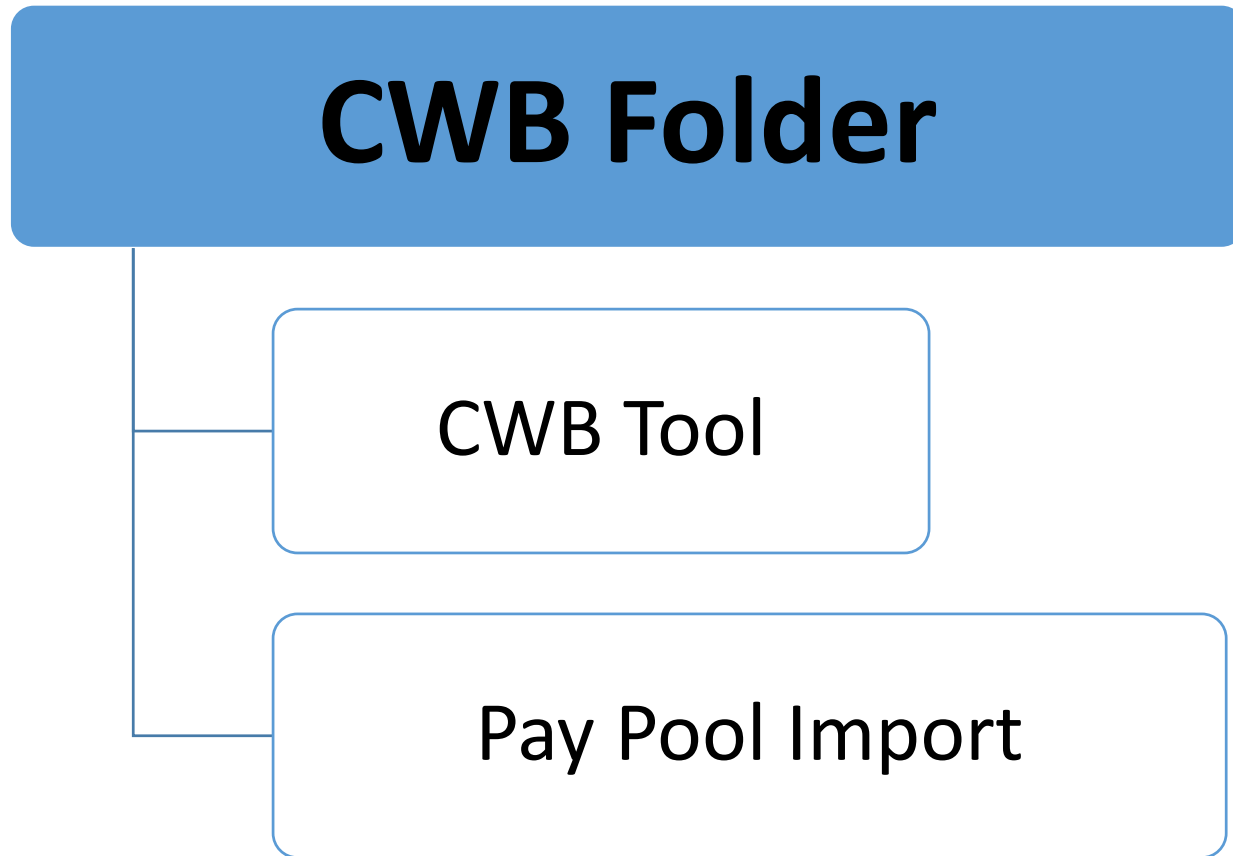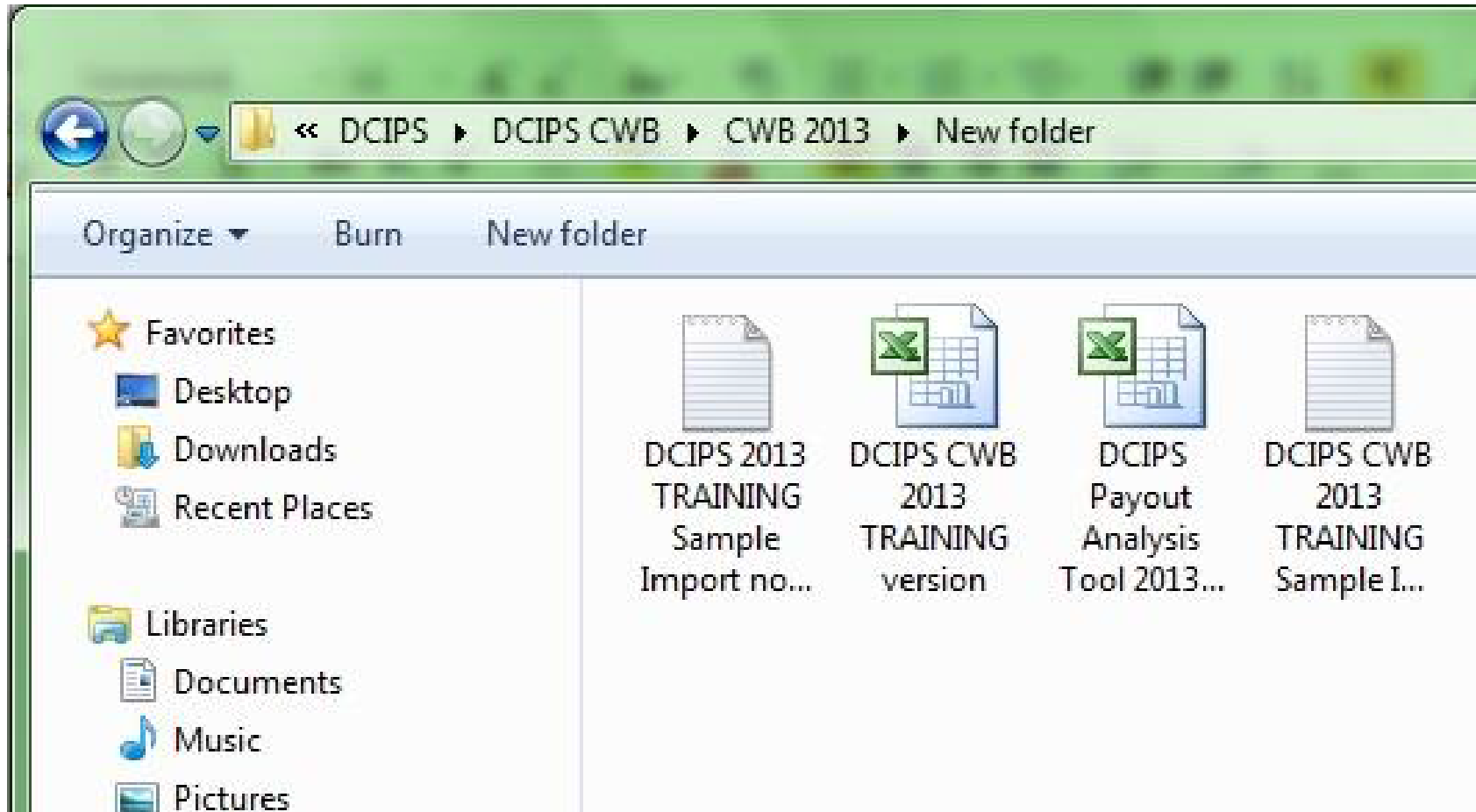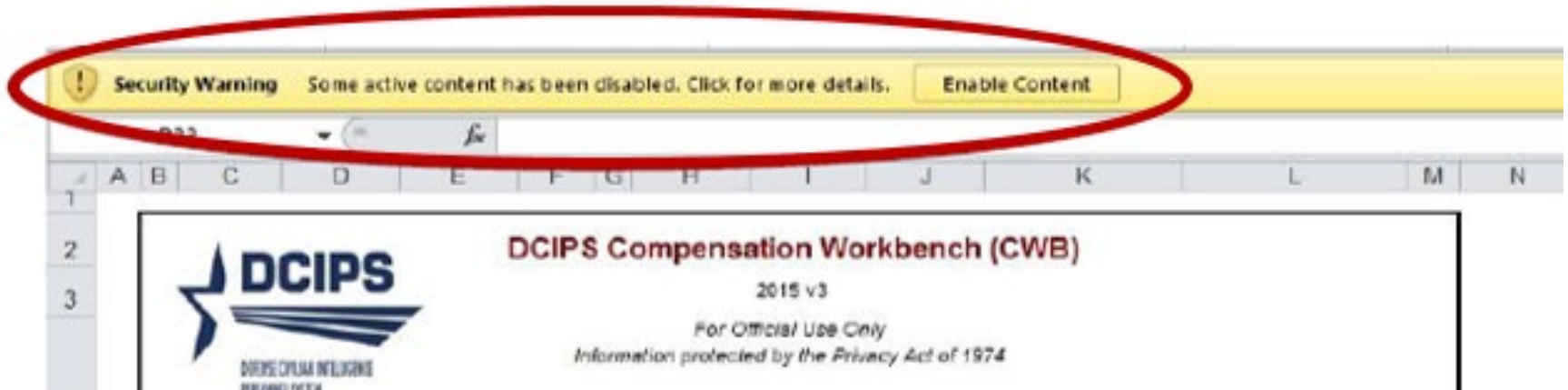**Important:** CWB Tool and Pay Pool Import must be saved in the same folder.

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.

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*

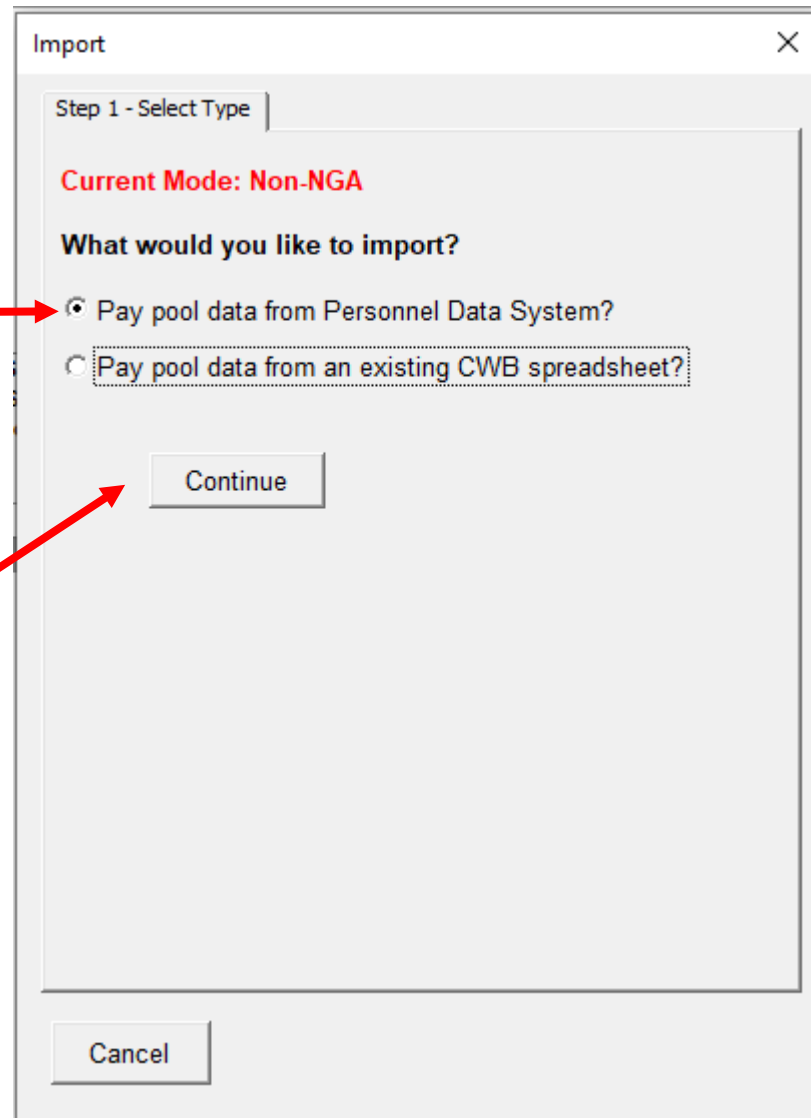**Step 7:** **Export Employee Data**

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 |

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
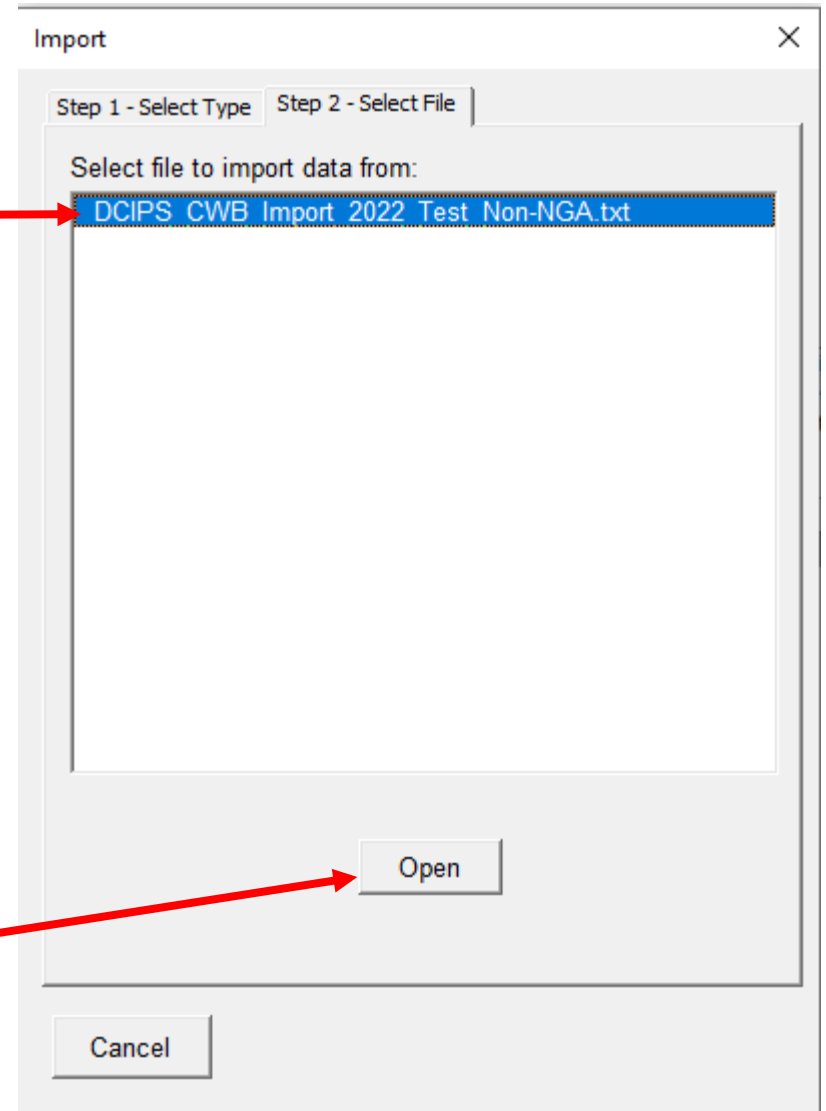

Import   ✕

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

Instructions Sheet

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.

Import   ×

Step 1 - Select Type | Step 2 - Select File |

Select file to import data from:
DCIPS_CWB_Import_2022_Test_Non-NGA.txt

Open

Cancel

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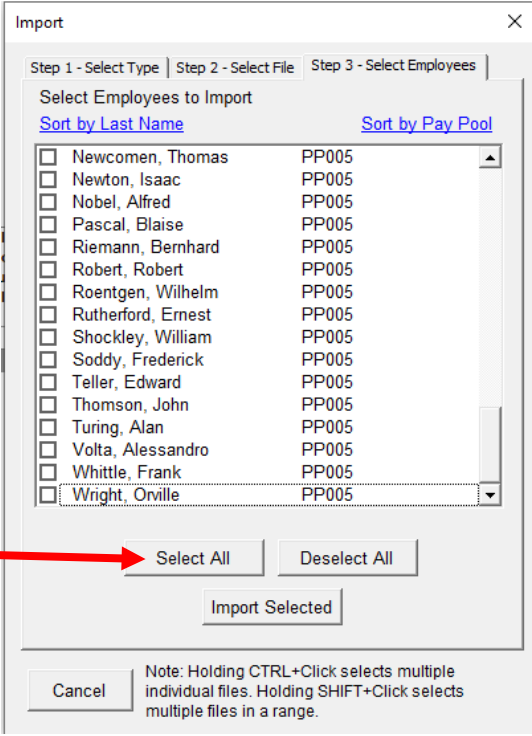
The names in the box will now be highlighted in blue and listed Alphabetically. This would be a good time to check the list of names against your rosters, to ensure no one is missing.
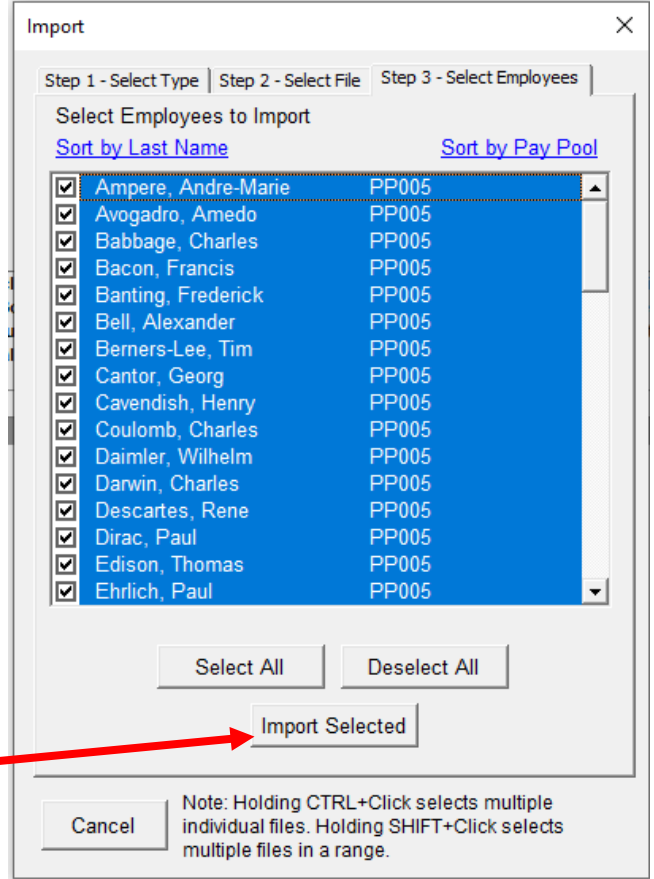
Click on the "Import Selected" link.

| 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		9/30/2017	3/19/2006		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

Save

Data successfully imported!

Would you like to save the spreadsheet?

[Yes]   [No]
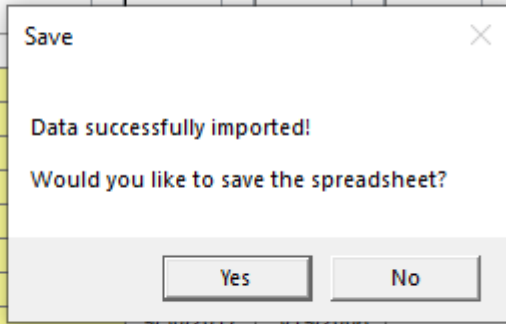
Data will import and a message box will appear, asking if you want to save this spreadsheet.

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
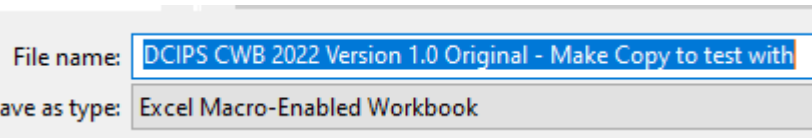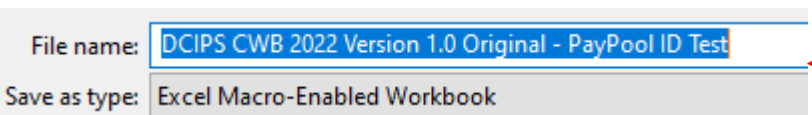
⟵ The CWB Tool with my unique naming convention. Always save as an "Excel Macro-Enabled Workbook"

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

		Base Salary	Adjusted Basic Pay	
Use Base Salary or 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

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 higer receives X% more shares than the previous rating, where X = the share increment.

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

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

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							
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	
11	Last Name ▼	First Name ▼	Objective Rating ▼	Element Rating ▼	Overall Rating ▼	Evaluation of Record ▼	Rating Description ▼
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

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

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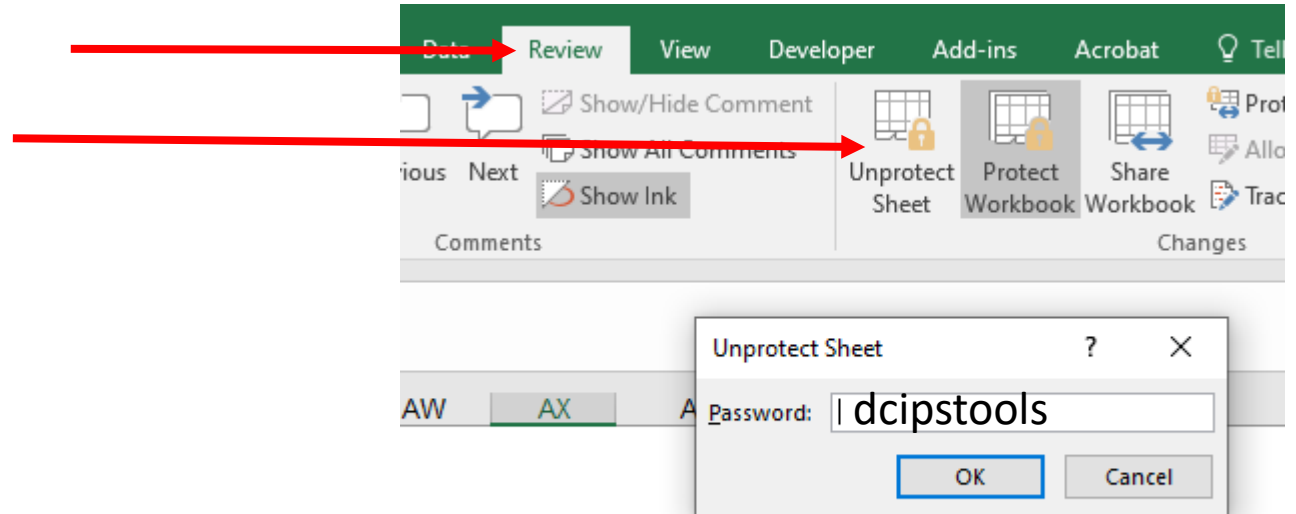
Then start over with the CWB Tool and upload the new import.

	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

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.

We now see the "3" in the AX69 cell.
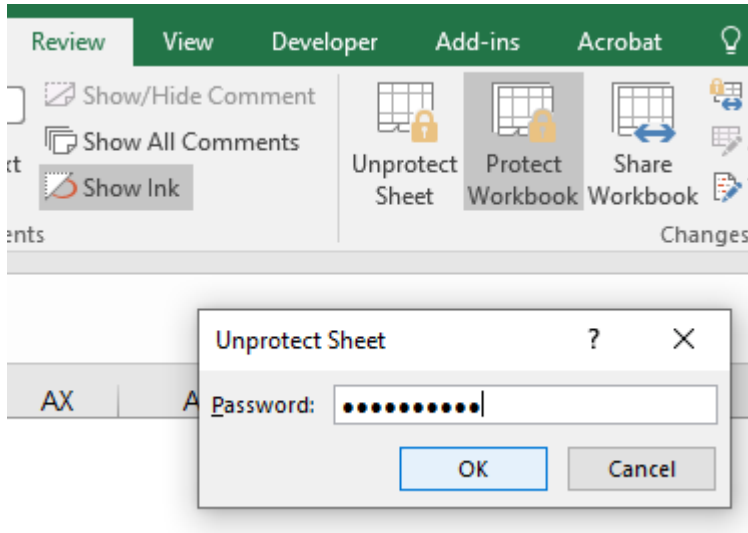
The Worksheet has protected itself once more. Click "Unprotect Sheet" and type in the password "dcipstools" then click OK.

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.

	Population	Sum of Base Salary	Sum of Adjusted Salary	Go to:
Pay Pool Population and Salary Information				
Entire PayPool	65	$5,878,911	$7,001,901	Instructions
Rated	65	$5,878,911	$7,001,901	Pay Bands
Rated and Included in Bonus Calculation	65	$5,878,911	$7,001,901	Pay Pool Panel

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

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

		Base Salary	Adjusted Basic Pay	
Use Base Salary or Adjusted Basic Pay?		○	⊙	
		%	%	$
Bonus Budget Percentage		2.98%	2.50%	$175,048
- Organization Withhold/Reserve (optional)	⊙ %	0.00%	0.00%	$0 ○ $
+ Additional Bonus Funding (optional)	⊙ %	0.00%	0.00%	$0 ○ $
Total Bonus Budget		2.98%	2.50%	$175,048
- Adjustment Funding (optional)	⊙ %	100.00%	100.00%	$175,048 ○ $
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.

	DCIPS Quality Increase / Sustained Quality Increase Budget		
46			
47			
48	Budget for DQI/SQI (Set by DCIPS Guidance)	0.17%	$11,903
49			
50			

"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.

	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

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

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)	SQI 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

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

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

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

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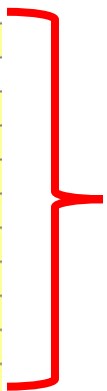
IAW our Business Plan*, we will only be considering 10% of our top performers, for a DQI or SQI. For this example, we are concentrating on everyone whose Overall Rating is 4.5 or higher.

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.

DX	DY
	Employees Eligib
	Employees Rec
	Rating

Date of last QSI or Equiv	$ Amount of last QSI or Equiv
▼	▼

EK	EL	EM

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

SQI Eligible?	Number of Steps to Award	Estimated $ Amount of Award
▼	▼	▼
	0	0
	0	0
	0	0
	0	0
	0	0
	0	0
	0	0
	0	0
	0	0

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."

SQI Eligible?	N
▼	
Yes	▼
Yes	
No	

SQI Eligible?	Number of Steps to Award	Est Ar
▼	▼	
Yes	0	▼
	0	
	1	
	2	
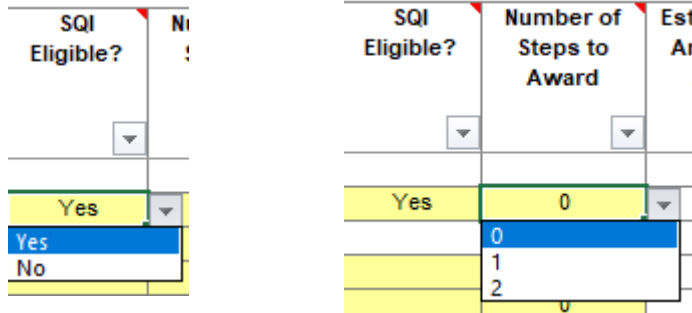
Column "EM" on both of the examples below show the estimated amount of award, depending on whether you are choosing to award one-step or two-steps. Notice the funds are subtracted from the "SQI/DQI Funds" cell and the "Remaining" cell shows how much you have left in your available funds.

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

SQI Eligible?	Number of Steps to Award	Estimated $ Amount of Award	
▼	▼	▼	
Yes	1	▼	3,199

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

SQI 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
	Impact of Decisions						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	$14,004	
Sort Ratings			Share Value		Adj Funding	Total Adjustments	Remaining Adjustment Funding				Remaining	$644	
			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						
	ble 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	$14,004
	Sort Ratings			Share Value		Adj Funding	Total Adjustments	Remaining Adjustment Funding					Remaining	$644
				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

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)
▼	▼

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.

Note Entry - Michael Faraday ✕

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, Enclosure 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

Note Entry - Alan Turing ✕

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

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

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)
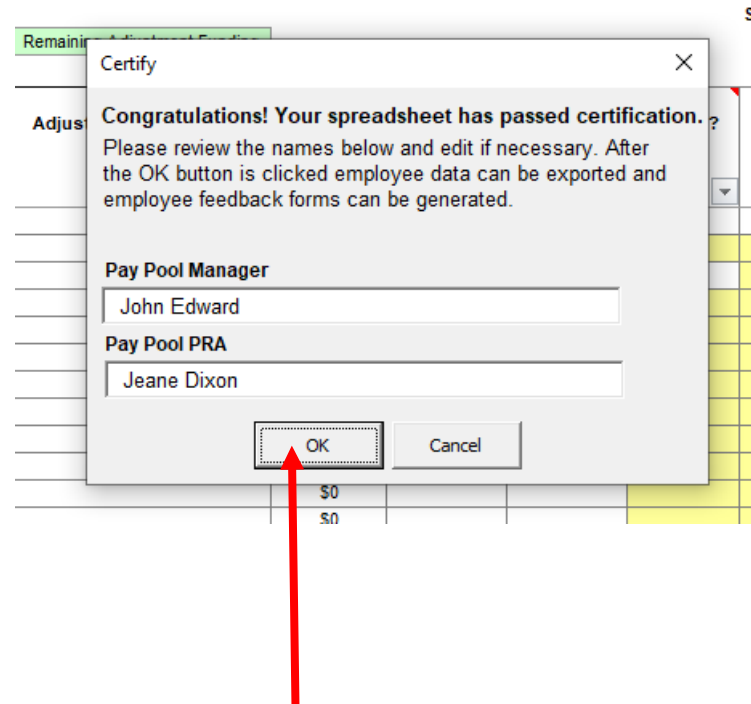
2022

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.

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

DCIPS
DEFENSE CIVILIAN INTELLIGENCE
PERSONNEL SYSTEM

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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 |

Export   ✕

(i)   Data successfully exported to O:\HCMO\Personnel &
      Readiness Files (NEW)\170 - Perf & Awds\Annual Perf Eval &
      Bonuses Process\CWB Tool\CWB FY2022\Army CWB
      Training\PP005_23SEP22_export.txt!

                                              OK

This file can now be uploaded into DCPDS.

Click on "Generate Employee Notices" link

DCIPS Compensation Workbench (CWB)

DCIPS
DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM

2022

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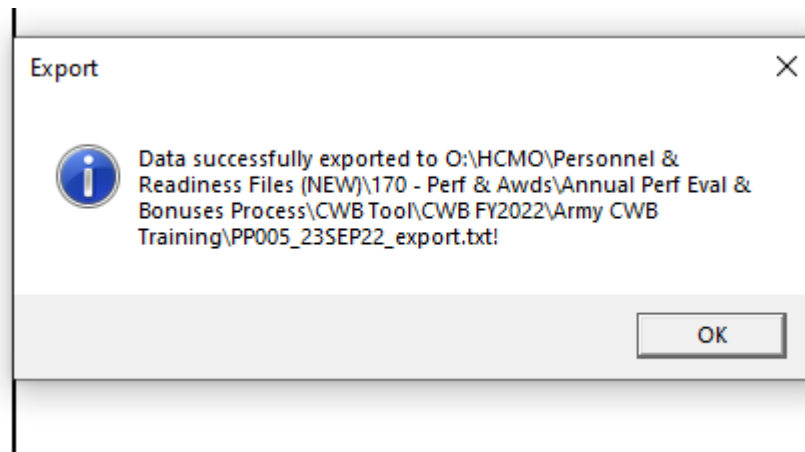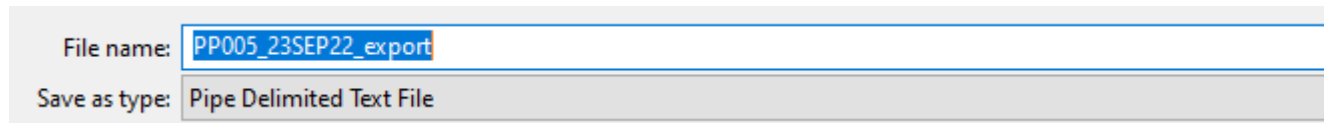
Step 5: Review data and charts on the statistics worksheets to ensure the pay pool results are fair and consistent.

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.

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

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"

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	

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.

cialist   **Appraisal Period:**
1-Oct-15 to 30-Sep-16
Payout Effective Date:
8-Jan-17
ot constitute agreement with appraisal or

---

*   **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.
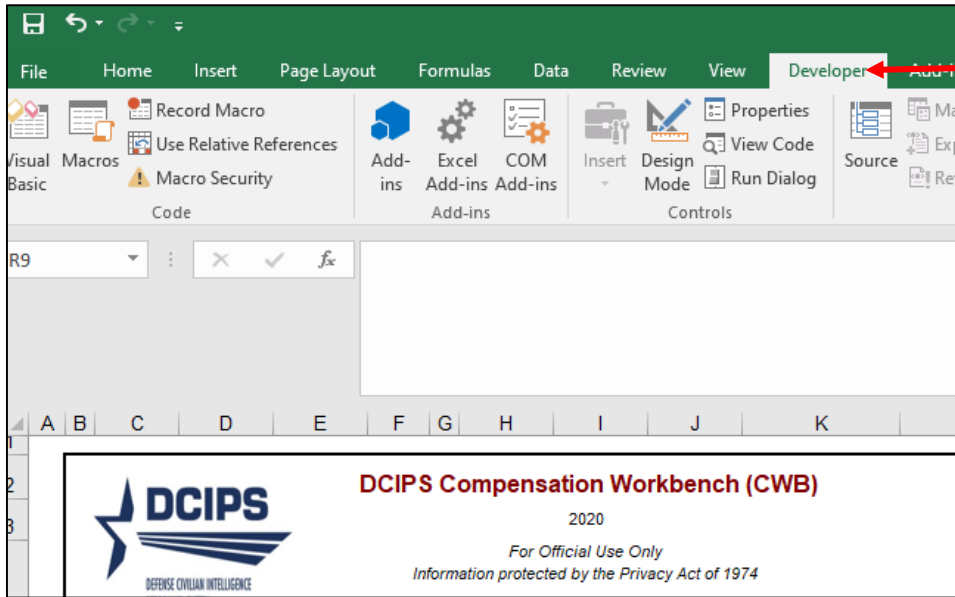
Click on the "Developer" tab
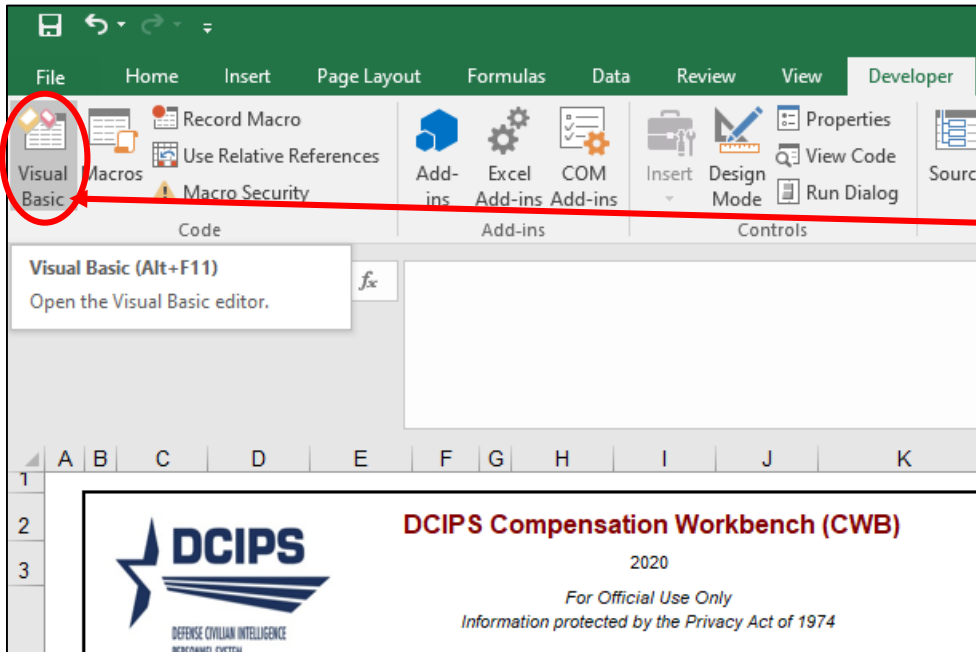
Click on the "Visual Basic" tab

Microsoft Visual Basic for Applications

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

Project - VBAProject

VBAProject (DCIPS CWB 2020 Version 2.0 T

VBAProject Password

Password

OK

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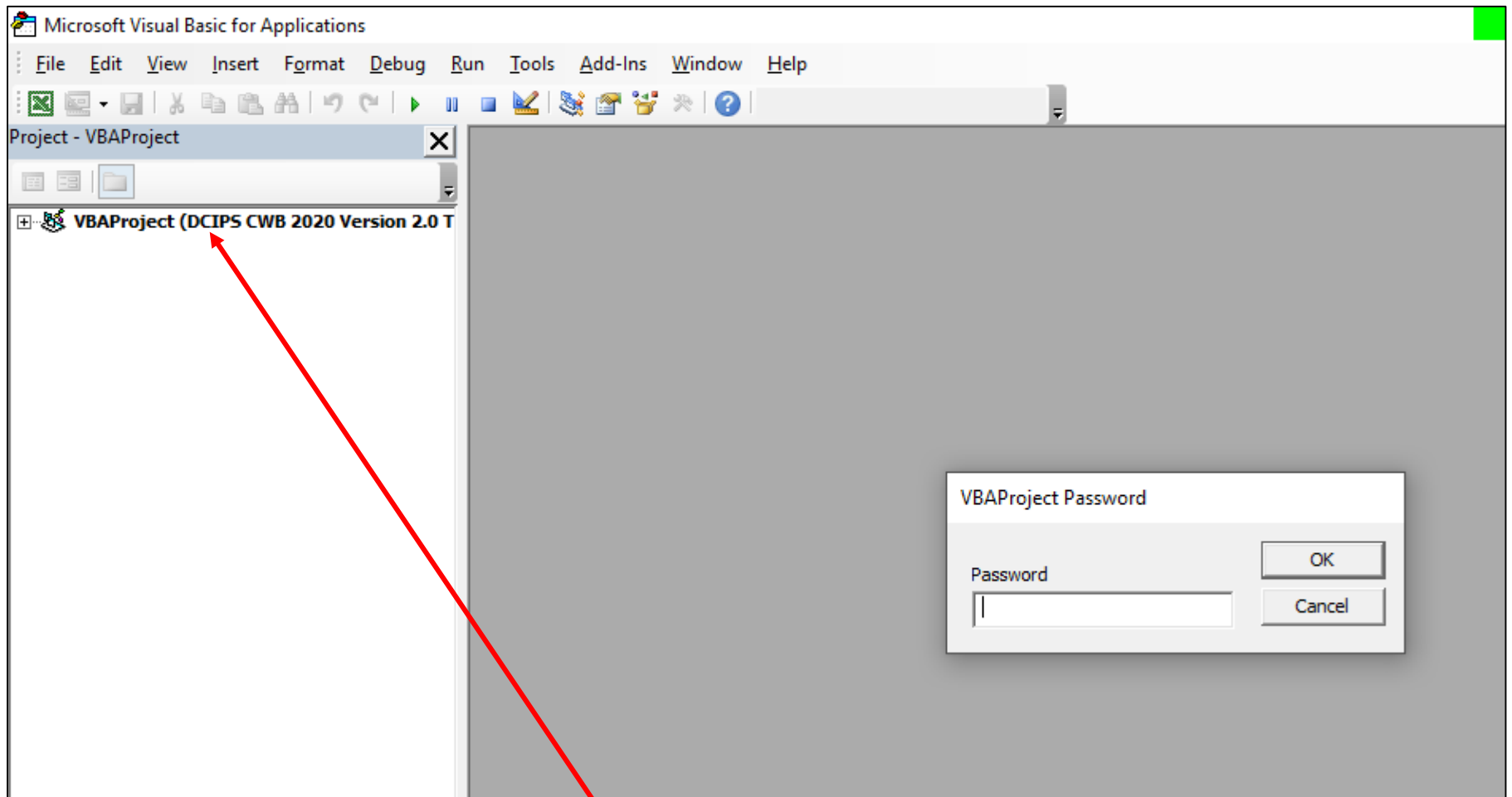
This screen will appear. Click here and a password box will open. Type in the word

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"
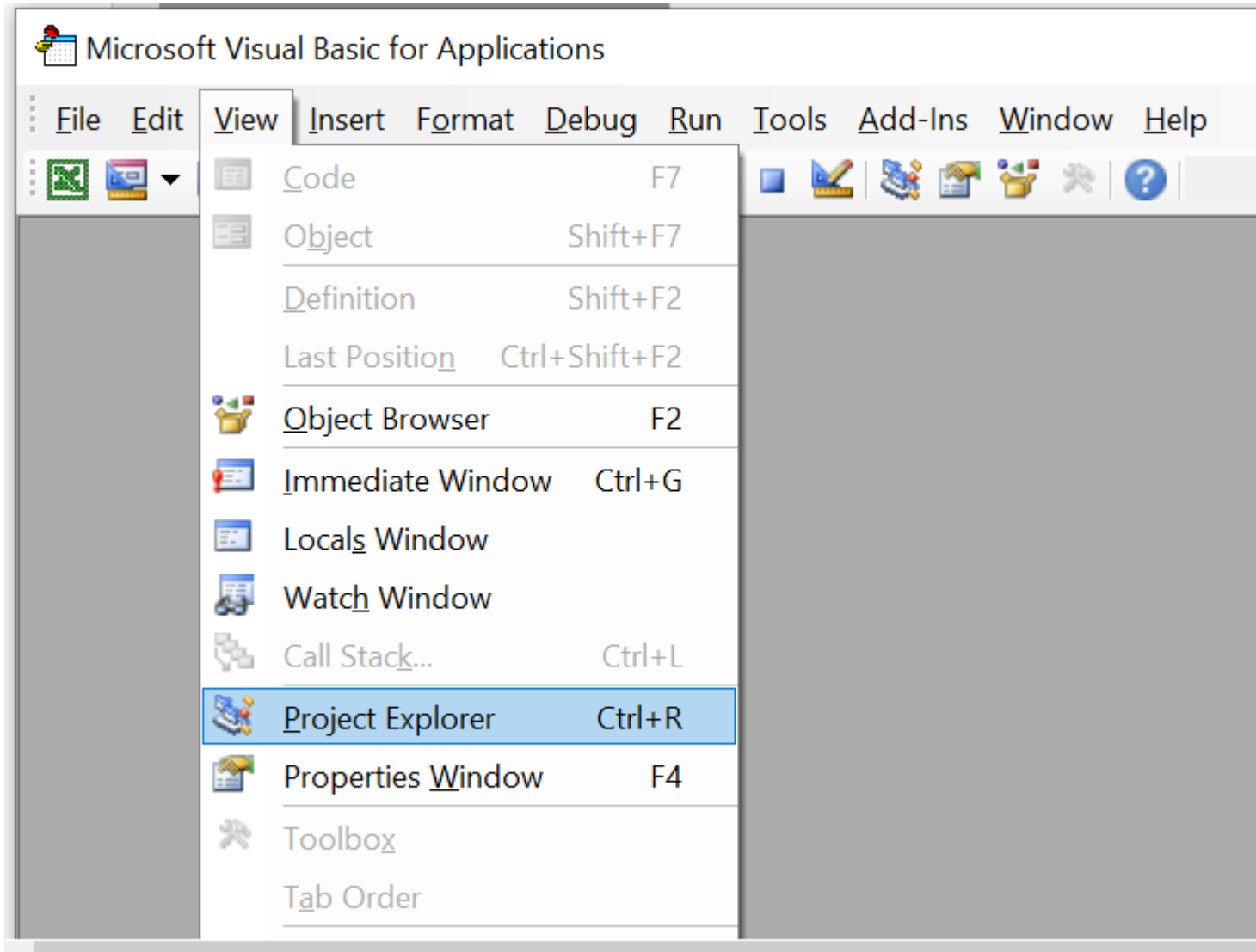
Now you should see the VBA Project screen

Microsoft Visual Basic for Applications

File | Edit | View | Insert | Format | Debug | Run | Tools | Add-In

Project - VBAProject

VBAProject (DCIPS CWB 2020 Version 2.0 T
- Microsoft Excel Objects
- Forms
- Modules
  - AppraisalForm
  - Charts
  - ColorPicker
  - EncodeDecode
  - Export
  - HideSort
  - Import
  - Main
  - modCustomCopy
  - modDistinctValues
  - modGTool
  - Module1
  - Validate
  - Wildcard
- Class Modules
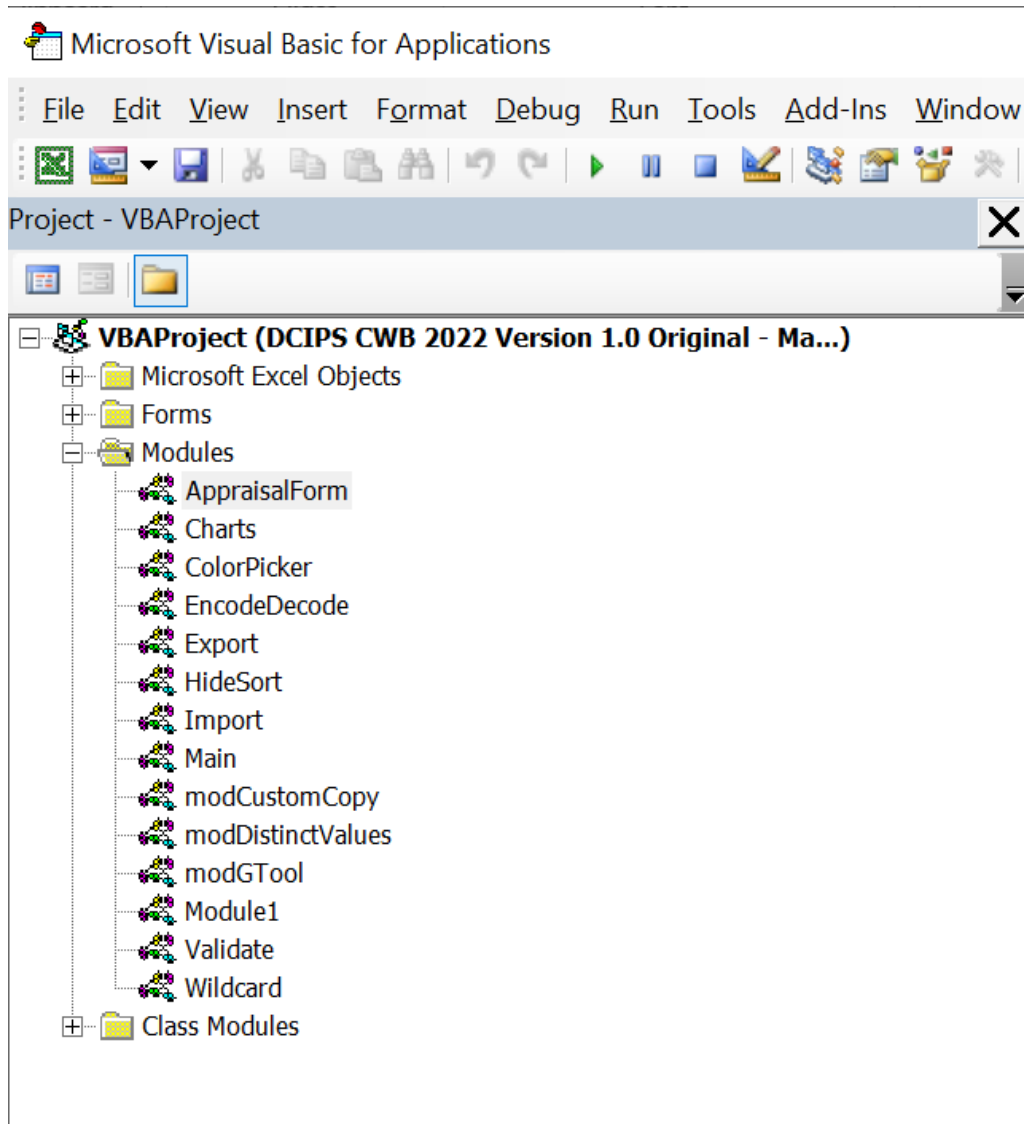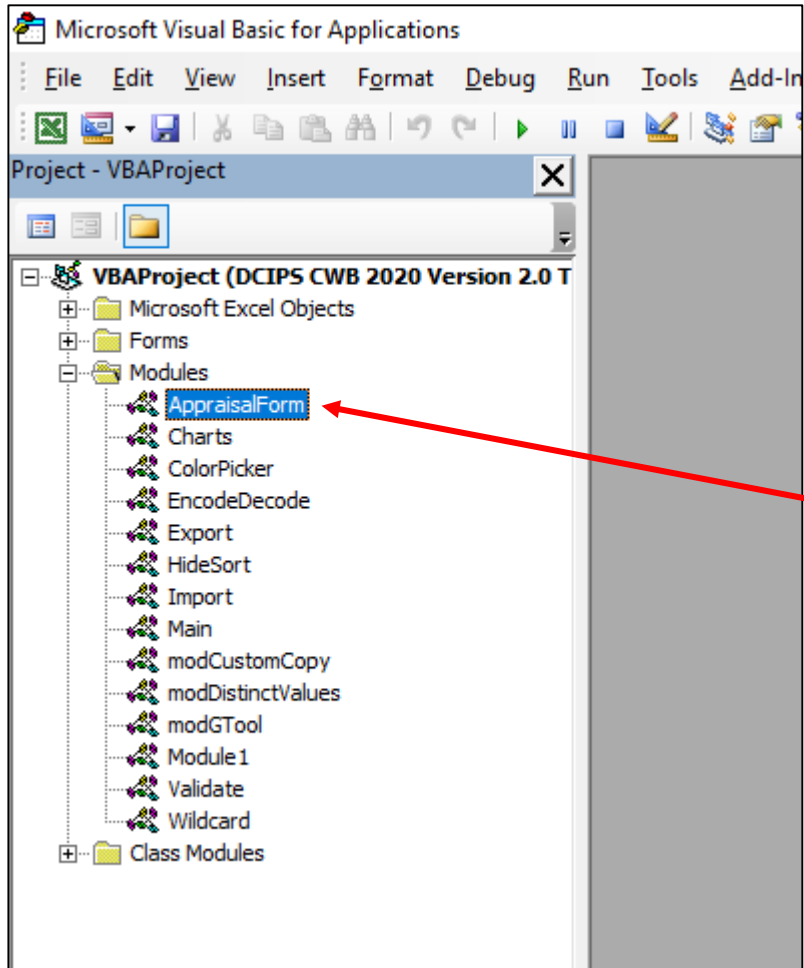
Expand files and double-click on "AppraisalForm"
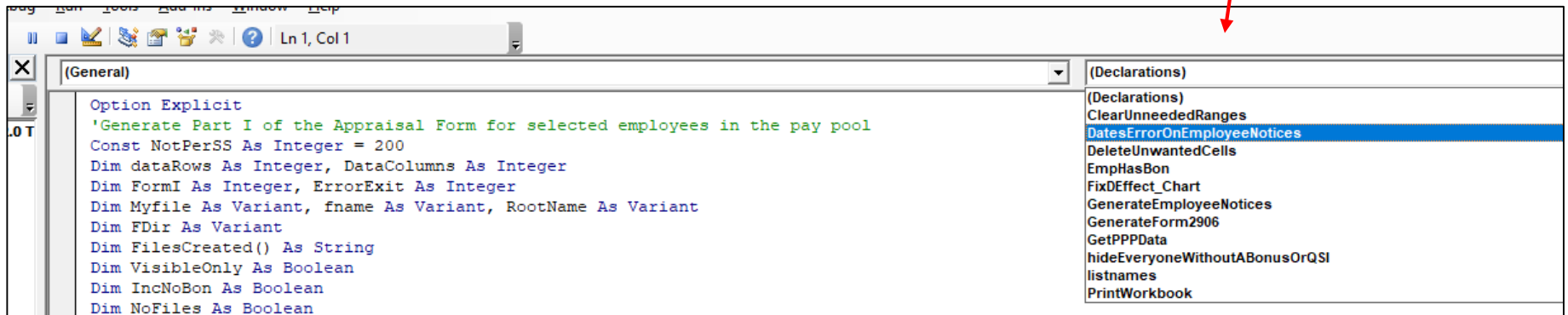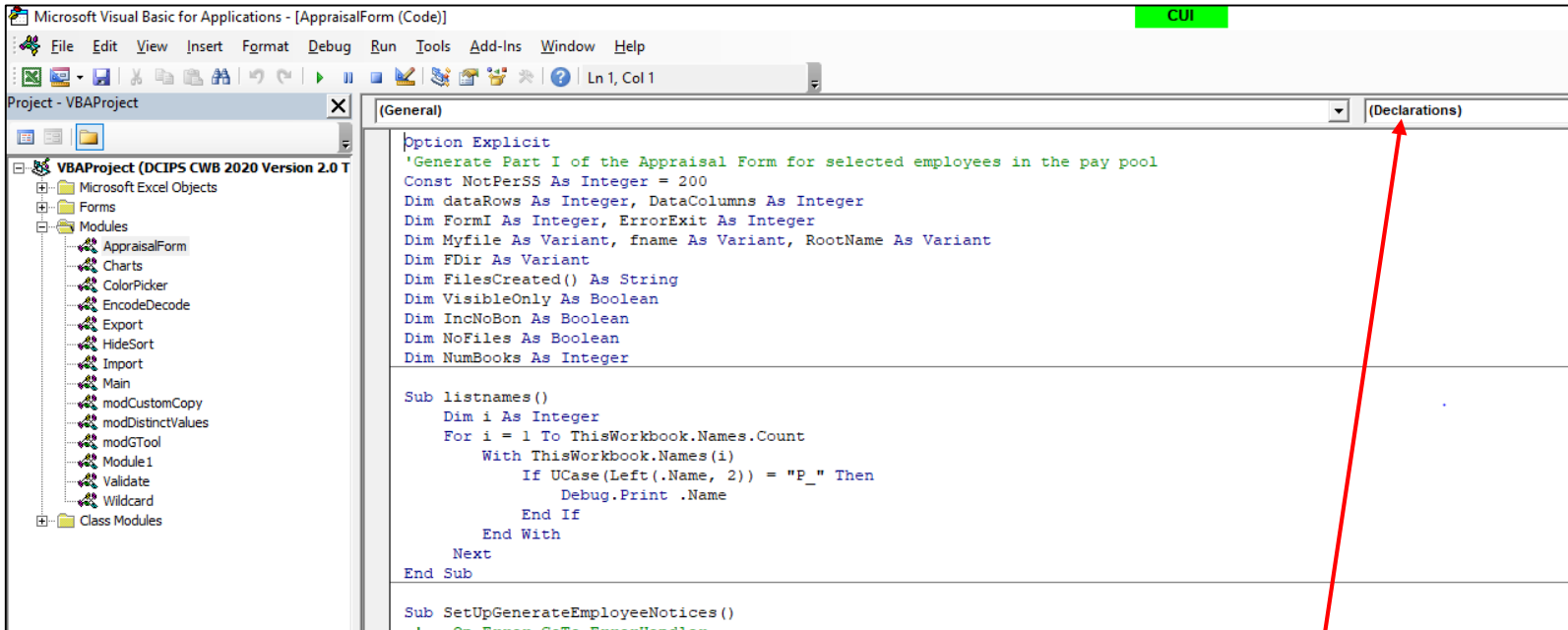
Microsoft Visual Basic for Applications - DCIPS CWB 2020 Version Test.xlsm - [AppraisalForm (Code)]

CUI

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

Ln 553, Col 98

View menu:
- 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+R
- Properties Window   F4
- Toolbox
- Tab Order
- Toolbars
- Microsoft Excel   Alt+F11

(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
```

Project - VBAProje... panel:
- Rail...
- She...
- She...
- She...
- She...
- She...
- She...
- She...
- She...
- She...
- She...
- She...
- She...
- She...
- Sheet... (hidden sal inc Rates)
- Sheet9 (Salary Increase Statistics)
- ThisWorkbook
- Forms
  - frmCaptureCharts
  - frmCertify
  - frmComments
  - frmEmpNotices
  - frmFloorEdits
  - frmListEmployees
  - frmLock
  - frmManageColumnList
  - frmPickColor
  - frmSort
  - frmUnlock
  - frmView
  - frmWCPick
- Modules
  - AppraisalForm
  - Charts
  - ColorPicker
  - EncodeDecode
  - Export
  - HideSort
  - Import
  - Main
  - modCustomCopy

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
```

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**

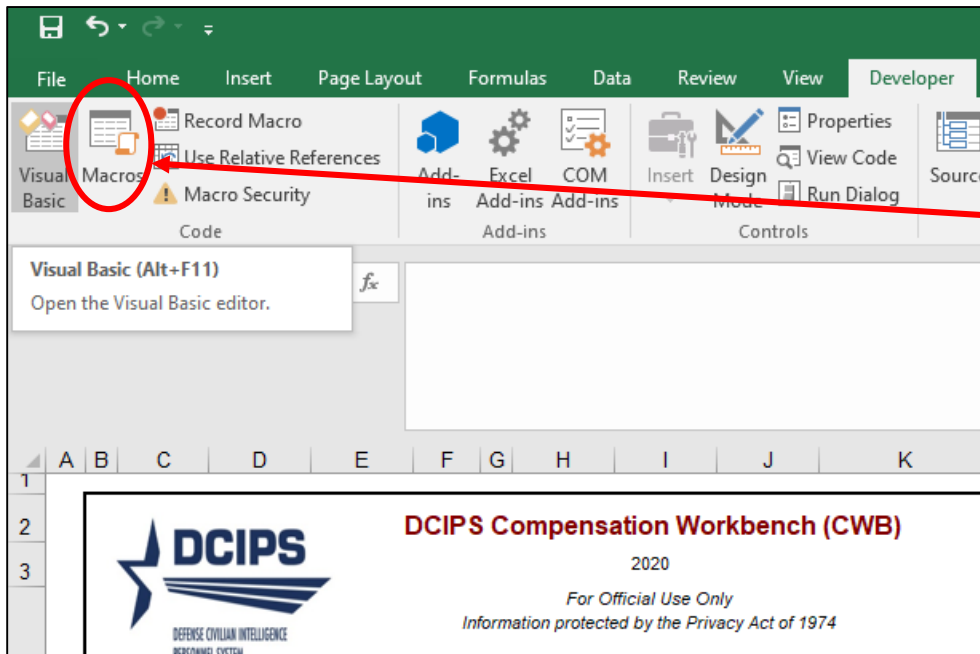- Save the workbook in a folder, and give it a name you'll remember.

Please make sure your CWB remains open for the following steps

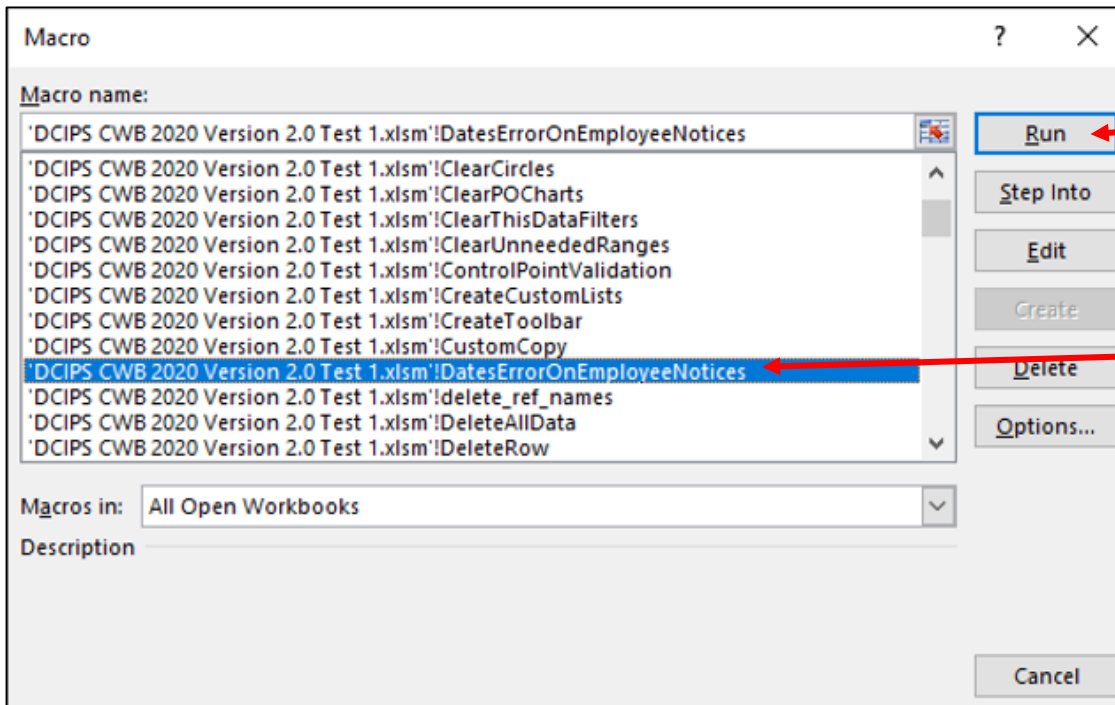The following steps are accomplished on the Employee Notices Worksheet.

Remember to leave your CWB Tool open, as well.
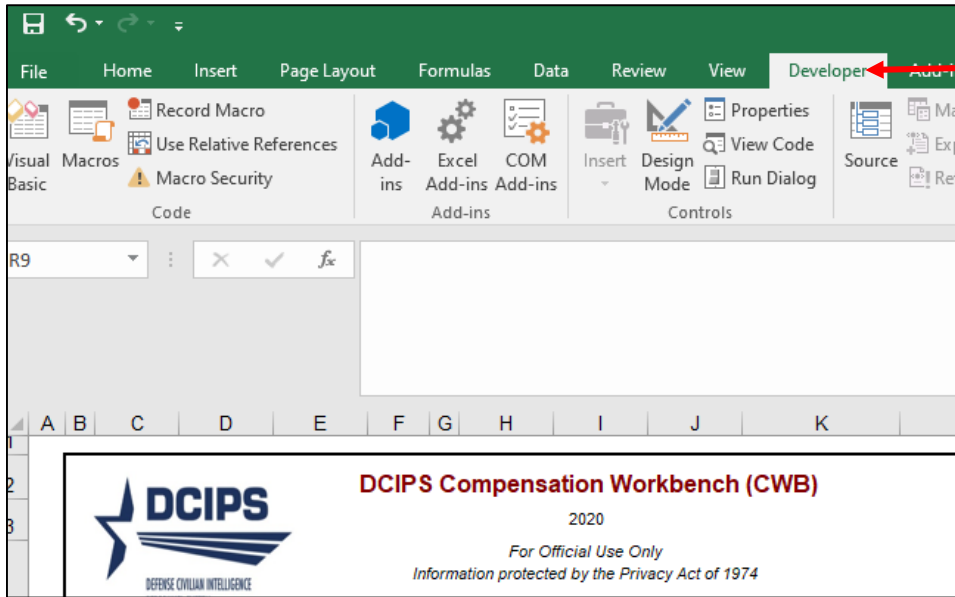
The feedback worksheet that you just saved should still be open, if not, open it and click on the "Developer" tab

Click on the "Macros" tab

Macro

Macro name:

'DCIPS CWB 2020 Version 2.0 Test 1.xlsm'!DatesErrorOnEmployeeNotices

'DCIPS CWB 2020 Version 2.0 Test 1.xlsm'!ClearCircles
'DCIPS CWB 2020 Version 2.0 Test 1.xlsm'!ClearPOCharts
'DCIPS CWB 2020 Version 2.0 Test 1.xlsm'!ClearThisDataFilters
'DCIPS CWB 2020 Version 2.0 Test 1.xlsm'!ClearUnneededRanges
'DCIPS CWB 2020 Version 2.0 Test 1.xlsm'!ControlPointValidation
'DCIPS CWB 2020 Version 2.0 Test 1.xlsm'!CreateCustomLists
'DCIPS CWB 2020 Version 2.0 Test 1.xlsm'!CreateToolbar
'DCIPS CWB 2020 Version 2.0 Test 1.xlsm'!CustomCopy
'DCIPS CWB 2020 Version 2.0 Test 1.xlsm'!DatesErrorOnEmployeeNotices
'DCIPS CWB 2020 Version 2.0 Test 1.xlsm'!delete_ref_names
'DCIPS CWB 2020 Version 2.0 Test 1.xlsm'!DeleteAllData
'DCIPS CWB 2020 Version 2.0 Test 1.xlsm'!DeleteRow

Run

Step Into

Edit

Create

Delete

Options...

Macros in: All Open Workbooks

Description

Cancel

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*)

DCIPS

Name:	Georg Cantor	**Work Role:**	Intelligence Operations Specialist
Organization:	OFA/BBB	**Work Category:**	P
Pay Pool ID:	PP005	**Grade:**	13

Appraisal Period:
1-Oct-21 to 30-Sep-22

Payout Effective Date:
5-Jan-23

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

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

* 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.

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.