



DCPDS User Guide

Defense Civilian Intelligence Personnel System (DCIPS)

Compensation Workbench (CWB) Extract Process

2023

DCPDS DCIPS CWB Extract Process User Guide – 2023

- CWB Extract Files.....3
- Overview3
- When to Extract Your Pay Pool Data3
- CWB Extract File Step-by-Step Process.....4
- Step 1: Log into DCPDS.....4
- Step 2: Select your responsibility from Other Responsibilities/Applications in MyBiz+.....4
- Step 3: Select Request CWB Extract File from the menu.....4
- Step 4: Complete the CWB Download Payout Data form and click Submit Request.5
- Step 5: Wait for the extract file to be generated.5
- Step 6: Save the extract file to your computer.6
- Viewing Previous Extract Requests.....7
- Appendix 1 – CWB Extract File Data Elements8

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 PAA¹. 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 1	
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 Rollis 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 Corsal 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

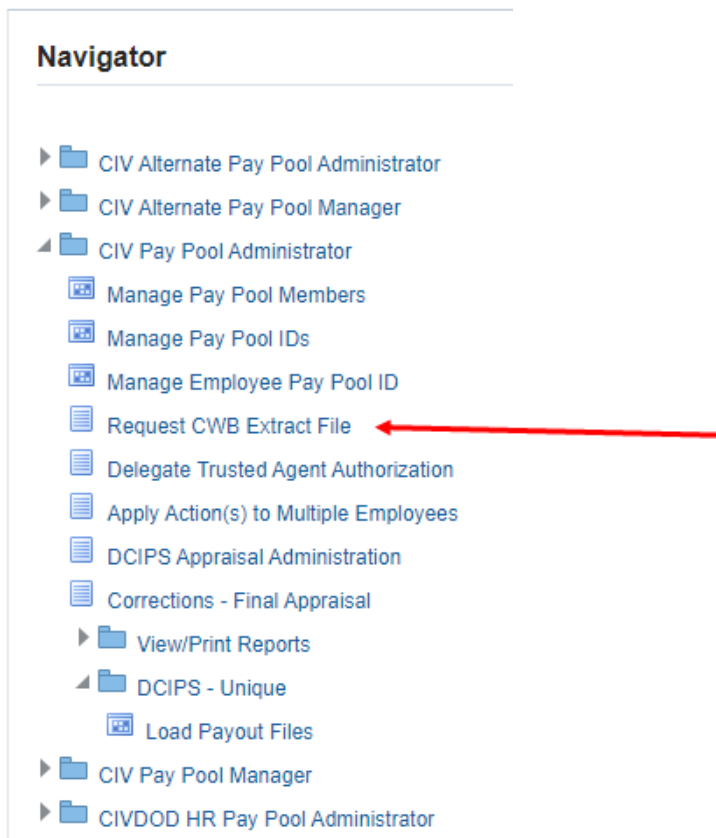
Step 1: Log into DCPDS.

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

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



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”.

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

CWB Download Payout Data
* Indicates required field

Cancel Submit Request

* Process Name PNTTest ✔ TIP Recommend Name be Unique.

* Mock Pay Pool Data No

Pay Pool Transitioned No

* PP Id Segment1 PN1500015R

* Pay Pool Cycle Closeout Date 30-SEP-2015

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”.

Department of Defense

MyBiz+ Help Close Window

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.

Requests Summary Table

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

Process Name	Phase	Details	Output	Request ID	Status
CWB Extract 01 (Download CWB Extract)	Running				17860004 Normal

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.

Wait for Phase to Change to Completed

Requests Summary Table

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

Process Name	Phase
CWB Extract 01 (Download CWB Extract)	Completed

Step 6: Save the extract file to your computer.


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



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.

Requests Summary Table

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

Process Name	Phase	Details	Output	Request ID	Status
PIVTest (Download CWB Extract)	Completed			6348600	Normal

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.

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.

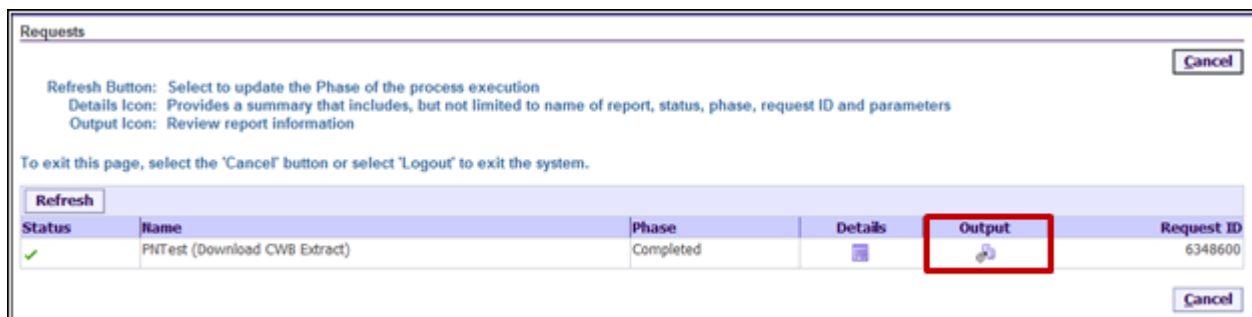
Viewing Previous Extract Requests

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.

Navigator

- ▶ [CIV Alternate Pay Pool Administrator](#)
- ▶ [CIV Alternate Pay Pool Manager](#)
- ▲ [CIV Pay Pool Administrator](#)
 - 📄 Manage Pay Pool Members
 - 📄 Manage Pay Pool IDs
 - 📄 Manage Employee Pay Pool ID
 - 📄 Request CWB Extract File
 - 📄 Delegate Trusted Agent Authorization
 - 📄 Apply Action(s) to Multiple Employees
 - 📄 DCIPS Appraisal Administration
 - 📄 Corrections - Final Appraisal
 - ▲ [View/Print Reports](#)
 - 📄 View/Print Performance Management Reports
 - 📄 View Previous Requests ←
- ▶ [DCIPS - Unique](#)
- ▶ [CIV Pay Pool Manager](#)
- ▶ [CIVDOD HR Pay Pool Administrator](#)

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.

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.