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"

🐔 Microsoft Visual Basic for Applications - [Appraisal	orm (Code)]	CUI
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VBAProject (DCIP5 CWB 2020 Version 2.0 T Microsoft Excel Objects Modules Modules Charts ColorPicker ColorPicker Keport Main Main	<pre>pption Explicit 'Generate Part I of the Appraisal Form for selected employees in the pay 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>	y pool
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Dim ws As Worksheet						
For Each ws In Sheets ws.Activate						
Range("M4").Select ActiveCell.FormulaRlCl = Range("L6:M6").Select	"1-Oct-18 to 3	0-Sep-19"				
ActiveCell.FormulaRlC1 = Range("C7:N7").Select ActiveWindow.SmallScroll	"1/05/2020" Down:=18					
Range("D41").Select ActiveCell.FormulaRlC1 =		al increases and b	onuses are effect	ive 05 Japuary 202	0 and will appear	in your naychack"
Range("D42").Select ActiveWindow.SmallScroll	Down:=-51	al increases and b	onuses are errect.	ive of Ganuary 202	o and will appear .	in your payeneck
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 Fach we In Shoote
FOI EACH WS IN SHEELS
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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- 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

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'!ClearInisDataFilters DCIPS CWB 2020 Version 2.0 Test 1.xlsm'!ClearUnneedRanges 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'!CreateFrorOnEmployeeNotices DCIPS CWB 2020 Version 2.0 Test 1.xlsm'!CatesErrorOnEmployeeNotices DCIPS CWB 2020 Version 2.0 Test 1.xlsm'!CatesErrorOnEmployeeNotices DCIPS CWB 2020 Version 2.0 Test 1.xlsm'!CatesErrorOnEmployeeNotices DCIPS CWB 2020 Version 2.0 Test 1.xlsm'!CatesErrorOnEmployeeNotices	Run Step Into Edit Greate Create Will be listed. Click on the fill that contains	e e
'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	<u>Options</u> In the name. Then click on "	ces Run"
M <u>a</u> cros in: All Open Workbooks	Cancel	

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

	oyee Performance P	ay Feedback (estimate*)	
Selfect (Huak Hillushe) Motorell (Mith				
Name: Francis Bacon	Work Role:	Manangement and Program Analyst	Appraisal Period	
Drganization: OFA/BBB	Work Category:	P 12	1-Oct-20 to 30-Sep-2	
ray root ib. Proos	Grade.	15	-ayout Effective Date 7-lan-22	
Discuss evaluation with employee and related compensation.	obtain signature confirming discussio	on. Signature of employee does not constit	ute agreement with apprais	al or
Jeane Dixon, Pay Pool PRA		3-Aug-21		
		Date		-
John Edward, Pay Pool Man	ager	3-Aug-21		
		Date		-
Jimmie Fox, Rating Official		Date		-
Employee Signature		Date		-
Your Evaluation of Record		5 - Outstanding		
Remarks		Performance-Based Payout I	Detail	
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		¢1.020 Domus		The dates in all three areas
		\$1,030 Bonus		
				have been corrected.
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	Day David	loguite		—
	Model Evaluation Of Depart	4 Excellent		
	Mean Bonus Amount			
	% Receiving Bonus	22.4%		
* 50/50 0 15 1	20 Notes in a second se	LL.T.V		
DCIPS Quality Increase amou	int is an estimate and may cha	nge due to salary adjustments made	e 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.