How to Fix the Dates on Employee Notices (Feedback Sheets). putton 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: I Certify the pay pool results. Certified by John Edward on 01/07/2021.
- Step 7: Export Employee Data
- Step 8: <u>Generate Employee Notices</u> 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.



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From the dropdown LOVs in the far right box, choose "DatesErrorOnEmployeeNotices"

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VBAProject (DCIPS CWB 2020 Version 2.0 T Microsoft Excel Objects Microsoft Excel Objects Grants Charts ColorPicker ColorPicker	<pre>>pption Explicit 'Generate Part I of the Appraisal Form for selected employees in the pay p Const NotPerSS As Integer = 200 Dim dataRows As Integer, DataColumns As Integer Dim FormI As Integer, ErrorExit As Integer Dim Myfile As Variant, fname As Variant, RootName As Variant Dim FDir As Variant Dim FilesCreated() As String Dim VisibleOnly As Boolean Dim IncNoBon As Boolean Dim NoFIles As Boolean Dim NumBooks As Integer Sub listnames() Dim i As Integer For i = 1 To ThisWorkbook.Names.Count</pre>	
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enerate Part I of the Appraisa	l Form for selected employees in the pay pool	ClearUnneededRanges DatesErrorOnEmployeeNotices
nst NotPerSS As Integer = 200		DeleteUnwantedCells
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m NoFiles As Boolean		

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Dim ws As Worksheet								
For Each ws In Sheets ws.Activate								
Range("M4").Select ActiveCell.FormulaRlC1 = Range("L6:M6").Select ActiveCell.FormulaRlC1 =	"1-Oct-18 to 3	0-Sep-19"						
ActiveCell.FormulaRici = Range("C7:N7").Select ActiveWindow.SmallScroll Range("D41").Select								
ActiveCell.FormulaRlC1 = "performance apprais Range("D42").Select		al increases a	nd bonuses are	e effective 05	January 2020	and will appe	ar in your p	aycheck"
ActiveWindow.SmallScroll Range("K2").Select	Down:=-51							
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.FormulaRlCl = "1/07/2022"
Range("C7:N7").Select
ActiveWindow.SmallScroll Down:=18
Range("D41").Select
ActiveCell.FormulaRlCl = _
"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.
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Step 8: <u>Generate Employee Notices</u> 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.

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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

DCIPS CWB 2020 Version 2.0 Test 1.xlsm'!ClearUnneededRanges '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'!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'!DatesErrorOnEmployeeNotices 'DCIPS CWB 2020 Version 2.0 Test 1.xlsm'!DatesErrorOnEmployeeNotices 'DCIPS CWB 2020 Version 2.0 Test 1.xlsm'!DatesErrorOnEmployeeNotices	of embedded Macros
DCIPS CWB 2020 Version 2.0 Test 1.xlsm'!delete_ref_names	
DCIPS CWB 2020 Version 2.0 Test 1.xlsm'!DeleteRow	. Then click on "Run"
Macros in: All Open Workbooks	

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

Employee P	erformance P	ay Feedb	back (estimate*)	
NITED OF CAR ATTLEMENT PEDDINEL SPOLIN					
Name: Francis Bacon			t and Program Analyst		
Organization: OFA/BBB	Work Category: Grade:			1-Oct-20 to 30-Sep-2	1
Pay Pool ID: PP005	Grade:	13	,	Payout Effective Dat 7-Jan-22	
Discuss evaluation with employee and obtain signa related compensation.	ature confirming discussio	n. Signature of	employee does not constitu		
Jeane Dixon, Pay Pool PRA			3-Aug-21		
			Date		—
John Edward, Pay Pool Manager			3-Aug-21		
			Date		—
Jimmie Fox, Rating Official			Date		—
children or, having official			2410		
Employee Signature			Date		_
Your Evaluation of Record			5 - Outstanding		
Remarks		Perform	ance-Based Payout [Detail	
		¢4.00			The dates in all three areas
		\$1,03	0 Bonus		
					have been corrected.
	Pay Pool F	esults			
Modal	Evaluation Of Record	4 - Excelle	ent		
	% Receiving Bonus	22.4%			
* DCIPS Quality Increase amount is an es	stimate and man char	ae due to sa	lar∎ 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.