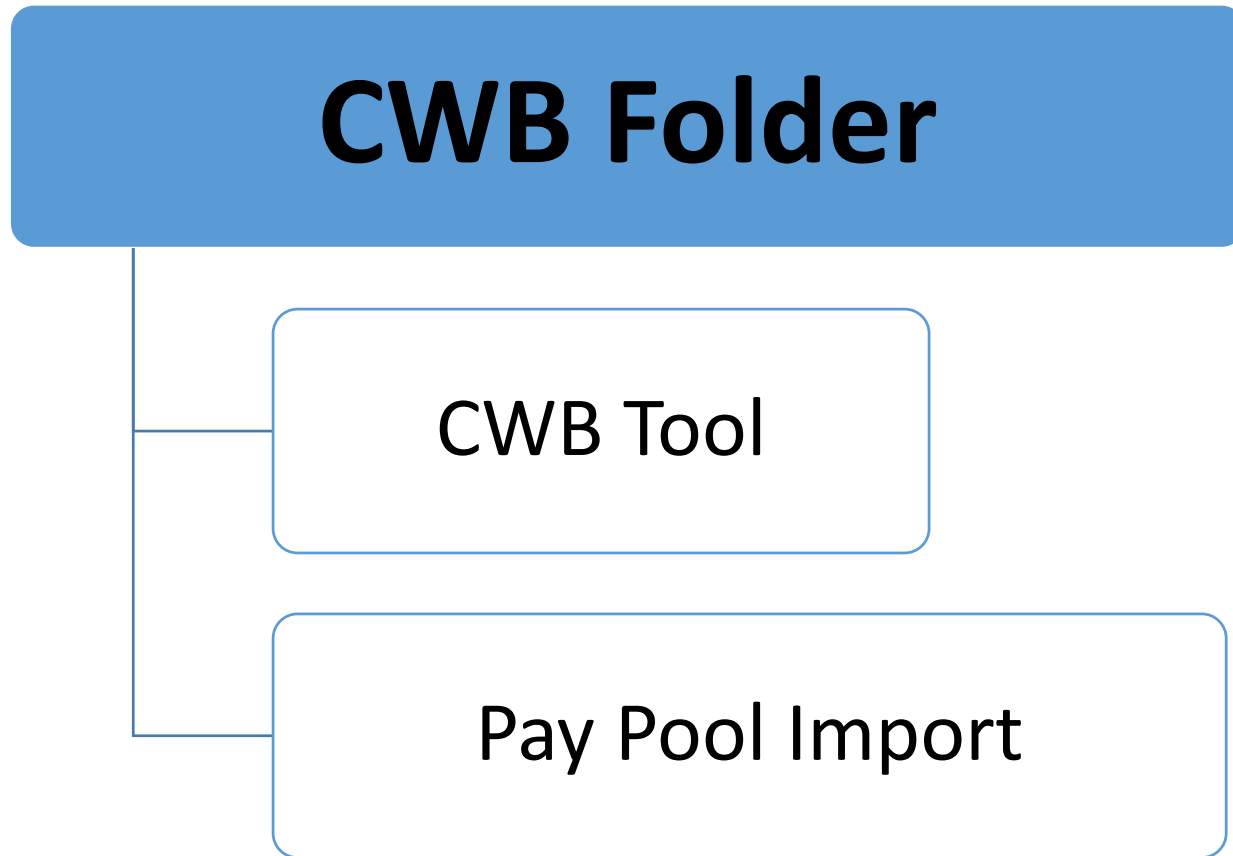
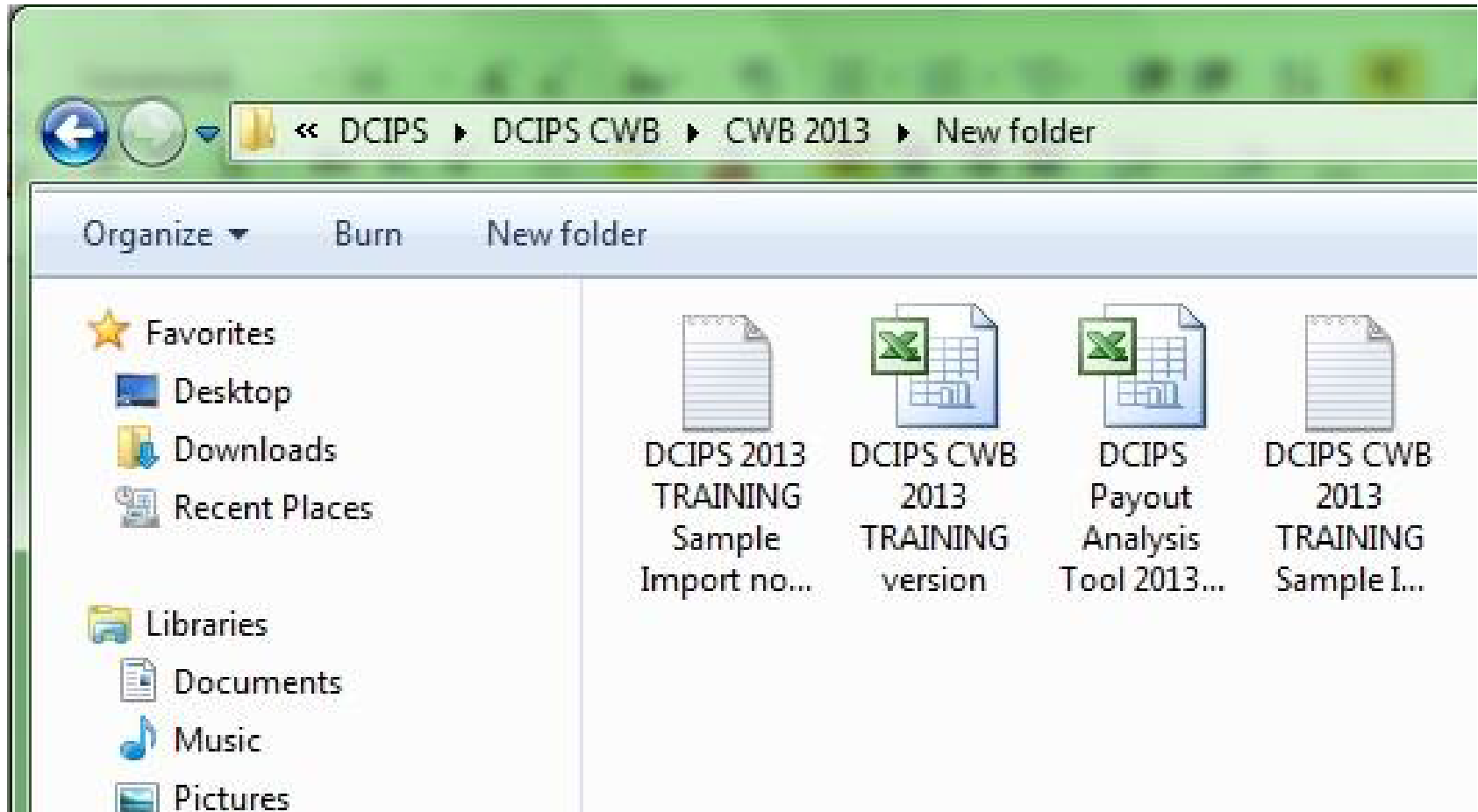


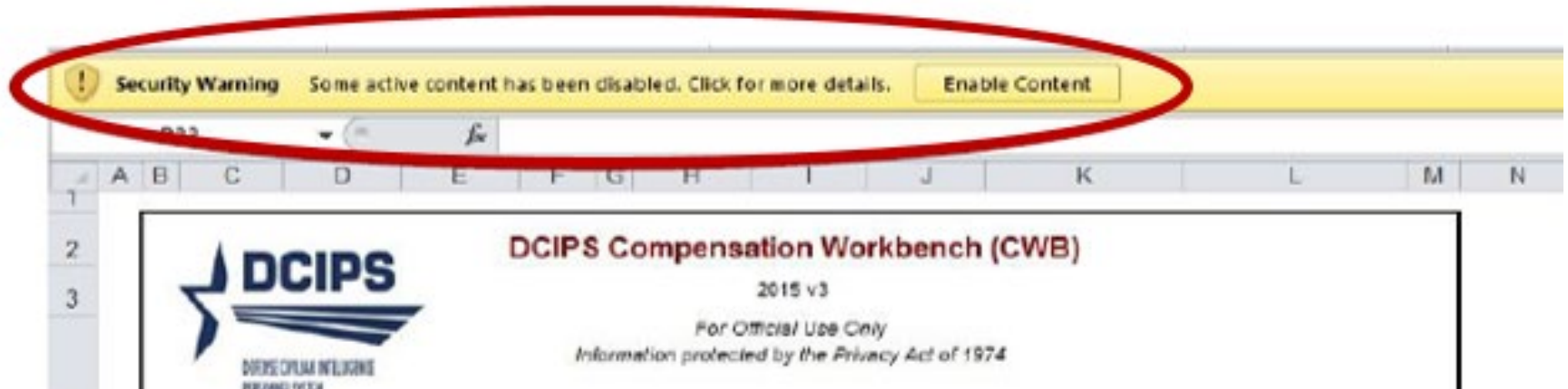
Important: CWB Tool and Pay Pool Import must be saved in the same folder.



Important: CWB Tool and Pay Pool Import must be saved in the same folder.




Open the CWB Tool and ensure you click on “Enable Content,” to utilize the Add-Ins tab in the Menu Bar.



On “Instructions”
worksheet, click on
“Import” link.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													



DCIPS Compensation Workbench (CWB)

2022

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 Panel worksheet. Enter justification for any adjustments if required.

Step 4: Determine a rating threshold for bonuses. This threshold rating receives 1 bonus share. Decimal rating increments between the threshold and a rating of 5 will receive increasing bonus amounts.

Step 5: Review data and charts on the statistics worksheets to ensure the pay pool results are fair and consistent.

Step 6: ☐ Certify the pay pool results. *Not Certified*

Step 7: [Export Employee Data](#)

Step 8: [Generate Employee Notices](#) once the results have been approved by the PRA. Employee notices will be generated in the order in which they appear in the Pay Pool Panel worksheet. If filters have been set, notices will only be generated for visible Employees.

Instructions	Budget and Setup	Pay Pool Panel	Bonus Adjustment Summary	Pay Bands
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You'll see a pop-up box, asking you to choose what you would like to import.

Choose "Pay pool data from Personnel Data System?"

Then click Continue

A screenshot of a software dialog box titled "Import" with a close button (X) in the top right corner. The dialog box has a tab labeled "Step 1 - Select Type". Inside, it says "Current Mode: Non-NGA" in red text. Below that, it asks "What would you like to import?". There are two radio button options: "Pay pool data from Personnel Data System?" (which is selected) and "Pay pool data from an existing CWB spreadsheet?". At the bottom of the dialog box, there are two buttons: "Continue" and "Cancel".

Import

Step 1 - Select Type

Current Mode: Non-NGA

What would you like to import?

☒ Pay pool data from Personnel Data System?

☐ Pay pool data from an existing CWB spreadsheet?

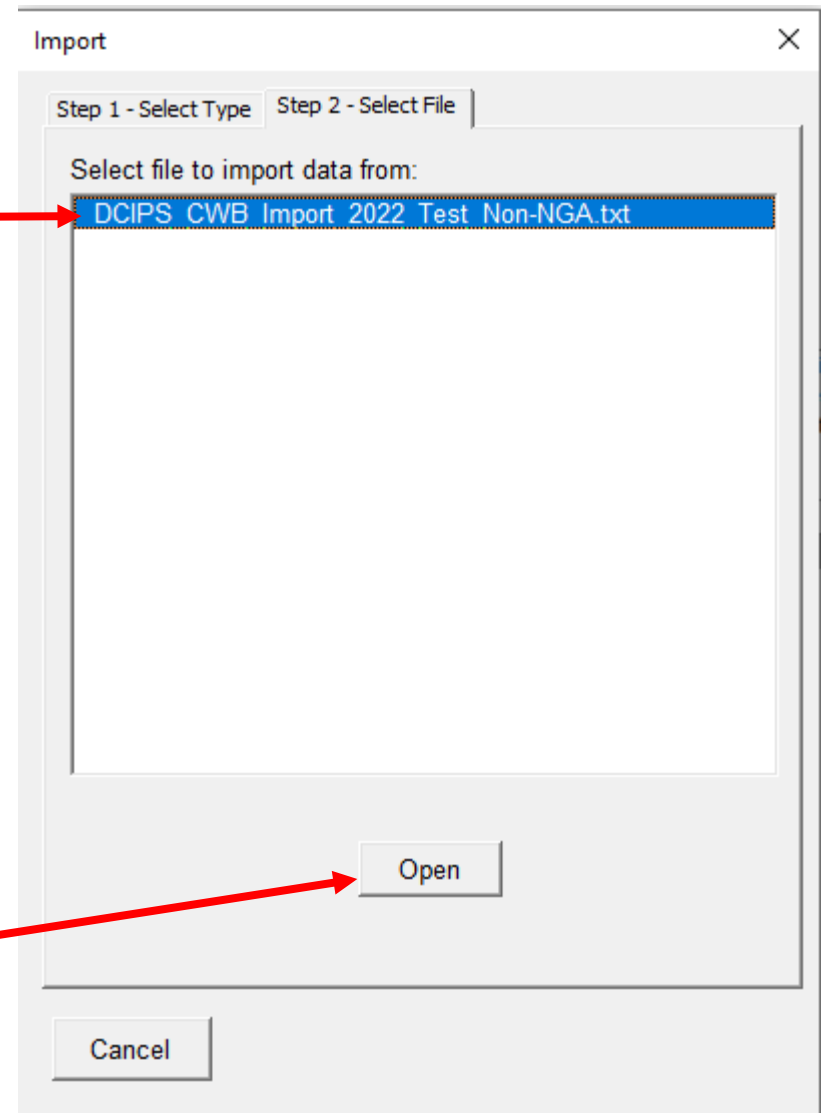
Continue

Cancel

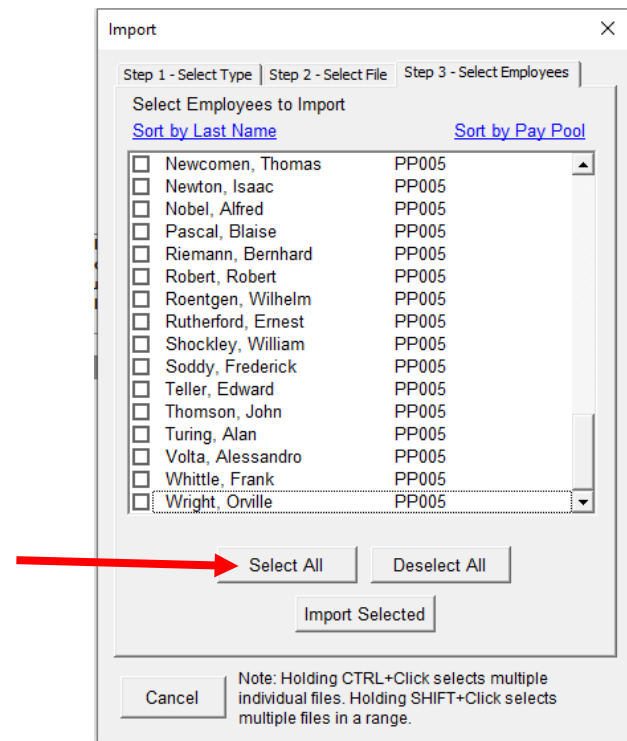
Next, you will click on the file you want to import.

Remember that the Tool will only import a .txt file that is saved in the same folder that the CWB Tool is saved in.

I only have one .txt file in this folder, so I am only seeing one choice. If you have more than one Pay Pool, you will see each of the .txt files. Ensure you check the file you are ready to work on, and click on the “Open” link.

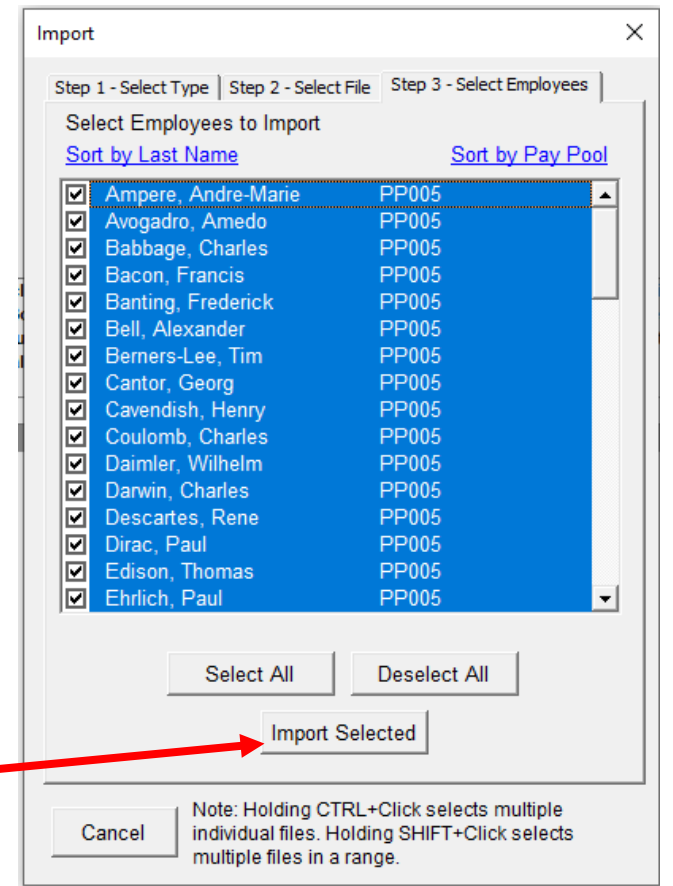


The pop-up box will be populated with the employees who have this Pay Pool ID updated in their records. Click on the “Select All” link.

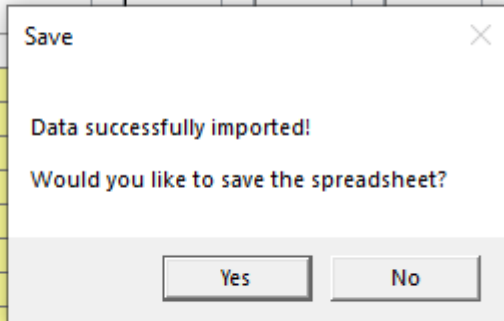


The names in the box will now be highlighted in blue and listed Alphabetically. This would be a good time to check the list of names against your rosters, to ensure no one is missing.

Click on the “Import Selected” link.



Org ID 2	Agency Group	JDA Status	Rating Cycle End Date	Last Incr. Date	Date WGI Due	Employee On Board Date (EOD)
Division 2	NV27					4/1/1979
Division 1	NV27					10/1/1986
Division 2	NV27					10/1/1986
Division 1	NV27					10/1/1989
Division 1	NV27					10/1/1988
Division 2	NV27					10/1/1987
Division 2	NV27					10/1/1989
Division 1	NV27					10/1/2005
Division 1	NV27	JDA-In	9/30/2017	9/3/2012	9/3/2017	10/1/2005
Division 3	NV27		9/30/2017	11/8/2011	9/3/2017	3/1/1985
Division 2	NV27		9/30/2017	3/19/2006	9/3/2017	10/1/2013



Data will import and a message box will appear, asking if you want to save this spreadsheet.

Choose “No” and then use the “File, Save As” option to save the file in your CWB Folder with an name that will help you identify which Pay Pool belongs to this CWB Tool.

File name: DCIPS CWB 2022 Version 1.0 Original - Make Copy to test with

Save as type: Excel Macro-Enabled Workbook

← The Original CWB Tool

File name: DCIPS CWB 2022 Version 1.0 Original - PayPool ID Test

Save as type: Excel Macro-Enabled Workbook

← The CWB Tool with my unique naming convention. Always save as an “Excel Macro-Enabled Workbook”

Click on the “Budget and Setup” Worksheet.”

Ensure the number in the “Rated” column matches the number in the “Entire PayPool” column.

In this example, one of our employees is missing their rating score.

Pay Pool Population and Salary Information			
	Population	Sum of Base Salary	Sum of Adjusted Salary
Entire PayPool	65	\$5,878,911	\$7,001,901
Rated	64	\$5,796,048	\$6,898,969
Rated and Included in Bonus Calculation	64	\$5,796,048	\$6,898,969

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

Pay Pool Bonus Budget

Use Base Salary or Adjusted Basic Pay?	Base Salary	Adjusted Basic Pay	
	%	%	\$
Bonus Budget Percentage	1.00%	0.84%	\$57,960
- Organization Withhold/Reserve (optional)	0.00%	0.00%	\$0
+ Additional Bonus Funding (optional)	0.00%	0.00%	\$0
Total Bonus Budget	1.00%	0.84%	\$57,960
- Adjustment Funding (optional)	0.00%	0.00%	\$0
Bonus Funding Available to Algorithm	1.00%	0.84%	\$57,960

DCIPS Quality Increase / Sustained Quality Increase Budget

Budget for DQI/SQI (Set by DCIPS Guidance)	0.17%	\$11,903
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Bonus Setup

Maximum Bonus	\$25,000
Share Increment	10.00%

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

	A	B	C	D	E	F	G	H	I	J	K	L
1	Pay Pool Population and Salary Information											Go to:
2				Population			Sum of Base Salary		Sum of Adjusted Salary			Instructions
3			<i>Entire PayPool</i>	65			\$5,878,911		\$7,001,901			Pay Bands
4			<i>Rated</i>	64			\$5,796,048		\$6,898,969			Pay Pool Panel
6			<i>Rated and Included in Bonus Calculation</i>	64			\$5,796,048		\$6,898,969			
7												

It is possible that the Import was ordered before all of the annual reports had closed.

Click on the “Pay Pool Panel” Worksheet, and find columns “AU thru AX.”

	A	B	AU	AV	AW	AX	AY
1	Go To:						
2	Budget						
3	Ratings						
4	Salary Increase						
5	Bonus						
6							
7							
8	Employees:		65				
9	Visible Employees:		65	Mean	Mean	Mean	Mode
10				3.74	3.67	3.72	4
	Last Name	First Name	Objective Rating	Element Rating	Overall Rating	Evaluation of Record	Rating Description
11							
12							
13	Newcomen	Thomas	3.6	3.0	3.3	3	Successful
14	Einstein	Albert	3.2	3.8	3.4	3	Successful
15	Berners-Lee	Tim	3.4	3.2	3.3	3	Successful
16	Gauss	Carl	4.6	4.5	4.6	5	Outstanding
17	Newton	Isaac	4.0	4.2	4.1	4	Excellent
18	Ehrlich	Paul	2.8	2.8	2.8	3	Successful
19	Harvey	William	2.9	3.3	3.1	3	Successful
20	Babbage	Charles	4.0	4.2	4.1	4	Excellent
21	Galilei	Galileo	3.5	3.4	3.7	4	Excellent
22	Helmont	Johann	2.9	3.3	3.1	3	Successful

Scan down until you find the row that is highlighted in gray. Thomson, John is missing his Rating information. Contact your HR Admin to determine if Mr. Thomson is going through a Reconsideration, or if his report closed out after the Import was pulled from DCPDS.

If Mr. Thomson's appraisal has not been finalized, and he is not going through a Reconsideration, then you will need to wait until his appraisal is completed.

If Mr. Thomson's appraisal has been finalized, request that your HR Admin order another CWB Import and send it to you.

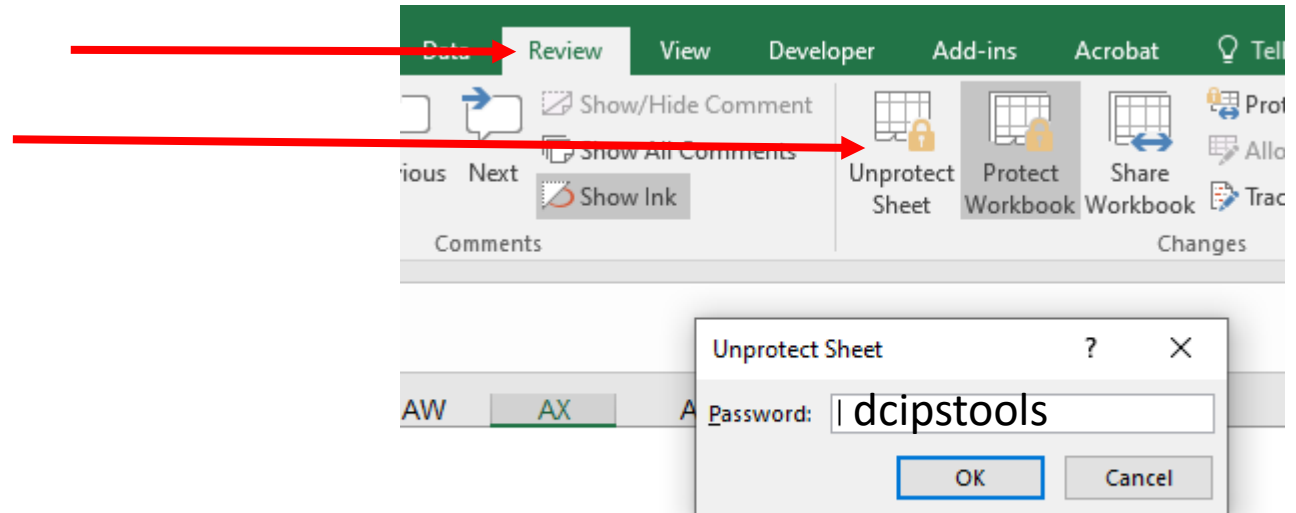
Then start over with the CWB Tool and upload the new import.

	A	B	AU	AV	AW	AX	AY
1	Go To:						
2							
3	Budget						
4	Ratings						
5	Salary Increase						
6							
7	Bonus						
8	Employees:		65				
9	Visible Employees:		65	Mean	Mean	Mean	Mode
10				3.74	3.67	3.72	4
	Last Name	First Name	Objective Rating	Element Rating	Overall Rating	Evaluation of Record	Rating Description
11							
56	Hawking	Stephen	2.8	3.5	3.2	3	Successful
57	Heisenberg	Werner	3.2	3.8	3.5	3	Successful
58	Roentgen	Wilhelm	4.6	4.0	4.3	4	Excellent
59	Shockley	William	4.8	4.5	4.7	5	Outstanding
60	Heng	Zhang	2.8	3.5	3.2	3	Successful
61	Hertz	Heinrich	4.5	3.2	3.8	4	Excellent
62	Cavendish	Henry	3.1	2.8	3.0	3	Successful
63	Fleming	Alexander	4.1	2.8	3.6	4	Excellent
64	Leeuwenhoek	Anton	4.6	4.5	4.6	5	Outstanding
65	Mendel	Johann	3.7	3.5	3.6	4	Excellent
66	Gutenberg	Johannes	4.6	3.8	4.2	4	Excellent
67	Lavoisier	Antoine	3.5	3.8	3.7	4	Excellent
68	Bacon	Francis	4.2	5.0	4.6	5	Outstanding
69	Thomson	John					
70	Hilbert	David	4.8	4.8	4.8	5	Outstanding
71	Mendeleev	Dmitri	3.6	3.0	3.3	3	Successful

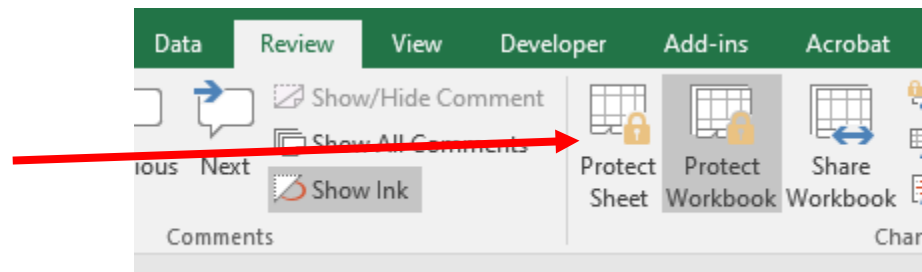
You can also request that HR Admin send you Mr. Thomson's appraisal scores and enter them manually.

In the File Menu, under the "Review" Tab, click on "Unprotect Sheet."

In the pop-up box, type in the password, "dcipstools" and click OK.



It now shows the sheet is unprotected



	A	B	AU	AV	AW	AX	AY
1	Go To:						
2	Budget						
3	Ratings						
4	Salary Increase						
5	Bonus						
6							
7							
8	Employees:	65					
9	Visible Employees:	65	Mean	Mean	Mean	Mode	
10			3.74	3.67	3.72	4	
	Last Name	First Name	Objective Rating	Element Rating	Overall Rating	Evaluation of Record	Rating Description
11							
69	Thomson	John					
70	Hilbert	David	4.8	4.8	4.8	5	Outstanding
71	Mendelev	Dmitri	3.6	3.0	3.3	3	Successful

Our HR Admin sent us the following scores for Mr. Thomson:

Objective Rating = 3.1

Element Rating = 3.0

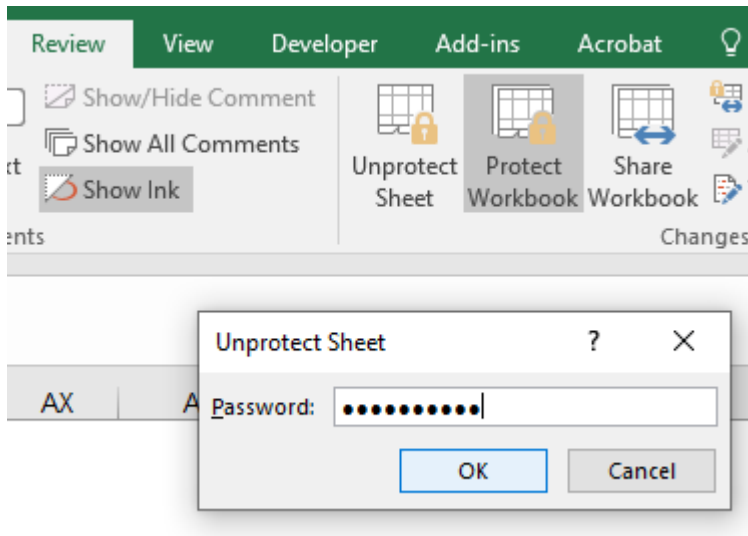
Overall Rating = 3.2

Evaluation of Record = 3

We type in a “3” in the AX69 cell. We will not see the “3” until we click out of the cell.

	Last Name	First Name	Objective Rating	Element Rating	Overall Rating	Evaluation of Record	Rating Description
11							
69	Thomson	John				3	Successful
70	Hilbert	David	4.8	4.8	4.8	5	Outstanding
71	Mendelev	Dmitri	3.6	3.0	3.3	3	Successful

We now see the “3” in the AX69 cell.



The Worksheet has protected itself once more. Click “Unprotect Sheet” and type in the password “dcipstools” then click OK.

	A	B	AU	AV	AW	AX	AY
1	Go To:						
2	Budget						
3	Ratings						
4	Salary Increase						
5	Bonus						
6							
7							
8	Employees:	65					
9	Visible Employees:	65	Mean	Mean	Mean	Mode	
10			3.73	3.66	3.71	4	
	Last Name	First Name	Objective Rating	Element Rating	Overall Rating	Evaluation of Record	Rating Description
11							
59	Thomson	John	3.1	3.0	3.2	3	Successful

Now, the rest of the scores can be added into the proper cells.

Click on the “Budget and Setup” Worksheet. All employees are now included.

	A	B	C	D	E	F	G	H	I	J	K	L
1			Pay Pool Population and Salary Information									Go to:
2				Population	65		Sum of Base Salary		Sum of Adjusted Salary			Instructions
3				Entire PayPool	65		\$5,878,911		\$7,001,901			Pay Bands
4				Rated	65		\$5,878,911		\$7,001,901			Pay Pool Panel
6				Rated and Included in Bonus Calculation	65		\$5,878,911		\$7,001,901			
7												

Instructions	Budget and Setup	Pay Pool Panel	Bonus Adjustment Summary	Pay Bands
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Even though you are not giving out bonuses, filling in this section informs you of how much you can spend in awards during the coming Fiscal Year. For training purposes, we annotated that the “Bonus Budget Percentage” will be “2.5%” of the total Adjusted Basic Pay for our employees.

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="2.98%"/>	<input type="text" value="2.50%"/>	\$175,048
- Organization Withhold/Reserve (optional)	<input checked="" type="radio"/> %	<input type="text" value="0.00%"/>	<input type="text" value="0.00%"/>	<input type="text" value="\$0"/> <input type="radio"/> \$
+ Additional Bonus Funding (optional)	<input checked="" type="radio"/> %	<input type="text" value="0.00%"/>	<input type="text" value="0.00%"/>	<input type="text" value="\$0"/> <input type="radio"/> \$
Total Bonus Budget		2.98%	2.50%	\$175,048
- Adjustment Funding (optional)	<input checked="" type="radio"/> %	<input type="text" value="100.00%"/>	<input type="text" value="100.00%"/>	<input type="text" value="\$175,048"/> <input type="radio"/> \$
Bonus Funding Available to Algorithm		0.00%	0.00%	\$0

Since the entire Award Budget will be utilized for Yearly Awards, change the “Adjustment Funding” from “0.00%” to “100.00%”

This informs the CWB Tool that \$0 will be available for End-of-Year Cash Awards, and the entire amount is set-aside for Yearly Awards.

46
47
48
49
50

DCIPS Quality Increase / Sustained Quality Increase Budget

Budget for DQI/SQI (Set by DCIPS Guidance)	0.17%	\$11,903
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“0.17%” is the default percent. However, IAW the “FY 2017 DCIPS Guidance on Pay Pools, Awards, and Reporting of Results memo,” OPM guidance eliminated the spending limitation on DQI and SQI awards. The memo is located on our DCIPS website at <https://dcips.defense.gov/Performance-Management/>

Related Documents

Compensation Workbench (CWB)

DCIPS Payout Analysis Tool (DPAT)

Pay Pool, Awards and Reporting

FY 2022 DCIPS Guidance on Pay Pools, Awards and Reporting of Results

FY 2021 DCIPS Guidance on Pay Pools, Awards and Reporting of Results

FY 2020 DCIPS Guidance on Pay Pools, Awards, and Reporting of Results

FY 2019 DCIPS Guidance on Pay Pools, Awards, and Reporting of Results

FY 2018 DCIPS Guidance on Pay Pools, Awards, and Reporting of Results

FY 2017 DCIPS Guidance on Pay Pools, Awards, and Reporting of Results

FY 2016 DCIPS Guidance on Pay Pools, Awards, and Reporting of Results

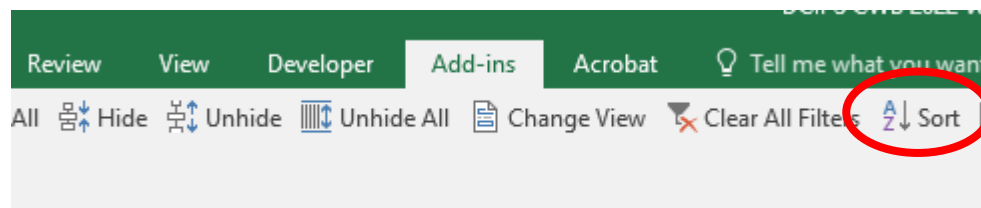
FY 2015 DCIPS Guidance on Pay Pools, Awards, and Reporting of Results

In order to change the DQI/SQI percentage, you must unlock the Worksheet. Please keep in mind that whatever percent you allocate must be covered in your budget.

Click on the “Pay Pool Panel” Worksheet.” Even though the CWB Tool still calculates “Shares,” all bonus fields show zero dollars.

DX	DY	DZ	EA	EB	EC	ED	EE	EF	EG	EH	EI	EJ	EK	EL	EM
			Impact of Decisions						Bonus Budget						
Employees Eligible for Bonus			65						Total Bonus Funding	\$175,048	% of Budget				
Employees Receiving Bonus			0	0.0%					Allocated Via Algorithm	\$0	0.0%				
Min Bonus			\$0	0.00%	of band midpoint				Allocated Via Adjustment	\$0	0.0%				
Max Bonus			\$0	0.00%	of band midpoint				Total Funds Allocated	\$0	0.0%				
										Funds Remaining	\$175,048	100.0%			
Rating Threshold			3.5	10.00%		Share Increment									
Sort Ratings						Share Value		Adj Funding	Total Adjustments	Remaining Adjustment Funding					
						0.000%		\$175,048	\$0	\$175,048					
Date of last QSI or Equiv	\$ Amount of last QSI or Equiv	Overall Rating	Bonus Shares	Bonus Share Proration (%)	Bonus Shares	Initial Bonus (\$)	Override Initial Bonus	Bonus Adjustment (\$)	Bonus Adjustment Justification	Total Bonus (\$)	Total Bonus (% of Midpoint)	Total Bonus (% of Base Salary)	SQL Eligible?	Number of Steps to Award	Estimated \$ Amount of Award
		3.3					No			\$0				0	0
		3.4					No			\$0				0	0
		3.3					No			\$0				0	0
		4.6	2.87		2.87	\$0	No			\$0				0	0
		4.1	1.77		1.77	\$0	No			\$0				0	0
		2.8					No			\$0				0	0
		3.1					No			\$0				0	0
		4.1	1.77		1.77	\$0	No			\$0				0	0
		3.7	1.21		1.21	\$0	No			\$0				0	0
		3.1					No			\$0				0	0
		4.6	2.87		2.87	\$0	No			\$0				0	0
		3.7	1.21		1.21	\$0	No			\$0				0	0
		2.7					No			\$0				0	0

Use the Sort function under the “Add-ins” tab to sort the Column “DZ-Overall Rating” in a Descending order. Click OK.



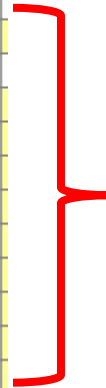
The image shows a 'Sort Employee Data' dialog box overlaid on a spreadsheet. The dialog box has three sections for 'Sort by', 'Then by', and 'Then by'. The first section is active, showing 'DZ - Overall Rating' in the dropdown menu and 'Descending' selected with a radio button. Red arrows point to the dropdown menu and the 'Descending' radio button. The background spreadsheet shows columns DZ through EF. Column DZ contains 'Overall Rating' values, column EA contains 'Bonus Shares', and column EB contains 'Bonus Share Proration (%)'. The 'Threshold' is set to 3.5. The 'Sort Ratings' link is visible. The spreadsheet data includes rows with values like 3.3, 3.4, 3.3, 4.6, 4.1, 2.8, 3.1, 4.1, 3.7, 3.1, 4.6.

DZ	EA	EB	EC	ED	EE	EF
Impact of Decisions						
le for Bonus	65					
iving Bonus	0	0.0%				
Min Bonus	\$0	0.00%				
Max Bonus	\$0	0.00%				
Threshold	3.5					
Sort Ratings						
Overall Rating	Bonus Shares	Bonus Share Proration (%)				
3.3						
3.4						
3.3						
4.6	2.87					
4.1	1.77					
2.8						
3.1						
4.1	1.77		1.77	\$0	No	
3.7	1.21		1.21	\$0	No	
3.1					No	
4.6	2.87		2.87	\$0	No	

Employee's Overall Ratings are now sorted from highest to lowest. This makes it easier to identify your top performers.

10					
	Last Name	First Name	Date of last QSI or Equiv	\$ Amount of last QSI or Equiv	Overall Rating
11					
12					
13	Cantor	Georg			5.0
14	Faraday	Michael			5.0
15	Hilbert	David			4.8
16	Turing	Alan			4.7
17	Shockley	William			4.7
18	Gauss	Carl			4.6
19	Wright	Orville			4.6
20	Gilbert	William			4.6
21	Leeuwenhoek	Anton			4.6
22	Bacon	Francis			4.6
23	Lenoir	Jean-Joseph			4.5
24	Darwin	Charles			4.4
25	Roentgen	Wilhelm			4.3
26	Gutenberg	Johannes			4.2

	Last Name	First Name	Overall Rating
11			
12			
13	Cantor	Georg	5.0
14	Faraday	Michael	5.0
15	Hilbert	David	4.8
16	Shockley	William	4.7
17	Turing	Alan	4.7
18	Bacon	Francis	4.6
19	Gauss	Carl	4.6
20	Gilbert	William	4.6
21	Leeuwenhoek	Anton	4.6
22	Wright	Orville	4.6
23	Lenoir	Jean-Joseph	4.5



IAW our Business Plan*, we will only be considering 10% of our top performers, for a DQI or SQI. For this example, we are concentrating on everyone whose Overall Rating is 4.5 or higher.

Since we have 65 individuals, we will consider awarding a DQI/SQI to no more than 6 individuals. (Number could be less than 6, if our DQI/SQI funds become depleted.)

*Note: Business Plans and SOPs will vary for each Component. Each Component or CSA is responsible for creating a Business Plan, for their Pay Pool Panels, and providing a copy of that Plan to HCMO.

Now we will focus on the DQI/SQI portion of the CWB Tool. Columns, “DX and DY” will annotate if the employee has previously received a Quality Step Increase. Columns “EK thru EM will assist with making DQI/SQI decisions.

[illegible]

EK	EL	EM
----	----	----

[illegible]

In Column “EK” choose “Yes” from the drop-down menu. The drop-down menu in Column “EL” is used to choose how many steps you wish to award. “1 = DQI which is one step” and “2 = SQI which is two steps.”

SQL Eligible?	Number of Steps to Award	Est Ar
Yes	0	
	1	
	2	

Column “EM” on both of the examples below show the estimated amount of award, depending on whether you are choosing to award one-step or two-steps. Notice the funds are subtracted from the “SQI/DQI Funds” cell and the “Remaining” cell shows how much you have left in your available funds.

SQI/DQI Funds	\$14,004
Remaining	\$10,805

SQL Eligible?	Number of Steps to Award	Estimated \$ Amount of Award
Yes	1	3,199

SQI/DQI Funds	\$14,004
Remaining	\$7,606

SQL Eligible?	Number of Steps to Award	Estimated \$ Amount of Award
Yes	2	6,398

Notice that the cell on the second line is not highlighted in yellow. This is telling us that the employee is not eligible for a DQI/SQI.

DZ	EA	EB	EC	ED	EE	EF	EG	EH	EI	EJ	EK	EL	EM	
							Bonus Budget							
le for Bonus	65						Total Bonus Funding	\$175,048	% of Budget					
eiving Bonus	0	0.0%					Allocated Via Algorithm	\$0	0.0%					
Min Bonus	\$0	0.00%	of band midpoint				Allocated Via Adjustment	\$0	0.0%					
Max Bonus	\$0	0.00%	of band midpoint				Total Funds Allocated	\$0	0.0%					
							Funds Remaining	\$175,048	100.0%					
Threshold	3.5		10.00%	Share Increment										
							SQI/DQI Funds Remaining							\$14,004
														\$644
Sort Ratings			Share Value		Adj Funding		Total Adjustments		Remaining Adjustment Funding					
			0.000%		\$175,048		\$0		\$175,048					
Overall Rating	Bonus Shares	Bonus Share Proration (%)	Bonus Shares	Initial Bonus (\$)	Override Initial Bonus	Bonus Adjustment (\$)	Bonus Adjustment Justification	Total Bonus (\$)	Total Bonus (% of Midpoint)	Total Bonus (% of Base Salary)	SQI Eligible?	Number of Steps to Award	Estimated \$ Amount of Award	
5.0	4.21		4.21	\$0	No			\$0			Yes	1	3,199	
5.0	4.21		4.21	\$0	No			\$0				0	0	
4.8	3.48		3.48	\$0	No			\$0			Yes	1	3,199	
4.7	3.16		3.16	\$0	No			\$0			Yes	1	3,199	
4.7	3.16		3.16	\$0	No			\$0				0	0	
4.6	2.87		2.87	\$0	No			\$0			Yes	1	3,763	
4.6	2.87		2.87	\$0	No			\$0				0	0	

We check “Column T” and find that the employee is on Retained Pay, which makes them ineligible to receive a DQI/SQI.

T

Retained Pay

Yes

Continue annotating DQI/SQI decisions, until you have finished awarding your top performers or you have exhausted your funds for additional Quality Step Increases.

DZ	EA	EB	EC	ED	EE	EF	EG	EH	EI	EJ	EK	EL	EM
Impact of Decisions							Bonus Budget						
le for Bonus	65		of band midpoint of band midpoint				Total Bonus Funding	\$175,048	% of Budget				
eiving Bonus	0	0.0%					Allocated Via Algorithm	\$0	0.0%				
Min Bonus	\$0	0.00%					Allocated Via Adjustment	\$0	0.0%				
Max Bonus	\$0	0.00%					Total Funds Allocated	\$0	0.0%				
							Funds Remaining	\$175,048	100.0%				
Threshold			3.5		10.00%		Share Increment						
Sort Ratings			Share Value		Adj Funding		Total Adjustments		Remaining Adjustment Funding		SQI/DQI Funds Remaining		
			0.000%		\$175,048		\$0		\$175,048		\$14,004		
											\$644		
Overall Rating	Bonus Shares	Bonus Share Proration (%)	Bonus Shares	Initial Bonus (\$)	Override Initial Bonus	Bonus Adjustment (\$)	Bonus Adjustment Justification	Total Bonus (\$)	Total Bonus (% of Midpoint)	Total Bonus (% of Base Salary)	SQI Eligible?	Number of Steps to Award	Estimated \$ Amount of Award
5.0	4.21		4.21	\$0	No			\$0			Yes	1	3,199
5.0	4.21		4.21	\$0	No			\$0				0	0
4.8	3.48		3.48	\$0	No			\$0			Yes	1	3,199
4.7	3.16		3.16	\$0	No			\$0			Yes	1	3,199
4.7	3.16		3.16	\$0	No			\$0				0	0
4.6	2.87		2.87	\$0	No			\$0			Yes	1	3,763
4.6	2.87		2.87	\$0	No			\$0				0	0

SQI/DQI Funds	\$14,004
Remaining	\$644

When you are satisfied with your decisions, proceed to the next step.

ER	ES
Pay Pool Panel Working Notes (these notes are for pay pool panel use only)	Remarks for Employee Feedback Form (these remarks will print on the employee's feedback form generated by the CWB)
<div></div>	<div></div>

Note Entry - David Hilbert
×

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

Character Count: 149
Maximum Characters: 1024

The Pay Pool Panel determined that David Hilbert deserved a one-step increase, due to his phenominal performance. Mr. Hilbert will be awarded a DQI.

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

Character Count: 41
Maximum Characters: 1024

Congratulations! Keep up the great work.

Reload Comment
Save Comment

Close - Don't Save

Utilize Columns ER and ES to record your Pay Pool Panel Working Notes, and the remarks that you want to appear on the employee's printed Feedback Form.

This step is important, in the event you have to look back and see why the Panel made its final decisions.

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

Character Count: 316

Maximum Characters: 1024

Even though Michael Faraday was rated as one of our top performers, he is in a Retained Pay status. IAW DoDI 1400.25-V2008, Endosure 3, Para 4.d., "Employees on retained pay, or those otherwise at or above the equivalent of the step 12 rate of their grade, are not eligible for base-pay increase monetary awards."

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

Character Count: 0

Maximum Characters: 1024

Here are two examples of why employees were eligible for a DQI/SQI; however they were not awarded a step increase.

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

Character Count: 103

Maximum Characters: 1024

Although Alan Turing's Overall Rating met the determined cutoff, the SQI/DQI Funds have been depleted. |

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

Character Count: 0

Maximum Characters: 1024

Since a DQI/SQI is not being awarded, leave the "Remarks for Employee Feedback Form" area blank, as you will not be printing a feedback form for the employee.

Now it is time to Certify your CWB. Click in the box next to “Step 6” to certify your pay pool results.



DCIPS Compensation Workbench (CWB)

2022

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 Panel worksheet. Enter justification for any adjustments if required.

Step 4: Determine a rating threshold for bonuses. This threshold rating receives 1 bonus share. Decimal rating increments between the threshold and a rating of 5 will receive increasing bonus amounts.

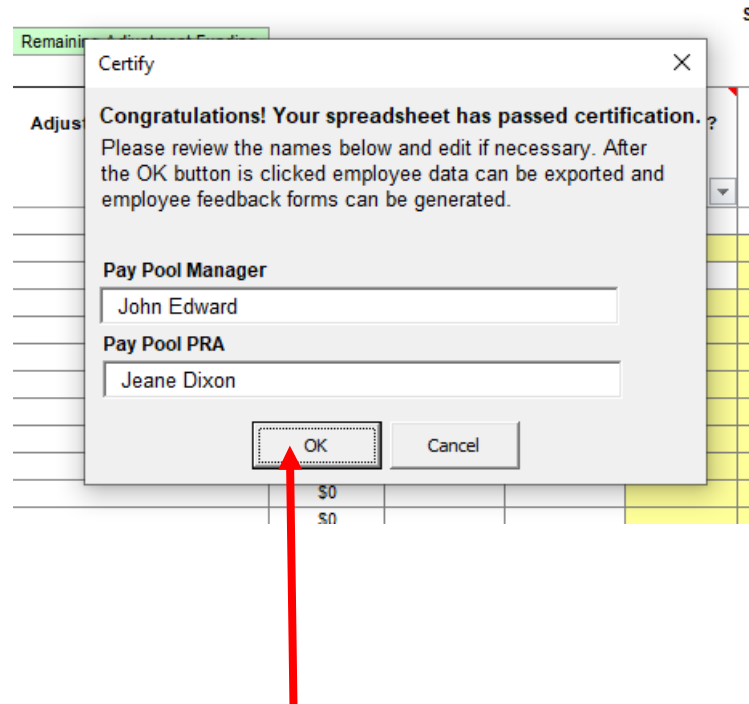
Step 5: Review data and charts on the statistics worksheets to ensure the pay pool results are fair and consistent.

Step 6: ☐ Certify the pay pool results. *Not Certified*

Step 7: [Export Employee Data](#)

Step 8: [Generate Employee Notices](#) once the results have been approved by the PRA. Employee notices will be generated in the order in which they appear in the Pay Pool Panel worksheet. If filters have been set, notices will only be generated for visible Employees.

This is what you want to see. If you have made an error, the CWB Tool will tell you the error, and how to fix the error.



Click OK and “Step 6” will show who certified the CWB and the date it was certified.

Step 6: ☒ Certify the pay pool results. *Certified by John Edward on 09/23/2022.*

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.

Click on “Export Employee Data” link to create an export, which can be uploaded back into DCPDS.



DCIPS Compensation Workbench (CWB)

2022

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

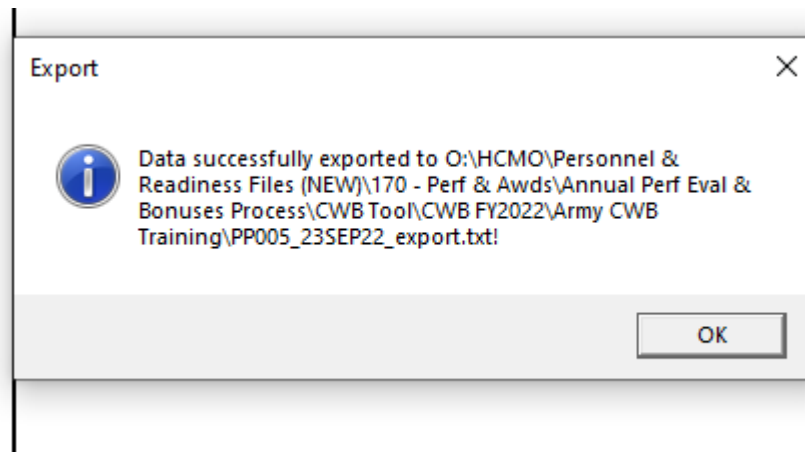
This application will help DCIPS organizations conduct the DCIPS pay pool process.

How to use this spreadsheet:

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- 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 09/23/2022.*
- 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 the, “Export Employee Data” file in the same file as you CWB Tool.

File name: PP005_23SEP22_export
Save as type: Pipe Delimited Text File



This file can now be uploaded into DCPDS.

Click on “Generate Employee Notices” link



DCIPS Compensation Workbench (CWB)

2022

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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

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Step 6: ☒ [Certify the pay pool results](#) *Certified by John Edward on 09/23/2022.*

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.

Since we are only considering DQI/SQI's, do not click this block. We do not want notifications printed out for every employee.

Then click on "Generate"

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

O:\HCMO\Personnel & Readiness Files (NEW)\17

Group Records: ☐ **Generate Only Visible Records**

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

None N/A

Order of Records:

Sort by

A - Last Name Ascending Descending

Then by

Ascending Descending

☐ Include notifications for Employees with no payout

Generate Cancel

Print Evaluation Forms

Would you like to print the Employee Notices at this time?

Yes No

Choose "No" since we want to change the dates before printing.

	A	B	C	D	E	F	G	H
1	Appraisal Forms for							
2					Bonus		DQI or SQI	
3		1 Georg Cantor			\$0		\$3,199	
4		2 Carl Gauss			\$0		\$3,763	
5		3 David Hilbert			\$0		\$3,199	
6		4 Alan Turing			\$0		\$3,199	
7								
8								
9								
0								
1								

cialist **Appraisal Period:**
 1-Oct-15 to 30-Sep-16
Payout Effective Date:
 8-Jan-17

The dates on the feedback notices can be changed manually, or you can follow the steps on the following slides to correct all of the dates at once.

* 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 8 January 2017 and will appear in your paycheck for the first pay period in January.

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

How to Fix the Dates on Employee Notices (Feedback Sheets).

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.

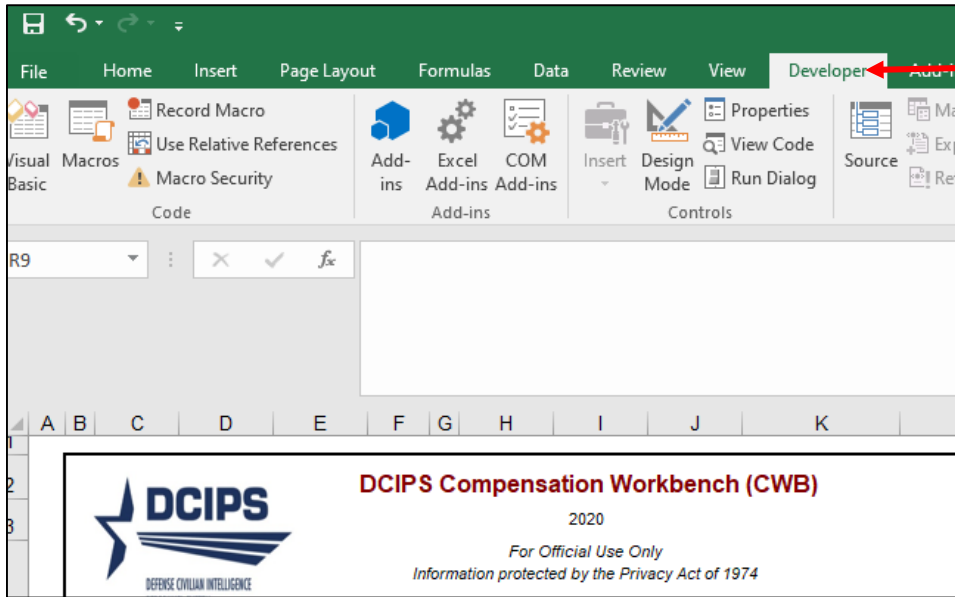
Step 5: Review data and charts on the statistics worksheets to ensure the pay pool results are fair and consistent.

 **Step 6:** ☒ Certify the pay pool results. *Certified by John Edward on 01/07/2021.*

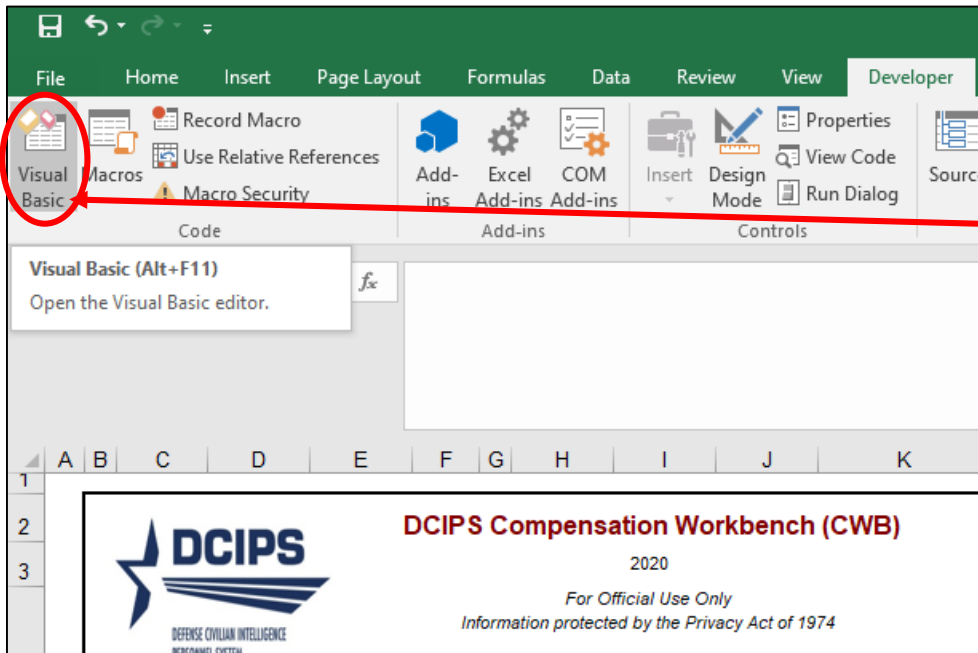
Step 7: [Export Employee Data](#)

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.

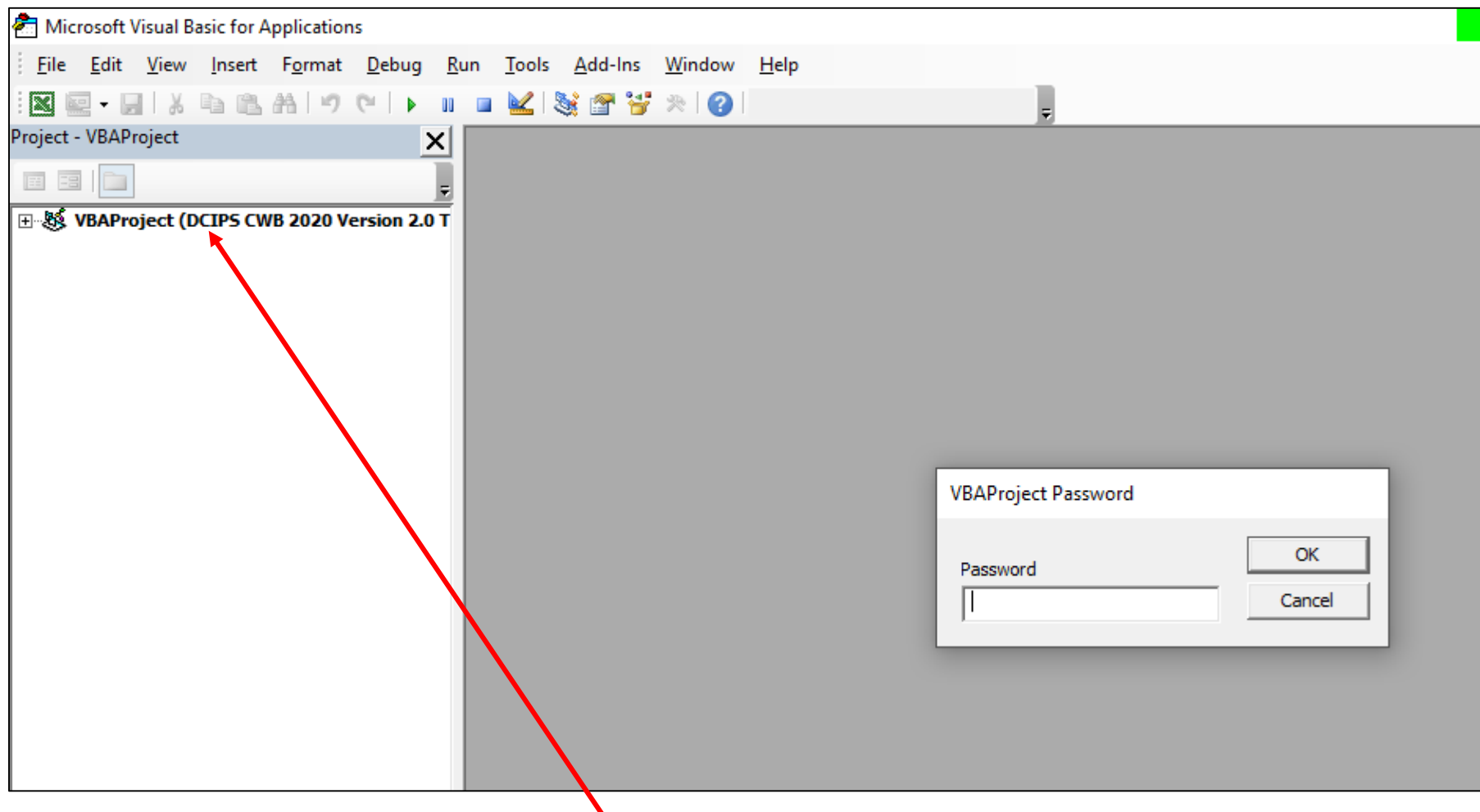
After you certify your Pay Pool Results, leave your CWB Tool open and perform the steps on the following slides.



Click on the “Developer”
tab



Click on the “Visual Basic” tab

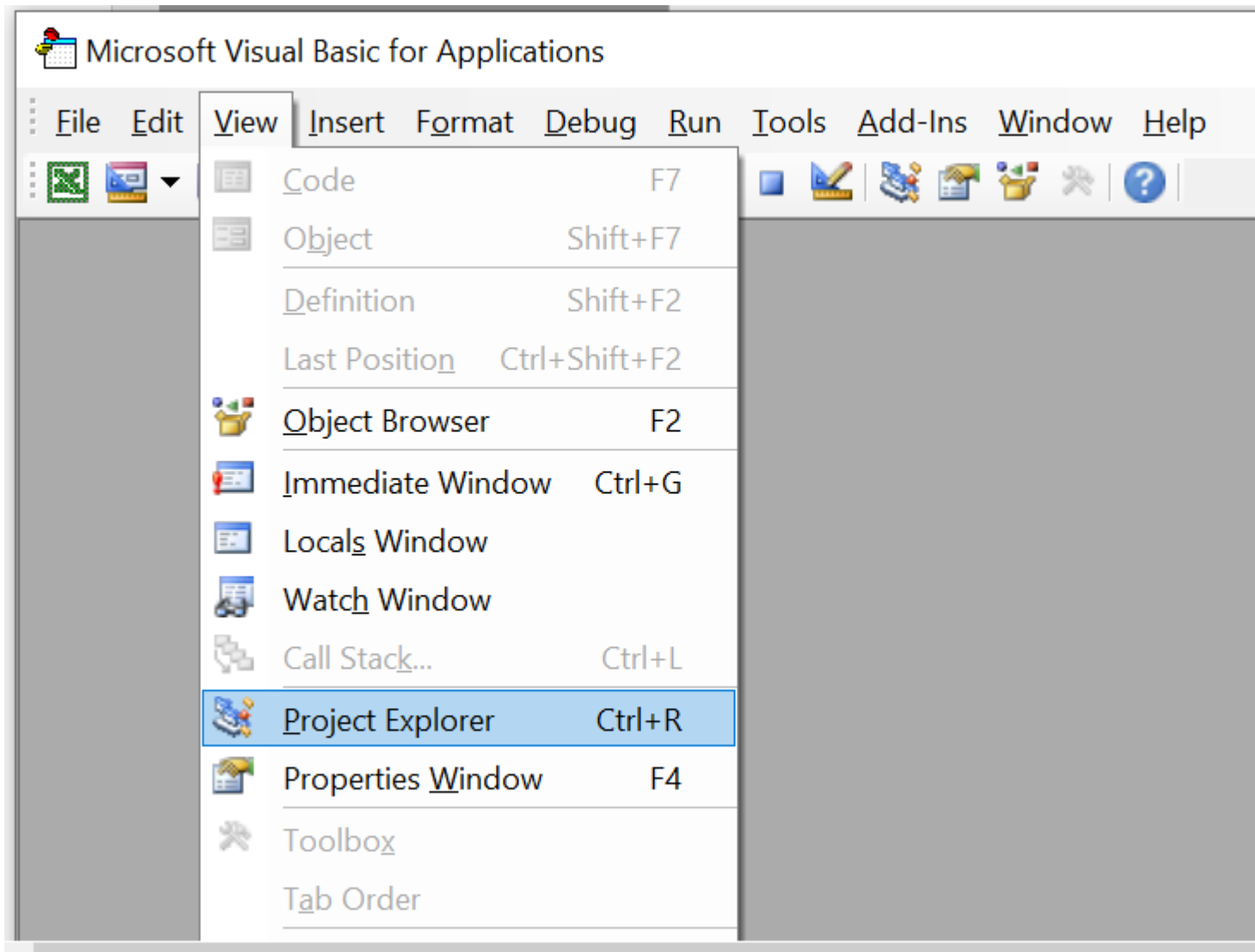


This screen will appear. Click here and a password box will open. Type in the word

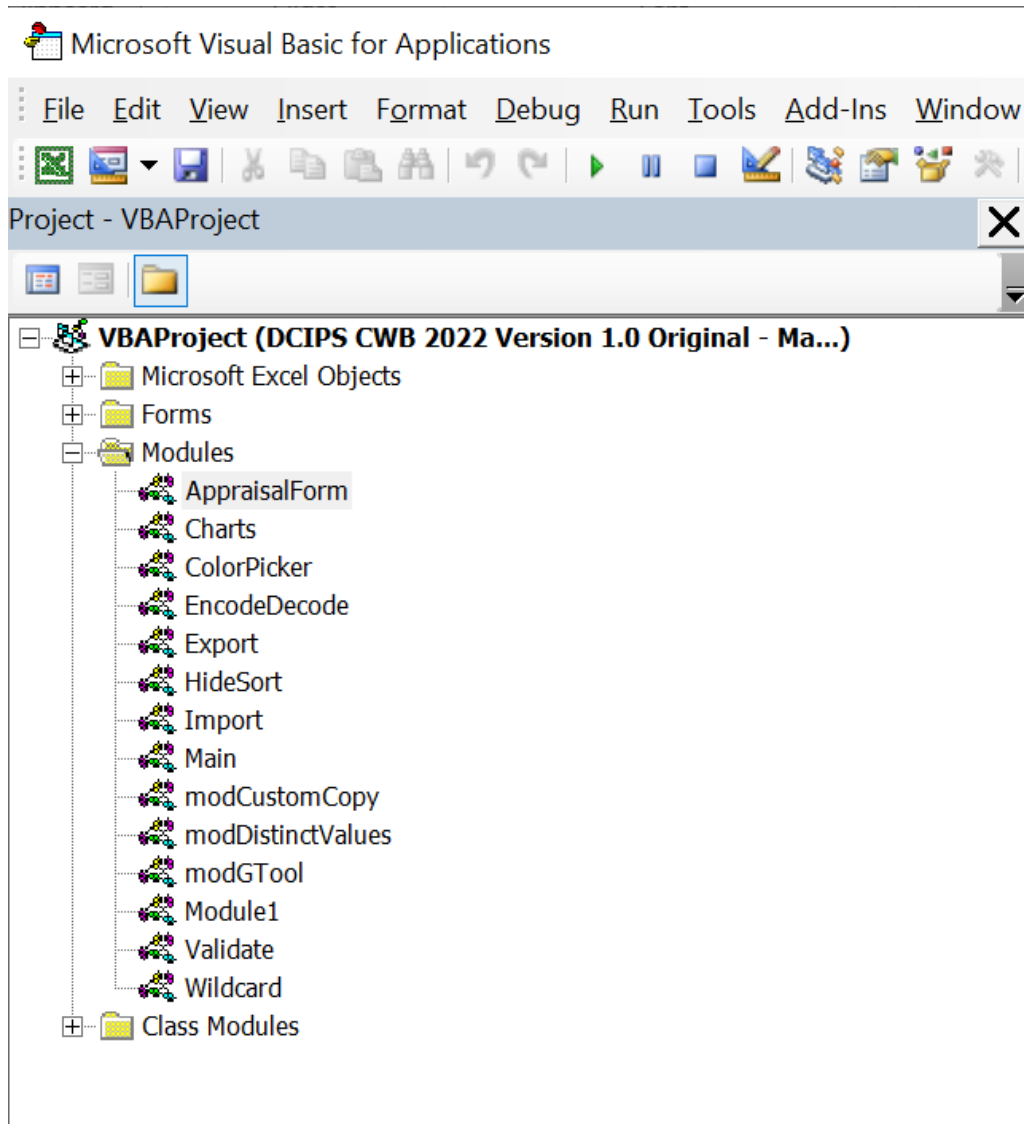
dcipstools

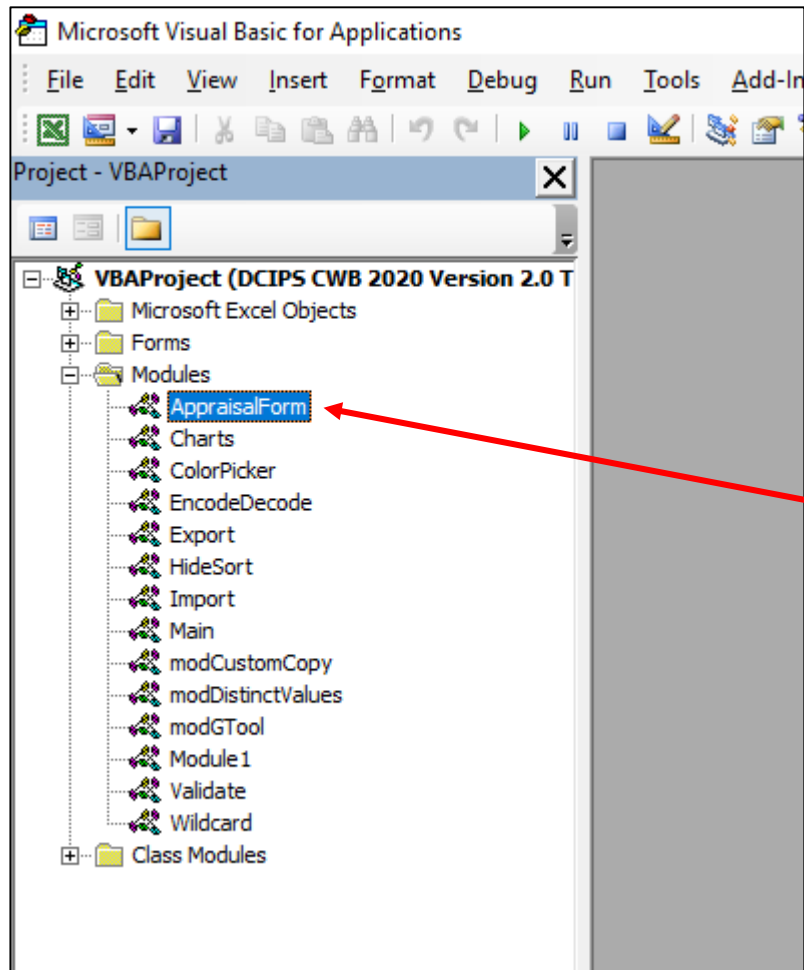
All lowercase and as one word – then click OK

If you do not see the “Project – VBA Project” box, Click on “View” tab and then choose “Project Explorer”



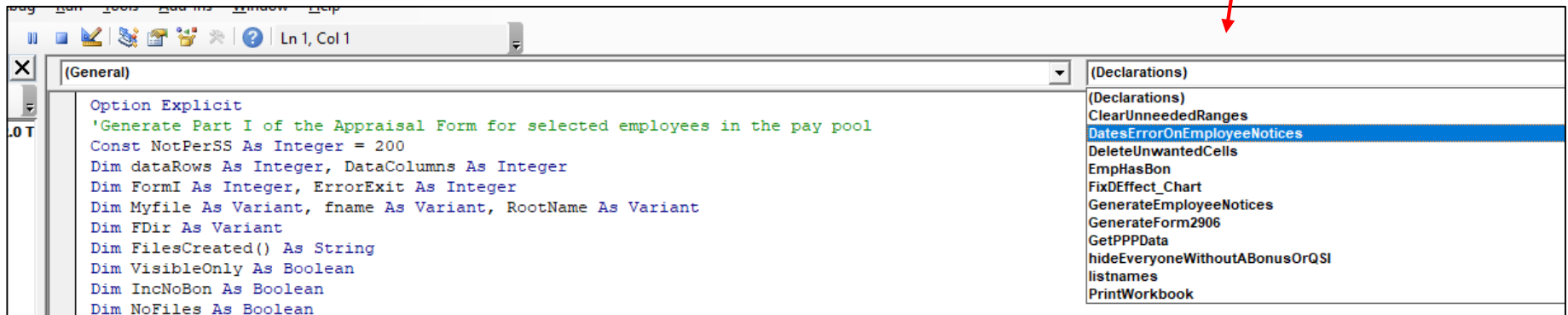
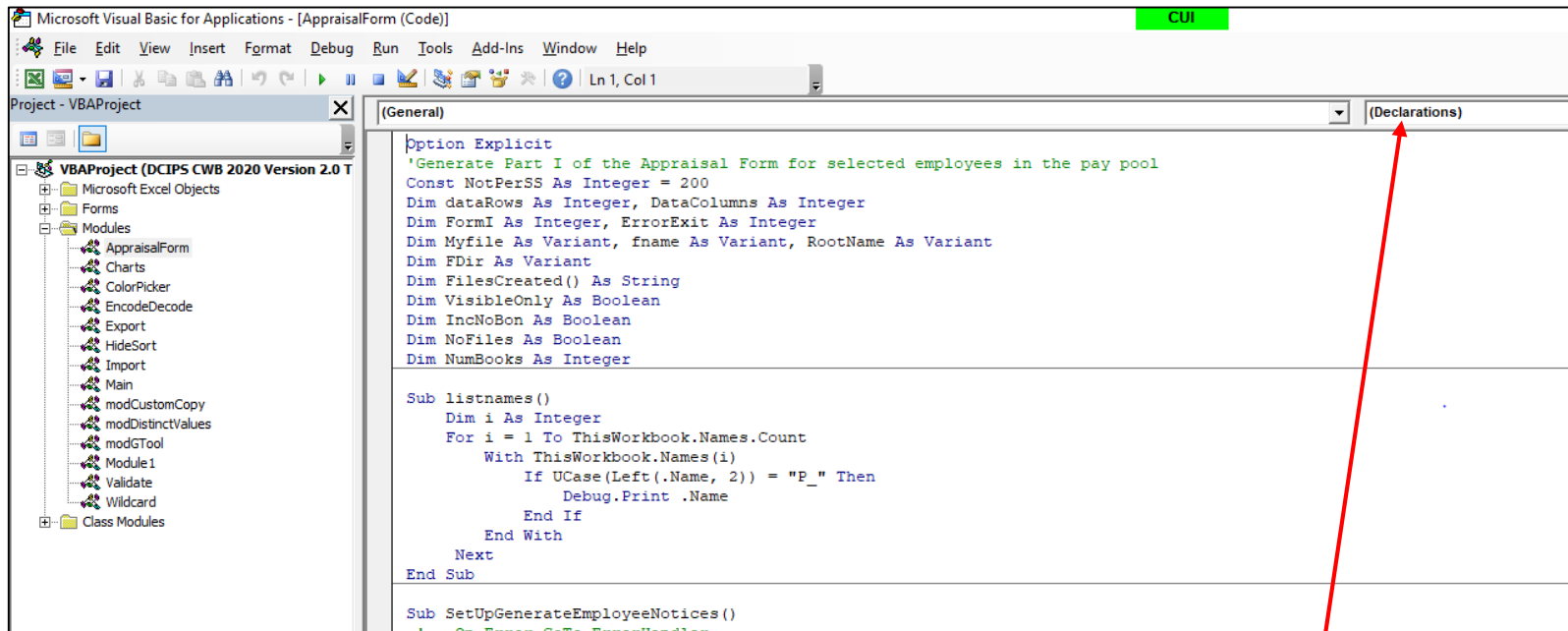
Now you should see the VBA Project screen





Expand files and double-click on "AppraisalForm"

From the dropdown LOVs in the far right box, choose “DatesErrorOnEmployeeNotices”



Microsoft Visual Basic for Applications - DCIPS CWB 2020 Version Test.xlsm - [AppraisalForm (Code)]

File Edit View Insert Format Debug Run Tools Add-Ins Window Help

Project - VBAProject

Code F7
Object Shift+F7
Definition Shift+F2
Last Position Ctrl+Shift+F2
Object Browser F2
Immediate Window Ctrl+G
Locals Window
Watch Window
Call Stack... Ctrl+L
Project Explorer Ctrl+N
Properties Window F4
Toolbox
Tab Order
Toolbars

Microsoft Excel Alt+F11

Forms
frmCaptureCharts
frmCertify
frmComments
frmEmpNotices
frmFloorEdits
frmListEmployees
frmLock
frmManageColumnList
frmPickColor
frmSort
frmUnlock
frmView
frmWCPick

Modules
AppraisalForm
Charts
ColorPicker
EncodeDecode
Export
HideSort
Import
Main
modCustomCopy

Ln 553, Col 98

General) DatesErrorOnEmployeeNotices

```
Sub DatesErrorOnEmployeeNotices()  
    ' DatesErrorOnEmployeeNotices Macro  
    ' Errors Associated with Dates on Employee Notices  
    '  
  
    Dim ws As Worksheet  
    For Each ws In Sheets  
        ws.Activate  
  
        Range("M4").Select  
        ActiveCell.FormulaR1C1 = "1-Oct-19 to 30-Sep-20"  
        Range("L6:M6").Select  
        ActiveCell.FormulaR1C1 = "1/03/2021"  
        Range("C7:N7").Select  
        ActiveWindow.SmallScroll Down:=18  
        Range("D41").Select  
        ActiveCell.FormulaR1C1 = _  
            "performance appraisal cycle. Actual increases and bonuses are effective 03 January 2021 and will appear in your paycheck"  
        Range("D42").Select  
        ActiveWindow.SmallScroll Down:=-51  
        Range("K2").Select  
  
        Next ws  
  
        ' to delete unwanted cells in content page  
    End Sub  
  
Sub DeleteUnwantedCells()  
    Dim ws As Worksheet  
    Dim NSheets As Integer  
  
    If (Sheets(1).Name = "Contents") Then
```

Here are where the dates are stored in the macros.

```
Dim ws As Worksheet
```

```
For Each ws In Sheets
```

```
ws.Activate
```

```
Range("M4").Select
ActiveCell.FormulaR1C1 = "1-Oct-21 to 30-Sep-22"
Range("L6:M6").Select
ActiveCell.FormulaR1C1 = "1/05/2023"
Range("C7:N7").Select
ActiveWindow.SmallScroll Down:=18
Range("D41").Select
ActiveCell.FormulaR1C1 = _
    "performance appraisal cycle. Actual increases and bonuses are effective 05 January 2023 and will appear in your paycheck"
Range("D42").Select
ActiveWindow.SmallScroll Down:=-51
Range("K2").Select
```

```
Next ws
```

Update the dates in all three areas and click the Save Icon at the top of the screen.
Then close out of the developer view so you go back to the CWB.

```
Dim ws As Worksheet
```

```
For Each ws In Sheets
```

```
ws.Activate
```

```
Range("M4").Select
ActiveCell.FormulaR1C1 = "1-Oct-21 to 30-Sep-22"
Range("L6:M6").Select
ActiveCell.FormulaR1C1 = "1/05/2023"
Range("C7:N7").Select
ActiveWindow.SmallScroll Down:=18
Range("D41").Select
ActiveCell.FormulaR1C1 = _
    "performance appraisal cycle. Actual increases and bonuses are effective 05 January 2023 and will appear in your paycheck"
Range("D42").Select
ActiveWindow.SmallScroll Down:=-51
Range("K2").Select
```

```
Next ws
```

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.

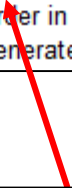
Step 4: Determine a rating threshold for bonuses. This threshold rating receives 1 bonus share. Decimal rating increments between the threshold and a rating of 5 will receive increasing bonus amounts.

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 01/07/2021.*

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.

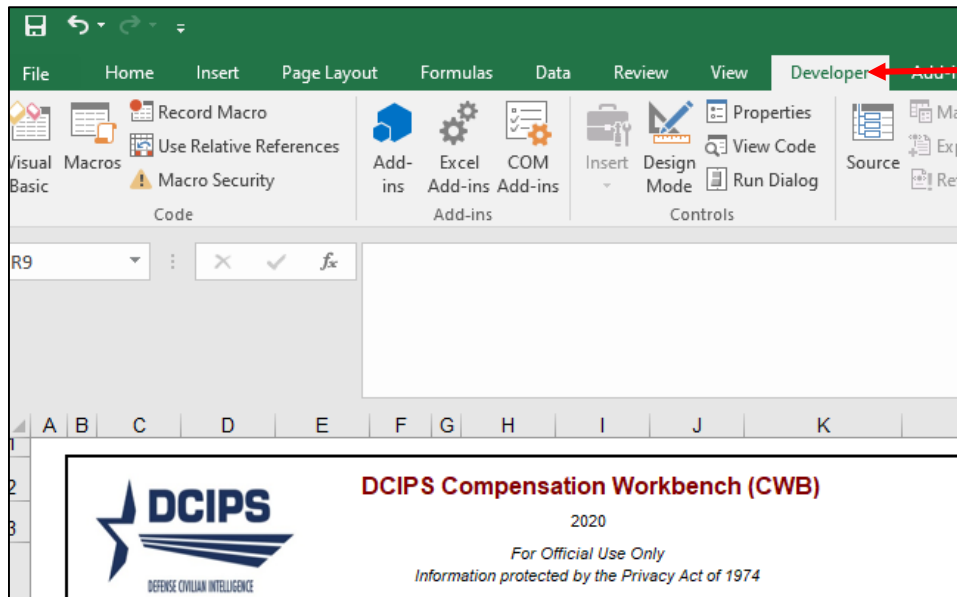


- Click on Generate Employee Notices on step 8
- Another Dialog Box called, “Generate employee Notices” shows up. Click **Generate**.
- A box will pop up asking if you would like to **PRINT** the Employee Notices at this time. Click **NO**
- Save the workbook in a folder, and give it a name you’ll remember.

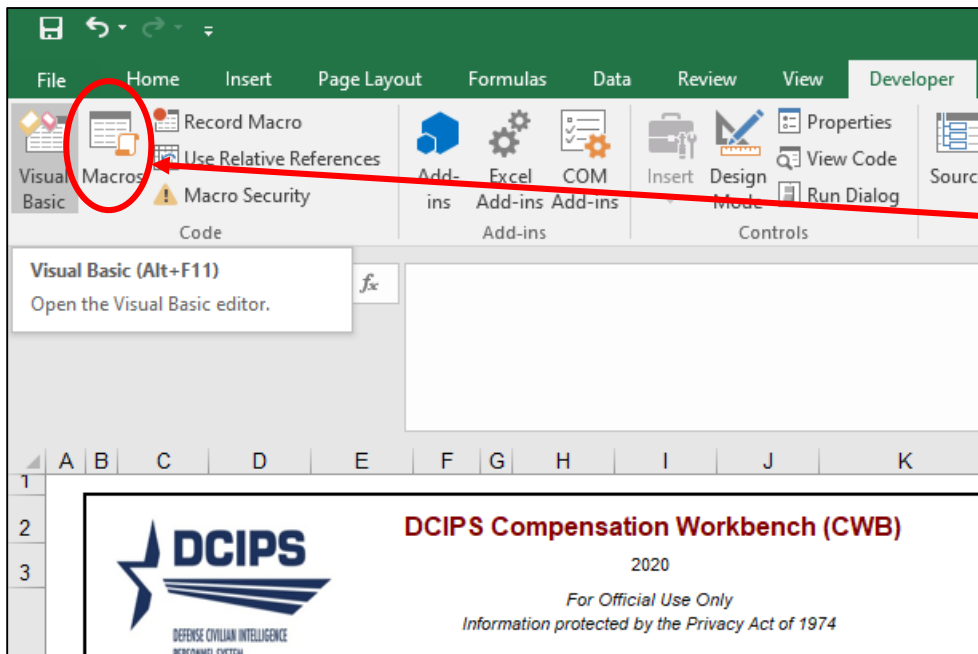
Please make sure your CWB remains open for the following steps

The following steps are
accomplished on the
Employee Notices Worksheet.

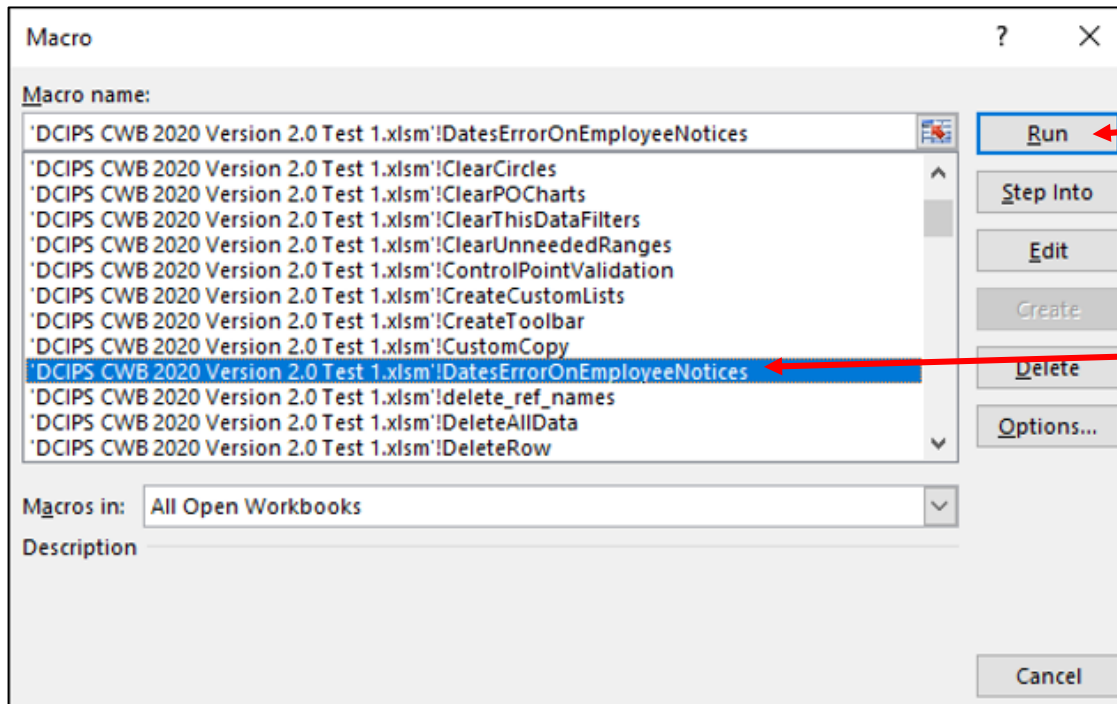
Remember to leave your CWB
Tool open, as well.



The feedback worksheet that you just saved should still be open, if not, open it and click on the “Developer” tab



Click on the “Macros” tab



The names of embedded Macros will be listed. Click on the file that contains “DatesErrorOnEmployeeNotices” in the name. Then click on “Run”

The script embedded in the Macro will correct all of the dates on the feedback forms in your file.



Employee Performance Pay Feedback (estimate*)

Name: Georg Cantor	Work Role: Intelligence Operations Specialist	Appraisal Period: 1-Oct-21 to 30-Sep-22
Organization: OFA/BBB	Work Category: P	Payout Effective Date: 5-Jan-23
Pay Pool ID: PP005	Grade: 13	

Discuss evaluation with employee and obtain signature confirming discussion. Signature of employee does not constitute agreement with appraisal or related compensation.

<u>Jeane Dixon, Pay Pool PRA</u>	<u>12-Oct-22</u>
	Date
<u>John Edward, Pay Pool Manager</u>	<u>12-Oct-22</u>
	Date
<u>Jimmie Fox, Rating Official</u>	<u> </u>
	Date
<u>Employee Signature</u>	<u> </u>
	Date

Your Evaluation of Record	5 - Outstanding
----------------------------------	------------------------

Remarks Congratulations! Keep up the great work.	Performance-Based Payout Detail ✓ 0 Bonus \$3,199 DCIPS Quality Increase
--	--

Pay Pool Results	
Modal Evaluation Of Record	4 - Excellent
Mean Bonus Amount **	
% Receiving Bonus	0.0%

The dates in all three areas have been corrected.

You have completed the CWB process. The Feedback forms can be distributed IAW your Business Plan.

* 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 05 January 2023 and will appear in your paycheck for the first pay period in January.

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