DEPARTMENT OF DEFENSE

**DCPAS**
Defense Civilian Personnel Advisory Service

My**Biz+** for Managers and Supervisors

# USER GUIDE

# MyBiz+ for Managers and Supervisors User Guide

*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 jumping off point.*

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# Introduction

**Purpose**

The purpose of this user guide is to provide managers an introduction and overview of new MyBiz+ for Managers and Supervisors functionality and dynamic features.

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

**Who should use the Guide?**

DoD Managers and Supervisors

**Background**

The Defense Civilian Personnel Advisory Service (DCPAS) and its technical development organization, Enterprise Human Resources Information Systems (EHRIS), championed the replacement of the legacy My Biz and My Workplace applications to allow employees to manage personnel data more easily. MyBiz+ to include MyBiz+ for Managers and Supervisors is part of the Defense Civilian Personnel Data System (DCPDS) and access to this data is protected by authenticated login.

**About MyBiz+ for Managers and Supervisors**

Welcome to MyBiz+ for Managers and Supervisors!
MyBiz+ for Managers and Supervisors retains all of the initial **MyBiz** release principles of simplicity: easy to access, easy to navigate, easy to understand, and more intuitive and interactive. It provides Managers and Supervisors at-a-glance employee information display, easy navigation flows, and new tools.

Managers and Supervisors will benefit from the general features:
➢ Multiple avenues of navigation to the MyBiz+ for Managers and Supervisors MyTeam page
➢ An organizational display of their Team to include viewing specific detailed information for employees on their Team in the following categories:
   o Personal
   o Position
   o Salary
   o Awards
   o Bonuses
   o Performance
   o Personnel Actions
➢ Capability to provide feedback on the functionality and features

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

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Who to Call For System Help?          For questions regarding login or access to other DCPDS applications or DCPDS 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/

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# Accessing MyBiz+ for Managers and Supervisors

## DCPDS Portal Page

All users must log in at the DCPDS Portal page. This is the authentication page which allows access if permitted. The DCPDS Portal page has a new, modern look and feel and is timed with the release of MyBiz+. The updated DCPDS Portal page retains the same features, tips and functionality as the former login screens.

To access MyBiz+, navigate to the DCPDS Portal @ https://compo.dcpds.cpms.osd.mil/ and follow your Component or Agency Smart Card/Common Access Card (CAC) and Non-Smart Card/Non-CAC access log in process.

Upon login and acceptance of the Privacy Act Statement, DoD employee users are directed to the MyBiz+ homepage.

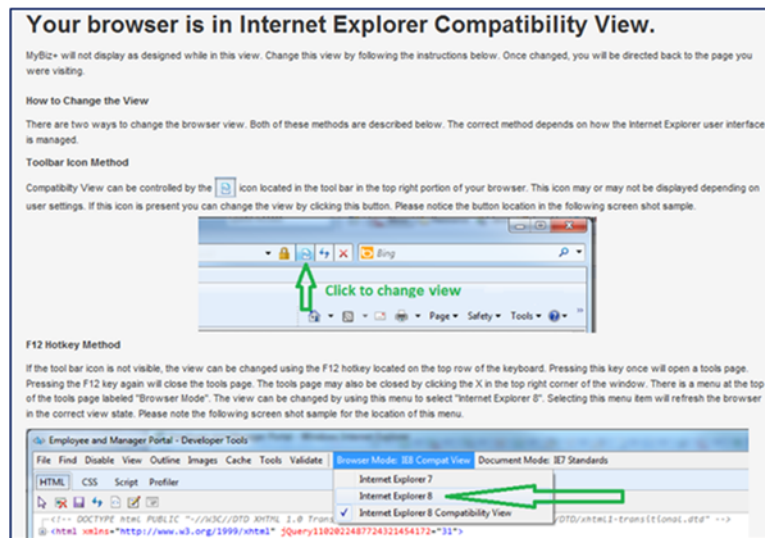Military and External users are directed to the old My Workplace responsibility page.

## 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 will 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 at a later time.
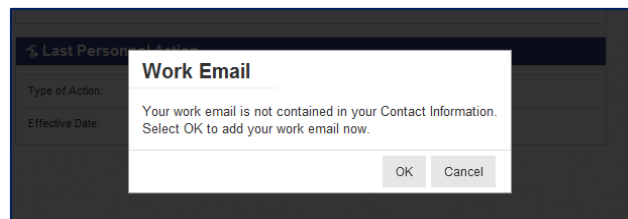
# MyBiz+ Log Out – a Two-Step Process

There are two (2) log out sessions – one for MyBiz+ and one for the DCPDS Portal (the authentication page).

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

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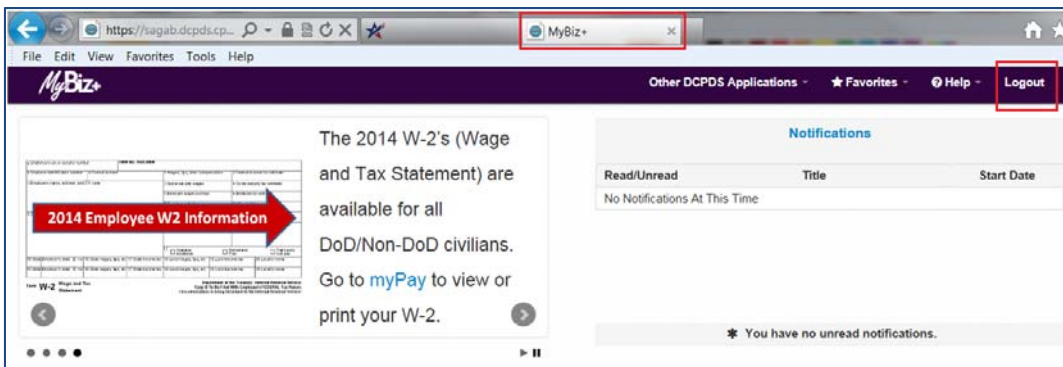


The *Logged Out* message appears with instruction to close the MyBiz+ tab on the address bar. Once you close the MyBiz+ tab, this action will return you to the DCPDS Portal page.



## DCPDS Portal

Select the *Logout* button to exit the DCPDS Portal session, and then select C*lose* 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 address bar.

- *Other DCPDS Applications* -       Allows access to other regions, applications.
- *Favorites* – Manage default website links by adding, or removing favorite website links.  These will open in a new browser.
- *Help* - Includes training guides, provide feedback and Screen Reader mode for 508 users.
- *LogOut* - Log out of MyBiz+ and close the browser.

**2**

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

**3**

Notifications – Displays up front notice of HR actions or updates to your record, or actions or interests all located in the upper right corner.  Select the Notifications title to view all notifications on one page, utilize the scroll bar to view notifications, or select a specific notification.

**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 icons on the right.  It allows for direct navigation to all Detail Pages from any location within MyBiz+ or return to the homepage.

**Provide Feedback, Views, Manage My Views, Detail Pages, Footer Information**



**5** Provide Feedback – This link will remain available for some time after release of MyBiz+ and thus allows employees to submit design and functionality comments and suggestions on MyBiz+.

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

**7** Manage My Views Link – This interactive tool allows employees 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.

**8** Detail pages – The color and icon defined tiles identifies the type of HR information contained within; 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).

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- 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

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

## Views

The Views are located in the center of the homepage and can be customized by the employee. The homepage accommodates one (1) to six (6) Views, and each View contains specific information from within the Detail Pages. Use the title link to access the corresponding Detail Page.

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

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



## 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 under Help.

## Key Services and Other Responsibilities/Applications

**What You Need to Know**
  ➤ 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.
  ➤ The Key Services View defaults on the MyBiz+ homepage for all new employees and accounts.

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



## Key Services Links

- ➢ <u>Performance Management and Appraisals (PAA) –</u> a link to the PAA system.
- ➢ <u>My Workplace</u> - a link to the legacy application that allows managers and supervisors (includes NAF and Local National) to continue view employee information and applications for a limited time.
- ➢ <u>Request Employment Verification</u> – the link to submit a request for employment verification
- ➢ <u>Civilian Career Report</u> – the direct link to the new, interactive and customizable report which pulls together employee career information into one easy-to-read report
- ➢ <u>Update Contact Information</u> – Add or make changes to Work Email and Address, Phone, and Emergency Contacts
- ➢ <u>Update Professional Development</u> – quick access to update Education, Training and Certifications/Licenses
- ➢ <u>Retrieve SF50</u> – a quick access link to the SF50 section in both the Personal and Position Detail Pages.

## Detail Pages

The Detail Pages are identified as six colored tiles with icons and the associated name. Within the Detail Pages, there are sections of information which contain pertinent HR information. This users guide will focus on the last Detail page, MyTeam.

**Detail Pages**



## Colors and Icons

The table below provides the details about each colored tile, the icon and associated name, what the underlying information is and how the information is displayed in Mybiz+. Use control + click on each icon in the table for more information.

Table 1 Detail Pages Colors and Icons

| Detail Page Name | Tile Color | What's Inside | How information is Displayed in MyBiz+ |
|---|---|---|---|
| Personal | Purple | Includes Personal Contact Information, Appointment, Retained Grade Details, Disability, Ethnicity and Race, Language Information, Veteran Information, and Service Computation Data Information sections and SF50 Personnel Action History. | Accordion Format or Carousel Format |
| Pay, Leave and Benefits | Green | Includes Pay Information, Pay Detail, Leave, Retirement, Insurance and Awards sections. | Pay, Leave, Retirement, and Insurance sections are available as a View. |
| Professional Development | Yellow | Displays Education, Training and Certifications/Licenses sections. | These sections are available as a View option |
| Position | Blue | Includes Appointment, Position, Position Additional Information, Language Details, Position Tracking and SF50 Personnel Action History sections. | Last Personnel Action is available as a View. <br><br> All other sections are in the Accordion format |
| Performance | Orange | Includes Active Appraisals (NG and DCIPS only) and Past Performance Rating sections | This page is available as a View with view only information |

| | | | |
|---|---|---|---|
| MyTeam | Light Blue | Display employees assigned to a Manager and Supervisor. | This page is only available to Managers and Supervisors. |
| Reports | Tan | Employee Reports: Civilian Career Report, Awards Information, Certifications and Licenses, Emergency Contact, Joint Duty Assignment, Training | 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
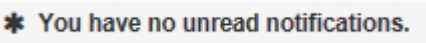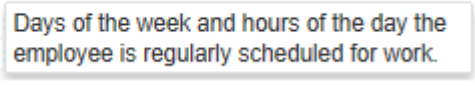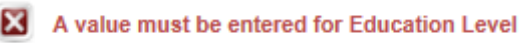
Standard action buttons are used throughout MyBiz+. They are: Add, Cancel, Continue, Delete, Edit, Next, Preview Report, Previous, Print, Remove All, Return, Return to Homepage, Search, Select All, Update, View/Print.

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 below are used as examples to illustrate the context description.

<div align="center"><strong style="color:#5B9BD5">Table 2 Provides images of icons and symbols used throughout MyBiz+ and the description</strong></div>

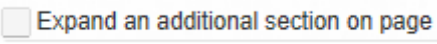| Images and Icons | Context Description |
|---|---|
|  | MyBiz+ Logo.<br>Located on all pages within MyBiz+; select MyBiz+ logo on the menu bar to return homepage. |
|  | MyBiz+ for Managers and Supervisors Logo. Located on MyTeam pages within MyBiz+; select the MyBiz+ for Manager and Supervisors logo on the menu bar to return to the homepage. |
|  | Miniature Icons.<br>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+ page so you can move quickly to other pages.  In order as shown on the right, they are: Home, Personal, Pay, Leave and Benefits, Professional Development, Position, Performance, and Reports. |
|  | Navigation bar.<br>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. |
|  | Linked Text or Labels.<br>Blue underlined text, such as a title or label indicates there are underlying pages or documents.  When clicking on the highlighted link, you will be taken to where that information exists. |

| | |
|---|---|
| **$ Leave** <br> **Professional Development** | Linked Titles or Labels. <br> White underlined text, such as in a View title, when clicked takes you to where the detailed information exists. |
| **Leave** <br> Pay Period End Date <br> 11-Jun-2014 | Drop Down Arrows. <br> 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. |
| ★ | The Star icon indicates a highlighted interest. |
| ‹ › <br> ● ● ● ► ❚❚ | Slide Play Indicators. <br> 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. | A Notice. <br> The asterisk star indicates a message notification. |
| Work Schedule: Full-Time <br> Days of the week and hours of the day the employee is regularly scheduled for work. | Hover Overs. <br> 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. <br> A red X with red text indicates a value is missing or an error has occurred. |
| Education Level 🏷TIP | Information. <br> An orange 'TIP' is used when there is useful information pertaining to the topic. |
| ⏮ ⏪ 1 2 3 ⏩ ⏭ | Page Indicators. <br> For multiple pages of information, standard direction indicators are used: <br> First page, Back one Page, Page numbers, Forward one page and Go to last page. |
| ☐ Expand an additional section on page | Check Box. <br> 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. <br> The Accordion View formats the sections in a list. Underlying information is indicated by arrow indicators. |
| 🎁 Data Carousel View | Gift box Icon; used exclusively on the Personal Detail Page. <br> The Data Carousel View formats the sections as 'index cards' or stations which can move around clockwise. |
| ◖ ⟳ | Carousel Actions. |

| | |
|---|---|
| 1　2 | 1. Add or remove rows from the Carousel station display.<br>2. Shuffle the carousel station one clockwise. |
| ✖ | Close screen.<br>The black X is used to close a pop up screen. |

# MyTeam Detail Page



The MyTeam Detail Page, again, available to managers and supervisors, graphically displays employee(s) assigned to a manager's and supervisor's team.

- The Diagram, in the top section, displays an organizational diagram of assigned employees to include vacant positions. Diagram boxes display employee name, organization, position title, pay plan, series, grade and location.
  - o Supervisor diagram box displays in top diagram box.
  - o Subordinates diagram box(es) displays underneath top diagram box.

- The Employee Details, in the bottom section, list employees assigned to manager's and supervisor's team.

**What You Need to Know**

➢ Managers and Supervisors *will not* be able to view or access employee's privacy act information such as social security number, date of birth, etc.

➢ The MyTeam page Diagram and Navigation *TIPs* provide helpful information to assist managers and supervisors in navigating on the MyTeam page.

➢ In the Diagram section, to view additional supervisors and employees, select the + located on the bottom right hand corner of any diagram block.  For example:



➢ In the Employee Details section, select the drop-down arrow to view the list of available employee details.
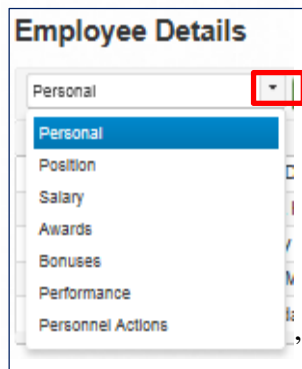


   o After selecting the Employee Detail, select the arrow ⬄ next to an employee's name to view their detail information.

o The selected employee detail page displays.



o To view other related employee detail information for this employee, select a miniature icon from the MyTeam navigation bar.



o To return to the MyTeam page to view list of employees, select **Exit Employee View** from the menu bar.

➢ The MyTeam **Suspenses/Pending Actions** button contains a list of all pending suspenses for a manager and supervisors team.

**Summary -** Again, Managers and Supervisors are encouraged to access MyBiz+ and provide feedback utilizing the Provide Feedback link.