September 2013

Self Service My Workplace
Module 4, Chapter 2
Accessing My Employee Information

Introduction

The *Manager* 'My Workplace' module provides managers with the ability to view their employee(s) employment-related information. The following pages provide a brief overview of the 'My Workplace, My Employee Information' functionality.

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Accessing 'My Workplace'

After logging into the Defense Civilian Personnel Data System (DCPDS) Portal, select 'My Workplace', My Employee Information function to view your employees' information.

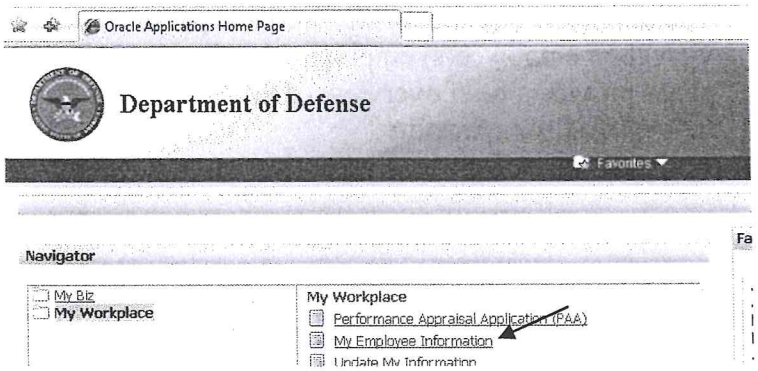

Figure 1

The screen displays all employees that are supervised by the top level manager. In this example, the 1st Level Supervisor supervises the employees listed below her name. To view information related to an employee, select the employee name.

Figure 2

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Accessing 'My Employee Information' – General Information

The GENERAL INFO header not only displays the employee's current position but in addition, allows you to view/print employees' and subordinate supervisor's employees' emergency contact information'. This information is accessible from any tab selected. Select the View Emergency Contact Info and View Joint Duty Assignment Info links, to view available information.

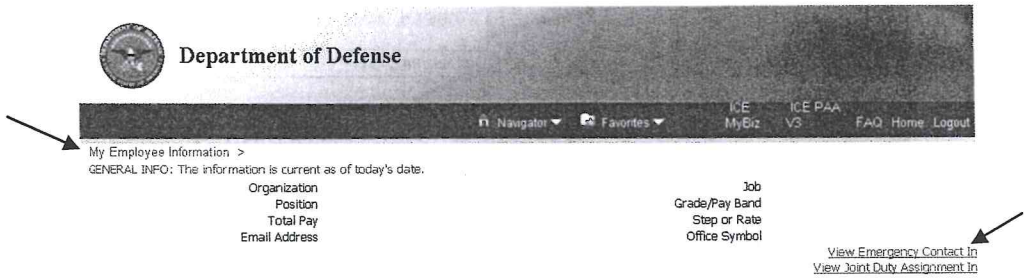

Figure 3

Make the appropriate selection when the 'File Download' window appears. For this example, the 'Open' button was selected.

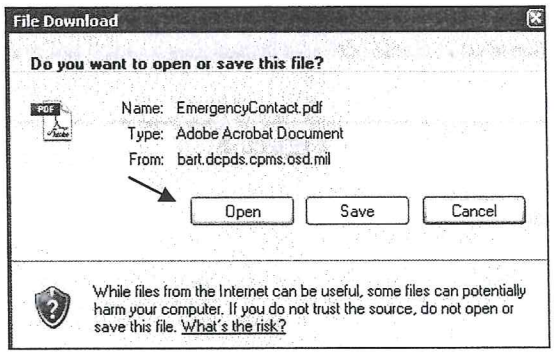

Figure 4

After selecting the 'Open' button, the 'Emergency Contact: Receipt' file displays with your employees' and your subordinate supervisor's employees' emergency contact information.

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Emergency Contact: Receipt

Contact Information

Manager Name: Supervisor Last Name, First Name

"For Official Use Only - Privacy Act Sensitive Information "	
Employee Name	Employee 1
Employee Phone Numbers:	
Home	XXX-XXX-XXXX
Work	XXX-XXX-XXXX
Work Tertiary	XXX-XXX-XXXX
Employee Home Address:	STREET #, NAME, CITY, STATE, ZIP, COUNTRY
Employee Email Address:	Name@email.com
Contact # 1	
Primary Contact	Yes
First Name	First
Last Name	Last
Phone	
Home	XXX-XXX-XXXX
Physical Address	
Address Line 1	## Street Name
City	City
Country	Country

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Figure 5

Show/Hide Information

Show

A "Show" link displays when additional information is available. Select ⊞Show to open the folder and view the additional data.

Appointment | Position | Personal | Salary | Awards and Bonuses | Performance | Personnel Actions

Details	Effective Date	Grade/Pay Band	Step or Rate
⊞Show	01-Jul-2010	MC-47	

Figure 6

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Hide

Once you finish viewing the information, select [-Hide] to close the folder.

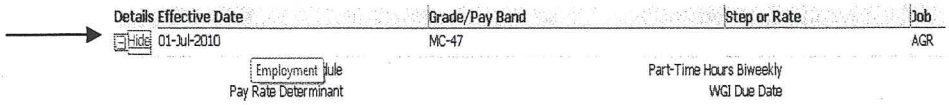

Figure 7

Information Tabs - The following is a list of tabs with associated information.

Appointment Tab contains your employee's current appointment information.

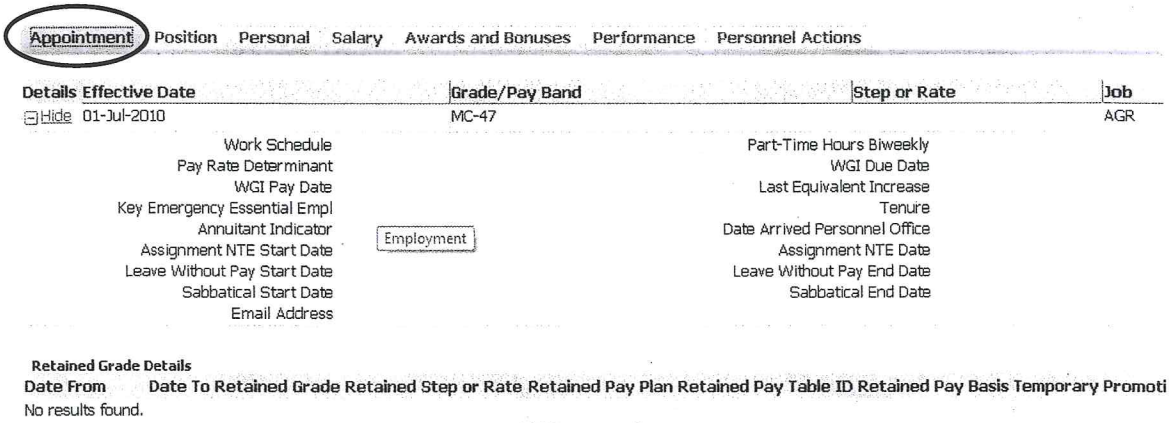

Figure 8

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Position Tab contains your employee's position information.

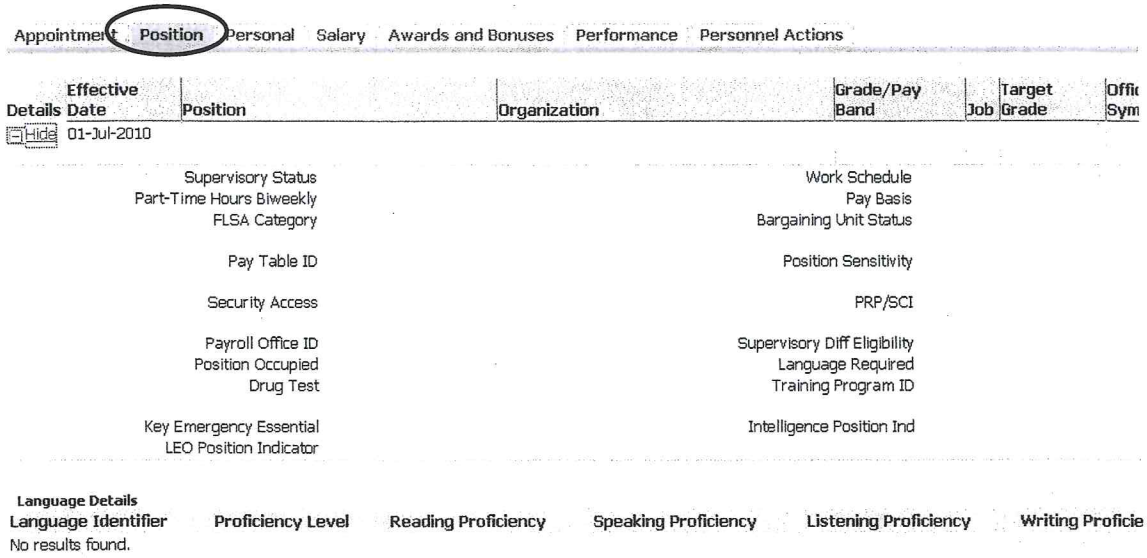

Figure 9

Personal Tab contains your employee's specific personal information.

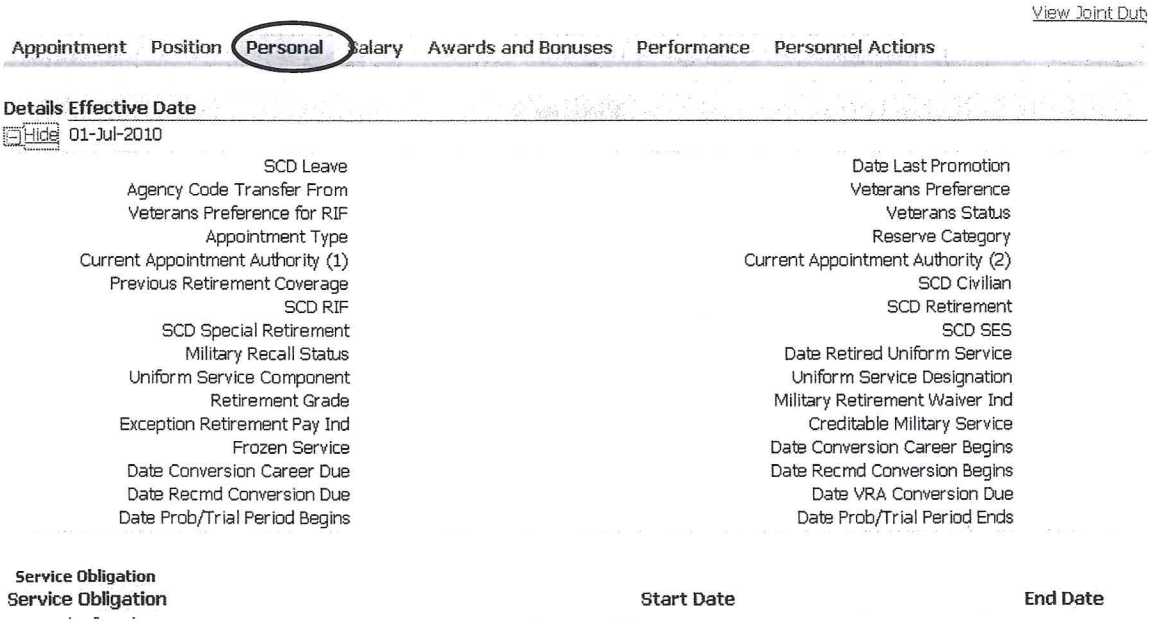

Figure 10

In addition, you can View Employee Education Information, View Employee Training Information, View Certifications/Licenses Information, and Update/View Tele-work Eligibility Information.

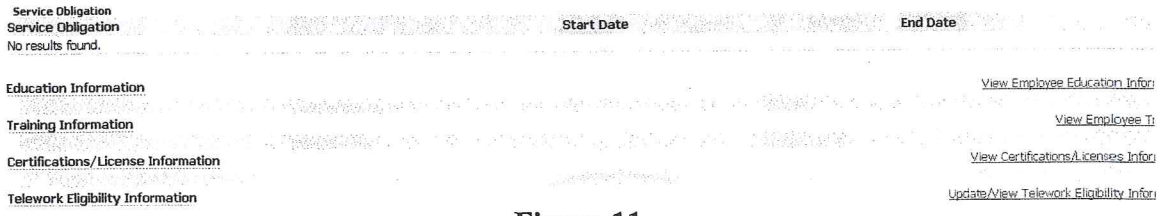

Figure 11

Salary Tab contains your employee's pay-related information.

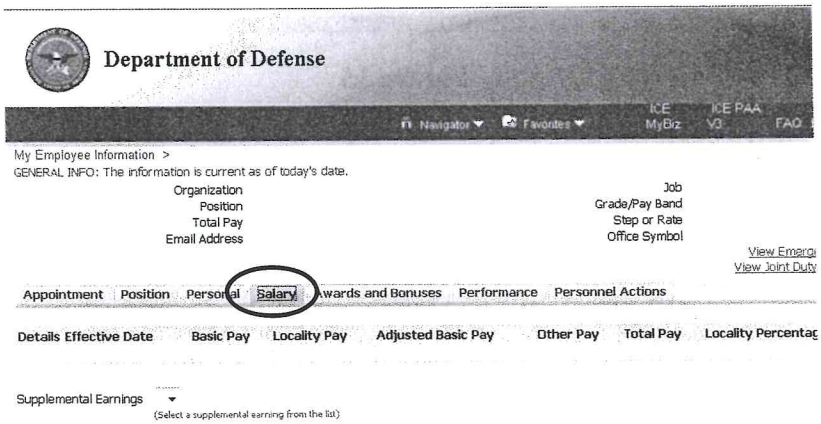

Figure 12

Awards and Bonuses Tab displays your employee's award and bonus information.

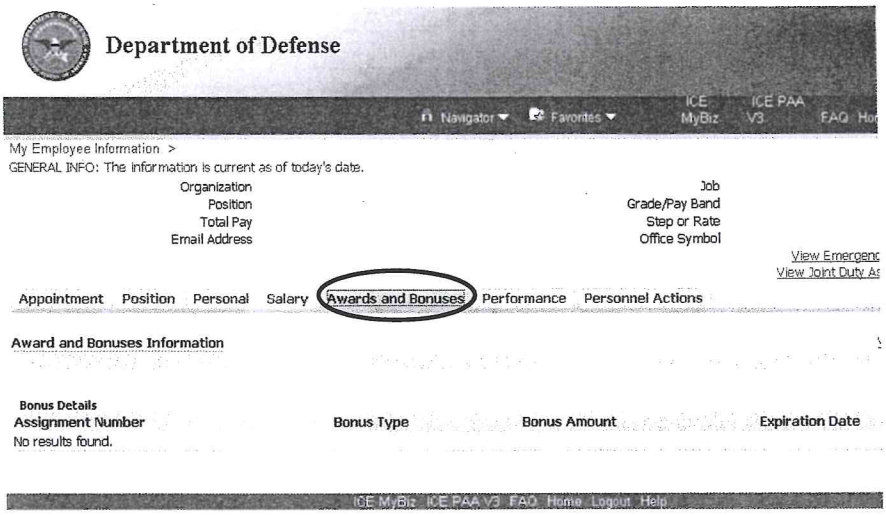

Figure 13

Performance Tab displays your employee's performance appraisal information.

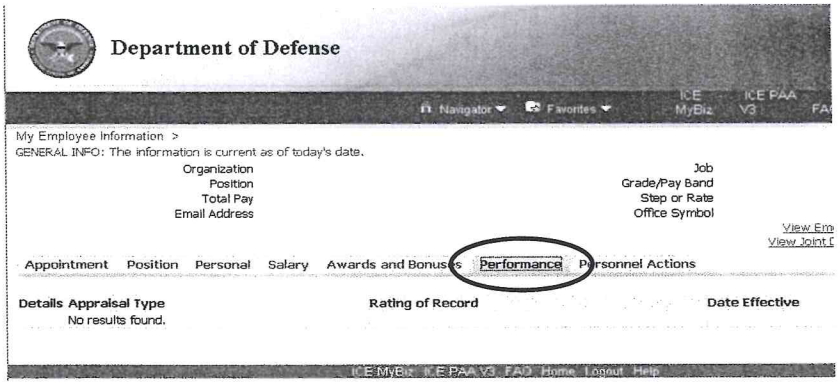

Figure 14

Personnel Actions Tab displays your employee's personnel action information.

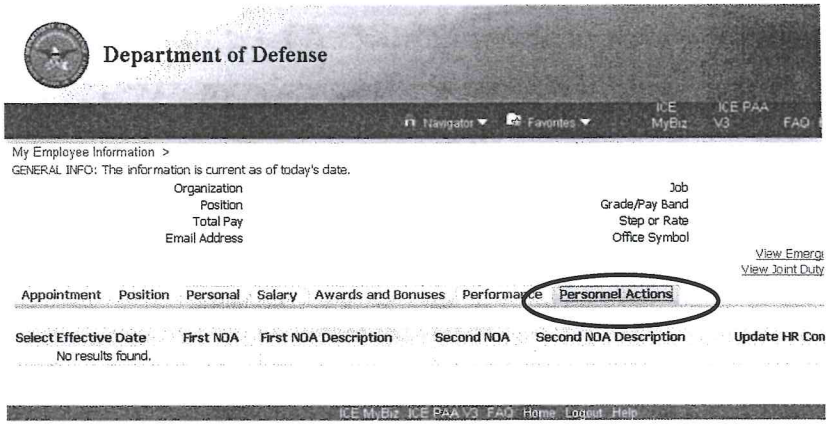

Figure 15

Overview

Management Reports

My Workplace, Management reports allows managers to view and generate "canned" reports about their workforce. For the purposes of this guide, the focus will be on the newly added View Management Reports function.

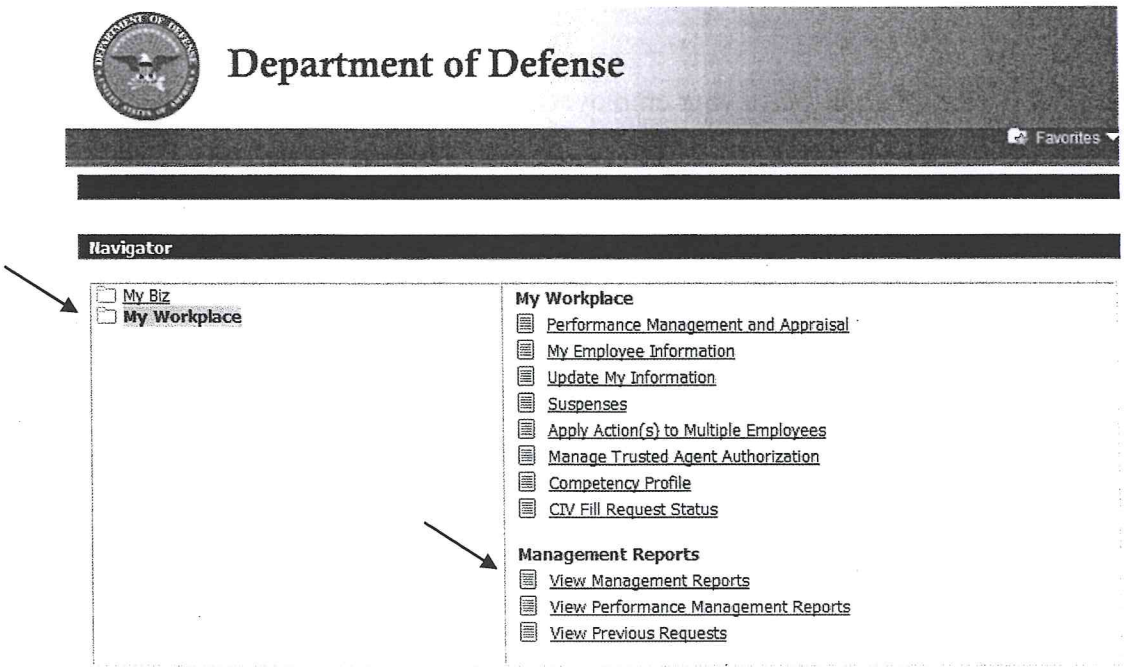

Figure 16

1. The View Management Reports function allows managers to "View" and generate 9 "canned" reports about their workforce:

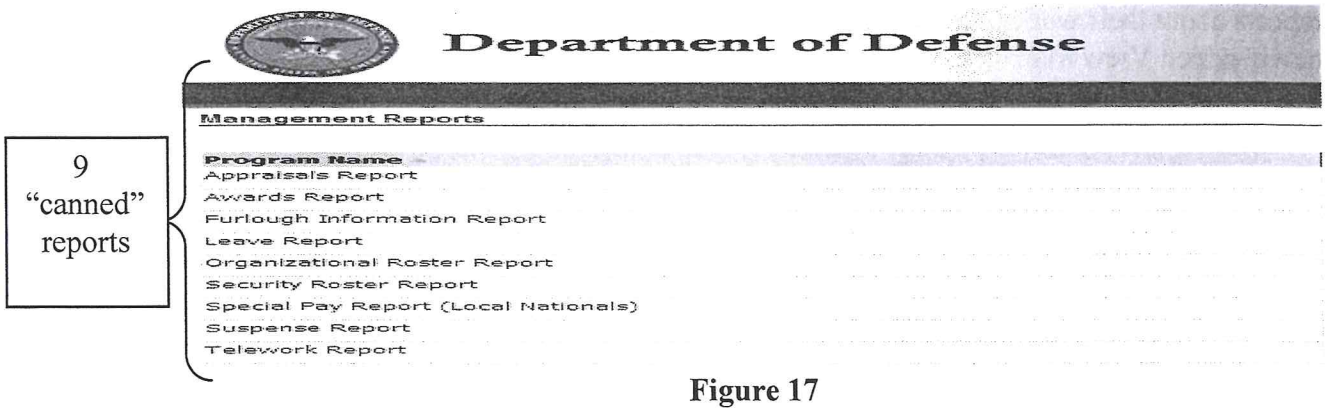

Figure 17

Important: This report will provide data for employees who are currently in your Self Service Hierarchy up to 4 organization levels down.

2. In addition, by selecting View Performance Management Reports, managers can view and generate the following reports.

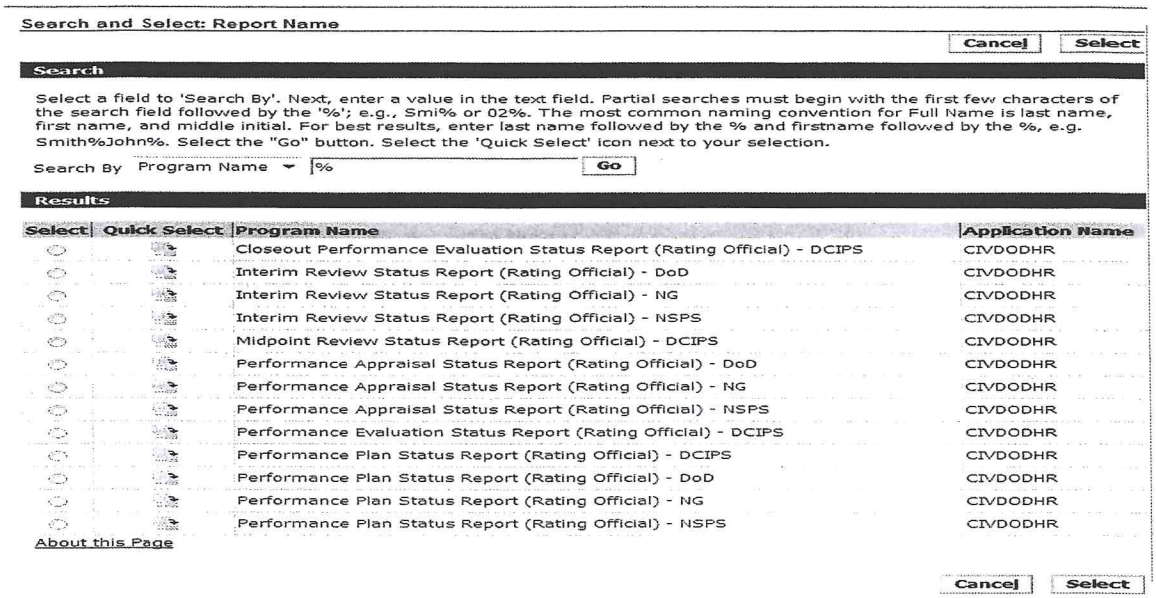

Figure 18

3. Finally, by selecting View Previous Requests, managers can view previously completed report requests. In the example below, the Appraisals Report is available for selection since it was previously submitted.

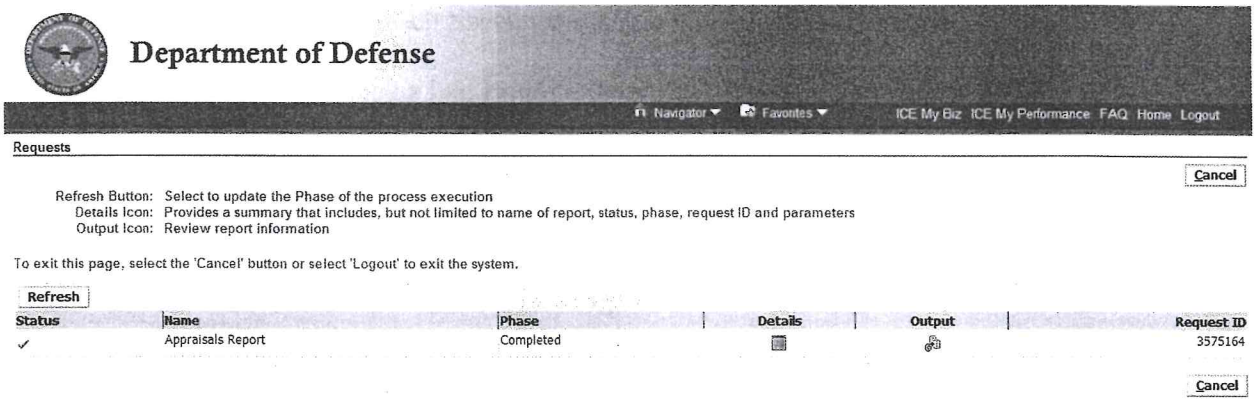

Figure 19

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View Management Reports

1. After selecting View Management Reports function, the Management Reports page contains 9 reports:

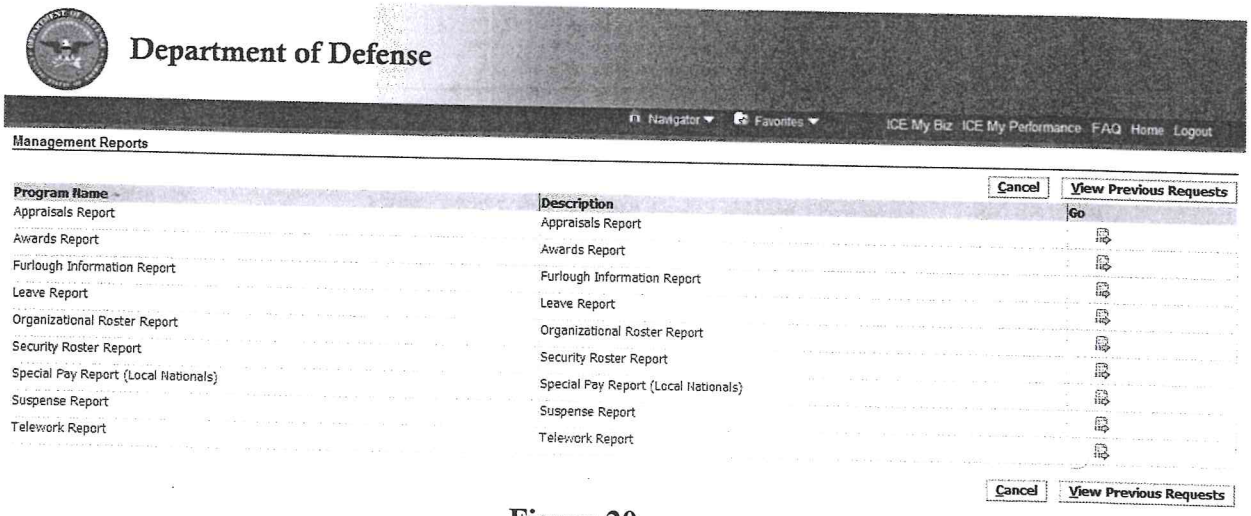

Figure 20

Important: This report will provide data for employees who are currently in your Self Service Hierarchy up to 4 organization levels down.

2. To view/generate a report, identify the report and select "Go". In this example, Leave Report is selected.

Figure 21

3. After selecting Go, the Confirmation page displays. This report will provide data for employees who are currently in your Self Service Hierarchy up to 4 organization levels down. Select Submit to continue.

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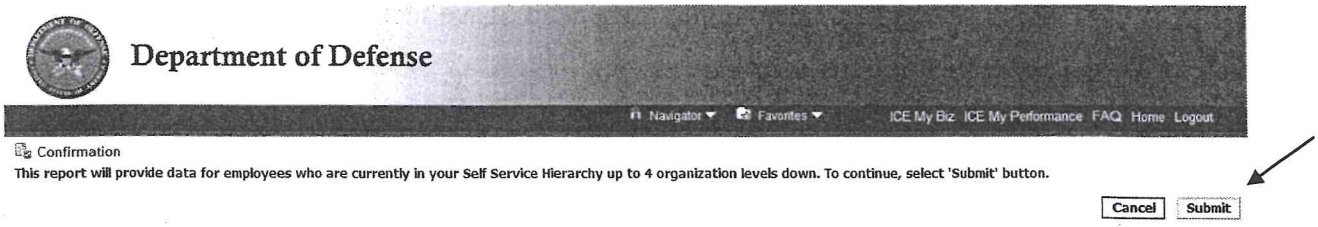

Figure 22

4. After selecting Submit, the Requests page displays.

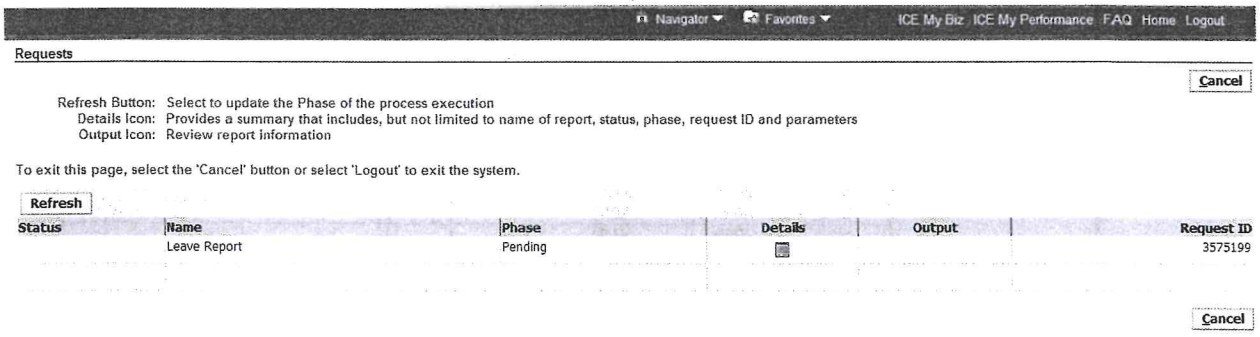

Figure 23

5. Select the Refresh button until Phase column displays Completed.
6. Once Completed, select Output.

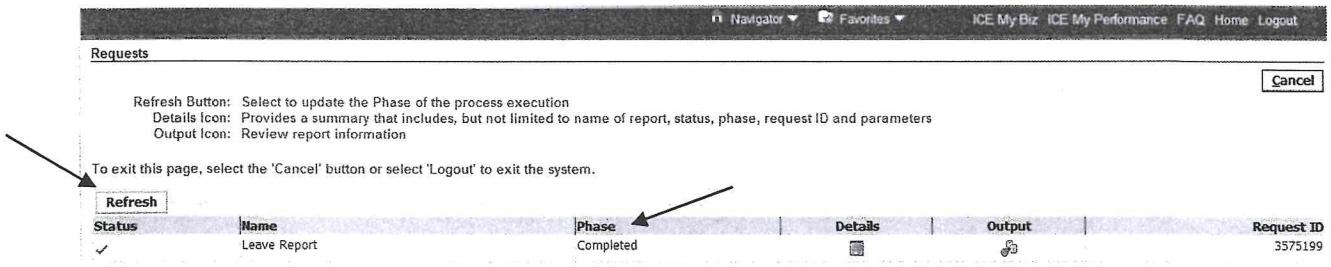

Figure 24

7. Once Completed, select Output to view Leave report.

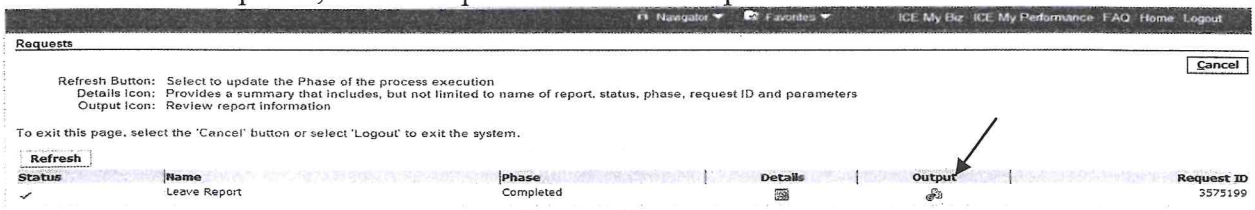

Figure 25

8. After saving file, Open to view generated Leave report.

Report Name : Leave Report
Information : Report data will pull from the supervisor hierarchy

NAME	DCPDS EMPLOYEE I	POSITION TYPE	UNIT ID CODE (UIC)/ PAS CODE (PAS)	OFFICE SYMBOL	ORGANIZATION STRUCTURE CODE (OSC)	PAY PERIOD ENDING	ANNUAL LEAVE USE OR LOSE BALANCE	ANNUAL LEAVE ENDING BALANCE	ANNUAL LEAVE USED CURRENT PAY PERIOD
	59086	LN	MO0RF0H7	CEOI	CEOI				
	59047	LN	MO0RF0H7	CEOI	CEOI				
	61481	APPR	62271		01				
	67333	APPR	62271		01				
	67897	LN	WJBN99	WJBN99	EBR				
	3850	TECH	K61CFS7Q		16B100				
	26934	APPR	WE1MFLXQ	ENM	UENM				
	59316	APPR	F80RFMCY	NGBKD	DEAMS				
	7795	APPR	TA0000		CBE				
	35774	APPR	62271		01				
	35775	APPR	62271		01				
	27349	APPR	WE1MFLXQ	ENSI	UENSI				
	41289	APPR	62271		01				
	42200	APPR	62271		01				
	42204	APPR	62271		01				
	42207	APPR	62271		01				
	42201	APPR	62271		01				
	42202	APPR	62271		01				
	42209	APPR	62271		01				
	43151	APPR	62271		01				
	43152	APPR	62271		01				
	42203	APPR	62271		01				
	40897	APPR	62271		01				
	66563	APPR	FC1LF2NV	SVXA	SVK	2012	0	43.25	0
	59650	APPR	62271		01				
	14513	APPR	62271	TEST	EC				
	14410	APPR	62271	TEST	CS				
	14300	APPR	62271	TEST	2313				
	52911	APPR	62271		01				
	42332	APPR	62271		01				
	37344	APPR	62271		01				
	38914	APPR	62271		01				

Figure 26

9. To exit this page and add another report, select Cancel to return to the main navigation page.

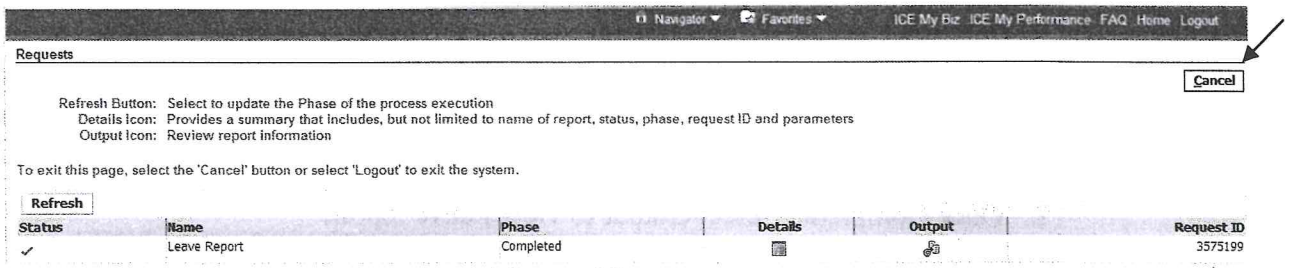

Figure 27

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10. From the main navigation page, you can generate other reports by following the process above.

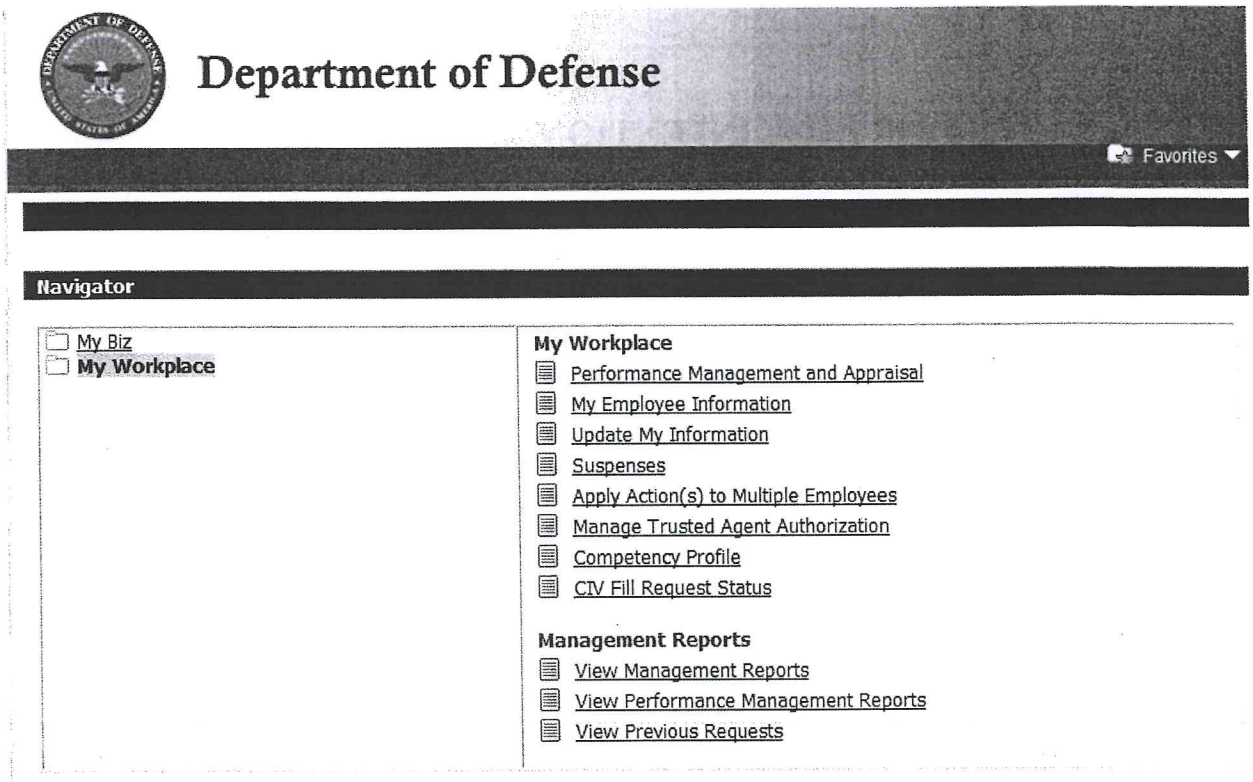

Figure 28

Congratulations, you've completed the My Workplace, Management Reports process. To access more Self Service related training information, to include simulations, log into Self Service (https://compo.dcpds.cpms.osd.mil/) and select "Help".

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