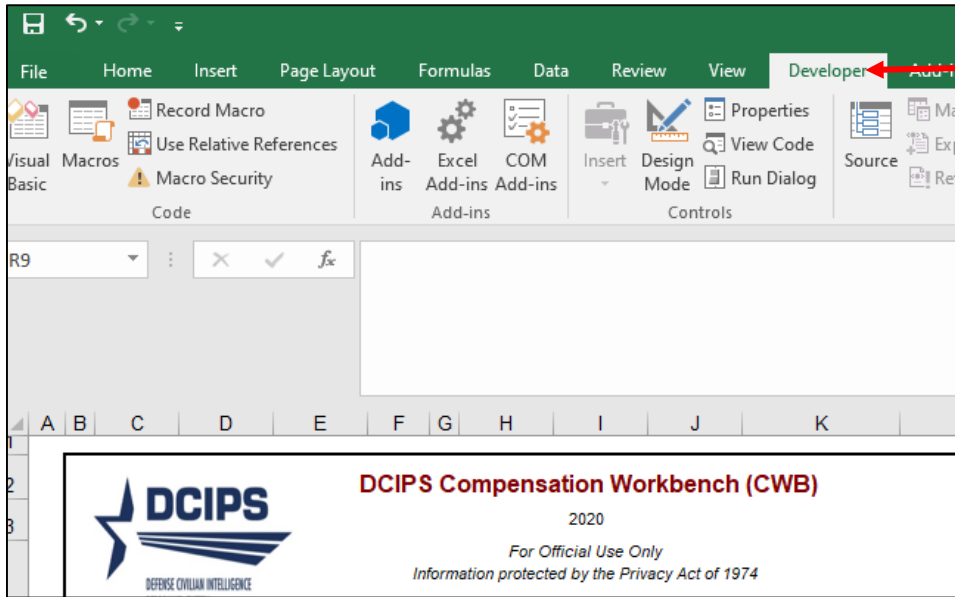


How to Fix the Dates on Employee Notices (Feedback Sheets).

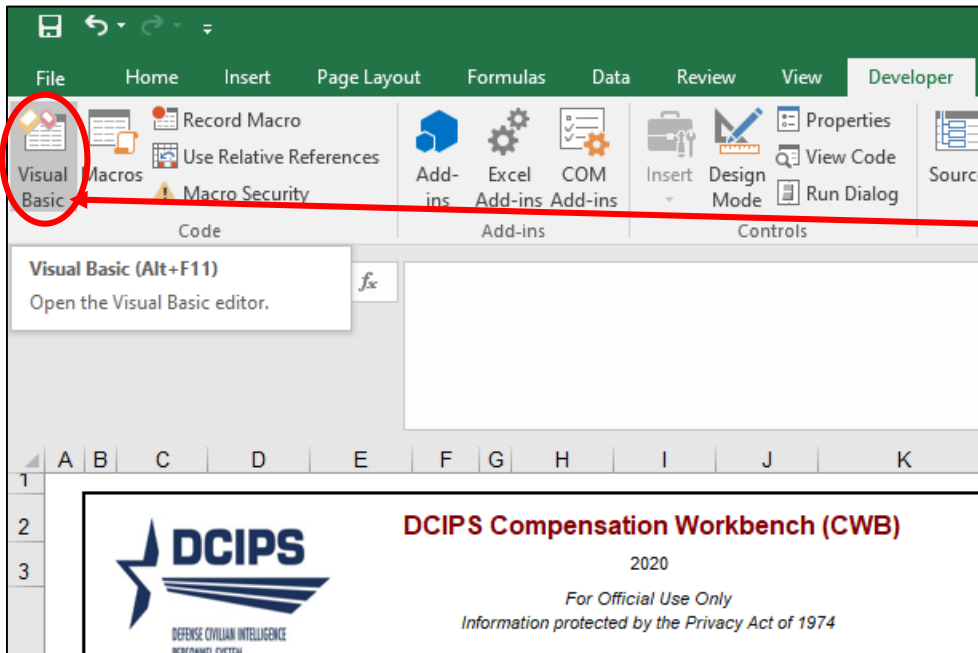
button and enter your password.

- 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.

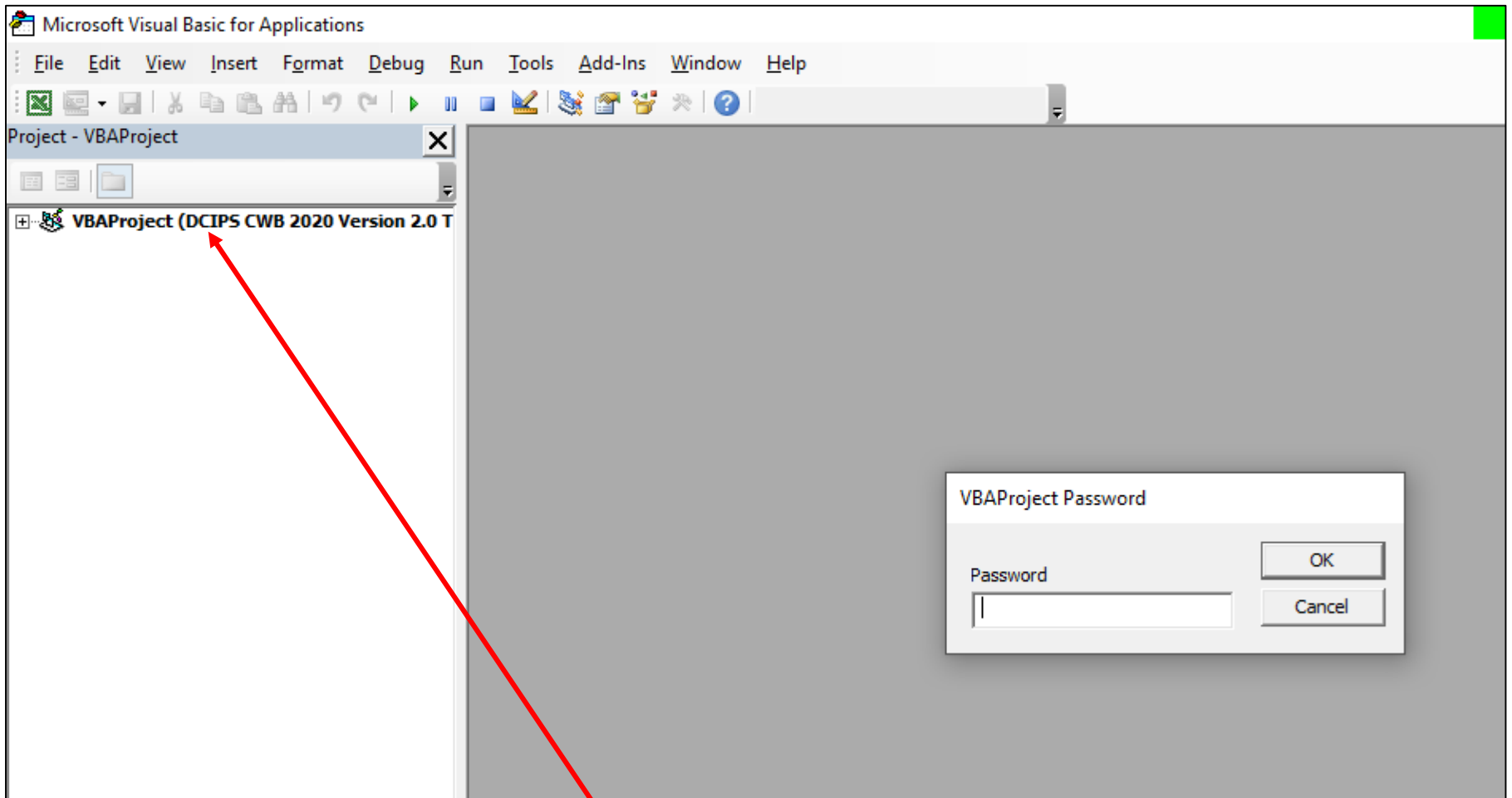
After you certify your Pay Pool Results, leave your CWB Tool open and perform the steps on the following slides.



Click on the "Developer" tab



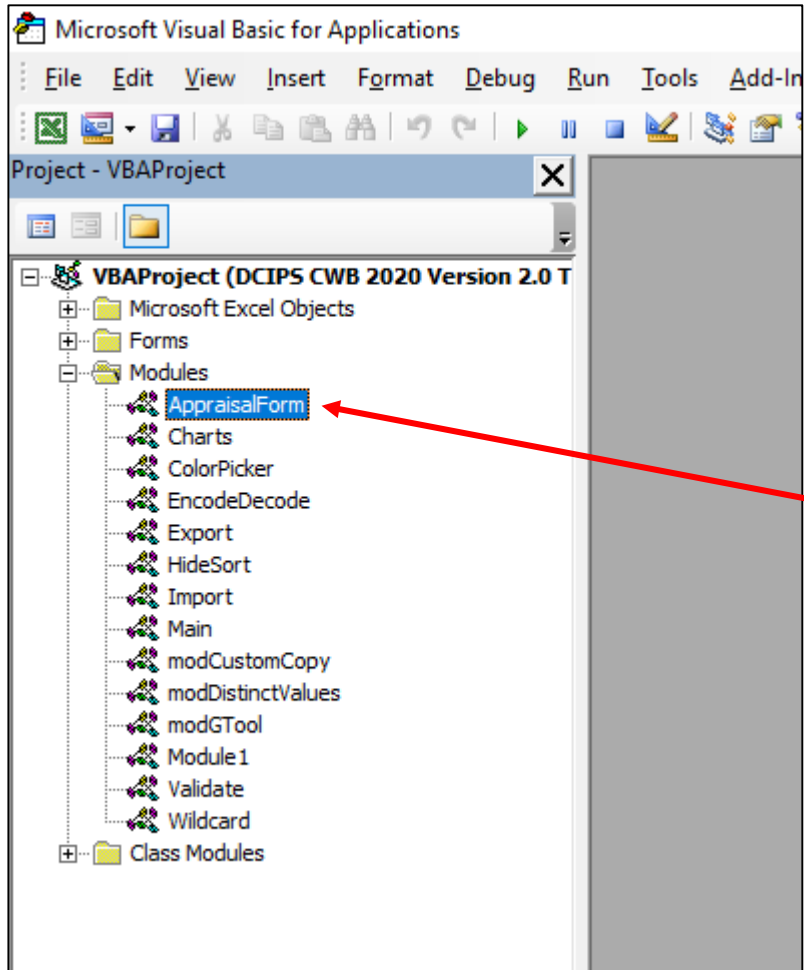
Click on the "Visual Basic" tab



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

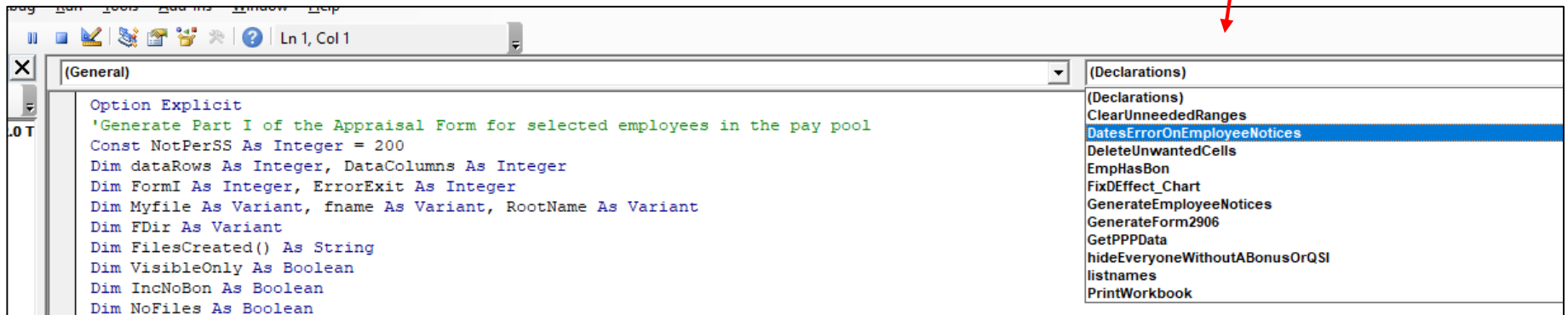
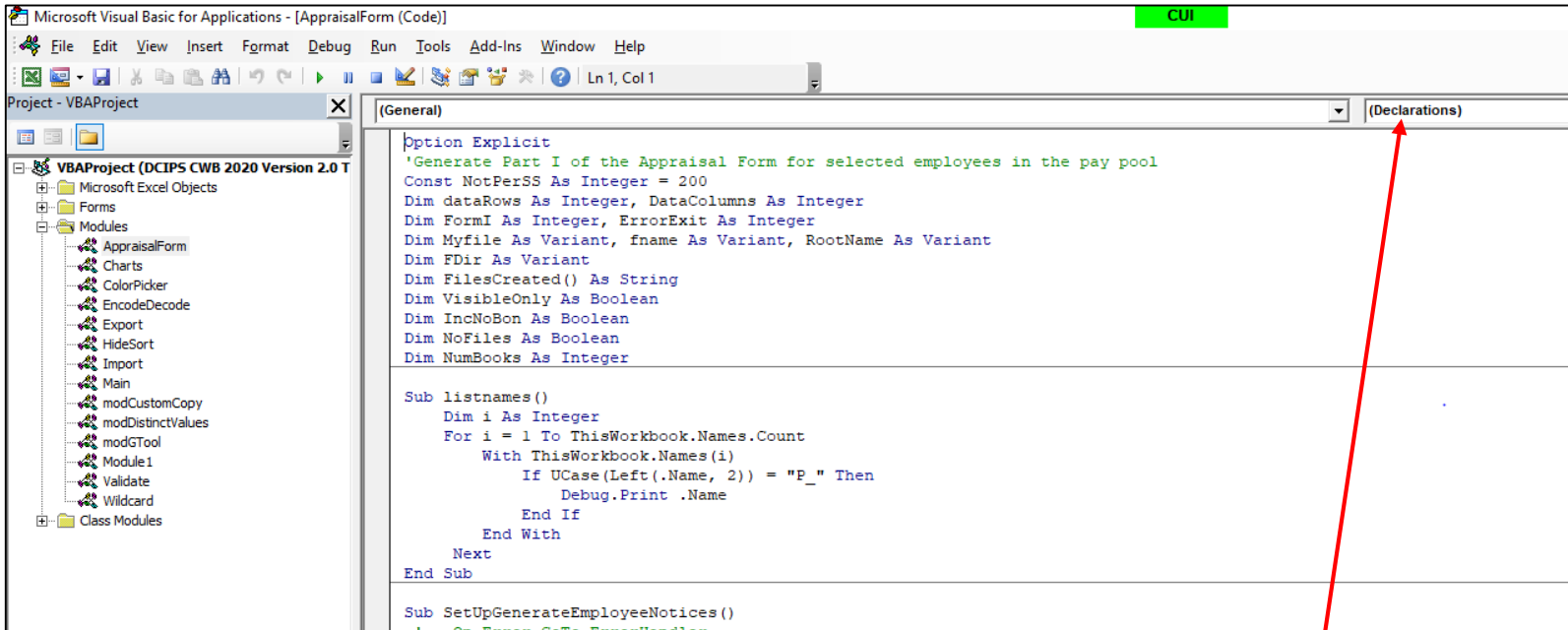
dcipstools

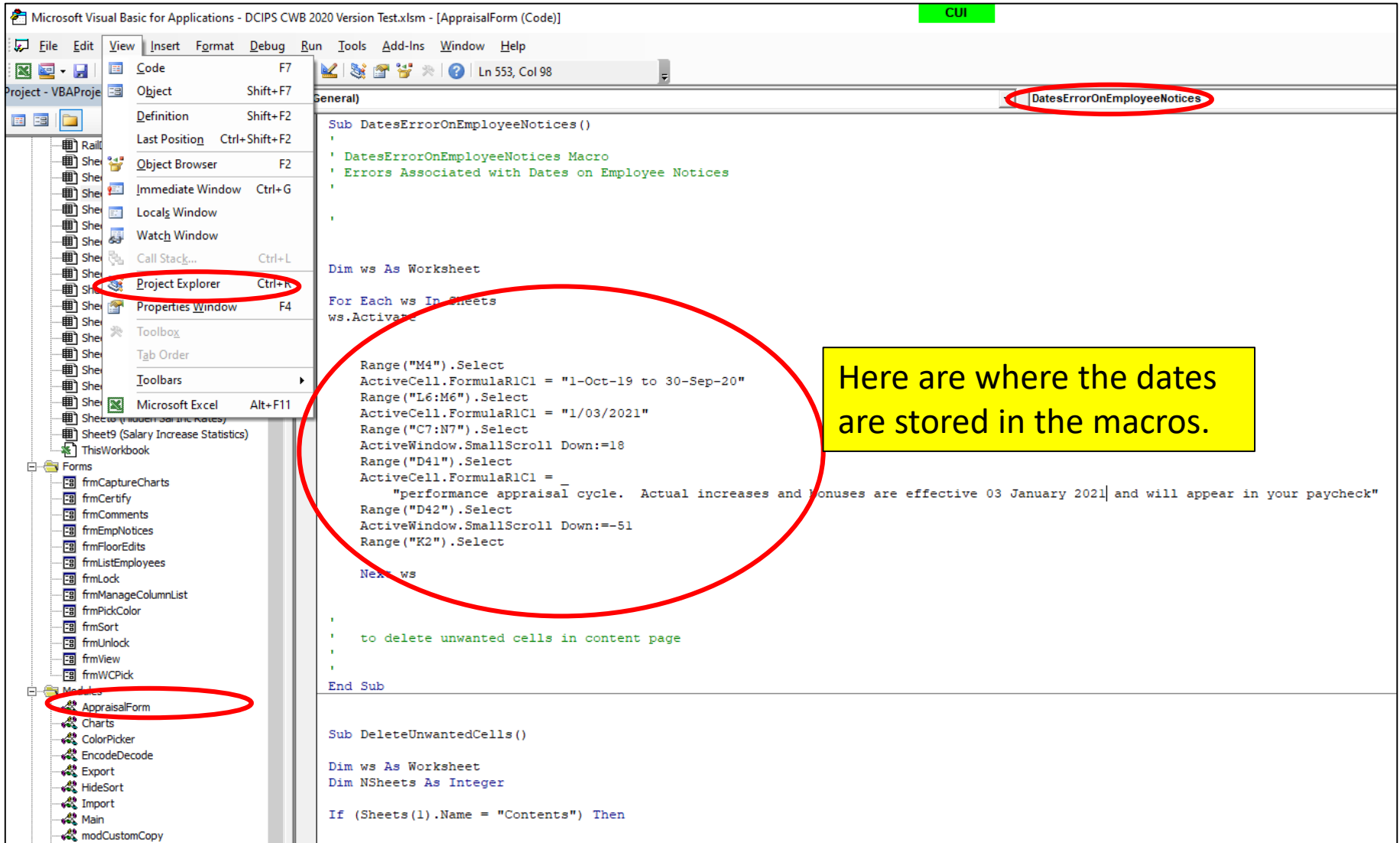
All lowercase and as one word – then click OK



Expand files and double-click on "AppraisalForm"

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





CUI

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

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

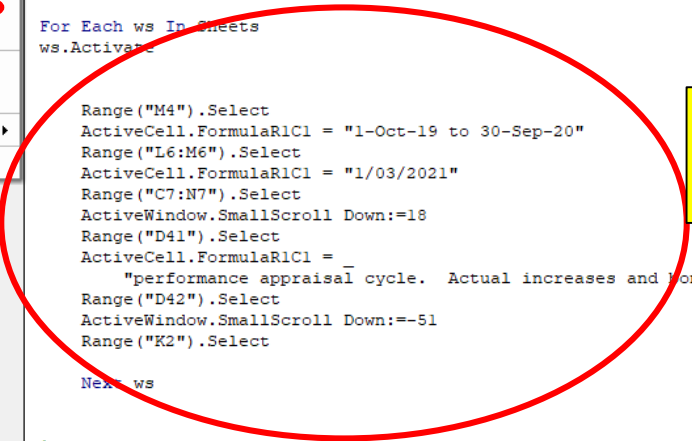
Project - VBAProj

- Forms
 - AppraisalForm
 - Charts
 - ColorPicker
 - EncodeDecode
 - Export
 - HideSort
 - Import
 - Main
 - modCustomCopy
- Microsoft Excel
 - frmCaptureCharts
 - frmCertify
 - frmComments
 - frmEmpNotices
 - frmFloorEdits
 - frmListEmployees
 - frmLock
 - frmManageColumnList
 - frmPickColor
 - frmSort
 - frmUnlock
 - frmView
 - frmWCPick
- ThisWorkbook
 - Sheet9 (Salary Increase Statistics)

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
```

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-18 to 30-Sep-19"  
Range("L6:M6").Select  
ActiveCell.FormulaR1C1 = "1/05/2020"  
Range("C7:N7").Select  
ActiveWindow.SmallScroll Down:=18  
Range("D41").Select  
ActiveCell.FormulaR1C1 = _  
    "performance appraisal cycle. Actual increases and bonuses are effective 05 January 2020 and will appear in your paycheck"  
Range("D42").Select  
ActiveWindow.SmallScroll Down:=-51  
Range("K2").Select  
  
Next ws
```

Update the dates in all three locations. Click the Save Icon at the top of the screen, and close out the developer view, so you can return to the CWB.

```
Dim ws As Worksheet
```

```
For Each ws In Sheets  
ws.Activate
```

```
Range("M4").Select  
ActiveCell.FormulaR1C1 = "1-Oct-20 to 30-Sep-21" ←  
Range("L6:M6").Select  
ActiveCell.FormulaR1C1 = "1/07/2022" ←  
Range("C7:N7").Select  
ActiveWindow.SmallScroll Down:=18  
Range("D41").Select  
ActiveCell.FormulaR1C1 = _  
    "performance appraisal cycle. Actual increases and bonuses are effective 07 January 2022 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: *Certified by John Edward on 01/07/2021.*

Step 7: [Export Employee Data](#)

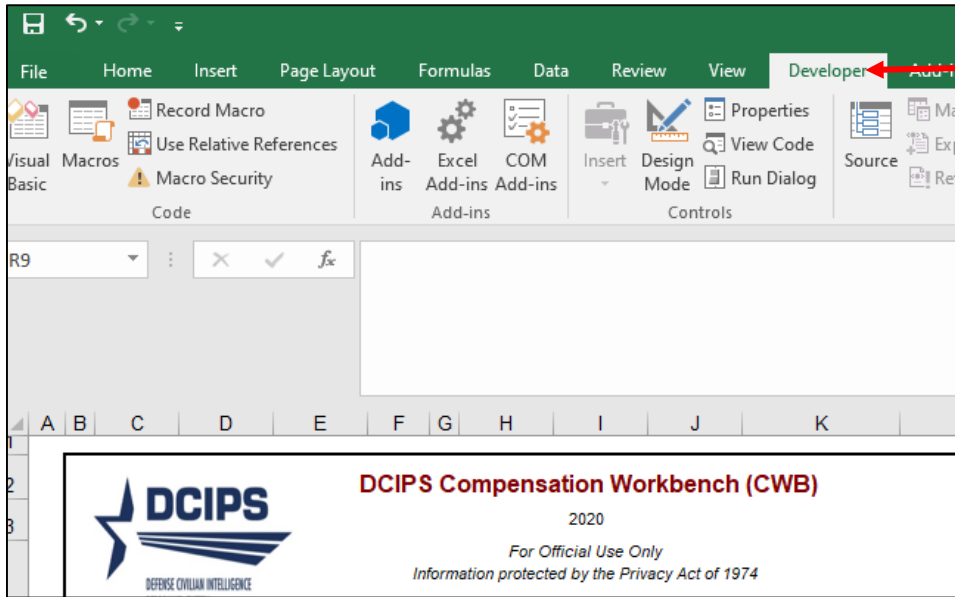
Step 8: [Generate Employee Notices](#) once the results have been approved by the PRA. Employee notices will be generated in the order in which they appear in the Pay Pool Panel worksheet. If filters have been set, notices will only be generated for visible Employees.

- 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.

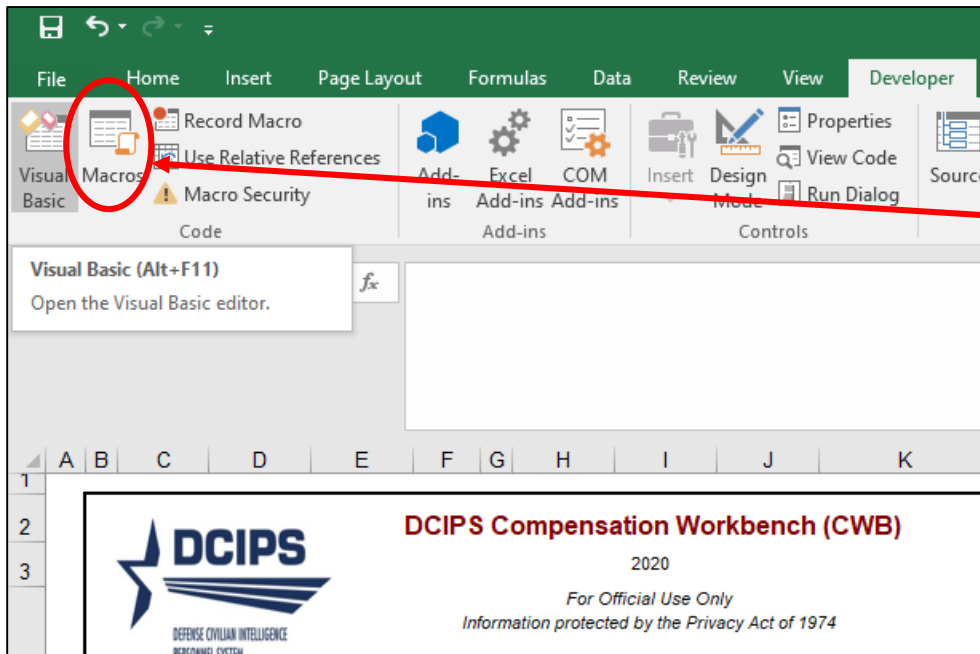
Please make sure your CWB remains open for the following steps

The following steps are
accomplished on the
Employee Notices Worksheet.

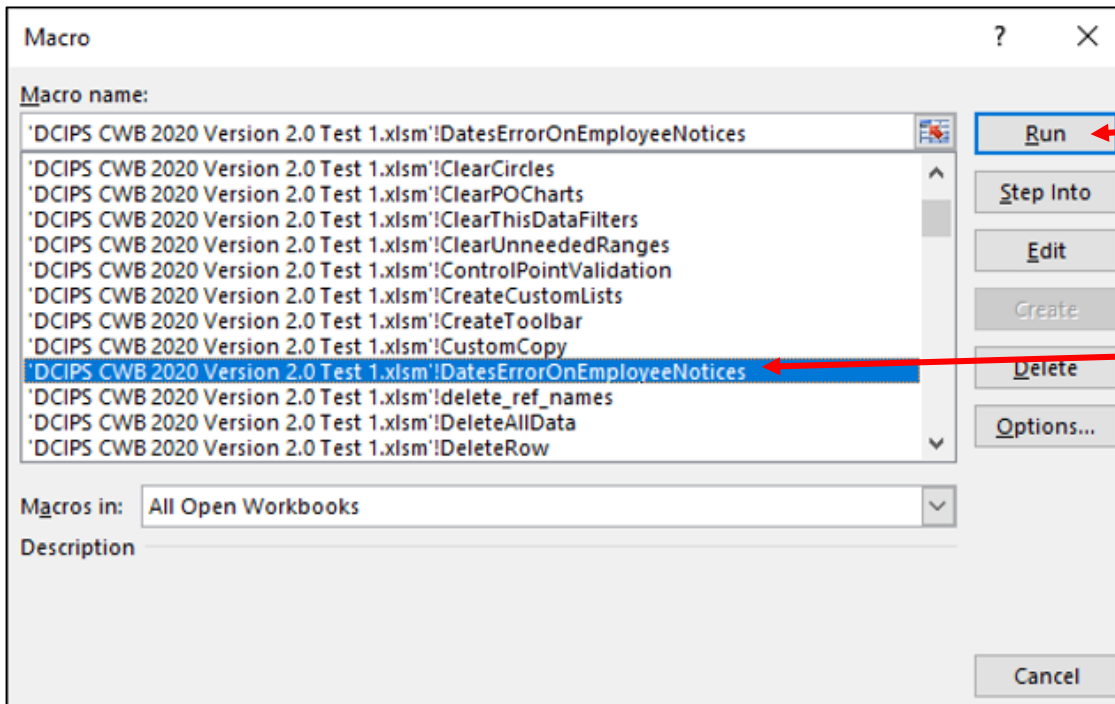
Remember to leave your CWB
Tool open, as well.



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: Francis Bacon	Work Role: Management and Program Analyst	Appraisal Period: 1-Oct-20 to 30-Sep-21
Organization: OFA/BBB	Work Category: P	Payout Effective Date: 7-Jan-22
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>3-Aug-21</u>
	Date
<u>John Edward, Pay Pool Manager</u>	<u>3-Aug-21</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

Performance-Based Payout Detail

\$1,030 Bonus

The dates in all three areas have been corrected.

Pay Pool Results

Modal Evaluation Of Record	4 - Excellent
Mean Bonus Amount **	\$953
% Receiving Bonus	22.4%

* 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 07 January 2022 and will appear in your paycheck for the first pay period in January.

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