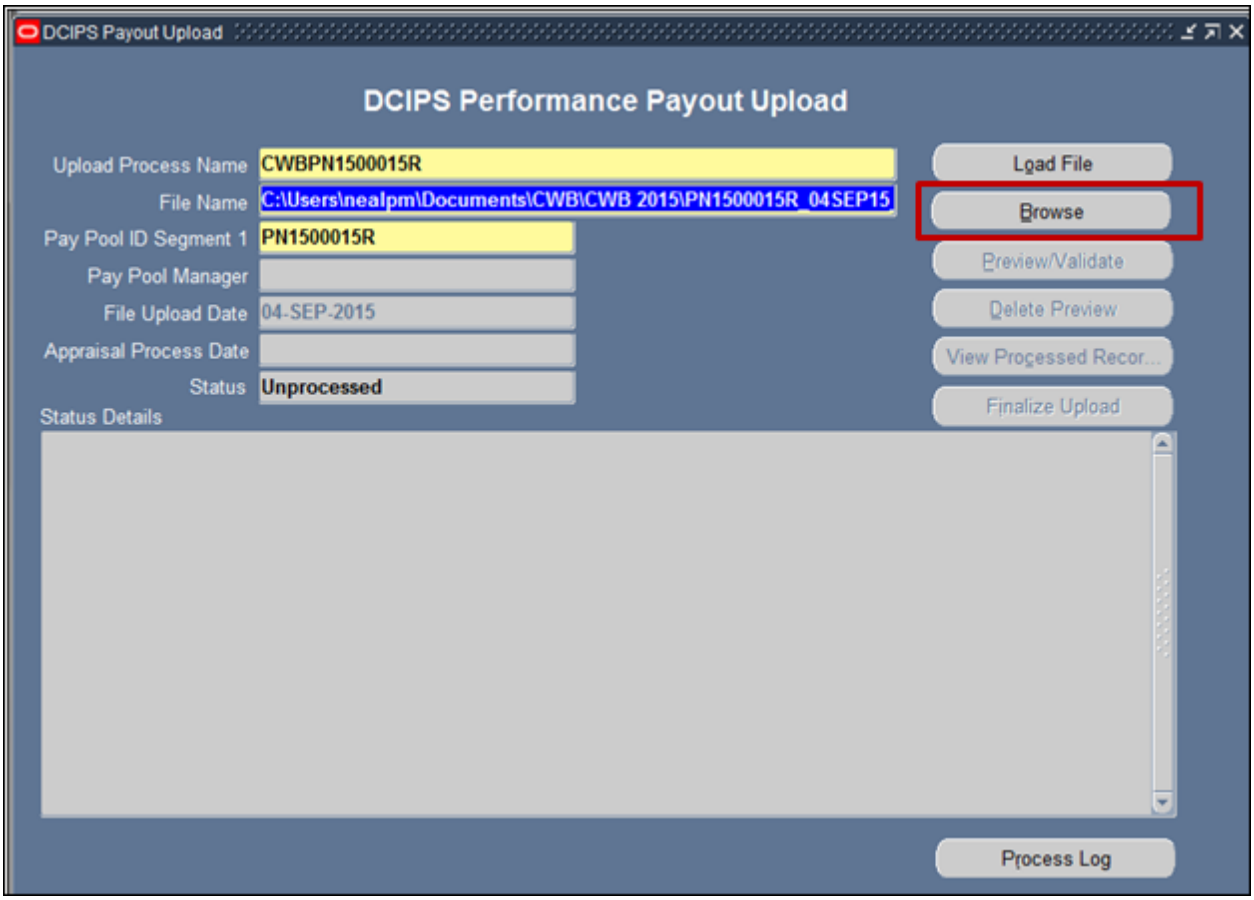
Select Responsibility

Step 3: Select "Load Payout Files"

Select Load Payout Files

Step 4: Complete the DCIPS Performance Payout Upload Form

Complete the first three fields in the DCIPS Performance Payout Upload form using the 'Browse' button to locate your CWB export file.



The Performance Payout Upload Form

Upload Process Name – Enter a unique process name that begins with "CWB" (i.e., CWB upload); Upload Process Name should not exceed 24 characters.

File Name – Select the Browse button to locate the CWB export file on your computer. The file path and name should not exceed 240 characters.

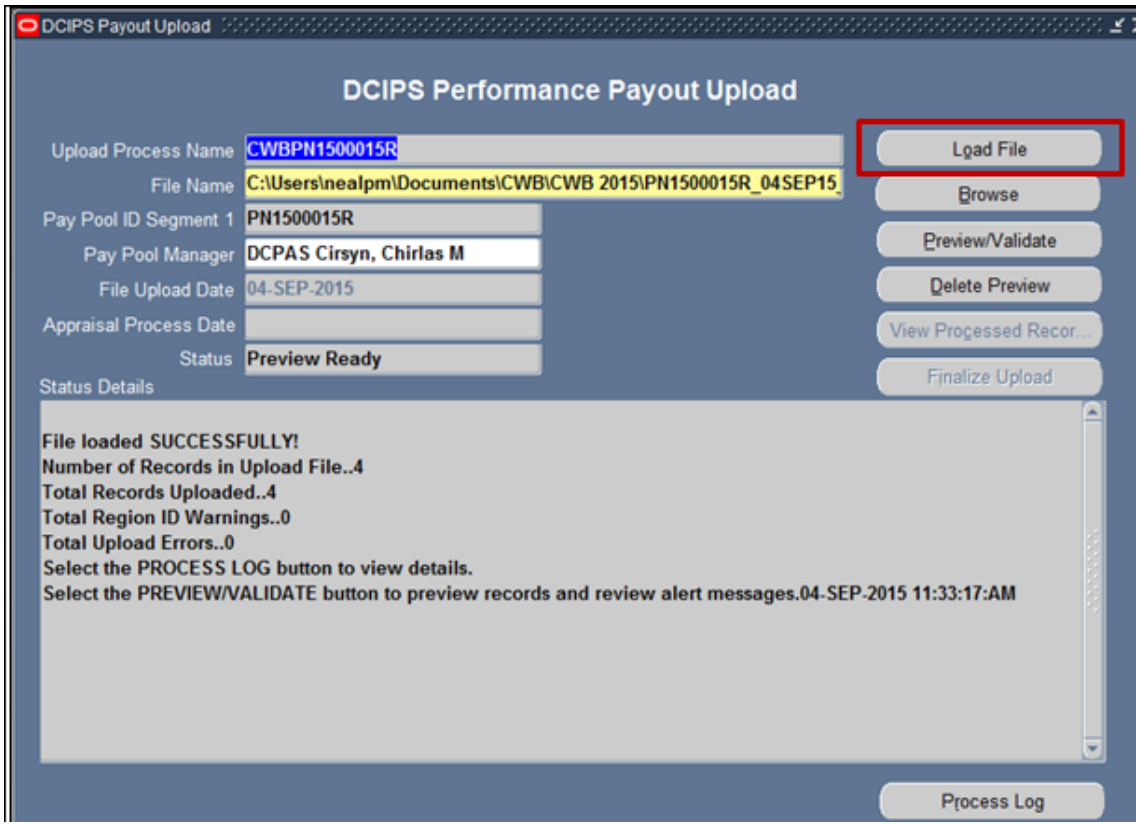
Note: Be careful not to select your CWB extract file that is probably in the same folder!

Pay Pool ID Segment 1 – Enter the pay pool identifier (e.g., ArmySMO555), or click in the Pay Pool ID Segment 1 field and then use the LOV to select the appropriate pay pool ID

Step 5: Select the Load File button

When the load file button is selected, the Pay Pool Manager field is populated with the Pay Pool Manager's name from the CWB. If the Pay Pool Manager's name from the CWB matches the Pay Pool Manager in DCPDS, then the Preview/Validate button will become active. If this button becomes active, continue to Step 6.

The upload process will only allow for one file upload per pay pool. This file can be modified and re-loaded as many times as necessary. If during this process you wish to delete a preview and start over, select the Delete Preview button. You can also load another file and choose to replace the existing preview. If the user attempts to create a new process using a different process name, the user will be given a warning that an upload process already exists for that pay pool, and the user will be given a couple of options on how to deal with uploading a new or modified version of the upload file.



Select the Load File Button

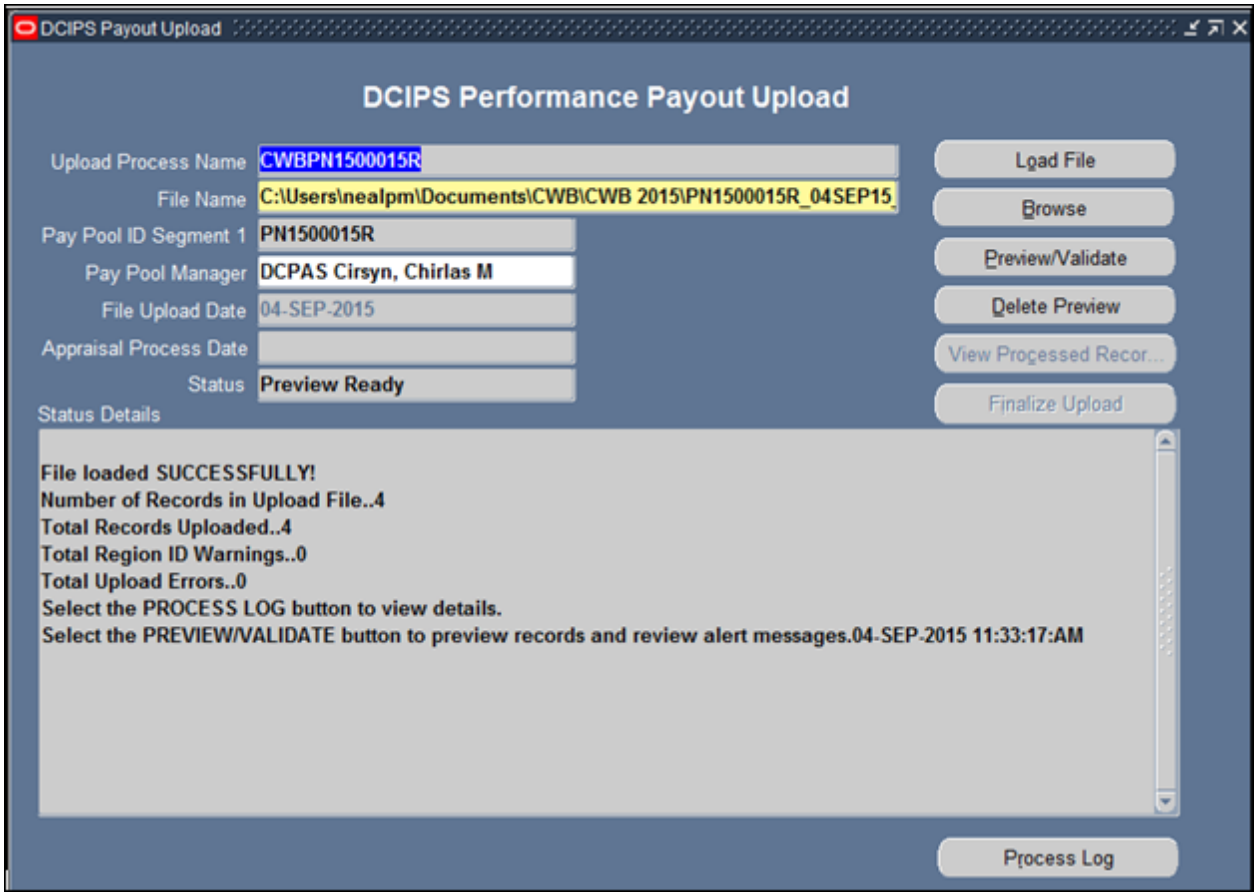
If the Preview/Validate button does not become active, it could be that the Pay Pool Manager's name from the CWB does not match the Pay Pool Manager's name in DCPDS (this includes not having a Pay Pool Manager assigned to the pay pool in DCPDS). To select the appropriate Pay Pool Manager name, select the LOV in the Pay Pool Manager field.

Next, select the Pay Pool Manager's name and select OK. Finally, click inside the status details box and the Preview/Validate button should activate. Go to Step 6.

If names do not appear in the LOV, then your pay pool does not have a Pay Pool Manager assigned to it. This must be accomplished using the manage pay pool ID module. Once added, select the name from the LOV to populate this field; do not manually type in the name.

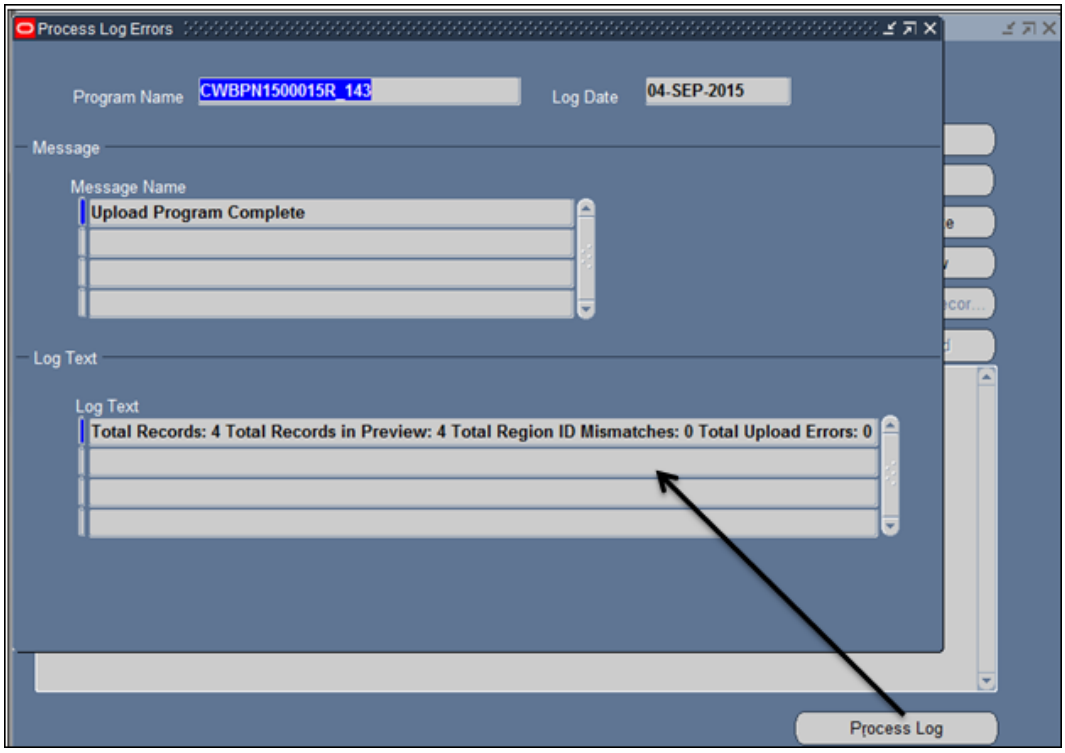
Step 6: Review the Status Details

The Status Details region is populated with information when the Load File and the Preview/Validate buttons are executed. Depending on the button that was executed you may see information associated with the number of records in the upload file, the number of records loaded successfully, or the number of records that were deselected in the preview. See Appendix 2 for a list of the CWB Upload Data Elements, Appendix 3 for messages associated with the upload process and Appendix 6 for a list of the Preview Columns.



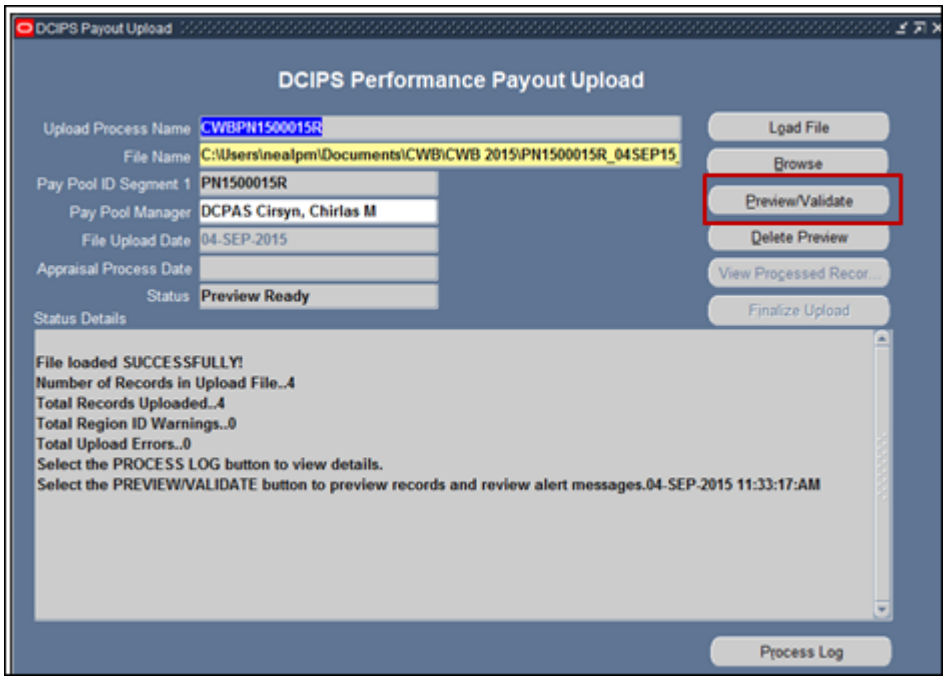
Status Details

For any information provided in the Status Details region, there is also a process log available. The process log provides additional employee information for the records included in the Status Details counts. All error and warning messages should be reviewed to determine if further action is required.



Process Log

Step 7: Select the Preview/Validate button and view records included in the upload file



Select the Preview/Validate Button

Reports Detail Window

Process Details

Process Name CWBPN1500015R_143

File Name C:\Users\nealpm\Documents\CWI

Process Date 04-SEP-15

Last Name	First Name	Employee Number	Pay Pool ID	Alert Message	Specially Situat	Include in Salar	Incl
DCPAS Adwirds	Wiumyn A	506876	PN1500015R	Overall Rating		Yes	Yes
DCPAS Airls	Chrestyphar B	507187	PN1500015R			Yes	Yes
DCPAS Aistar	Bellu L	506774	PN1500015R	Overall Rating		Yes	Yes
DCPAS Areby	Ysihyn	506474	PN1500015R	Overall Rating		Yes	Yes

Review the Preview Screen

This preview screen shows you the data that is loaded from the CWB export file. Mismatches are indicated in the Alert Message column. To view the entire text of the alert message, select the Edit Field icon or CTRL-E while your cursor is in an alert message cell.

Step 8: Review the Status Details

The Status Details region is also populated with information when the Preview/Validate buttons are executed. For any information provided in the Status Details region, the process log is also available. The process log provides additional employee information for the records included in the Status Details counts. All error and warning messages should be reviewed to determine if further action is required.

DCIPS Payout Upload

DCIPS Performance Payout Upload

Upload Process Name CWBPN1500015R

File Name C:\Users\nealpm\Documents\CWB\CWB 2015\PN1500015R_04SEP15_

Pay Pool ID Segment 1 PN1500015R

Pay Pool Manager DCPAS Cirsyn, Chirlas M

File Upload Date 04-SEP-2015

Appraisal Process Date

Status Preview Ready

Load File

Browse

Preview/Validate

Delete Preview

View Processed Recor...

Finalize Upload

Status Details

Preview Validated! 04-SEP-2015 11:43:57:AM
Number of Records in Preview..4
Total Records with PAA Warnings..3
Total Errors - Employee Record in Multiple Previews..0
Total Ex-Employees..0
Total Pay Pool ID Mismatched..0
Total Records Deselected in Preview..0

File loaded SUCCESSFULLY!
Number of Records in Upload File..4
Total Records Uploaded..4
Total Region ID Warnings..0

Process Log

Status Details

Pay Pool Managers and Pay Pool Administrators - Stop Here!

The Finalize Upload button is not available to the pay pool manager or pay pool administrator responsibilities. The responsibility 'CIVDOD HR Pay Pool Administrator' which is needed to finalize the upload normally lies with your HR Operations office. Once the alert messages have been reconciled and the uploaded file is final, notify the office responsible for finalizing the upload that the file is ready to be finalized.

If you find that the information needs to be corrected due to incorrect award amounts, percentages, etc.:

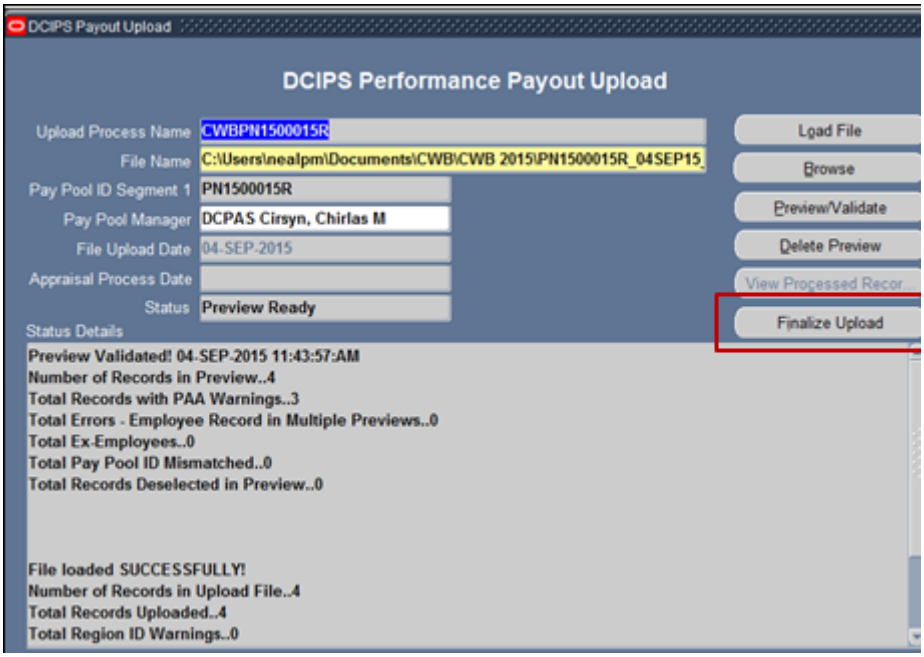
1. Correct source data in CWB
2. Create new upload file.
3. Delete current upload file in DCPDS preview by selecting the "Delete Preview" button.*
4. Upload the corrected CWB export file
5. Select "Preview/Validate" to validate
6. Notify the office responsible for finalizing the upload that the new file is ready

*If the upload has already been finalized, send the corrected upload file to the office responsible for finalizing the upload for completion of Steps 3 through 5.

Step 9: Finalize Upload

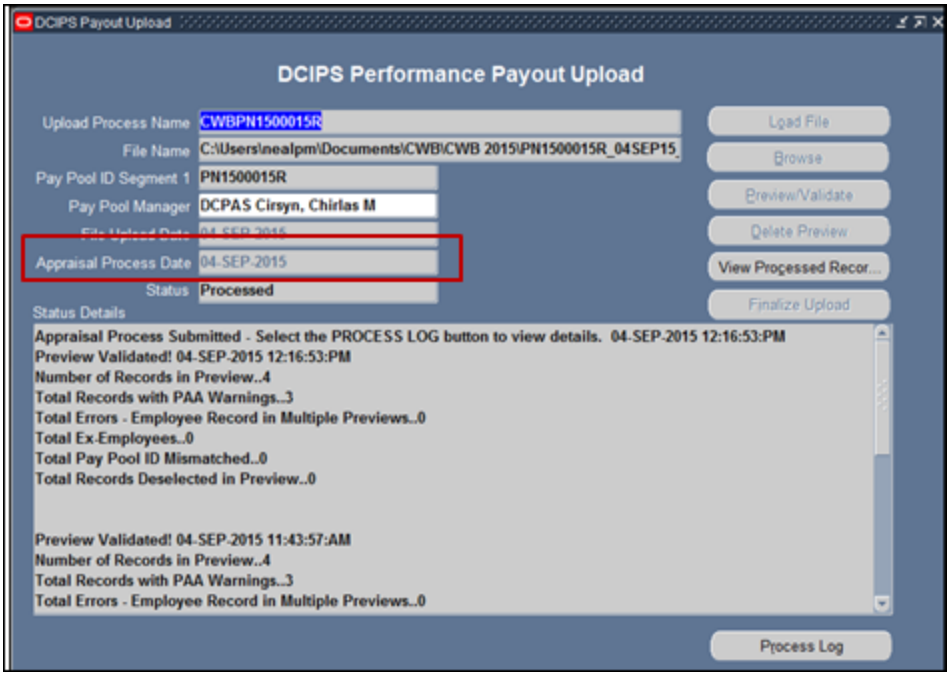
Once the alert messages have been reconciled and notification has been received that the upload file is ready to be finalized, use the CIVDOD HR Pay Pool Administrator responsibility to select "Finalize Upload." As a reminder, only the CIVDOD HR Pay Pool Administrator responsibility has access to this button. Once this button is selected, the human resources professional can process the DCIPS payouts.

Note: If the upload file has been finalized and the upload file is subsequently corrected before the payouts have been processed, the 'CIVDOD CWB Upload Administrator' responsibility must be used to reload the file.



Select the Finalize Upload Button

Once the Finalize Upload button has been selected, the Appraisal Process Date will be populated and the records are ready for the DCIPS payout to be processed.



DCIPS Performance Payout Upload Finalized

Executing the DCIPS Payout

Overview

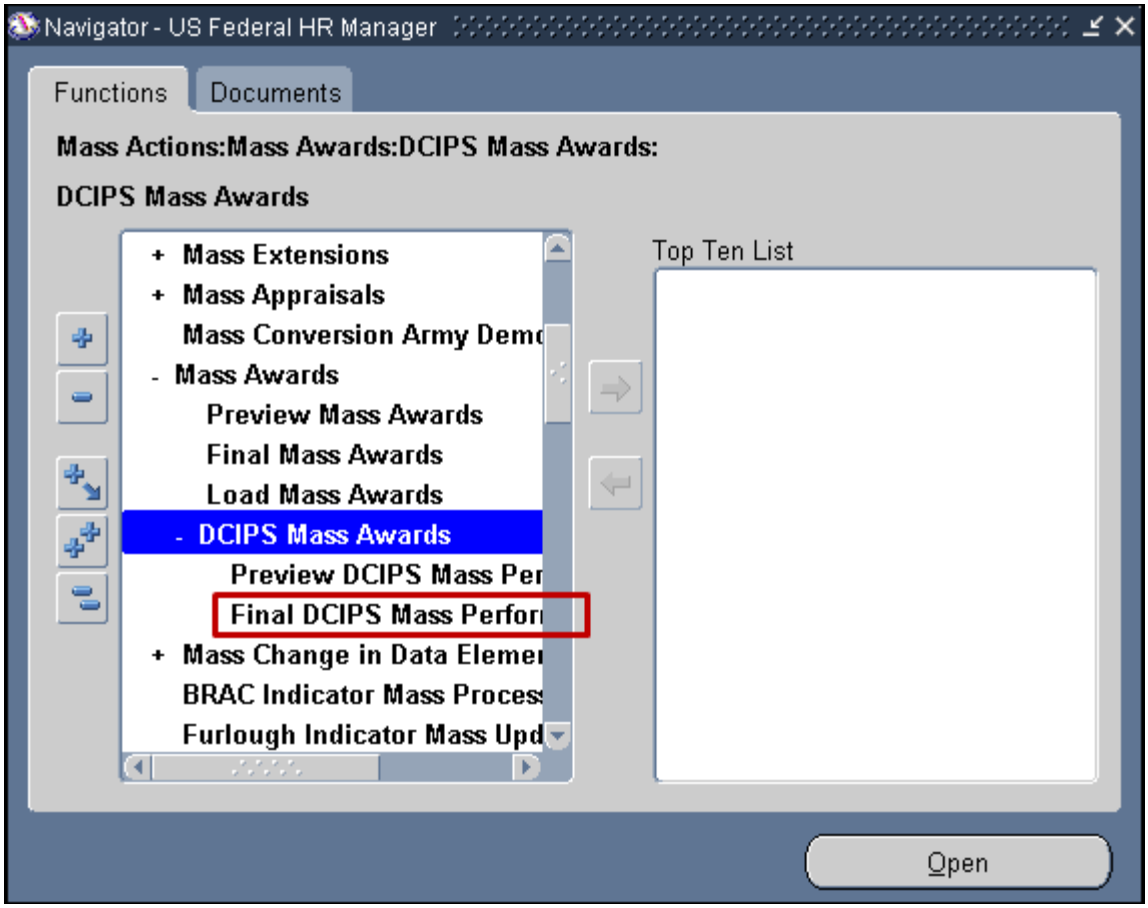
The DCIPS performance payout actions will consist of bonus payments (NOA 886 with Award Type '8V') and Quality Increases (NOA 892 with Award Type '8Y' and NOA 871 with Award Type '8Z'). These actions are normally effective the first pay period in January unless delayed due to funding. The Performance salary increase information is no longer calculated in the CWB for non-NGA (National Geospatial-Intelligence Agency) records; these fields will be blank or contain a '0'. ***This DCIPS Payout process should not be executed until after any pay adjustments effective the first pay period in January have been processed.***

Loading DCIPS Payout Files Step-by-Step Process

Step 1: Log into DCPDS as US Federal HR Manager

Step 2: Select Mass Awards under Mass Actions and then DCIPS Mass Awards

Step 3: Select Final DCIPS Mass Performance Payout

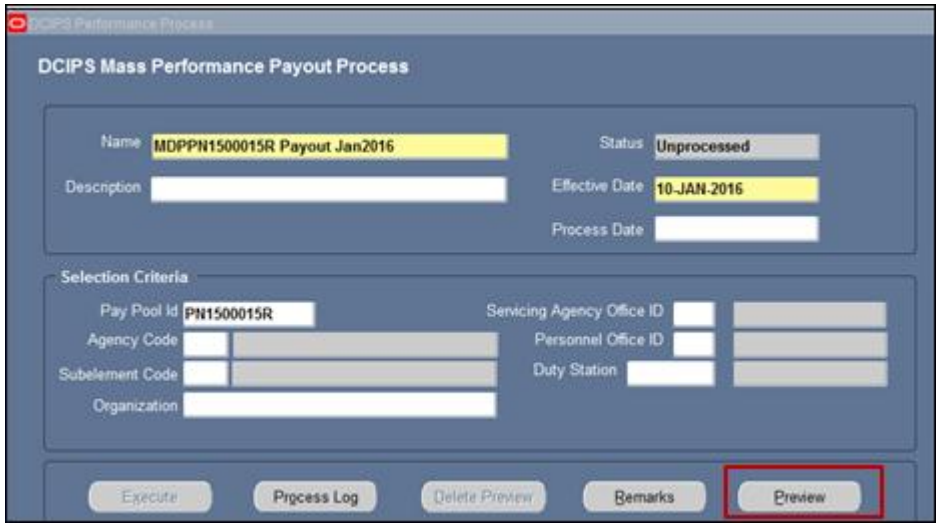


Final DCIPS Mass Performance Payouts

Step 4: Complete the DCIPS Mass Performance Payout Process form

Name your mass process, enter the effective date which is normally the first pay period in January, and enter the appropriate selection criteria (e.g., Pay Pool ID).

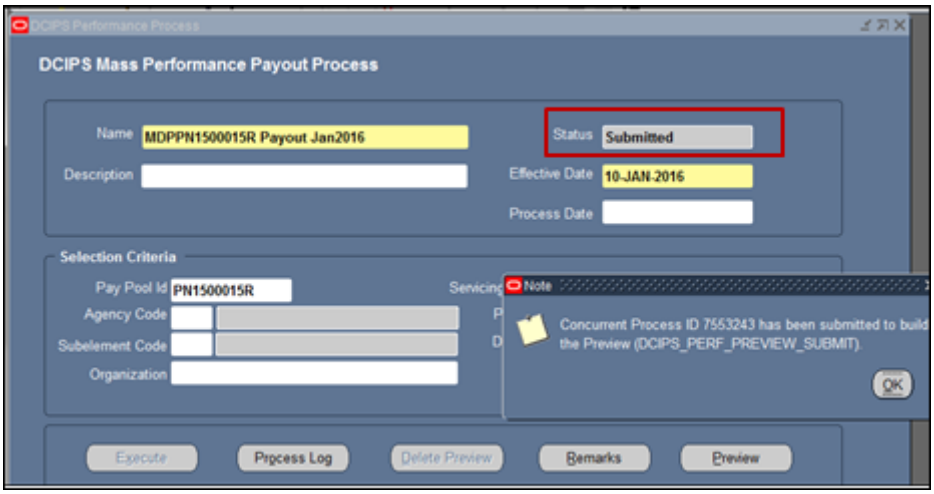
Notes: 1) The Name must start with 'MDP'. If not entered at the beginning, an Error message will be received and the system will then automatically add the 'MDP' to the Name.
2) When the effective date entered is not the first pay period in January, a warning that the effective date entered is not the first pay period in January will be received. This is just a warning to insure that the date entered is the correct date. Click 'OK' to continue with the entered date when the payout is delayed due to funding or click 'Cancel' to enter the correct date.



DCIPS Mass Performance Payout Process Form

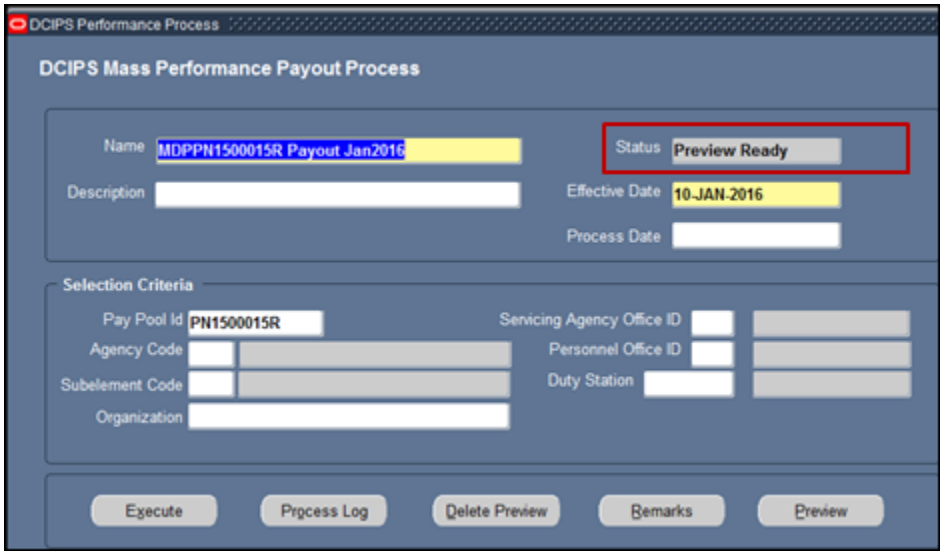
Step 5: Select "Preview"

After selecting the Preview, the process will be submitted to build the Preview.



Preview has been Submitted

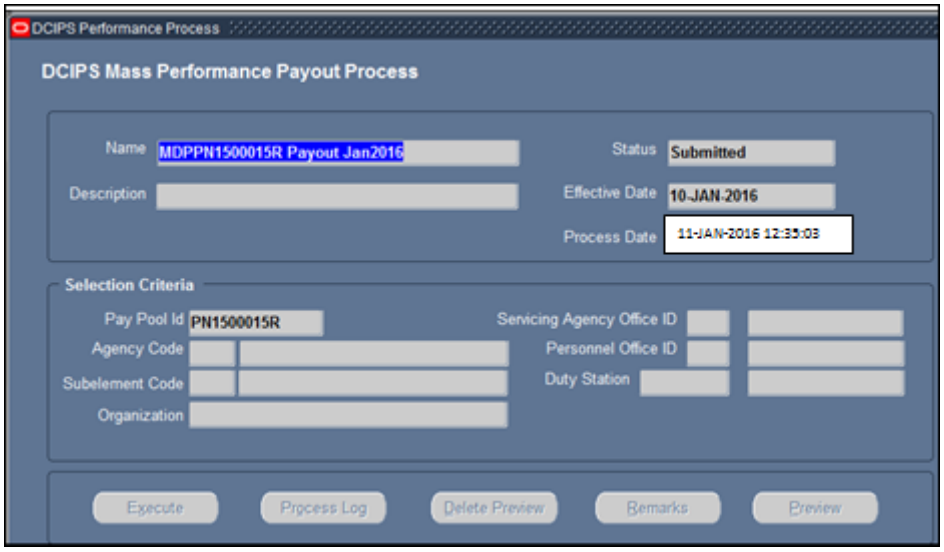
Once the process is completed, the Status will show as 'Preview Ready' when you re-query. Review the Preview (see Appendix 7 for Preview columns) and resulting process log to ensure all records were loaded correctly.



Preview Ready

Step 6: Select "Execute"

After selecting "Execute", ensure the status changes to "Submitted" and a process date is recorded. Review the process log for details once the process has completed. See Appendix 4 for messages associated with the payout process and Appendix 5 for personnel actions generated from this process.



Status Changed to Submitted after Selecting Execute

Appendix 1 – CWB Extract File Data Elements

Line No.	Data Element (from DCPDS and the PAA)	Additional Information
1	Last Name	As of the extract date.
2	First Name	As of the extract date. Includes middle initial.
3	Employee Number	As of the extract date.
4	Appraisal ID	Appraisal ID for either the 'Annual Appraisal – DCIPS' or 'Closeout - Early Annual – DCIPS' with a Status of 'Appraisal Pending HLR Approval', 'Approved by HLR', 'Approved by RO' or 'Completed' when the Appraisal Period End Date is for this performance cycle. If more than one appraisal exists, only the latest appraisal will be extracted which is determined by using the latest appraisal period end date or the higher appraisal ID if the appraisal period end dates match.
5	Pay Pool ID	As of the extract date.
6	Specially Situation Condition	Will be null – field updated in CWB when applicable.
7	Org ID 1 (Org Structure ID)	As of the extract date.
8	Org ID 2 (UIC/PASCODE)	As of the extract date. PASCODE for Air Force; UIC for all others.
9	Agency Group	As of the extract date.
10	JDA Status	Will be null – field updated in CWB when applicable.
11	Appraisal Period End Date	If no appraisal, will be pay pool cycle closeout date; i.e. 30-Sep.
12	Date of Last Equivalent Increase (DLEI)	As of the extract date.
13	Date WGI Due	As of the extract date.
14	Employee On-Board Date	As of the extract date. Most recent date employee entered into a DCIPS position. The transition from IA to GG or GG to PP is not counted as a 'new' date; if transitioned from IA to GG, will be the date entered into the 'IA' position or from GG to PP, will be the date entered into the GG.
15	Band Entry Date (as of end of appraisal)	Date employee entered into current pay band/grade up to the end of the pay pool cycle closeout date. The transition from IA to GG or GG to PP is not counted as a band/grade change.
16	Retained Pay Flag	As of the extract date. If Pay Rate Determinant is other than '0' or '4', will be 'Yes' else will be null.
17	Pay Plan (as of end of appraisal period)	Pay Plan associated with the appraisal or if appraisal ID is null, will be pay plan as of the pay pool cycle closeout date.
18	Pay Band or Grade (as of end of appraisal period)	Pay Band/Grade associated with the appraisal or if appraisal ID is null, will be pay band/grade as of the pay pool cycle closeout date.
19	Base Salary (as of end of appraisal period)	Basic Salary rate as of the appraisal period end date or if appraisal ID is null, will be basic salary rate as of the pay pool cycle closeout date.
20	Locality Pay (as of end of appraisal period)	Locality Pay as of the appraisal period end date or if appraisal ID is null, will be locality pay as of the pay pool cycle closeout date.
21	Adjusted Basic Pay (as of end of appraisal period)	Adjusted Basic Pay as of the appraisal period end date or if appraisal ID is null, will be adjusted basic pay as of the pay pool cycle closeout date.
22	Pay Plan (as of extract date)	

Line No.	Data Element (from DCPDS and the PAA)	Additional Information
23	Pay Band or Grade (as of extract date)	
24	Step (as of extract date)	
25	Base Salary (as of extract date)	
26	Work Category	Work Category code as of the appraisal period end date or if appraisal ID is null, will be work category code as of the extract date. P = 'Professional'. S = 'Supervision/Management'. T = 'Technician/Administrative Support.
27	Occupational Code	Job as of the appraisal period end date or if appraisal ID is null, will be Job as of the extract date.
28	Position Work Role Title	Position Title as of the appraisal period end date or if appraisal ID is null, will be position title as of the extract date.
29	Work Level	Work Level code as of the appraisal period end date or if appraisal ID is null, will be work level code as of the extract date. 01 = 'Entry/Developmental'. 02 = 'Full Performance'. 03 = 'Senior'. 04 = 'Expert'.
30	Work Location	First 30 characters from Location as of the extract date.
31	Geolocation Code	Location Code as of the extract date.
32	Locality Code	As of the extract date. If LMS Indicator is other than null or 'IA0000', will be the LMS Indicator else will be the OPM Locality Pay Area Code.
33	Locality Percent	As of the extract date. Percentage associated with the locality code in Item 32.
34	Work Schedule Code	As of the extract date.
35	Employee Status Code	Duty Status Code as of the extract date.
36	Rating Official	Rating Official name associated with the appraisal or will be null if appraisal ID is null.
37	Reviewing Official	Reviewing Official (HLR) name associated with the appraisal or will be null if appraisal ID is null.
38	Pay Pool Manager	Pay Pool Manager name for the pay pool ID as of the extract date.
39	Pay Pool Performance Review Authority	Pay Pool Performance Review Authority (PRA) name for the pay pool ID as of the extract date.
40	Wildcard 1	Will be null – field updated in CWB if used.
41	Average Objective Rating	Average Objective Rating associated with the appraisal or will be null if appraisal ID is null.
42	Average Element Rating	Average Element Rating associated with the appraisal or will be null if appraisal ID is null.
43	Overall Rating	Overall Rating associated with the appraisal or will be null if appraisal ID is null.
44	Evaluation of Record	Evaluation of Record associated with the appraisal or will be null if appraisal ID is null.
45	Wildcard 2	Will be null – field updated in CWB if used.

Line No.	Data Element (from DCPDS and the PAA)	Additional Information
46	Wildcard 3	Will be null – field updated in CWB if used.
47	Variable Control Point	Will be null.
48	Wildcard 4	Will be null – field updated in CWB if used.
49	Wildcard 5	Will be null – field updated in CWB if used.
50	Wildcard 6	Will be null – field updated in CWB if used.
51	Wildcard 7	Will be null – field updated in CWB if used.
52	Wildcard 8	Will be null – field updated in CWB if used.
53	Wildcard 9	Will be null – field updated in CWB if used.
54	Wildcard 10	Will be null – field updated in CWB if used.
55	Number of Awards Employee Received During Rating Cycle	Count of Awards earned 1 Oct of the previous year up thru the extract date. Excludes Award Types 80 (Time-Off Awards), 01, 03, 04 (Suggestion Awards), 81 (Referral Bonus), 07 (Quality Step Increase), 8Y (DCIPS Quality Increase), 8Z (DCIPS Sustained Quality Increase) and 8T, 8U, 8V (DCIPS Performance Awards) and Recruitment, Relocation and Retention Incentives.
56	Total $ Amount of Those Awards Employee Received During Rating Cycle	Total Amount for those awards counted in Line 51.
57	Date of Most Recent QSI/DQI/SQI	Date Award Earned for the most recent QSI/DQI/SQI (Award Type equals ‘07’, ‘8Y’ or ‘8Z’).
58	Amount of Most Recent QSI/DQI/SQI	Award Amount for the most recent QSI/DQI/SQI (Award Type equals ‘07’, ‘8Y’ or ‘8Z’).
59	Wildcard 11	Will be null – field updated in CWB if used.
60	Wildcard 12	Will be null – field updated in CWB if used.
61	Wildcard 13	Will be null – field updated in CWB if used.
62	Wildcard 14	Will be null – field updated in CWB if used.
63	Extract Date	
64	Region ID	As of the extract date.
65	Performance Objective 1 Rating	Rating from the appraisal ID identified in Line 34; will be null if appraisal ID is null. Used in DPAT Tool Only.
66	Performance Objective 2 Rating	Rating from the appraisal ID identified in Line 34; will be null if appraisal ID is null. Used in DPAT Tool Only.
67	Performance Objective 3 Rating	Rating from the appraisal ID identified in Line 34; will be null if appraisal ID is null. Used in DPAT Tool Only.
68	Performance Objective 4 Rating	Rating from the appraisal ID identified in Line 34; will be null if appraisal ID is null. Used in DPAT Tool Only.
69	Performance Objective 5 Rating	Rating from the appraisal ID identified in Line 34; will be null if appraisal ID is null. Used in DPAT Tool Only.
70	Performance Objective 6 Rating	Rating from the appraisal ID identified in Line 34; will be null if appraisal ID is null. Used in DPAT Tool Only.
71	Performance Objective 7 Rating	Rating from the appraisal ID identified in Line 34; will be null if appraisal ID is null. Used in DPAT Tool Only.
72	Performance Objective 8 Rating	Rating from the appraisal ID identified in Line 34; will be null if appraisal ID is null. Used in DPAT Tool Only.

Line No.	Data Element (from DCPDS and the PAA)	Additional Information
73	Performance Objective 9 Rating	Rating from the appraisal ID identified in Line 34; will be null if appraisal ID is null. Used in DPAT Tool Only.
74	Performance Objective 10 Rating	Rating from the appraisal ID identified in Line 34; will be null if appraisal ID is null. Used in DPAT Tool Only.
75	Performance Element 1 Rating	Rating from the appraisal ID identified in Line 34; will be null if appraisal ID is null. Used in DPAT Tool Only.
76	Performance Element 2 Rating	Rating from the appraisal ID identified in Line 34; will be null if appraisal ID is null. Used in DPAT Tool Only.
77	Performance Element 3 Rating	Rating from the appraisal ID identified in Line 34; will be null if appraisal ID is null. Used in DPAT Tool Only.
78	Performance Element 4 Rating	Rating from the appraisal ID identified in Line 34; will be null if appraisal ID is null. Used in DPAT Tool Only.
79	Performance Element 5 Rating	Rating from the appraisal ID identified in Line 34; will be null if appraisal ID is null. Used in DPAT Tool Only.
80	Performance Element 6 Rating	Rating from the appraisal ID identified in Line 34; will be null if appraisal ID is null. Used in DPAT Tool Only.

Appendix 2 – CWB Upload Data Elements

Header and Pay Pool Data Fields

Line No.	Data Element From the CWB
1	H_PAY_POOL_ID
2	H_EMPLOYEE_COUNT
3	H_TOTAL_BASE_SALARY
4	H_SALARY_FUNDING_PCT
5	H_SALARY_FUNDING
6	H_SALARY_ADD_FUNDING
7	H_TOTAL_SALARY_FUNDING
8	H_DISC_SALARY_FUNDING
9	H_SALARY_INTITIAL_SV
10	H_SALARY_FINAL_SV
11	H_FLOOR_PCT
12	H_BONUS_FUNDING_PCT
13	H_BONUS_FUNDING
14	H_BONUS_ADD_FUNDING
15	H_TOTAL_BONUS_FUNDING
16	H_DISC_BONUS_FUNDING
17	H_BONUS_SV
18	H_EMPLOYEE_COUNT_RATED
19	H_SALARY_FUND_SPENT
20	H_SALARY_FUND_REM
21	H_RECEIVING_BONUS
22	H_RECEIVING_BONUS_PCT
23	H_BONUS_SPENT
24	H_BONUS_REM
25	H_BONUS_INCREMENT
26	H_BONUS_THRESHOLD
27	H_SALARY_ADD_FUNDING_PCT
28	H_DISC_SALARY_FUNDING_PCT
29	H_TOTAL_SALARY_FUNDING PCT
30	H_BONUS_ADD_FUNDING_PCT
31	H_DISC_BONUS_FUNDING_PCT
32	H_TOTAL_BONUS_FUNDING PCT
33	H_ORG_WITHHOLD_SALARY
34	H_ORG_WITHHOLD_SALARY_PCT
35	H_ORG_WITHHOLD_BONUS
36	H_ORG_WITHHOLD_BONUS_PCT
37	H_NUMBER_ELIGIBLE_FOR_BONUS
38	H_BONUS_CALC_METHOD
39	H_ADJ_BONUS_FUNDING_PCT
40	H_ADJ_ORG_WITHHOLD_BONUS_PCT
41	H_ADJ_BONUS_ADD_FUNDING_PCT
42	H_ADJ_DISC_BONUS_FUNDING_PCT
43	H_ADJ_TOTAL_BONUS_FUNDING_PCT
44	H_TOTAL_ADJ_SALARY
45	H_VERSION_NUMBER
46	PAY_POOL_ID
47	EMPLOYEE_COUNT
48	TOTAL_BASE_SALARY
49	SALARY_FUNDING_PCT
50	SALARY_FUNDING

Line No.	Data Element From the CWB
51	SALARY_ADD_FUNDING
52	TOTAL_SALARY_FUNDING
53	DISC_SALARY_FUNDING
54	SALARY_INTITIAL_SV
55	SALARY_FINAL_SV
56	FLOOR_PCT
57	BONUS_FUNDING_PCT
58	BONUS_FUNDING
59	BONUS_ADD_FUNDING
60	TOTAL_BONUS_FUNDING
61	DISC_BONUS_FUNDING
62	BONUS_SV
63	EMPLOYEE_COUNT_RATED
64	SALARY_FUND_SPENT
65	SALARY_FUND_REM
66	RECEIVING_BONUS
67	RECEIVING_BONUS_PCT
68	BONUS_SPENT
69	BONUS_REM
70	BONUS_INCREMENT
71	BONUS_THRESHOLD
72	SALARY_ADD_FUNDING_PCT
73	DISC_SALARY_FUNDING_PCT
74	TOTAL_SALARY_FUNDING PCT
75	BONUS_ADD_FUNDING_PCT
76	DISC_BONUS_FUNDING_PCT
77	TOTAL_BONUS_FUNDING PCT
78	ORG_WITHHOLD_SALARY
79	ORG_WITHHOLD_SALARY_PCT
80	ORG_WITHHOLD_BONUS
81	ORG_WITHHOLD_BONUS_PCT
82	NUMBER_ELIGIBLE_FOR_BONUS
83	BONUS_CALC_METHOD
84	ADJ_BONUS_FUNDING_PCT
85	ADJ_ORG_WITHHOLD_BONUS_PCT
86	ADJ_BONUS_ADD_FUNDING_PCT
87	ADJ_DISC_BONUS_FUNDING_PCT
88	ADJ_TOTAL_BONUS_FUNDING_PCT
89	TOTAL_ADJ_SALARY
90	VERSION_NUMBER

Employee Data Fields

Line No.	Data Element From the CWB
91	H_LAST_NAME
92	H_FIRST_NAME
93	H_EMPLOYEE_NUMBER
94	H_APPRAISAL_ID
95	H_PAY_POOL_ID
96	H_SPECIALLY_SITUATED
97	H_INCL_IN_SALARY_FUND_FLAG
98	H_INCL_IN_BONUS_FUND_FLAG
99	H_SAL_INC_ELIG_FLAG
100	H_BONUS_ELIG_FLAG

Line No.	Data Element From the CWB
101	H_ORG_ID_1
102	H_ORG_ID_2
103	H_AGENCY_GROUP
104	H_JDA_STATUS
105	H_APPRAISAL_PERIOD_END_DATE
106	H_DLEI
107	H_WGI_DUE_DATE
108	H_EMPL_ONBOARD_DT
109	H_BAND_ENTRY_DT
110	H_RETAINED_PAY_FLAG
111	H_PAY_PLAN
112	H_PAY_BAND
113	H_BASE_SALARY
114	H_LOCALITY_AMOUNT
115	H_ADJUSTED_BASIC_PAY
116	H_PAY_PLAN_SYSDATE
117	H_PAY_BAND_SYSDATE
118	H_STEP_SYSDATE
119	H_BASE_SALARY_SYSDATE
120	H_PROM_INC_PCT
121	H_WORK_CATEGORY
122	H_OCCUPATIONAL_CODE
123	H_POSITION_WORK_ROLE_TITLE
124	H_WORK_LEVEL
125	H_WORK_LOCATION
126	H_GEOLOC_CODE
127	H_LOCALITY_CODE
128	H_WORK_SCHEDULE_CODE
129	H_EMPLOYEE_STATUS
130	H_RATING_OFFICIAL
131	H_REVIEW_OFFICIAL
132	H_PAY_POOL_MGR
133	H_PRA
134	H_WILDCARD_1
135	Null field
136	H_AVERAGE_OBJ_SCORE
137	H_AVERAGE_ELE_SCORE
138	H_AVERAGE_SCORE
139	H_RATING_RECORD
140	H_RATING_DESCRIPTION
141	H_WILDCARD_2
142	H_WILDCARD_3
143	Null field
144	H_BASE_SALARY
145	H_BAND_PENETRATION
146	H_SALARY_INCREASE_FLOOR
147	H_BASE_PLUS_SALARY
148	H_INITIAL_INCREASE_RATE
149	H_MIDPOINT
150	H_VAR_CP
151	H_USED_MIDPOINT
152	H_COMPA_RATIO
153	H_MULTIPLIER
154	H_SALARY_SHARES_PRORATION_PCT
155	H_INTERIM_SHARES

Line No.	Data Element From the CWB
156	H_INTERIM_INCREASE
157	H_INTERIM_BASE_PAY
158	H_PAY_BAND_MAX
159	H_HIT_MAX
160	H_INTERIM_MEET_MAX
161	H_INTERIM_ABOVE_MAX
162	H_FINAL_SHARES
163	H_INITIAL_INCREASE_DOL
164	H_INITIAL_INCREASE_PCT
165	H_OVERRIDE_INCREASE
166	H_INCREASE_ADJUSTMENT
167	H_ADJUSTMENT_JUSTIFICATION
168	H_WILDCARD_4
169	H_WILDCARD_5
170	H_MAX_INCREASE
171	H_BASE_SALARY_SYSDATE
172	H_SALARY_INCREASE_FLOOR_SYSDATE
173	H_ADJUST_NEW_BASE
174	H_NEW_BAND_MAX
175	H_HIT_NEW_MAX
176	H_FLOOR_INCREASE
177	H_FLOOR_INCREASE_PCT
178	H_PERF_SAL_INCREASE
179	H_PERF_SAL_INCREASE_PCT
180	H_TOTAL_SAL_INCREASE
181	H_TOTAL_SAL_INCREASE_PCT
182	H_NEW_BASE_SALARY
183	H_NEW_BAND_PENETRATION
184	H_WILDCARD_6
185	H_WILDCARD_7
186	H_NEW_LOCALITY_PCT
187	H_NEW_LMS_AMT
188	H_BASE_PLUS_LMS
189	Null field
190	Null field
191	Null field
192	H_WILDCARD_8
193	H_WILDCARD_9
194	H_WILDCARD_10
195	Null field
196	H_AWARDS_NUM
197	H_TOTAL_AWARDS
198	H_QSI_DATE
199	H_QSI_YEAR
200	H_AVERAGE_SCORE
201	H_BONUS_SHARES_PRORATION_PCT
202	H_BONUS_SHARES
203	H_INITIAL_BONUS
204	H_OVERRIDE_BONUS
205	H_BONUS_ADJUSTMENT
206	H_OVERRIDE_JUSTIFICATION
207	H_TOTAL_BONUS
208	H_TOTAL_BONUS_PCT_MP
209	H_TOTAL_BONUS_PCT_SAL
210	H_QSI_FLAG

Line No.	Data Element From the CWB
211	H_QSI
212	H_WILDCARD_11
213	H_WILDCARD_12
214	H_WILDCARD_13
215	H_WILDCARD_14
216	H_EXTRACT_DATE
217	H_REGION_ID
218	H_PRELIMINARY_SALARY_SHARES
219	H_PRELIMINARY_SALARY_INCR
220	H_PRELIMINARY_BONUS_SHARES
221	H_PRELIMINARY_BONUS
222	LAST_NAME
223	FIRST_NAME
224	EMPLOYEE_NUMBER
225	APPRAISAL_ID
226	PAY_POOL_ID
227	SPECIALLY_SITUATED (Maximum 60 characters)
228	INCL_IN_SALARY_FUND_FLAG
229	INCL_IN_BONUS_FUND_FLAG
230	SAL_INC_ELIG_FLAG
231	BONUS_ELIG_FLAG
232	ORG_ID_1
233	ORG_ID_2
234	AGENCY_GROUP
235	JDA_STATUS (Maximum 30 characters)
236	APPRAISAL_PERIOD_END_DATE
237	DLEI
238	WGI_DUE_DATE
239	EMPL_ONBOARD_DT
240	BAND_ENTRY_DT
241	RETAINED_PAY_FLAG
242	PAY_PLAN
243	PAY_BAND
244	BASE_SALARY
245	LOCALITY_AMOUNT
246	ADJUSTED_BASIC_PAY
247	PAY_PLAN_SYSDATE
248	PAY_BAND_SYSDATE
249	STEP_SYSDATE
250	BASE_SALARY_SYSDATE
251	PROM_INC_PCT
252	WORK_CATEGORY
253	OCCUPATIONAL_CODE
254	POSITION_WORK_ROLE_TITLE
255	WORK_LEVEL
256	WORK_LOCATION
257	GEOLOC_CODE
258	LOCALITY_CODE
259	WORK_SCHEDULE_CODE
260	EMPLOYEE_STATUS
261	RATING_OFFICIAL
262	REVIEW_OFFICIAL
263	PAY_POOL_MGR
264	PRA
265	WILDCARD_1 (Maximum 100 characters)

Line No.	Data Element From the CWB
266	Null field
267	AVERAGE_OBJ_SCORE
268	AVERAGE_ELE_SCORE
269	AVERAGE_SCORE
270	RATING_RECORD
271	RATING_DESCRIPTION
272	WILDCARD_2 (Maximum 100 characters)
273	WILDCARD_3 (Maximum 100 characters)
274	Null field
275	BASE_SALARY
276	BAND_PENETRATION
277	SALARY_INCREASE_FLOOR
278	BASE_PLUS_SALARY
279	INITIAL_INCREASE_RATE
280	MIDPOINT
281	VAR_CP
282	USED_MIDPOINT
283	COMPA_RATIO
284	MULTIPLIER
285	SALARY_SHARES_PRORATION_PCT
286	INTERIM_SHARES
287	INTERIM_INCREASE
288	INTERIM_BASE_PAY
289	PAY_BAND_MAX
290	HIT_MAX
291	INTERIM_MEET_MAX
292	INTERIM_ABOVE_MAX
293	FINAL_SHARES
294	INITIAL_INCREASE_DOL
295	INITIAL_INCREASE_PCT
296	OVERRIDE_INCREASE
297	INCREASE_ADJUSTMENT
298	ADJUSTMENT_JUSTIFICATION (Maximum 250 characters)
299	WILDCARD_4 (Maximum 100 characters)
300	WILDCARD_5 (Maximum 100 characters)
301	MAX_INCREASE
302	BASE_SALARY_SYSDATE
303	SALARY_INCREASE_FLOOR_SYSDATE
304	ADJUST_NEW_BASE
305	NEW_BAND_MAX
306	HIT_NEW_MAX
307	FLOOR_INCREASE
308	FLOOR_INCREASE_PCT
309	PERF_SAL_INCREASE
310	PERF_SAL_INCREASE_PCT
311	TOTAL_SAL_INCREASE
312	TOTAL_SAL_INCREASE_PCT
313	NEW_BASE_SALARY
314	NEW_BAND_PENETRATION
315	WILDCARD_6 (Maximum 100 characters)
316	WILDCARD_7 (Maximum 100 characters)
317	NEW_LOCALITY_PCT
318	NEW_LMS_AMT
319	BASE_PLUS_LMS
320	Null field

Line No.	Data Element From the CWB
321	Null field
322	Null field
323	WILDCARD_8 (Maximum 100 characters)
324	WILDCARD_9 (Maximum 100 characters)
325	WILDCARD_10 (Maximum 100 characters)
326	Null field
327	AWARDS_NUM
328	TOTAL_AWARDS
329	QSI_DATE
330	QSI_YEAR
331	AVERAGE_SCORE
332	BONUS_SHARES_PRORATION_PCT
333	BONUS_SHARES
334	INITIAL_BONUS
335	OVERRIDE_BONUS
336	BONUS_ADJUSTMENT
337	OVERRIDE_JUSTIFICATION (Maximum 250 characters)
338	TOTAL_BONUS
339	TOTAL_BONUS_PCT_MP
340	TOTAL_BONUS_PCT_SAL
341	QSI_FLAG
342	QSI
343	WILDCARD_11 (Maximum 100 characters)
344	WILDCARD_12 (Maximum 100 characters)
345	WILDCARD_13 (Maximum 100 characters)
346	WILDCARD_14 (Maximum 100 characters)
347	EXTRACT_DATE
348	REGION_ID
349	PRELIMINARY_SALARY_SHARES
350	PRELIMINARY_SALARY_INCR
351	PRELIMINARY_BONUS_SHARES
352	PRELIMINARY_BONUS

Appendix 3 – CWB Upload Errors and Alert Messages

CWB Upload Errors/Warnings			
No.	**ERROR or WARNING MESSAGE**	**CAUSE**	**UPON UPLOAD**
1	Region ID Mismatch	Region ID in upload file does not match the database Region ID the file is being uploaded to.	**Record is written to the Process Log and does not load to the staging tables.**
2	Upload File Error	Various. Some examples: 1) User selected the DCPDS extract file and not the CWB export file 2) Record(s) in the CWB export file contains invalid data in a field(s) or exceeds the field limitation. 3) Fields appraisal_period_end_date, extract_date and Region_ID are null.	**Message is displayed in Status Details upon upload. Check process log for 'Upload Error'.**
3	Unable to reconcile the Pay Pool Manager's name provided in the CWB export file. Please select the appropriate individual from the Pay Pool Manager list of values above before previewing your data.	Pay Pool Manager name in the upload file does not match the name identified as the Pay Pool Manager for the Pay Pool ID in 'Pay Pool ID Segment 1'.	**Message is displayed in Status Details upon upload. Enter the name by selecting from the LOV in the 'Pay Pool Manager' block on the upload screen. If no LOV appears, add the Pay Pool Manager to the Pay Pool using 'Manage Pay Pool IDs' and then select the name from the LOV. CWB file does not have to be reloaded in this instance.**
4	Fatal Error: 100501: non-ORACLE exception	CWB export file contains a blank line before the first employee record or after the last employee record.	**Message is displayed in Status Details upon upload.**
5	Ex-Employees	Employee separated after the CWB download extract was created.	**Message is displayed upon Preview or Finalize process. Check process log for 'Ex-employees'.**
6	Employee Number Mismatch	Employee number in the upload file does not match a record in the database Region or the employee number matches a record but the full name does not match the full name associated with that employee number.	**Record is written to the Process Log and does not load to the staging tables.**
7	PAY_POOL_ID Mismatch	The pay pool ID in the record does not match the pay pool ID in 'Pay Pool ID Segment 1' in the upload process.	**Record is written to the Process Log and does not load to the staging tables.**
8	ORA-06502: PL/SQL: numeric or value error: character string buffer too small	Data entered in a user enterable field in the CWB exceeds the character limit defined for the field.	**Message is displayed in Status Details upon upload.**
9	ORA-06502: PL/SQL: numeric or value error: character to number conversion error	A numeric field contains alpha characters.	**Message is displayed in Status Details upon upload.**

CWB Upload Preview Alert Messages			
No.	**ALERT MESSAGE**	**CAUSE**	**UPON PREVIEW – ALERT MESSAGE**
1	Basic salary as of the end of the evaluation period in CWB does not match basic salary as of the end of the evaluation in DCPDS	Basic salary as of the end of the evaluation period from the CWB (BASE_SALARY) does not match the basic salary as of the end of the evaluation period in DCPDS.	**Message is displayed in Alert Message column in Preview.**
2	Pay plan as of the end of the evaluation period in CWB does not match pay plan as of the end of the evaluation in DCPDS	Pay plan as of the end of the evaluation period from the CWB (PAY_PLAN) does not match the pay plan as of the end of the evaluation period in DCPDS.	**Message is displayed in Alert Message column in Preview.**
3	Pay band/grade as of the end of the evaluation period in CWB does not match pay band/grade as of the end of the evaluation in DCPDS	Pay band/grade as of the end of the evaluation period from the CWB (PAY_BAND) does not match the pay band/grade as of end of the evaluation period in DCPDS.	**Message is displayed in Alert Message column in Preview.**
4	Warning: Employee is no longer covered by DCIPS, therefore not entitled to a performance-based payout. (4)	Intelligence Position Indicator in employee's current position record is not equal to "2" AND pay plan is not equal to 'IA', 'GG' or 'PP' as of the upload date.	**Message is displayed in Alert Message column in Preview.**
5	Overall Rating in CWB does not match PAA	The 'Overall Rating' (AVERAGE_SCORE) in the CWB upload file does not match the 'Overall Rating' in the PAA or there is a value in the 'Overall Rating' in the CWB upload file when no PAA record with the appropriate appraisal type and status exists.	**Message is displayed in Alert Message column in Preview.**
6	Error: Employee is also included in the preview records for the XXXXXXX. Please contact XXXXXXX to resolve. (8)	Employee record is in more than one preview.	**Message is displayed in Alert Message column in Preview.**

Appendix 4 – DCIPS Performance Payout Upload Alert Messages and Process Log Messages

DCIPS Performance Payout Upload Alert Messages and Process Log Messages			
Rule No.	**CONDITION**	**UPON PREVIEW – ALERT MESSAGE**	**UPON EXECUTION: ACTION/PROCESS LOG ENTRY**
1	If employee met the selection criteria in the preview setup screen but does not have a 'selected' row in the CWB staging table and they meet the 'Employee New to DCIPS' definition	Info: No CWB performance payout data is available for this employee – Employee appears to be new to DCIPS and may not be entitled to a performance payout.	**Message Name: No CWB Perf Data Available.**
2	If employee met the selection criteria in the preview setup screen but does not have a 'selected' row in the CWB staging table and the CAO/Transfer After 30 Sep? column equals 'Yes – From DCIPS Position'	Info: No CWB performance payout data is available for this employee – Employee is a CAO/Transfer employee and may be entitled to a performance payout based on their previous job.	**Message Name: No CWB Perf Data Available.**
3	If employee met the selection criteria in the preview setup screen but does not have a 'selected' row in the CWB staging table and does not meet the conditions in rules 1 or 2	Info: No CWB performance payout data is available for this employee.	**Message Name: No CWB Perf Data Available.**
4	If the employee does not have a 'Current DCIPS Rating of Record'	Info: Employee does not have a 'Current DCIPS Rating of Record.' If employee is eligible for an increase based on a presumptive rating, work with the pay pool to process the action manually. DLEI will not be updated.	**Message Name: Missing Rating (Note: Edit currently disabled as it applies to NOA 891.)**
5	If 'Current DCIPS Rating of Record' does not equal RATING_RECORD from the staging table	Info: Employee's rating in DCPDS does not match the CWB staging table. Ratings must match prior to processing salary increases.	**Message Name: Rating Mismatch (Note: Edit currently disabled as it applies to NOA 891.)**
6	If 'Current DCIPS Rating of Record' equals 1 or 2	Info: Rating of Record = 1 or 2, employee not eligible for a performance payout. DLEI has been updated.	**Message Name: Ineligible – No RPA Created (Note: Edit currently disabled as it applies to NOA 891.)**
7	If Pay Pool ID as of Effective Date of the Mass Actions (Segment 1) is not equal to Pay Pool ID (Segment 1) in the CWB staging table.	Warning: Segment 1 Pay Pool ID Mismatch - DCPDS value is <*insert Segment 1 of the Pay Pool ID in the employees Assignment EIT*>. Please assure rating information is provided to the gaining pay pool.	**Message Name: Change in Pay Pool ID – No RPA Created. (Note: Edit disabled.)**
8	*Basic Salary as of Eff Dt* is equal to or greater than pay band maximum.	Info: DLEI will not be updated. Employee at top of pay band or on retained pay.	**Message Name: 'Salary Exceeds Pay Band Max – No RPA Created'.**

DCIPS Performance Payout Upload Alert Messages and Process Log Messages			
Rule No.	**CONDITION**	**UPON PREVIEW – ALERT MESSAGE**	**UPON EXECUTION: ACTION/PROCESS LOG ENTRY**
9	If employee does not have NOA 894, with effective date = effective date of this mass process where Status = HR Update Complete and First NOA Cancel or Correct column is null or equals Correct (i.e., action has not been canceled), null values must be factored in.	Error: Employee has not received rate range adjustment. Performance awards/bonuses will not process.	**Message Name: Error – No RPA Created** **(Note: Edit currently disabled due to annual pay adjustment freeze.)**
10	Employee record (based on Person ID) can only be updated by one preview for the Effective Date. If employee's record is "selected" in multiple previews *AND* The Effective Date of the Mass Processes match. NOTE: If the record is "deselected" or if the PREVIEW_ROW_STATUS = E in the preview, do not raise this Error	Error: Employee is also included in the preview records for the <*insert the name of the DCIPS Mass Performance Payout Process of the other preview*>.	**Message Name: Error – No RPA Created**
11	Intelligence Position Indicator in employee's current and permanent position record is not equal to "2" AND pay plan is not equal to 'IA', 'GG' or 'PP' as of the payout effective date.	Error: Employee is no longer covered by DCIPS, therefore, not entitled to a performance-based payout.	**Message Name: Error – No RPA Created**
12	Person Type indicates that the employee is an ex-employee as of the payout effective date	Warning: Individual has become an Ex-Employee; therefore, not entitled to a performance-based payout.	**Message Name: Error – No RPA Created**
13	Discrepancies between the Base Salary that was included in the upload file (staging table - BASE_SALARY) and the employee's Basic Salary that exists for *Appraisal Cycle Closeout Date* contained in DCPDS as of the SYSDATE	Warning: Starting Base Salary Mismatch – DCPDS value is <*insert Basic Salary as of Appraisal Period End Date (date contained in the upload file)*>. Please review payout information for accuracy.	**Message Name: Error – No RPA Created** **(Note: Edit currently disabled as it applies to NOA 891.)**
14	If the employee does not have a 'Current DCIPS Rating of Record' and TOTAL_BONUS is greater than null, spaces or 0	Info: Employee does not have a 'Current DCIPS Rating of Record.'	Do not fail record. Process the 886 RPA for the Bonus. **Warning Message Name: Bonus RPA Created – DCIPS Rating Missing** **(Note: RPA will be routed to the Groupbox if no DCIPS Rating of Record exists.)**
15	If 'Current DCIPS Rating of Record' does not equal RATING_RECORD from the staging table and TOTAL_BONUS is greater than null, spaces or 0	Info: Employee's rating in DCPDS does not match the CWB staging table.	Do not fail record. Process the 886 RPA for the Bonus. **Warning Message Name: Bonus RPA Created –DCIPS Rating Mismatch**

DCIPS Performance Payout Upload Alert Messages and Process Log Messages			
Rule No.	**CONDITION**	**UPON PREVIEW – ALERT MESSAGE**	**UPON EXECUTION: ACTION/PROCESS LOG ENTRY**
16	If 'DQI/SQI Flag' equals '1' or '2' and 'Date WGI Due' is not null and is equal or less than the effective date of the action	Error: Employee is due a Within Grade Increase on or before the effective date of this action. NOA 892or 871 must be processed manually once NOA 893 has been processed.	Do not create the 892/871 RPA. **Message Name: Error – No 892/871 RPA Created**

Appendix 5 – DCIPS Mass Performance Pay Out RPAs

DCIPS Mass Performance Pay Out RPAs					
STEP	**IF**	**NOA**	**AUTH CODE Block 5C Block 5D**	**Remarks**	**UPDATES**
1		891			**Currently disabled.**
2	'Actual Perf Bonus (NOA 886)' is not equal to null, spaces, 0 and both 'Salary Increase Eligible' and 'Bonus Eligible' equals "Yes"	886	UAM 10 U.S.C. 1601	None	'Federal Awards' Entry: 'Award Agency' to Agency as of effective date of mass process 'Award Type' to 8V – DCIPS Performance Award 'Amount or Hours' to value in *Actual Perf Bonus (NOA 886)* ' Date Award Earned' with effective date of mass process **Notes:** 1) Prior to effective date of 1 Jan 2012, NOA was 885. 2) 892 processed before 886 when receiving both.
3	DQI/SQI Flag equals "1" and both 'Salary Increase Eligible' and 'Bonus Eligible' equals "Yes"	892	UAM 10 U.S.C. 1601	If Award Type = '07', none. If Award Type = '8Y', remark codes 'Z77' and 'Z78'.	'Federal Awards' Entry: 'Award Agency' to Agency as of effective date of mass process 'Award Type' to 07 – Quality Step Increase if effective date prior to 01-Feb-2012 and 8Y – DCIPS Quality Increase (DQI) if effective date is > Jan-2012 'Amount or Hours' to computed difference between 'From' and 'To' basic pay 'Date Award Earned' with effective date of mass process **Notes:** 1) 'Date of Last Equivalent Inc' does not change; however, 'WGI Due Date' will be adjusted if the new step results in a different waiting period or takes them to the top step. 2) 'From' Step as of effective date of mass process incremented by 1 step to determine 'To' Step and new salary. If increment results in Step above Step 10, Step set to '00' with PRD set to '4'.

DCIPS Mass Performance Pay Out RPAs					
STEP	**IF**	**NOA**	**AUTH CODE Block 5C Block 5D**	**Remarks**	**UPDATES**
4	DQI/SQI Flag equals "2" and both 'Salary Increase Eligible' and 'Bonus Eligible' equals "Yes"	871	UAM 10 U.S.C. 1601	Z75 and Z76	'Federal Awards' Entry: 'Award Agency' to Agency as of effective date of mass process 'Award Type' to 8Z – DCIPS Sustained Quality Increase (SQI) 'Amount or Hours' to computed difference between 'From' and 'To' basic pay **'**Date Award Earned' with effective date of mass process **Notes:** 1) 'Date of Last Equivalent Inc' does not change; however, 'WGI Due Date' will be adjusted if the new step results in a different waiting period or takes them to the top step. 2) 'From' Step as of effective date of mass process incremented by 2 steps to determine 'To' Step and new salary. If increment results in Step above Step 10, Step set to '00' with PRD set to '4'.

Appendix 6 – DCIPS Performance PayOut Upload Preview Columns

DCIPS Performance Payout Upload Preview Columns		
Column No	**Preview Column Label**	**Staging Table Field**
1	Pay Pool ID	PAY_POOL_ID
2	Alert Message	
3	Specially Situated Condition	SPECIALLY_SITUATED
4	Include in Salary Fund Calculation?	INCL_IN_SALARY_FUND_FLAG
5	Include in Bonus Fund Calculations?	INCL_IN_BONUS_FUND_FLAG
6	Salary Increase Eligible?	SAL_INC_ELIG_FLAG
7	Bonus Eligible?	BONUS_ELIG_FLAG
8	Org Structure ID	ORG_ID_1
9	UIC/PASCODE	ORG_ID_2
10	Agency Group	AGENCY_GROUP
11	JDA Status	JDA_STATUS
12	Rating Cycle End Date	APPRAISAL_CYCLE_CLOSEOUT_DATE
13	Appraisal Period End Date	APPRAISAL_PERIOD_END_DATE
14	Last Increase Date	DLEI
15	WGI Due Date	WGI_DUE_DATE
16	Employee On Board Date	EMPL_ONBOARD_DT
17	Band Entry Date	BAND_ENTRY_DT
18	Retained Pay	RETAINED_PAY_FLAG
19	Pay Plan (end of Evaluation Period)	PAY_PLAN
20	Pay Band (end of Evaluation Period)	PAY_BAND
21	Base Salary (end of Evaluation Period)	BASE_SALARY
22	Locality Pay (end of Evaluation Period)	LOCALITY_AMOUNT
23	Adjusted Basic Pay (end of Evaluation Period)	ADJUSTED_BASIC_PAY
24	Pay Plan (as of Extract Date)	PAY_PLAN_SYSDATE
25	Pay Band (as of Extract Date)	PAY_BAND_SYSDATE
26	Step (as of Extract Date)	STEP_SYSDATE
27	Base Salary (as of Extract Date)	BASE_SALARY_SYSDATE
28	% increase (if Promoted)	PROM_INC_PCT
29	Work Category	WORK_CATEGORY
30	Occ Series	OCCUPATIONAL_CODE
31	Position/Work Role Title	POSITION_WORK_ROLE_TITLE
32	Work Level	WORK_LEVEL
33	Work Location	WORK_LOCATION
34	Geolocation Code	GEOLOC_CODE
35	Locality Code	LOCALITY_CODE
36	Work Schedule	WORK_SCHEDULE_CODE
37	Employee Status	EMPLOYEE_STATUS
38	Rating Official	RATING_OFFICIAL

DCIPS Performance Payout Upload Preview Columns		
Column No	**Preview Column Label**	**Staging Table Field**
39	Reviewing Official	REVIEW_OFFICIAL
40	Pay Pool Manager	PAY_POOL_MGR
41	Performance Review Authority	PRA
42	Objective Rating	AVERAGE_OBJ_SCORE
43	Element Rating	AVERAGE_ELE_SCORE
44	Overall Rating	AVERAGE_SCORE
45	Evaluation of Record	RATING_RECORD
46	Rating Description	RATING_DESCRIPTION
47	End Cycle Band Penetration (%)	BAND_PENETRATION
48	Salary Increase Floor ($)	SALARY_INCREASE_FLOOR
49	Base Pay + Salary Increase Floor	BASE_PLUS_SALARY
50	Initial Base Pay Increase Rate	INITIAL_INCREASE_RATE
51	Midpoint	MIDPOINT
52	Variable Control Point	VAR_CP
53	Used Midpoint	USED_MIDPOINT
54	End Cycle Compa Ratio	COMPA_RATIO
55	Multiplier	MULTIPLIER
56	Salary Shares Proration %	SALARY_SHARES_PRORATION_PCT
57	Shares with Proration	INTERIM_SHARES
58	Interim Base Pay Increase	INTERIM_INCREASE
59	Interim New Base Pay	INTERIM_BASE_PAY
60	Pay Band Max	PAY_BAND_MAX
61	Hit Max for Band?	HIT_MAX
62	Interim Base Pay To Meet Max	INTERIM_MEET_MAX
63	Interim Base Pay Increase above Max	INTERIM_ABOVE_MAX
64	Final Base Pay Increase Shares	FINAL_SHARES
65	Initial Performance Salary Inc $	INITIAL_INCREASE_DOL
66	Initial Performance Salary Incr %	INITIAL_INCREASE_PCT
67	Override Initial Increase	OVERRIDE_INCREASE
68	Perf. Salary Increase Adjustment	INCREASE_ADJUSTMENT
69	Perf. Salary Adjustment Justification	ADJUSTMENT_JUSTIFICATION
70	Max Salary Increase	MAX_INCREASE
71	Salary Increase Floor	SALARY_INCREASE_FLOOR_SYSDATE
72	Adjust New Base Salary (Computed)	ADJUST_NEW_BASE
73	New Pay Band Max	NEW_BAND_MAX
74	Hit New Band Max	HIT_NEW_MAX
75	Floor Salary Increase ($)	FLOOR_INCREASE
76	Floor Salary Increase %	FLOOR_INCREASE_PCT
77	Performance Salary Increase ($)	PERF_SAL_INCREASE
78	Performance Salary Increase (%)	PERF_SAL_INCREASE_PCT

DCIPS Performance Payout Upload Preview Columns		
Column No	**Preview Column Label**	**Staging Table Field**
79	Total Salary Increase ($)	TOTAL_SAL_INCREASE
80	Total Salary Increase (%)	TOTAL_SAL_INCREASE_PCT
81	New Base Salary	NEW_BASE_SALARY
82	(YYYY) Band Penetration %	NEW_BAND_PENETRATION
83	LMS Rate	NEW_LOCALITY_PCT
84	LMS Amount	NEW_LMS_AMT
85	Salary + LMS	BASE_PLUS_LMS
86	Awards Received This Rating Period	AWARDS_NUM
87	Total $ of Awards Received	TOTAL_AWARDS
88	Date of Most Recent QSI/DQI/SQI	QSI_DATE
89	Amount of Most Recent QSI/DQI/SQI	QSI_YEAR
90	Bonus Shares Proration %	BONUS_SHARES_PRORATION_PCT
91	Bonus Shares	BONUS_SHARES
92	Initial Bonus ($)	INITIAL_BONUS
93	Override Initial Bonus	OVERRIDE_BONUS
94	Discretionary Bonus $	BONUS_ADJUSTMENT
95	Bonus Adjustment Justification	OVERRIDE_JUSTIFICATION
96	Total Bonus $	TOTAL_BONUS
97	Total Bonus (% of Midpoint)	TOTAL_BONUS_PCT_MP
98	Total Bonus (% of Base Salary)	TOTAL_BONUS_PCT_SAL
99	DQI/SQI Flag	QSI_FLAG
100	DQI/SQI Amount	QSI
101	Preliminary Interim Base Pay Increase Shares	PRELIMINARY_SALARY_SHARES
102	Preliminary Initial Performance Salary Incr %	PRELIMINARY_SALARY_INCR
103	Preliminary Bonus Shares	PRELIMINARY_BONUS_SHARES
104	Preliminary Total Bonus $	PRELIMINARY_BONUS
105	Last Name	LAST_NAME
106	First Name	FIRST_NAME
107	Employee Number	EMPLOYEE_NUMBER

Appendix 7 – DCIPS Mass Performance Pay Out Preview Columns

DCIPS Mass Performance Pay Out Preview		
COLUMN LABEL	**DATA LOCATED (see Note 1)**	**Comments**
Name	FULL_NAME	
Employee ID	EMPLOYEE_NUMBER	
Intell Psn Ind	Intelligence Position Ind	As of effective date of the action*
Pay Pool ID as of Eff Dt	Person>Assignment>Extra Information>US Federal Pay Pool History	As of effective date of the action*
CWB Pay Pool ID	(Staging Table) PAY_POOL_ID	
CWB Rating Official	(Staging Table) RATING_OFFICIAL	
CWB Pay Pool Manager	(Staging Table) PAY_POOL_MGR	
Agency Group	Agency Group	As of effective date of the action*
POI	Personnel Office ID	As of effective date of the action*
SOID	Servicing Office ID	As of effective date of the action*
UIC/PAS	Unit Identification Code/PAS Code (Employee's Position Record)	As of effective date of the action*
Organization	Organization	As of effective date of the action*
POA	Positions Organization Address (ORGANIZATION NAME)	As of effective date of the action*
Off Sym	Office Symbol	As of effective date of the action*
PS	Pay Plan portion of Valid Grade	As of effective date of the action*
GR	Grade portion of Valid Grade	As of effective date of the action*
Occ Series	Occupational Series (JOB)	As of effective date of the action*
PRD	Pay Rate Determinant	As of effective date of the action*
Basic Salary as of Eff Dt	Basic Salary	As of effective date of the action*
Basic Salary as of End of Evaluation Period	(Staging Table) BASE_SALARY	
CWB Evaluation of Record	(Staging Table) RATING_RECORD	
Rating in DCPDS	Located at People > Enter and Maintain > Special Info – US Federal Perf Appraisal SIT where Appraisal Type = G (Annual Appraisal – DCIPS) and the Year portion of Date Effective is equal to year portion of the effective date of the action* minus one.	(For example: If the effective date is 1 Jan 2012, use the US Federal Perf Appraisal SIT where the 'Date Effective' is XX-XXX-2011).
Salary Increase Eligible	(Staging Table) SAL_INC_ELIG_FLAG	

DCIPS Mass Performance Pay Out Preview		
COLUMN LABEL	**DATA LOCATED (see Note 1)**	**Comments**
Perf Salary Increase	(Staging Table) PERF_SAL_INCREASE	As of 1 Oct 2013, this field will be '0' until such time as the '891' code is re-instated.
Performance Payout Inc + Basic Salary (NOA 891)	null	As of May 2012, this field will be null until such time as the '891' code is re-instated.
Excess Performance Payout Increase	If PERF_SAL_INCREASE is not null, spaces or zero, and (PERF_SAL_INCREASE + Basic Salary as of Eff Dt) is greater than the pay band maximum for the employee's PS-PB then populate this column with (PERF_SAL_INCREASE + Basic Salary as of Eff Dt) minus Pay Band Maximum else Null	As of 1 Oct 2013, this field will be '0' until such time as the '891' code is re-instated. Note: This increase is not rolled over to bonus as is done in NSPS.
Bonus Eligible	(Staging Table) BONUS_ELIG_FLAG	
Actual Perf Bonus (NOA 886)	(Staging Table) TOTAL_BONUS	Used to obtain award amount for 886
DQI/SQI Flag (NOA 892/871)	(Staging Table) QSI_FLAG	Used to generate 892 if '1' or 871 if '2'.
New Basic Salary	(See Comments)	If QSI_FLAG is '1' or '2', Basic Salary as of the Effective Date plus QSI increment (one step for 892 or two step for 871) else Basic Salary as of the Effective Date
Grade Min	(See Comments)	Basic rate for Step 01 for employee's pay schedule and grade as of the effective date* from DCPDS table
Grade Max	(See Comments)	Basic rate for Step 12 for employee's pay schedule and grade as of the effective date* from DCPDS table
May Require Pay Adj?	null	894 edits currently being bypassed
Last Equivalent Inc	Date of employee's Last Equivalent Increase from 'Within Grade Increase element entry.	As of effective date of the action*
Date WGI Due	'Date Due' from 'Within Grade Increase' element entry.	As of effective date of the action*
Step	Step or Rate' from 'US Federal Assignment RPA'	As of effective date of the action*
Latest Date Entered DCIPS	(Staging Table) EMPL_ONBOARD_DT	Change from 'IA' to 'GG' or 'GG' to 'PP' does not change this date.

DCIPS Mass Performance Pay Out Preview		
COLUMN LABEL	**DATA LOCATED (see Note 1)**	**Comments**

CAO/Transfer After 30 Sep?	If employee had a CAO or Transfer action processed , then
	
	If GHR_PA_REQUEST_EXTRA_INFO. REI_INFORMATION5 *(Pay Plan)* equals 'IA', 'GG' or 'PP' then populate this column with 'Yes – From DCIPS Position'
	
	OR
	If GHR_PA_REQUEST_EXTRA_INFO. REI_INFORMATION5 *(Pay Plan)does not equal* 'IA', 'GG' or 'PP' then populate this column with 'Yes – From non-DCIPS Position'
	
	ELSE
	Null	

Preview Dt	Populate with the date the Preview was created	
Alert Message	See Appendix 4 for conditions and messages	
Name	LAST_NAME & FIRST_NAME	For export purposes.
Empl ID	EMPLOYEE_NUMBER	For export purposes.
Note 1: Data which must be pulled from the CWB Staging Table is identified as such. **Note 2: *The 'effective date of the action' means the 'Effective Date' entered on the DCIPS Performance Process Screen.** **Note 3: **Pay band maximum referenced on this table is <u>not</u> pulled from the staging table; it is pulled from DCPDS as of the effective date.**		