User Guide

MyBiz+

Serving Those Who Serve Our Country

December 22, 2015

MyBiz+ User Guide

Use the control button and mouse click (Ctrl + Click) to follow hyperlinked words leading to helpful screenshots or additional information. Use the keyboard shortcut Alt + Left Arrow to return to the starting point.

All data contained within this user guide is fictional and does not represent any real person, position or other record of any type.

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Introduction

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Purpose
The purpose of this user guide is to provide employees a reference about the MyBiz+ functionality and dynamic features.

Who Uses the Guide?
This guide is intended for DoD Appropriated Fund, Non-Appropriated Fund (NAF) and Local National (LN) employees. The user guide for MyBiz+ for Managers and Supervisors is contained in a separate guide, located under Help on MyBiz+.

Background
The Defense Civilian Personnel Service (DCPAS) and its technical development organization, Enterprise Human Resources Information Systems (EHRIS), originally championed the revision of the legacy My Biz application to allow employees to manage personnel data more easily. MyBiz+ is part of the Defense Civilian Personnel Data System (DCPDS) and access to employee data is protected by authenticated login.

About MyBiz+
Since the release of MyBiz+ in November 2014, MyBiz+ has developed and expanded. Enhancements to MyBiz+ are mostly generated from customer comments through the Provide Feedback tool. MyBiz+ is employee focused and the application remains based on the principle of simplicity: easy to access, easy to navigate, easy to understand, and more intuitive and interactive. It provides users at-a-glance information display, easy navigation flows, new tools and customizable views.

Employees will benefit from:

➢ Capability to provide feedback on the functionality and features
➢ Customization of some pages
➢ Multiple avenues of navigation within the MyBiz+ pages
➢ A well-organized display of personal information

Who to Call for Data Help?
For questions regarding your HR data in MyBiz+, please use your Agency established process for requesting HR assistance.

Who to Call for System Help?
For questions regarding login or access to other DCPDS applications, or system functionality please contact your Component Help Desk. The Component Help Desk contact list is located on the DCPDS Portal page at https://compo.dcpds.cpms.osd.mil/

About Documents
MyBiz+ does not have upload or storage capability for documents such as appraisals, transcripts, or resumes. Refer to the Electronic Official Personnel Folder (eOPF) which is the electronic version of a hardcopy Official Personnel folder (OPF). Each Component has a specific web link to eOPF; search "eOPF" in your internet browser, or check your Component's website for the specific link. Click eOPF for more information.

Use control button and mouse click (Ctrl + Click) to follow hyperlinked words leading to helpful screenshots or additional information. Use the keyboard shortcut Alt + Left Arrow to return to the starting point.

Accessing MyBiz+

DCPDS Portal Page

To access MyBiz+, navigate to the DCPDS Portal @ https://compo.dcpds.cpms.osd.mil/ and follow your Component or Agency Common Access Card (CAC) and Non-CAC access log in process. This is the authentication page which allows access if permitted.
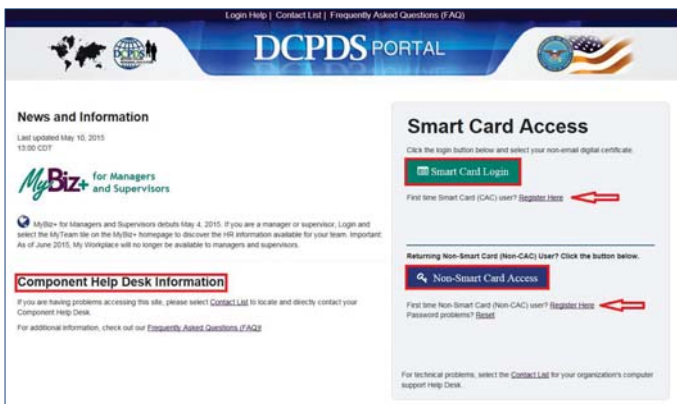
For CAC Card users, select the non-email certificate. Upon login and acceptance of the Privacy Act Statement, DoD employee users are directed to the MyBiz+ homepage.

Internet Explorer Compatibility Mode

If your browser is in Internet Explorer Compatibility mode, a notification will pop up. Follow the instructions in the notice. Changing the compatibility mode will refresh the browser to the correct viewing state.

Update Work Email Address Pop-up

Upon accessing MyBiz+, a work email pop up may display for employees whose DCPDS records do not contain a work email address. Select OK to immediately update the Work Email address, or cancel to update later.
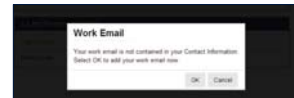
Logging out of MyBiz+

Logging out of MyBiz+ is a two (2) step process. There are two (2) log out sessions – one for MyBiz+ and one for the DCPDS Portal.

MyBiz+ Log Out

Begin the MyBiz+ logout process by using the *Logout* link on the upper right of the menu bar on MyBiz+ homepage.

If MyBiz+ is left idle for too long and the Logout link is unresponsive, close the MyBiz+ browser tab on the web address bar by clicking the X.

The *Logged Out* message appears with instruction to close the MyBiz+ tab on the web address bar. Once you close the MyBiz+ tab, this action will return you to the DCPDS Portal Path page.
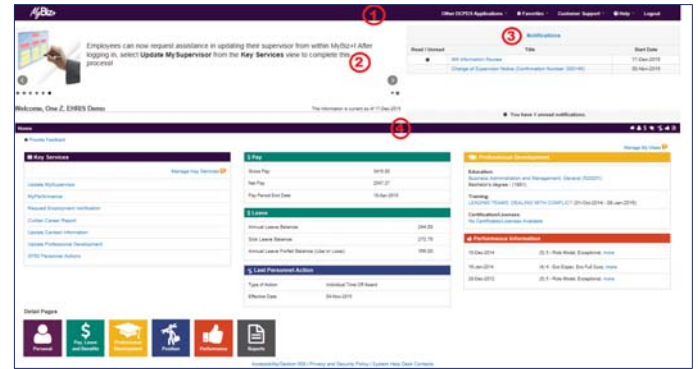

DCPDS Portal Logout

Select the *Logout* button to exit the DCPDS Portal session, and then select *Close* to complete the process.

MyBiz+ Homepage Map

Menu Bar, Slider, Notifications, Navigation Bar

1. Menu Bar – Contains MyBiz+ logo link and provides link access to other systems, helpful resources and self-help documents. It is located under the internet address bar.
   - *Other DCPDS Applications* - Directs access to other regions and applications.
   - *Favorites* – Manage website links by adding, or removing favorite website links. These will open in a new browser.
   - *Customer Support* – *Update MySupervisor* is a new tool for employees to submit a request if their supervisor is wrong, or blank in MyBiz+. An accurate hierarchy is critical for future MyBiz+ applications. You can find the supervisor name on the center of any one of the Detail Pages. It is not displayed on the home page.
   - *Help* – Contains self-help user guides, simulations, and Screen Reader mode for 508 users.
   - *Log Out* - Log out of MyBiz+ and DCPDS Portal and close the browser.

2. Slider – located in the upper left corner; provides current, good-to-know information for all employees.

3. Notification Area – Messages appear here when HR actions or updates are made to the HR record. Select the Notifications title link to view all notifications on one page, utilize the scroll bar to view notifications, or select a specific notification to read the description.

4. Navigation Bar – The navigation bar exists on all pages within MyBiz+ and is located under the Slider and Notification areas. The bar displays the Home link on the left, and the Detail Page mini icons on the right. It allows for direct navigation to all Detail Pages from any location within MyBiz+.
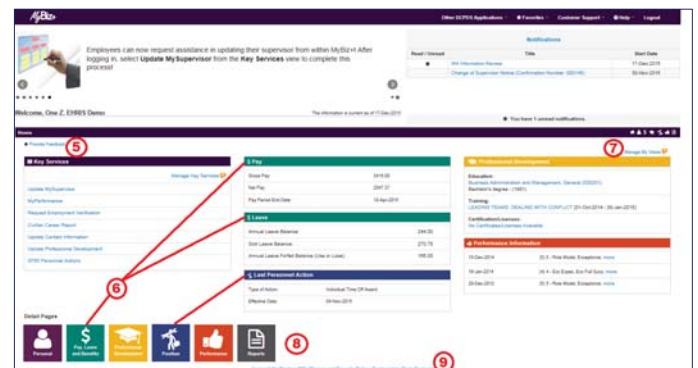
Provide Feedback, Views, Manage My Views, Detail Pages, Footer Information

5. Provide Feedback – This tool is available for users to provide feedback about their overall impression of MyBiz+, to submit suggestions or enhancements about the design and functionality, or questions or problems regarding HR data.

6. Views Area – The Views area is located in the middle of the MyBiz+ homepage and the screenshot above depicts the default layout employees see upon initial log in.

7. Manage My Views Link – This interactive tool allows you to customize the Views area (#6) by moving the Views around (placement within the center area), adding a View, hiding a View or exchanging one View for another. Select the orange TIP next to the link for a quick guide, or view the simulation under Help.

8. Detail pages – The color and icon defined tiles identifies the type of HR information contained within the pages; and the tile colors and icons coordinate with the Views tab color and icon along with the mini-icons on the navigation bar.

9. Footer Information –
   - Accessibility/Section 508 (From the Rehabilitation Act; Information Technology must be accessible and usable by as wide a range of people with disabilities as possible including people with visual disabilities (e.g., blindness, low vision and lack of color perception).
   - Privacy and Security Policy; includes mandated IA information.

- System Help Desk Contacts; contains a list of the Component/Agency Defense Civilian Personnel Data System (DCPDS) help desk contact information.

MyBiz+ Fundamentals; Views, Detail Pages, Colors and Icons

The icons and associated colors are distinct throughout the MyBiz+ pages for users to quickly identify and move about with one mouse click.

Views

The Views are located in the center of the homepage and are customizable. The homepage accommodates one (1) to six (6) Views, and each View contains specific information from within the Detail Pages. Use the link on the title bar to access the corresponding detail page.

For example with the screenshot below, the Pay and Leave Views below (green tabs) are sections of information within the Pay, Leave and Benefits Detail Page (green tile with $ icon).

Some users such as Managers, Supervisors and HR will have the View *Other Responsibilities/Applications* (not shown here) in place of the Professional Development View.

Manage My Views Link

Customize the Views by using the interactive tool link, *Manage My Views* located on the right side. Click on the orange *Tip* for a quick reference. For more information about managing the views, see the Manage My Views user guide and simulation under Help.

Key Services and Other Responsibilities/Applications

- There are two (2) Views that do not have a corresponding Detail Page; Key Services and Other Responsibilities/Applications.
- The Key Services View contains quick access links to the most popular products and services; it does not contain personal information. New for 2016 is the Manage Key Services link. It allows customization of the list of key access links.
- The Key Services View defaults on the MyBiz+ homepage for all employees and now includes a customization tool, *Manage Key Services*.

- The Other Responsibilities/Applications View defaults on the MyBiz+ homepage only if it is applicable to employees who have additional accesses or responsibilities within DCPDS, such as HR. This View offers quick access links to these workspaces.

Manage Key Services

Select, deselect, or change the listed order of Key Services by selecting the Manage Key Services link located on the right side.
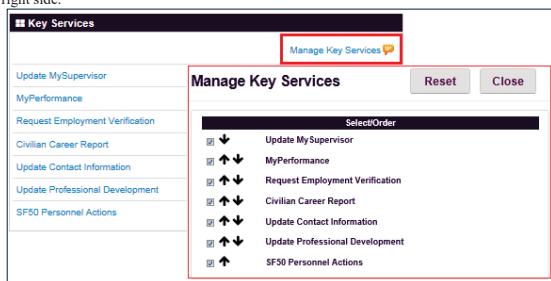
Key Services Links

- Manage Key Services – a tool to customize the available quick links; see the orange "Tip"
- Update MySupervisor – a tool to request an update to your supervisor
- MyPerformance – MyPerformance is applicable to NG and DCIPS employees only
- Request Employment Verification – submit a request for Employment Verification
- Civilian Career Report – Create a customizable report to pull career data into one easy-to-read report
- Update Contact Information – Add or make changes to Work Email and Work Address, Phone numbers, and Emergency Contacts
- Update Professional Development – quick access to update Education, Training and Certifications/Licenses
- SF50 Personnel Actions (or Notification of Personnel Action (NPA)) – a quick access link to your current SF50s or NPAs.

Detail Pages

The Detail Pages are identified below as colored tiles with icons and the associated name. Within the Detail Pages, there are sections of information that contain pertinent HR information.

Detail Pages - Colors and Icons

The table below provides the specifics about each colored tile, the icon and associated name, what type of underlying information is contained and how the information is displayed in MyBiz+.

Use the control button and mouse click (Ctrl + Click) on each icon in the table for additional information. Use the keyboard shortcut Alt + Left Arrow to return to this page.

Table 1 Detail Pages Colors and Icons

Detail Page Icon and Name	Tile Color	Types of Data	How the Information is Displayed
Personal	Purple	Personal, Contact, Appointment Information, Retained Grade Details, Disability, Ethnicity and Race, Language Information, Veteran Information, Service Computation Data Information sections, Demo Date Information, Demo Project – CCS/CCAS, SF50 Personnel Actions, or Notification of Personnel Actions (NPA), Enterprise Programs and Functional Communities	Accordion Format (Default) or Carousel Format Note: Some sections in Personal may not pertain to all employees.
Pay, Leave and Benefits	Green	Pay Information, Non-Pay Information, Pay Detail, Leave, Retirement, Insurance, Awards and Bonus sections	Pay, Leave, Retirement, and Insurance sections are available as a View option on the home page. Awards and Bonuses are viewable from within the detail page.
Professional Development	Yellow	Displays Education, Training and Certifications/Licenses sections	These sections are available as a View option on the home page and are updateable on the detail page.

Detail Page Icon and Name	Tile Color	Types of Data	How the Information is Displayed
Position	Blue	Appointment, Position, Position Additional Information, Language Details, Position Tracking, Demo Position Information, Position military to Civilian Conversion, Career Program/Fields, SF50 Personnel Actions, or Notification of Personnel Actions (NPA), Enterprise Programs and Functional Communities	Last Personnel Action (SF50 or NPA) is available as a View option on the home page.
Performance	Orange	Active Appraisals (NG and DCIPS only) and Past Performance Ratings and Demo	Performance page is available to select as a View option on the home page, and view only within the detail section.
Reports	Tan	Civilian Career Report, Awards Information, Certifications and Licenses, Emergency Contact, Joint Duty Assignment, Training Report, Employee Interactive Reports	All reports are available from this detail page, or they are accessible directly from the associated detail page as a link.

MyBiz+ Buttons, Related Help, and Icons
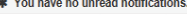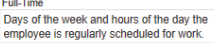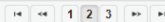
MyBiz+ uses standard action buttons: Add, Cancel, Continue, Delete, Edit, Next, Preview Report, Previous, Print, Remove All, Return, Return to Homepage, Search, Select All, Update, View/Print.

Related help is found within the MyBiz+ pages and identified as *Important!*, *Related Information*, *Notes*, orange colored *TIPs*, *Note*, and *Instructions*.

The referenced images and icons in the left column below are examples to illustrate the context description.

Table 2 Provides images of icons and symbols used throughout MyBiz+ along with the description

Images and Icons	Context Description
MyBiz+	MyBiz+ official Logo; located on all pages within MyBiz+; select to the MyBiz+ logo on the menu bar to return home.
(row of miniature icons)	Miniature Icons The icons are located on the right side of the navigation bar and each icon has a hover over identifying the Detail Page name. The icons are on every MyBiz+ so you can move quickly to other pages. In order as shown on the right: Home, Personal, Pay, Leave and Benefits, Professional Development, Position, Performance, and Reports.
Home, Pay, Leave and Benefits (navigation bar)	Navigation bar The navigation bar appears on every page in MyBiz+. The left side identifies the Detail Page, with the associated bar color. The miniature icons on the right side of the navigation bar are on every page within MyBiz+. The mini icons allow quick access to other sections of MyBiz+ pages.
Request Employment Verification	Linked Text or Labels Blue underlined text, such as a title or label indicates there are underlying pages or documents. Click on the highlighted link to go where that information exists.
$ Leave Professional Development	Linked Titles or Labels White underlined text, such as in a View title, when clicked takes you to where the detailed information exists.
Blank	Blank
Leave / Pay Period End Date 11-Jun-2014	Drop Down Arrow Indicators Small drop down or side arrows (in red circle) indicate a list of values or additional information. Arrows require one mouse click to open and close.

| Images and Icons	Context Description
★	The Star icon indicates a highlighted interest.
(slider arrows and dots)	Slider Play Indicators Standard play/function indicators for slides include, rewind, forward, play and pause. The three dots indicate the number of slides.
✳ You have no unread notifications.	Notice The asterisk star indicates a message notification.
Work Schedule: Full-Time Days of the week and hours of the day the employee is regularly scheduled for work.	Hover Overs Roll the mouse over a label and a hover over definition or explanation appears. Hover overs are used extensively throughout MyBiz+.
❌ A value must be entered for Education Level	Error A red X with red text indicates a value is missing or an error has occurred.
Education Level TIP	Information An orange 'TIP' exists when there is useful information pertaining to the topic.
(page indicators 1 2 3)	Page Indicators For multiple pages of information, standard direction indicators are used: First page, Back one Page, Page numbers, Forward one page and Go to last page.
☐ Expand an additional section on page	Check Box. Used in the Detail pages to view multiple sections at the same time.
🎁 Accordion View	Gift box Icon; used exclusively on the Personal Detail Page. The Accordion View formats the sections in a list; arrow indicators indicate underlying information.
🎁 Data Carousel View	Gift box Icon; used exclusively on the Personal Detail Page. The Data Carousel View formats the sections as 'index cards' or stations which can move around clockwise.
◐ ⟳ 1 2	Carousel Actions 1. Add or remove rows from the Carousel station display. 2. Shuffle the carousel station one clockwise.
✖	Close screen. The black X closes a pop up screen.

Personal Detail Page

The Personal Detail Page contains thirteen (13) sections of information – and the information is specific to the employee as an individual. Not all sections of information are applicable to all employees so the data fields may be empty.

What You Need to Know

➢ There are two (2) viewing formats for Personal information: Accordion (Default) and Carousel.
➢ SF50s or Notification of Personnel Actions (NPA) are located in both Position>SF50 (NPA) Personnel Actions, or Personal> SF50 (NPA) Personnel Actions in the Accordion format.
➢ SF50's or NPAs are not in the Carousel page layout.

Accordion Format

➢ The data sections are displayed in list fashion. Select the arrow indicator to open the section. One section opens at a time unless expanded.
➢ Check the box *Expand an Additional Section on Page* as depicted below to view multiple sections at the same time.
➢ Current SF50's or NPA's are located in the SF50 Personnel Action section (also located in Position).
   o For appropriated fund employee's, only SF50's processed on or after 23 September 2007 are available for viewing or retrieval.
   o For non-appropriated fund and local national employees, only personnel actions processed on or after 23 March 2008 are available for viewing or retrieval.
➢ For personnel actions prior to 2007 – refer to your Electronic Official Personnel Folder (eOPF). This is the electronic version of your hardcopy official personnel folder (OPF). Each Component has a unique web link to eOPF. You can search the internet for "eOPF", or check your Component's website for the link.
   o Click eOPF to learn more.
➢ The function to retrieve SF50's, or other personnel actions (NPA) from previous DoD employment exists within the SF50 Personnel Action section in both Personal and Position detail pages.
   o SF50 Retrieval is a two-part process located within Personal> SF50 (NPA) Personnel Actions. The *Retrieve SF50s* button initiates a retrieval request from DoD agency databases, and the Fetch SF50s button (not shown here) brings the SF50s in.
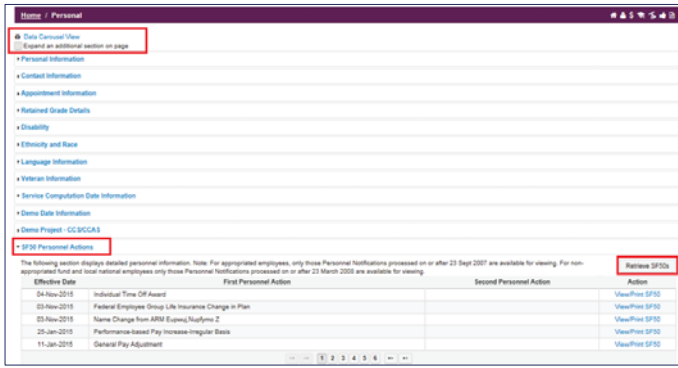
Accordion Views

The following table identified the data information in the Personal detail page whether it is updateable or view only.

Section Name	Capability		Section Name	Capability
Personal	View Only		Veteran Information	View Only
Contact Information	Updateable		Service Computation Date (SCD) Information	View Only
Appointment Information	View Only		Demo Date Information	View Only
Retained Grade Information	View Only		Demo Project CCS/CCAS	View Only
Disability	Updateable		SF50/NPA Personnel Actions	View Only
Ethnicity	Updateable		Enterprise Programs and Functional Communities	View Only
Language Information	Updateable		Not Used	

Carousel Format

➢ The Carousel format is an interactive display of data for eight (8) of the thirteen (13) sections on the Personal Detail Page.
➢ To edit information from a station, the station must be positioned front and center.
   ➢ Select any tab heading to bring a station to the front.
   ➢ Select the [C] clockwise arrow icon on the far right side of the tab to move the stations clockwise.
   ➢ Select the half moon [O] icon on the right side to add or remove rows of data from the station display. A pop up allows you to make your choices.
   ➢ To change from the Carousel format to the Accordian format, select the *Accordion View* link under the left side of the navigation bar and vice versa.
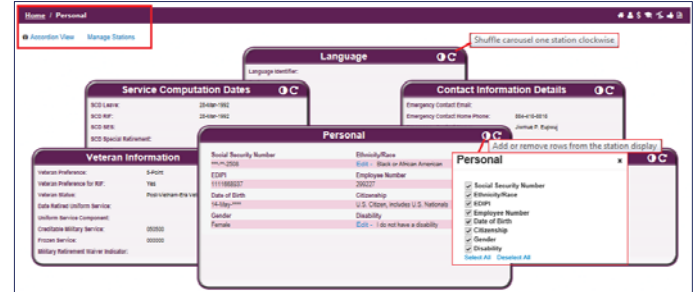
➢ *Manage Stations* is a new feature located at the upper left and allows you to select the data applicable to you.
➢ You must have 6 stations on the page.
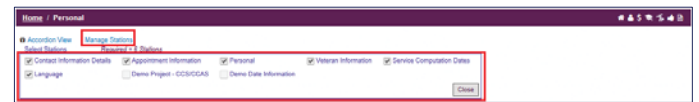
Pay, Leave and Benefits Detail Page

Except for the Awards section, the sections on this page are view only of current and historic pay information, current leave balances, retirement plan with TSP information, active insurance plans and bonus information.

What you need to know

➢ The Pay, Leave and Benefits Detail Page is identified by a white dollar sign icon and green background.
➢ The Awards section below displays the award history, allows for self-certified additions (*Add* button) and has a linked report function. Use the page scroll bar at the bottom to change pages.
➢ To expand and view multiple sections at the same time, check the box Expand an Additional Section on Page.
➢ Select the Print Awards Information Report link on the right to generate a consolidated list of awards.
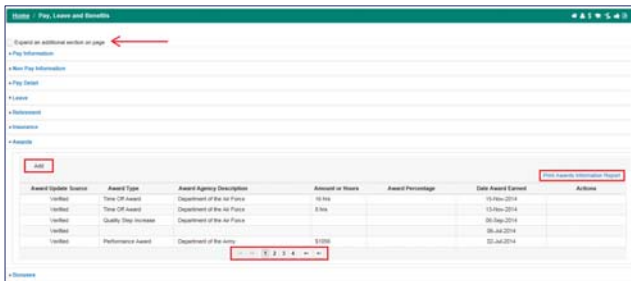
Professional Development Detail Page

The Professional Development Detail Page allows employees to view and update their Education, Training and Certifications/Licenses.

What You Need to Know

➢ **Read the guiding information on the screen and any tips before you start entering in data. It contains valuable "what you need to know before you start" details.**
➢ The Professional Development View on the home page displays the most recent Education, Training and Certification/Licenses entry.
➢ Select the Professional Development title in the homepage Views, or use the Update Professional Development link in Key Services, or select the yellow Professional Development tile, or mini icon (Graduation Cap icon) for direct access.
➢ Professional Development information is displayed via a Parent/Child view. In the Education example below, the Education level/ Post First Professional is the parent (Blue bar), and the corresponding details below is the child.
➢ Update Source: *Verified* means HR updated the information, *Self Certified* means the you, the employee, updated the information.
➢ Use the *Add* button for a new entry that is not yet documented in the Training history.
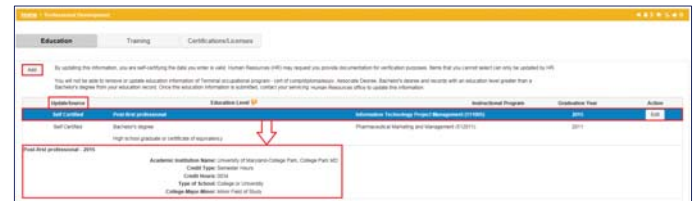
The *Add* Education Wizard page below provides step- by- step tab guidance required for a successful entry.
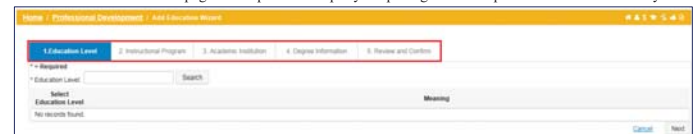
Position Detail Page

The Position Detail Page provides ten (10) sections of comprehensive information about your position, assignment history and the position requirements. The Positon page icon is a person carrying a wrench and toolbox on a blue background. The data on this detail page is view only.

What You Need to Know

- There are ten (10) sections of position information displayed in list fashion. Select the arrow indicator at the left to open the section. One section opens at a time unless expanded.
- Check the box *Expand an Additional Section on Page* as depicted below to view multiple sections at the same time.
- Current SF50's or NPA's are located in the SF50 Personnel Action section (also located in Position).
  - For appropriated fund employee's, only SF50's processed on or after 23 September 2007 are available for viewing or retrieval.
  - For non-appropriated fund and local national employees, only personnel actions processed on or after 23 March 2008 are available for viewing or retrieval.
- For SF50s or NPA personnel actions prior to 2007 – refer to your Electronic Official Personnel Folder (eOPF). This is the electronic version of your hardcopy official personnel folder (OPF). Each Component has a unique web link to eOPF. You can search the internet for "eOPF", or check your Component's website for the link.
  - Select eOPF for more information.

- The function to retrieve SF50's, or other personnel actions (NPA) from previous DoD employment exists within the SF50 Personnel Action section in both Personal and Position detail pages.
  - SF50 Retrieval is a two-part process located within Position or Personal> SF50 (NPA) Personnel Actions. The *Retrieve SF50s* button initiates a retrieval request from DoD agency databases, and the *Fetch SF50's* button (not shown here) brings the SF50's in.
  - The SF50 timeframes mentioned above apply to the SF50 Retrieval.

Performance Detail Page

The Performance Detail Page displays current and past performance appraisal information only.

What You Need to Know

- The Active (current) Appraisals section applies to National Guard (NG) and Defense Civilian Intelligence Personnel System (DCIPS) employees only.
- Past Performance Ratings section applies to all employees who have appraisal ratings in their HR record.
- The actual hard copy performance appraisal documents are not stored in MyBiz+.

Reports Detail Page

The Reports Detail Page provides the standardized and interactive reports in one location. The Civilian Career Report and Employee Interactive Reports are customizable.
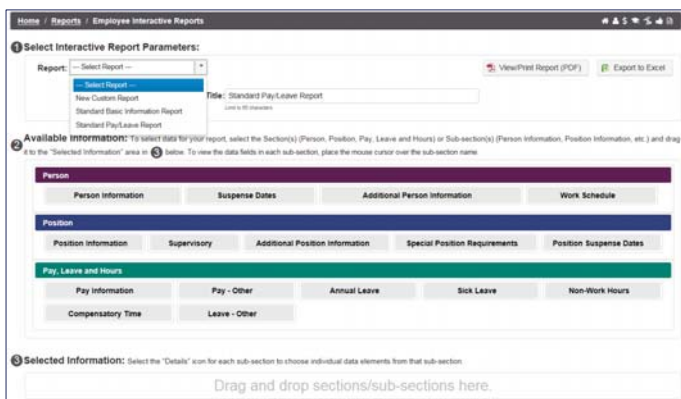
What You Need to Know

- All reports are available from this one detail page, or some are accessible directly from the associated detail page as a link:
  - ✓ Key Service>Civilian Career Report
  - ✓ Pay, Leave and Benefits>Awards Report
  - ✓ Key Services > Emergency Contact Report
  - ✓ Personal> Joint Duty Assignment Information Report
  - ✓ Professional Development >Training Report
- The Reports page has two view options; List View and Thumbnail as identified below
- Select the *View/Print* link to create the report, open and save the report, or view previous output
- Employee Interactive Reports allows for creation of customizable reports, plus two standardized Basic Information and Pay/Leave reports

➢ Learn more about Interactive Reports from the user guide posted under Help on the MyBiz+ home page
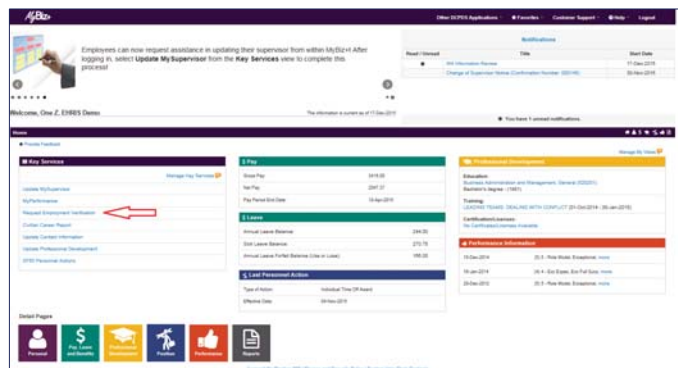

Request Employment Verification

What You Need to Know

➢ Employment Verification is available from the Key Services View.
➢ Employment Verification within MyBiz+ provides Appropriated Fund (APF) and Non-appropriated Fund (NAF) employees the functionality to send employment verification information directly to a Third Party Requestor via e-mail.
➢ Employees may request as many employment verifications as needed.
➢ The employment verification information consists of employment only or employment and salary information. A preview function is available before the transaction is completed.
➢ The recipient and employee both receive a password-protected attachment, and only the employee receives the password in a separate email. The employee must provide the password to the recipient.
➢ *NAF Note:* All screen displays are the same for APF and NAF except for the NAF Employment and Salary Information section and output. NAF salary information provides Average Hours Per Pay Period and Base Pay as opposed to APF providing Total Pay and Total year-to-date (YTD).
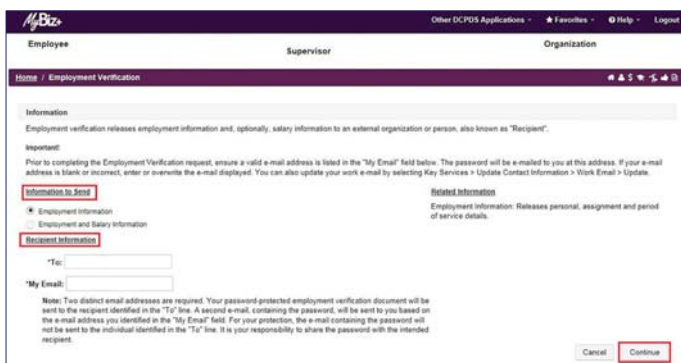
The Employment Verification page requires selection and input:

1. **Information to Send** - Select either Employment Information or Employment and Salary Information. Definitions of each are in the box on the right labeled **Related Information**.

2. **Recipient Information** - The TO block is used for the third party email address such as the bank or lender, etc. *My Email is the email address of the employee where the password will be sent. *My Email defaults to the work email address in the system, however, the email address can be overwritten.

The **Note** located below ***My Email** explains the email process in detail.

Select the *C*ontinue button at the bottom right to preview the employment information selected and to move on to the *Acknowledge and Submit* page.

Use the *C*ancel button to terminate the request in its entirety and return to the MyBiz+ homepage.

The Employment Verification - Acknowledge and Submit page depicted below has two (2) sections with four options:

Sections:
1. Recipient Information - Shows the email addresses entered from the previous page, the Reference Number of the transaction and an information disclaimer.
2. Preview - Displays the employment information or salary information as selected from the previous page.

Four Options:
1. The *Print Receipt* button located in the upper right allows employees to print or save a PDF copy of their employment verification information. A decision box will appear to either open the document to preview it, or save it.
2. *Cancel* button, if selected, aborts the request in its entirety and the navigator screen will display again
3. *Back* button will take you to the previous page.
4. Select *Acknowledge and Submit* button to continue with the request.
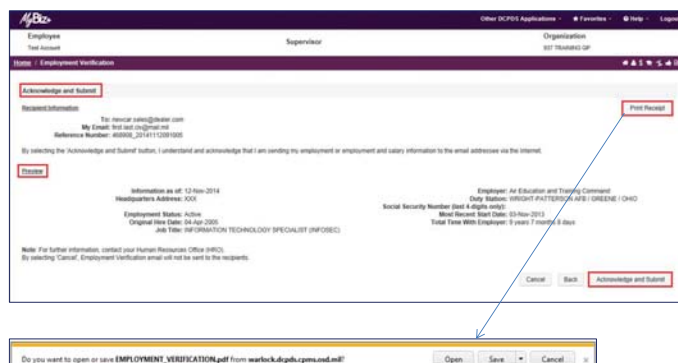
Confirmation - After the *Acknowledge and Submit* button is selected, the confirmation page displays with a disclaimer about the process and shows the email addresses involved. Select *Yes* to continue.
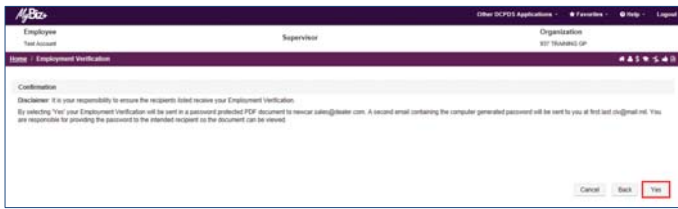
Consent to Release - The process continues with the Consent to Release page; consenting the release of PII information to the Recipient. Select *Yes* to continue.

Email Confirmation - This is the final page of the request. Select *Return to Homepage*, or select one of the mini icons from the Navigation Bar, or select Home.
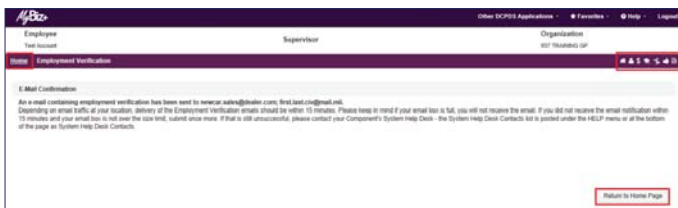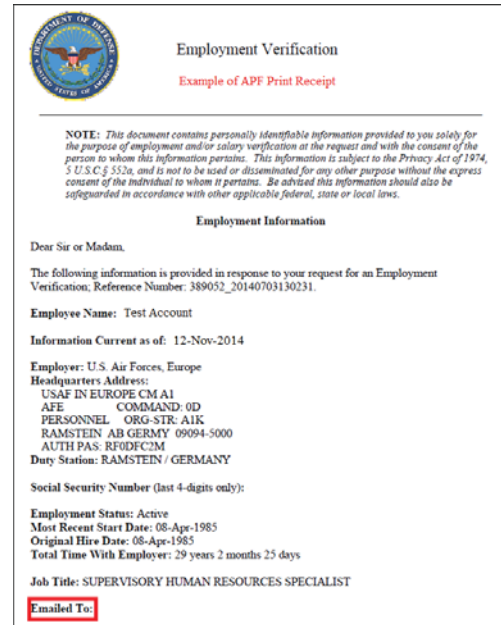
## Print Receipt Examples of Employment Verification

APF

The Print Receipt copy is the same as what the Recipient will receive. The 'emailed to' line at the bottom is blank because this is the Print Receipt copy and it has not been sent to anyone.

NAF

This is a NAF Print Receipt example depicting the salary information as it differs from APF salary information. The 'emailed to' line at the bottom is blank because this is the Print Receipt copy.
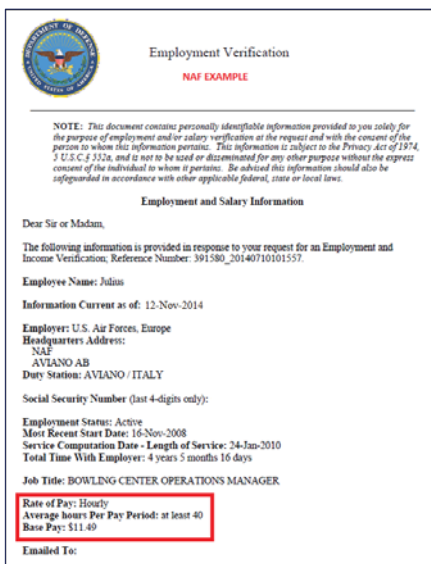
Employment Verification Email Examples

For both APF and NAF, this is an example the Employee receives containing the document password. The employee should provide the Recipient the password so they can access the Employment Verification information.

This is an email example the third party Recipient receives (i.e., Bank or Lender). Notice the attachment on the email and the password screen below that appears once the attachment is opened. The employee is responsible for providing the third party receipient the password.
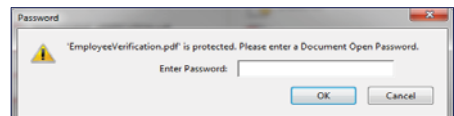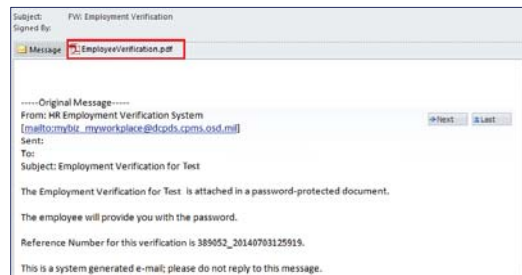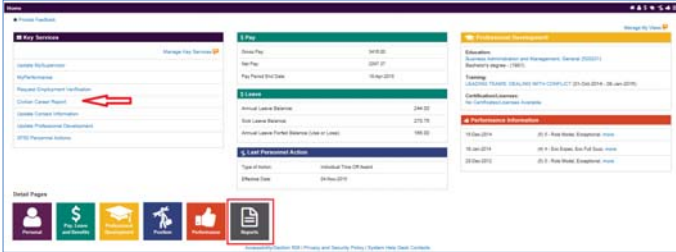
Civilian Career Report (CCR)

What You Need to Know

- ➢ The interactive Civilian Career Report (CCR) allows employees to select information, arrange the information, preview, and print a customized report of their career information.
- ➢ Make a selection from the Available Sections; either drag and drop specific tabs, or use the *Select All* button to move the information into the Selected Sections area.
- ➢ The preview feature allows employees to check the format and the information before printing a PDF document.
- ➢ The report assists employees in managing the accuracy and completeness of their HR information.
- ➢ Select the CCR link from within the Key Services View or select the Reports tile.


From the Reports page, select Civilian Career Report View/Print link.
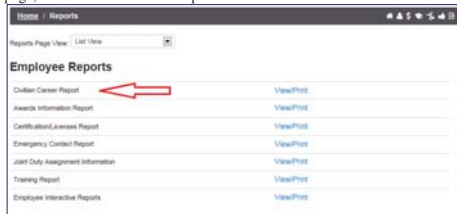
There are two regions on the CCR page: *Available Sections* and *Selected Sections*, plus twenty (20) sections of information available for selection - either as a whole group (Select All) or individual sections (Drag and Drop).
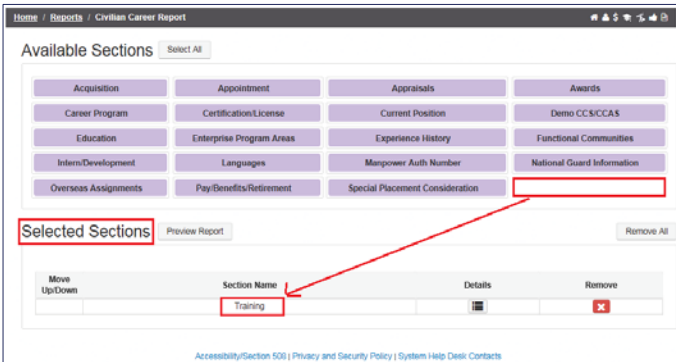
Use the *Select All* button in Available Sections to move all of the sections into the Selected Sections region. Alternatively, drag and drop functionality is available to move individual sections.
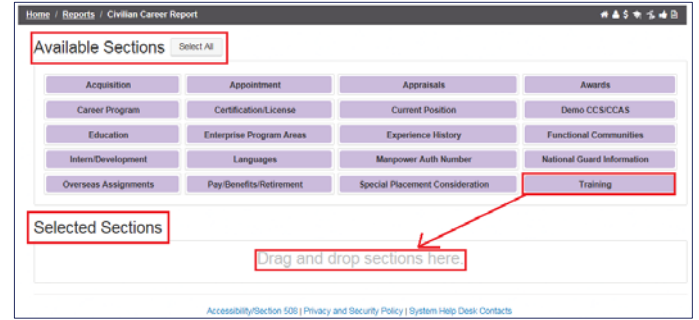
As depicted below, use the mouse to grab, drag and drop individual sections (e.g. Training from the Available Sections) into the area noted as "Drag and drop sections here". The Selected Sections area turns blue when dragging and dropping information into the section.
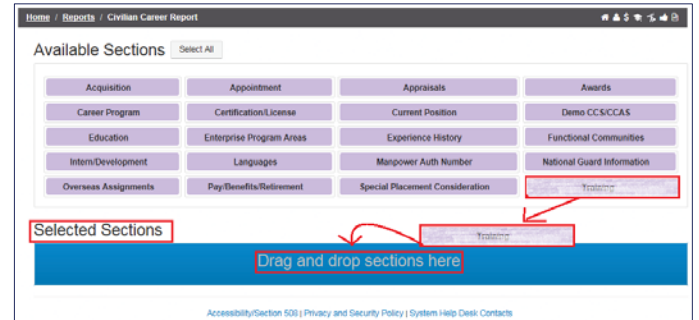
The Selected Sections region displays the sections of HR information selected for viewing/printing.


Upon clicking the *Select All* button, all sections move into the Selected Sections region and options appear to further customize the report.

> **Move Up/Down** – use the arrows to arrange the order of section information on the CCR (first, second, third, etc)
> **Details Column** - a report icon appears if the section contains multiple rows of information that can be selected for inclusion or not (e.g., training section below)
> **Remove Column** –a red X icon indicates the option to deselect a section from the report and return it to the Available Sections region.

To move all sections back to the Available Sections region, select the *Remove All* button. Or to move specific sections, select the red X icon in the remove column.

Use the *Preview Report* button to see what the CCR will look like when it is complete.
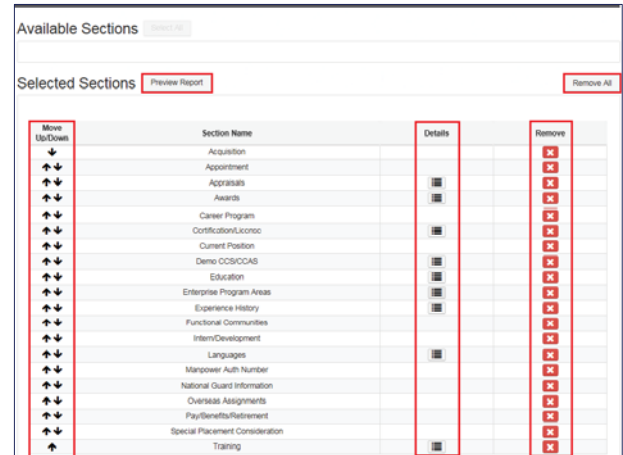
Selecting the *Details* icon will open a list of additional detailed information that is available to include on the career report, such as with the Training example below.

Use the *Select All/None* box to include or remove all course titles, or select each one individually. Upon selection of individual course titles, the line turns blue and they automatically move to the top of the form. Use the down/up arrows to further arrange the order of the training courses on the CCR. In this example, the first and third courses were selected to print on the career brief.

To save changes or exit select *Return to Civilian Career Report Selections* button.

Select *Preview Report* to review the selected sections and section details. In this example, the preview displays four sections and two details.

Civilian Career Report – Preview

The Preview page allows for screening of the selected information. To make changes, select the *Return to CCR Selections* button. If no further changes are required, select *View/Print PDF* button to open, print or save the final career report.


## Example Civilian Career Report (CCR) as a PDF:

SF50 Retrieval

What You Need to Know

➢ MyBiz+ SF50 Retrieval enables employees (APPR and NAF) to retrieve date limited historical SF50s or NPA's from when they were previously assigned to another DoD Agency.
  ○ For example, an Army employee moves to a DLA position. The now DLA employee can pull in their Army SF50s and see both DLA and Army SF50s in MyBiz+.
➢ SF50 Retrieval is available in the SF50 Personnel Actions (or Notification of Personnel Actions (NPA)) section in either Personal or Position Detail Pages using the *Retrieve SF50s* (or *Retrieve NPAs*) button. Start the two-step process using the *External SF50s* button and then the *Fetch SF50s* button.
➢ For appropriated fund employees, only SF50's processed on or after 23 September 2007 are available for retrieval. For non-appropriated fund and local national employees, only personnel actions processed on or after 23 March 2008 are available for retrieval.
➢ Retrieved SF50s will remain displayed as External SF50 Personnel Action History. Therefore, fetching them need only be done once - until a DoD transfer type action prompts another retrieval to refresh. If an employee has worked for a few different DoD agencies, all SF50's from the agencies will pull in at one time.
➢ For personnel actions prior to 2007 – refer to your Electronic Official Personnel Folder (eOPF). This is the electronic version of your hardcopy official personnel folder (OPF). Each Component has a unique web link to eOPF. You can search the internet for "eOPF", or check your Component's website for the link.
➢ Click eOPF to learn more.

From either the Position or Personal Detail Page, select the *SF50 Personnel Action History* link to open the section. The underlined current SF50s display as in the screenshot below. Select the *External SF50s* button to begin the retrieval process for the historical SF50's.
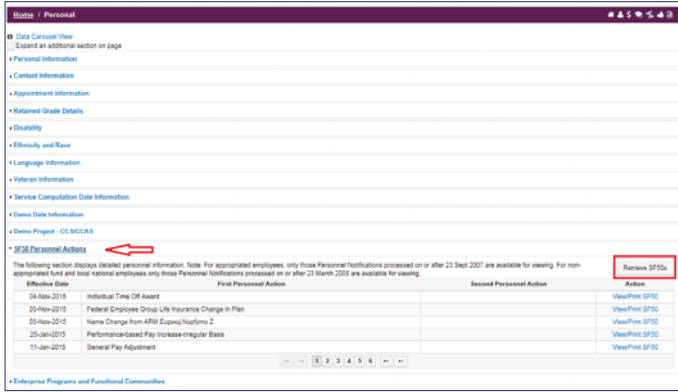
Initially you will see **No Records Found** on the page <u>until</u> you select the *Fetch SF50s* button.
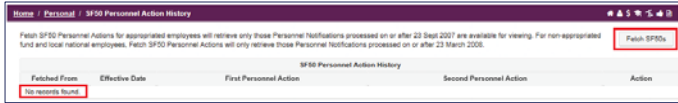
Note: The retrieval process may take a few minutes searching the region databases; please be patient. The spinning circles indicate the retrieval process is working.

If External SF50's exist, a green circle with a checkmark will display with the name of the DoD region for a few seconds and then go away. All previous DoD agency SF50's display below. Notice the "Fetched From" column with the listed regions and the header title, "External SF50 Personnel Action History"

A yellow circle with an exclamation point will display for regions that do not have SF50's. If you receive this result and believe it is in error, contact your HR office for assistance.

References

Provide Feedback