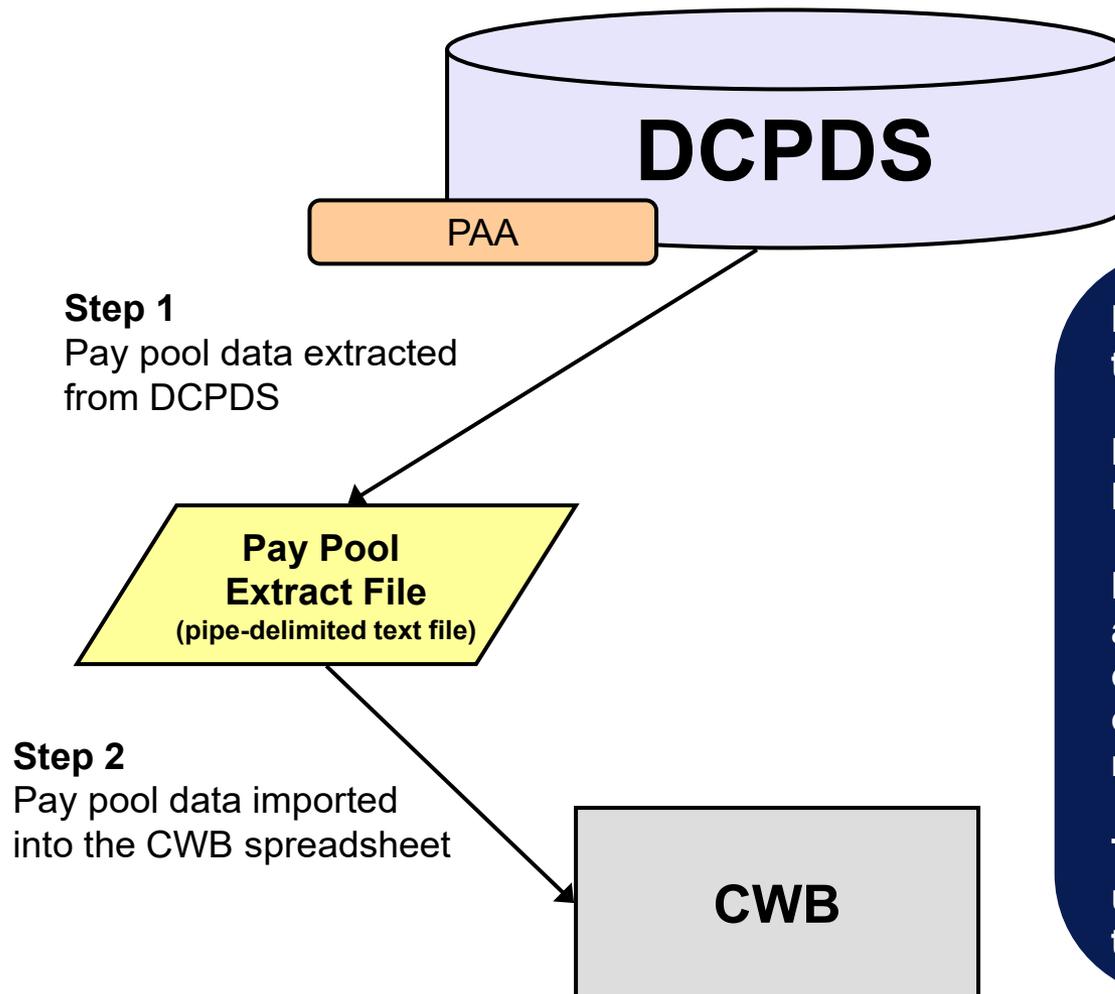


How to Order a CWB Extract via the Defense Civilian Personnel Data System (DCPDS) and Upload it into the Compensation Workbench Tool

DCPDS CWB Extract



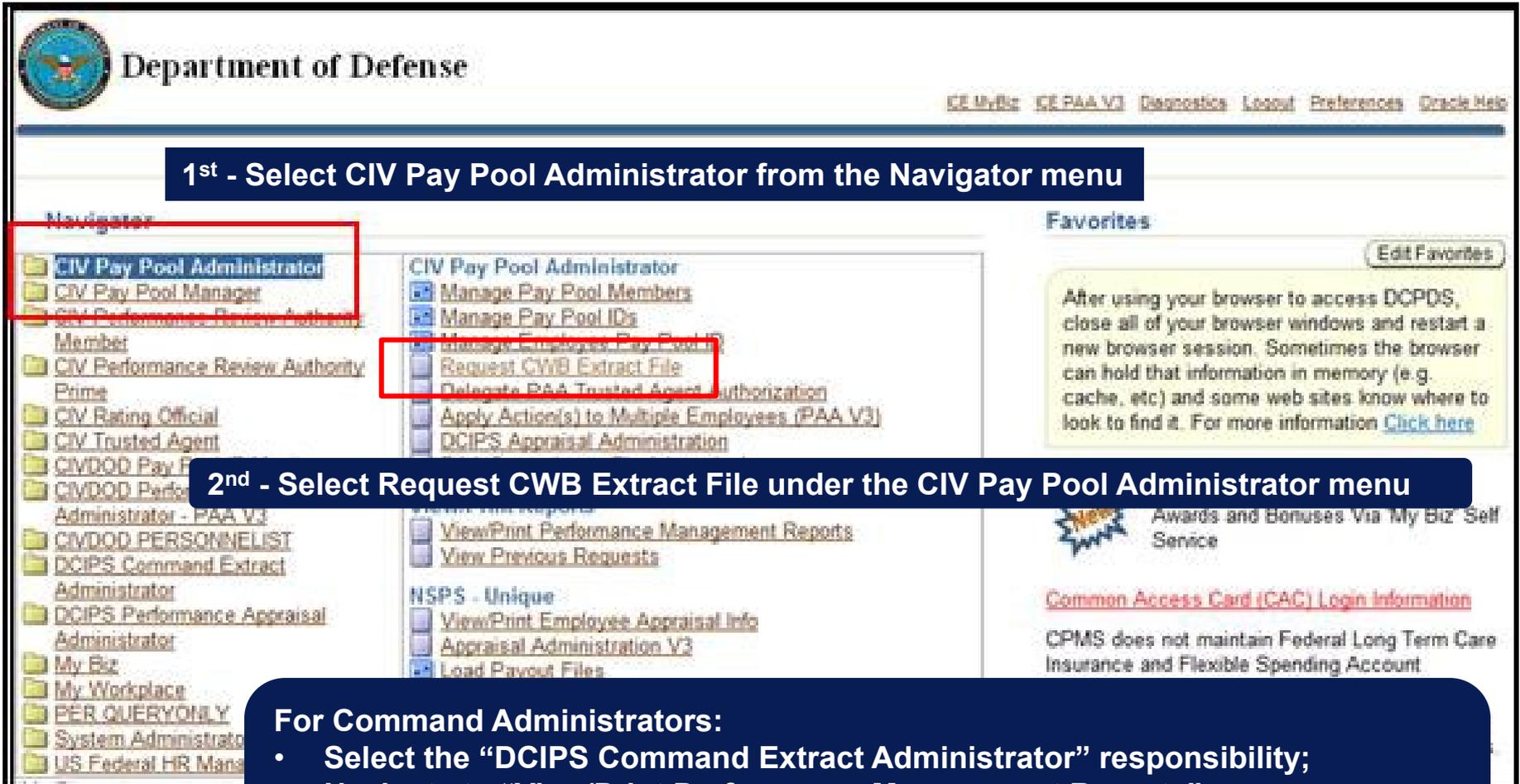
Pay pool administrators can download their pay pool data from DCPDS

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

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

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

Request CWB Extract File

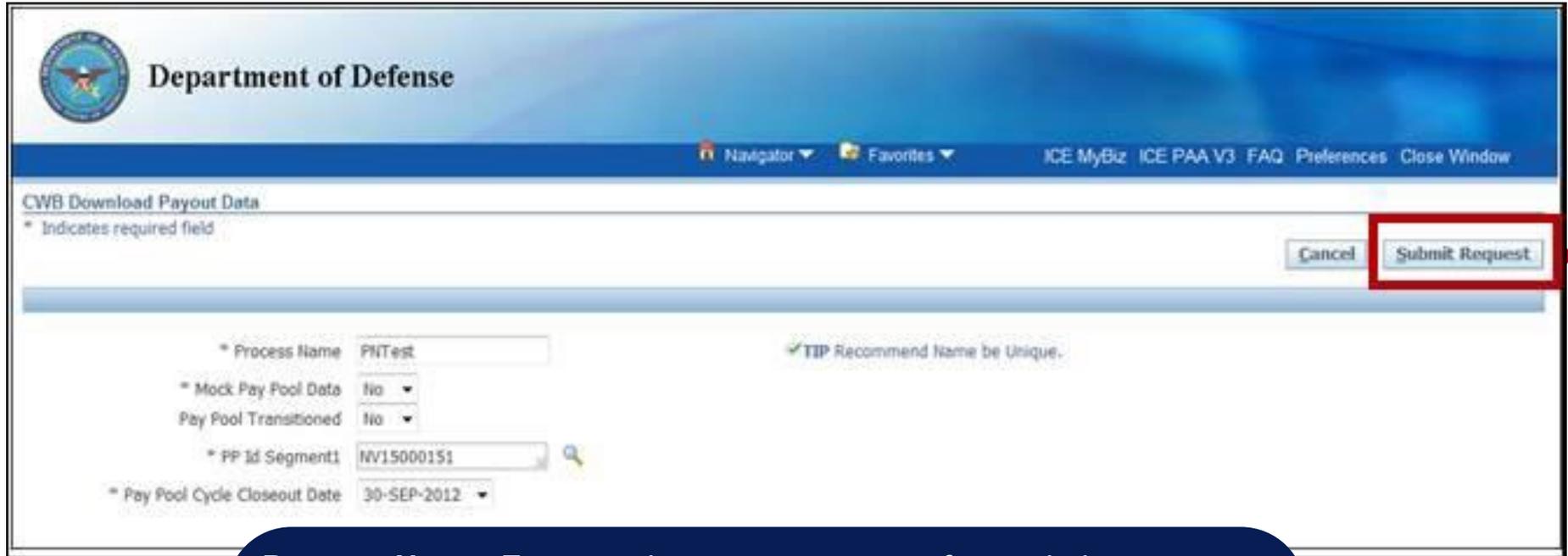


The screenshot shows the DCIPS web application interface. At the top left is the Department of Defense logo. The main navigation menu is on the left, and the main content area is on the right. A red box highlights the 'CIV Pay Pool Administrator' option in the Navigator menu. Another red box highlights the 'Request CWB Extract File' option under the 'CIV Pay Pool Administrator' menu. A blue callout box at the top of the screenshot reads: '1st - Select CIV Pay Pool Administrator from the Navigator menu'. A second blue callout box at the bottom of the screenshot reads: '2nd - Select Request CWB Extract File under the CIV Pay Pool Administrator menu'. The interface also includes a 'Favorites' section on the right with a warning message about browser cache and a 'Common Access Card (CAC) Login Information' section.

For Command Administrators:

- Select the “DCIPS Command Extract Administrator” responsibility;
- Navigate to “View/Print Performance Management Reports”
- Enter “DCIPS Command CWB Extract” in the Report Name for selection of multiple pay pools by “Agency Group”.

Enter Pay Pool Information



Department of Defense

Navigator Favorites ICE MyBiz ICE PAA V3 FAQ Preferences Close Window

CWB Download Payout Data
* Indicates required field

Cancel Submit Request

* Process Name PITest

* Mock Pay Pool Data No

Pay Pool Transitioned No

* PP Id Segment 1 INV15000151

* Pay Pool Cycle Closeout Date 30-SEP-2012

TIP Recommend Name be Unique.

Process Name: Enter a unique process name of your choice

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

Pay Pool Transitioned: Does not apply to DCIPS pay pools

PP Id Segment 1: Enter the pay pool identifier

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

Wait for DCPDS to Generate the File

File Edit View Favorites Tools Help

Requests

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

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

Requests

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

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

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

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

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

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

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

Save the Extract File

File Edit View Favorites Tools Help

Requests

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

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

Requests

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

Request ID	Status	Process Name	Phase	Details	Output
6708964	✓	DCIPSSQTEST1 (Download CWB Extract)	Completed		

Right click on the Output Icon and select "Save Target As..."

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

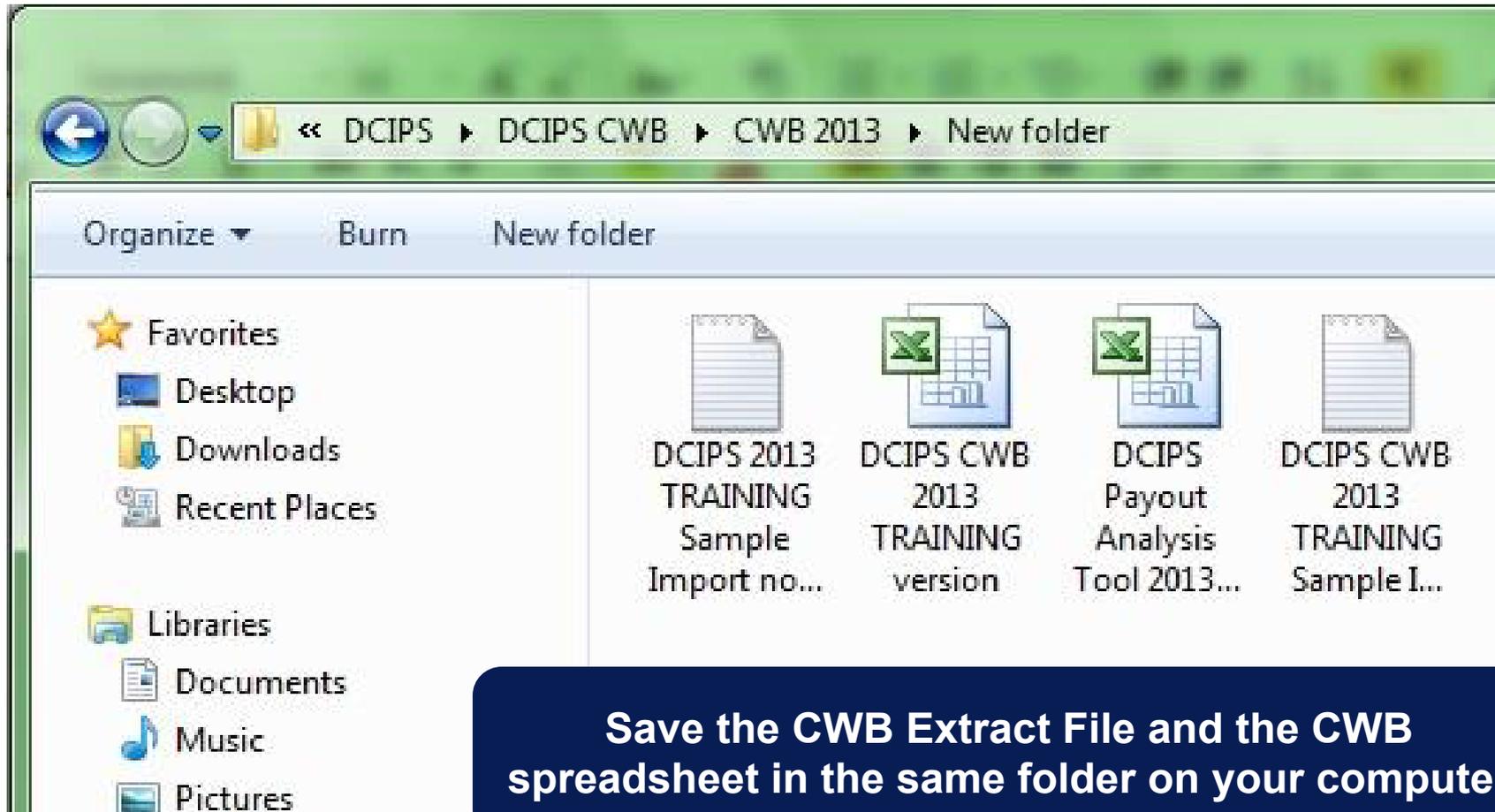
- Open Link
- Open Link in New Tab
- Open Link in New Window
- Save Target As...
- Print Target
- Show Picture
- Save Picture As...
- E-mail Picture...
- Print Picture...
- Go to My Pictures
- Set as Background
- Cut
- Copy
- Copy Shortcut
- Paste
- Add to Favorites...
- Properties

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

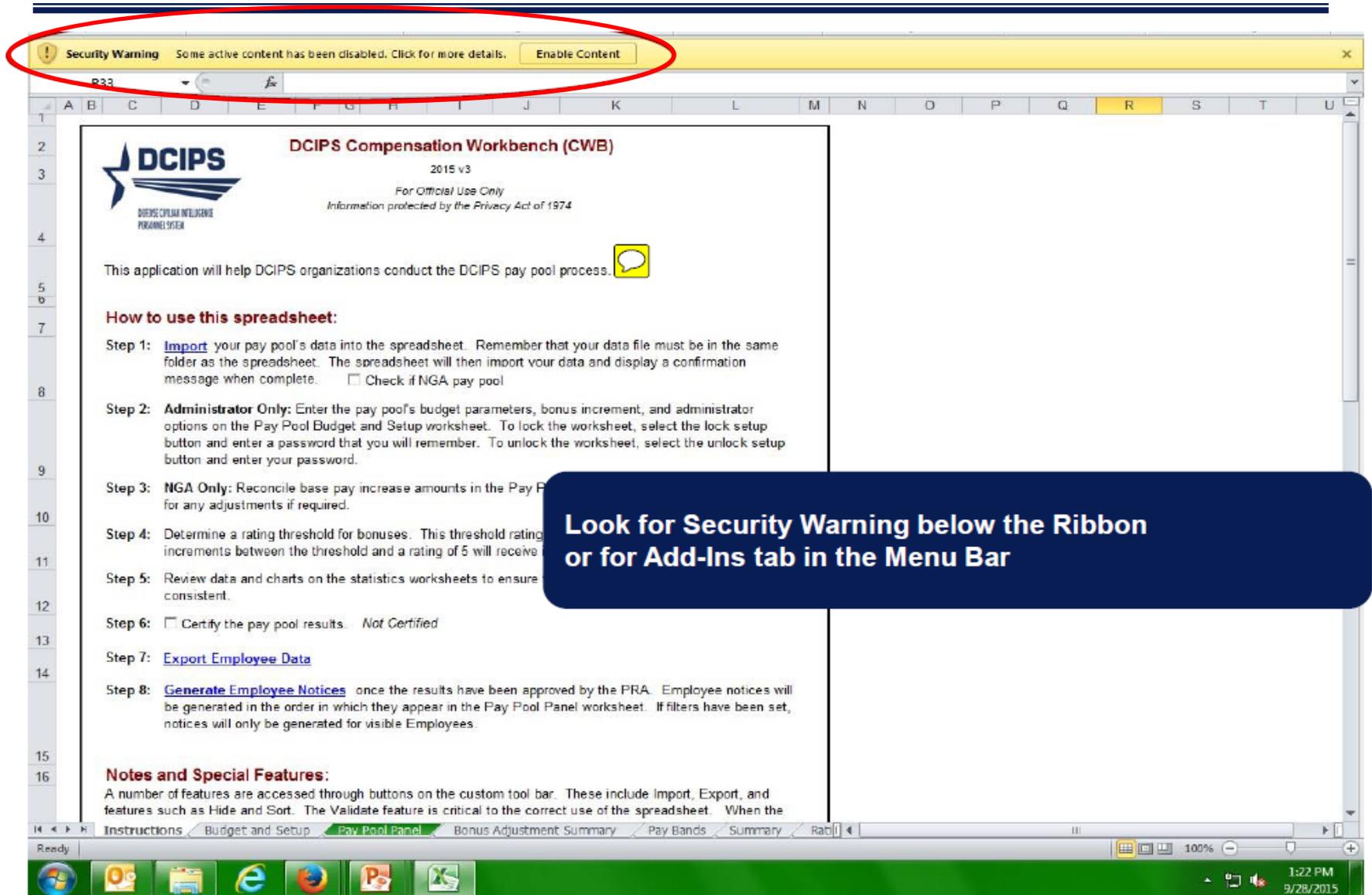
Save the file on your computer, wherever you keep your CWB

Change the name of the file to something more descriptive.

CWB Extract File and CWB



Enabling Macros



The screenshot shows a Microsoft Excel spreadsheet titled "DCIPS Compensation Workbench (CWB) 2015 v3". A yellow security warning banner is visible at the top, stating "Security Warning: Some active content has been disabled. Click for more details." and includes an "Enable Content" button. The spreadsheet content includes the DCIPS logo, version information, and a list of steps for using the spreadsheet. A blue callout box highlights the security warning area.

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

DCIPS Compensation Workbench (CWB)
2015 v3
For Official Use Only
Information protected by the Privacy Act of 1974

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

How to use this spreadsheet:

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

Notes and Special Features:
A number of features are accessed through buttons on the custom tool bar. These include Import, Export, and features such as Hide and Sort. The Validate feature is critical to the correct use of the spreadsheet. When the

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

Instructions | Budget and Setup | **Pay Pool Panel** | Bonus Adjustment Summary | Pay Bands | Summary | Raci

Ready | 100% | 1:22 PM 9/28/2015

Importing Data

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

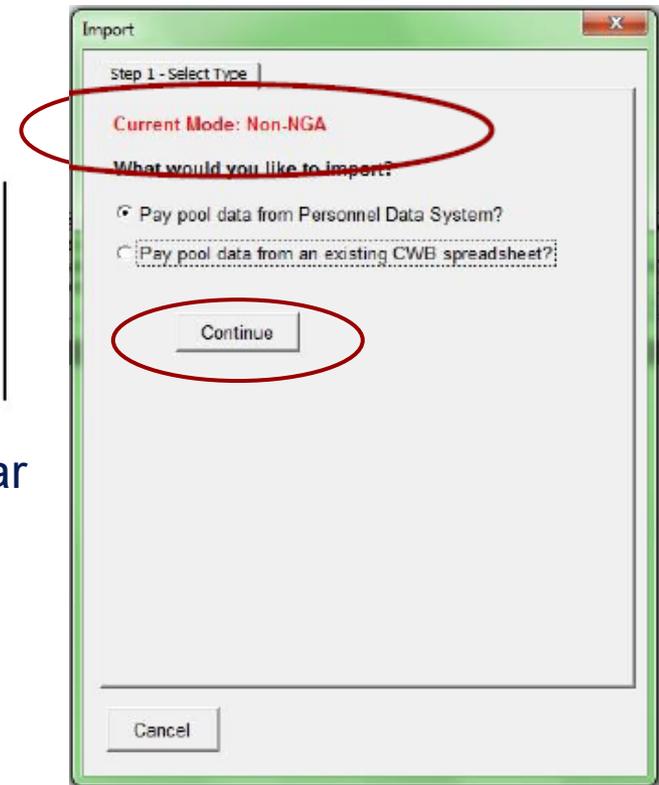
7

How to use this spreadsheet:

8

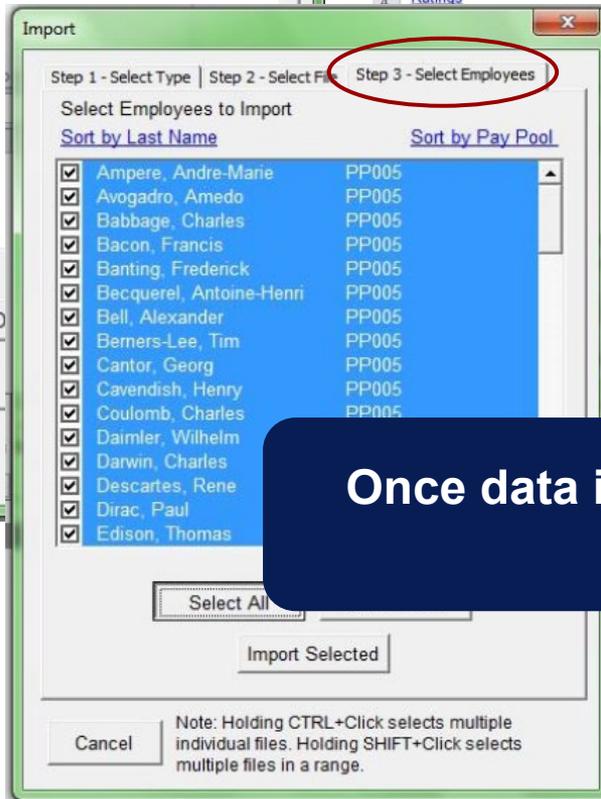
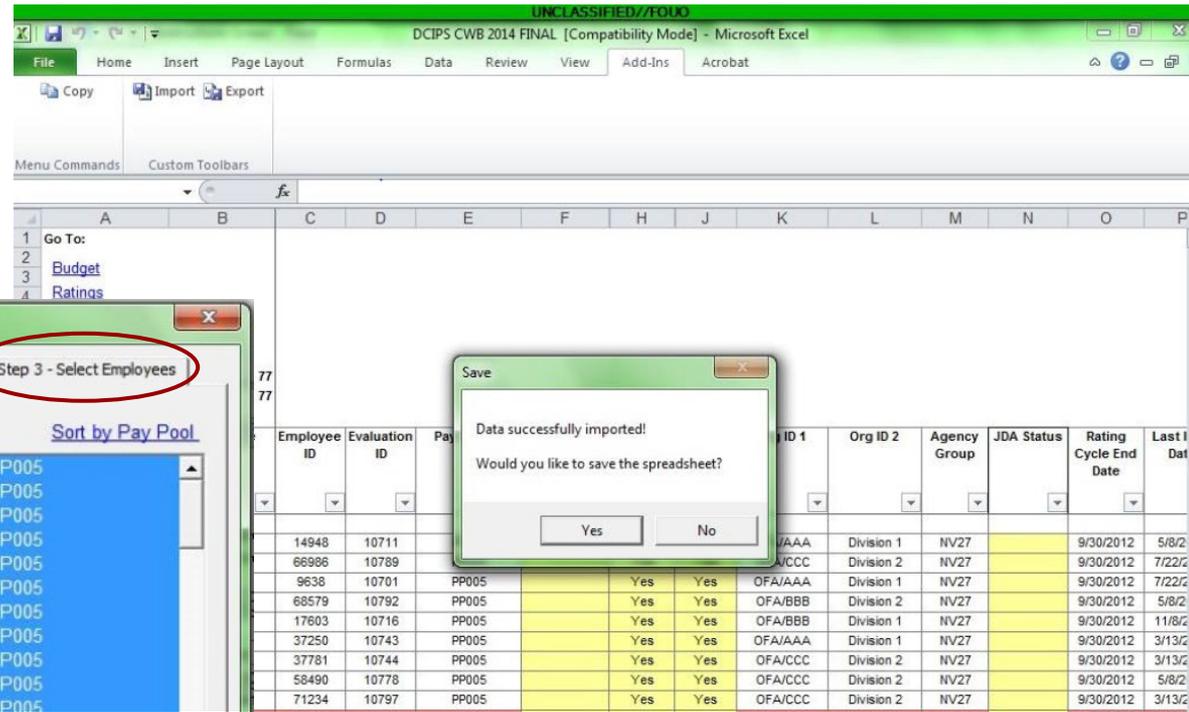
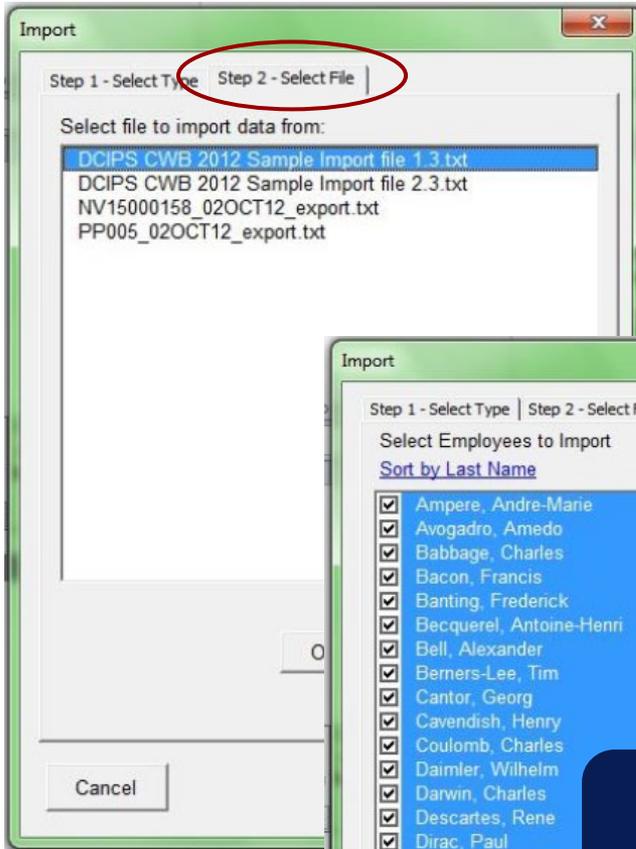
Step 1: **Import** your pay pool's data into the spreadsheet. Remember that your data file must be in the same folder as the spreadsheet. The spreadsheet will then import your data and display a confirmation message when complete. Check if NGA pay pool

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



The screenshot shows a dialog box titled "Import" with a green header bar. The dialog is divided into sections. The first section is "Step 1 - Select Type". Below this, it says "Current Mode: Non-NGA" in red text, which is circled in red. The next section is "What would you like to import?". It contains two radio button options: "Pay pool data from Personnel Data System?" (which is selected) and "Pay pool data from an existing CWB spreadsheet?". Below these options is a "Continue" button, also circled in red. At the bottom of the dialog is a "Cancel" button.

Importing Data



Once data is successfully imported, SAVE file (rename).

Note: Holding CTRL+Click selects multiple individual files. Holding SHIFT+Click selects multiple files in a range.