



User Guide



Serving Those Who Serve Our Country

December 22, 2015

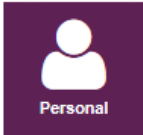



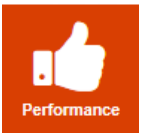
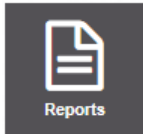
MyBiz+ User Guide

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.

Table of Contents

MyBiz+ User Guide.....	2
Table of Contents	2
Introduction	5
Purpose.....	5
Who Uses the Guide?	5
Background	5
About MyBiz+	5
Who to Call for Data Help?	5
Who to Call for System Help?.....	5
About Documents.....	6
Accessing MyBiz+	7
DCPDS Portal Page	7
Internet Explorer Compatibility Mode.....	8
Update Work Email Address Pop-up	8
Logging out of MyBiz+.....	9
MyBiz+ Log Out	9
DCPDS Portal Logout.....	9
MyBiz+ Homepage Map.....	10
Menu Bar, Slider, Notifications, Navigation Bar	10
Provide Feedback, Views, Manage My Views, Detail Pages, Footer Information	12
MyBiz+ Fundamentals; Views, Detail Pages, Colors and Icons.....	14
Views.....	14
Manage My Views Link.....	14
Key Services and Other Responsibilities/Applications	14
Manage Key Services	15
Key Services Links	15
Detail Pages	16

Colors and Icons	16
MyBiz+ Buttons, Related Help, and Icons	18
	
Personal Detail Page.....	20
<i>What You Need to Know</i>	20
Accordion Format	20
Accordion Views	21
Carousel Format	22
	
Pay, Leave and Benefits Detail Page.....	23
<i>What you need to know</i>	23
	
Professional Development Detail Page	24
<i>What You Need to Know</i>	24
	
Position Detail Page	25
<i>What You Need to Know</i>	25
	
Performance Detail Page	27
<i>What You Need to Know</i>	27
	
Reports Detail Page	28
<i>What You Need to Know</i>	28
Request Employment Verification	30
<i>What You Need to Know</i>	30
Print Receipt Examples of Employment Verification	34
APF.....	34
NAF	35

<i>Employment Verification Email Examples</i>	36
Civilian Career Report (CCR)	37
<i>What You Need to Know</i>	37
<i>Civilian Career Report – Preview</i>	42
<i>Example Civilian Career Report (CCR) as a PDF:</i>	43
SF50 Retrieval	44
<i>What You Need to Know</i>	44
<i>References</i>	47

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.


[Login Help](#) | [Contact List](#) | [Frequently Asked Questions \(FAQ\)](#)



DCPDS PORTAL

News and Information

Last updated May 10, 2015
13:00 CDT




MyBiz+ for Managers and Supervisors

MyBiz+ for Managers and Supervisors debuts May 4, 2015. If you are a manager or supervisor, Login and select the MyTeam tile on the MyBiz+ homepage to discover the HR information available for your team. Important: As of June 2015, My Workplace will no longer be available to managers and supervisors.


Smart Card Access

Click the login button below and select your non-email digital certificate.



First time Smart Card (CAC) user? [Register Here](#)

Returning Non-Smart Card (Non-CAC) User? Click the button below.



First time Non-Smart Card (Non-CAC) user? [Register Here](#)
Password problems? [Reset](#)

For technical problems, select the [Contact List](#) for your organization's computer support Help Desk.

Component Help Desk Information

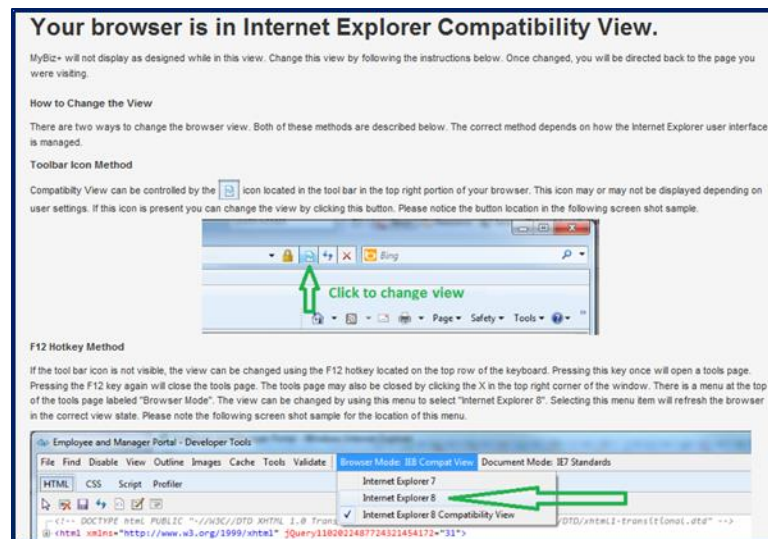
If you are having problems accessing this site, please select [Contact List](#) to locate and directly contact your Component Help Desk.

For additional information, check out our [Frequently Asked Questions \(FAQ\)](#)!

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.

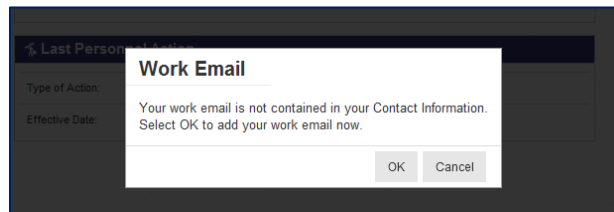
Internet Explorer Compatibility Mode

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.

The image shows a screenshot of the MyBiz+ user interface. At the top, there is a navigation bar with the MyBiz+ logo and links for "Other DCPDS Applications", "Favorites", "Customer Support", "Help", and "Logout". Below the navigation bar, the user is logged in as "Test A. Account" and is viewing the "Personal" information page. The page has a sidebar with "Personal Information" and "Contact Information" sections. The "Contact Information" section is expanded, showing a "Work Email Address" field. The field contains the text "TestAccount.civ@email.mil". To the right of the field is a note: "Work Email Address must contain one '@' and at least one '.'. For example: john.doe@email.mil". At the bottom right of the field are two buttons: "Cancel" and "Update".

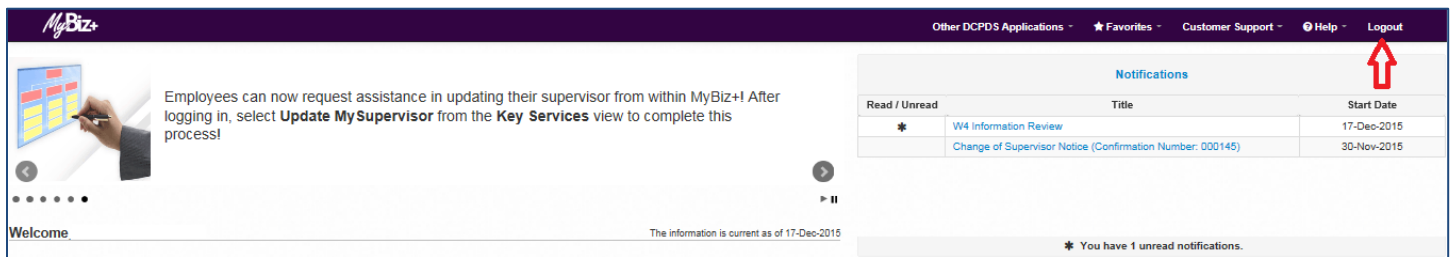
Logging out of MyBiz+

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.

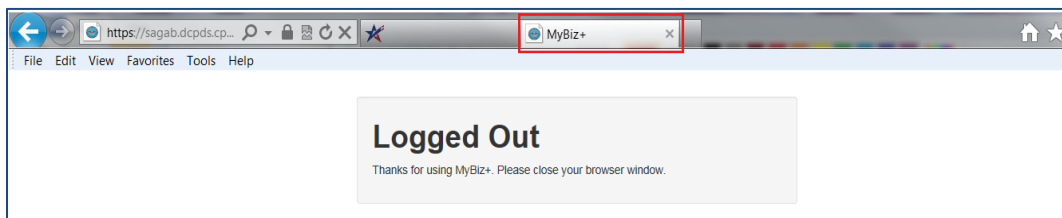
MyBiz+ Log Out

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

The screenshot shows the MyBiz+ homepage interface. Callout 1 points to the top menu bar containing links like 'Other DCPDS Applications', 'Favorites', 'Customer Support', 'Help', and 'Logout'. Callout 2 points to a slider area on the left with a calendar icon and text about updating supervisors. Callout 3 points to a 'Notifications' table in the top right. Callout 4 points to the 'Home' navigation bar above the main content area.

Notifications Table:

Read / Unread	Title	Start Date
*	W4 Information Review	17-Dec-2015
	Change of Supervisor Notice (Confirmation Number: 000145)	30-Nov-2015

Key Services List:

- Update MySupervisor
- MyPerformance
- Request Employment Verification
- Civilian Career Report
- Update Contact Information
- Update Professional Development
- SF50 Personnel Actions

\$ Pay Summary:

Gross Pay:	3416.00
Net Pay:	2047.37
Pay Period End Date:	18-Apr-2015

\$ Leave Summary:

Annual Leave Balance:	244.00
Sick Leave Balance:	270.75
Annual Leave Forfeit Balance (Use or Lose):	156.00

Last Personnel Action:

Type of Action:	Individual Time Off Award
Effective Date:	04-Nov-2015

Professional Development:

Education: Business Administration and Management, General (520201)
Bachelor's degree - (1981)

Training: LEADING TEAMS: DEALING WITH CONFLICT (01-Oct-2014 - 08-Jan-2015)

Certification/Licenses: No Certificates/Licenses Available

Performance Information:

15-Dec-2014	(5) 5 - Role Model, Exceptional, more
15-Jan-2014	(4) 4 - Exc Expect, Exc Full Succ, more
28-Dec-2012	(5) 5 - Role Model, Exceptional, more

Detail Pages:

- Personal
- Pay, Leave and Benefits
- Professional Development
- Position
- Performance
- Reports

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

The screenshot shows the MyBiz+ home page for a user named 'One Z. EHRIS Demo'. The page layout includes a top navigation bar with links for 'Other DCPDS Applications', 'Favorites', 'Customer Support', 'Help', and 'Logout'. A 'Notifications' table is located in the top right corner. The main content area is divided into several sections: 'Key Services' on the left, 'Pay' and 'Leave' information in the center, and 'Professional Development' and 'Performance Information' on the right. A 'Detail Pages' section at the bottom contains color-coded tiles for 'Personal', 'Pay, Leave and Benefits', 'Professional Development', 'Position', 'Performance', and 'Reports'. The footer contains links for 'Accessibility/Section 508', 'Privacy and Security Policy', and 'System Help Desk Contacts'.

Read / Unread	Title	Start Date
*	W4 Information Review	17-Dec-2015
	Change of Supervisor Notice (Confirmation Number: 000145)	30-Nov-2015

Key Services

- Update MySupervisor
- MyPerformance
- Request Employment Verification
- Civilian Career Report
- Update Contact Information
- Update Professional Development
- SF50 Personnel Actions

\$ Pay

Gross Pay:	3415.00
Net Pay:	2047.37
Pay Period End Date:	18-Apr-2015

\$ Leave

Annual Leave Balance:	244.00
Sick Leave Balance:	270.75
Annual Leave Forfeit Balance (Use or Lose):	150.00

Last Personnel Action

Type of Action:	Individual Time Off Award
Effective Date:	04-Nov-2015

Professional Development

Education:
Business Administration and Management, General (520201)
Bachelor's degree - (1981)

Training:
LEADING TEAMS: DEALING WITH CONFLICT (01-Oct-2014 - 08-Jan-2015)

Certification/Licenses:
No Certificates/Licenses Available

Performance Information

15-Dec-2014	(5) 5 - Role Model, Exceptional, more
16-Jan-2014	(4) 4 - Exc Expect, Exc Full Succ, more
28-Dec-2012	(5) 5 - Role Model, Exceptional, more

Detail Pages

- Personal
- Pay, Leave and Benefits
- Professional Development
- Position
- Performance
- Reports

Footer

Accessibility/Section 508 | Privacy and Security Policy | System Help Desk Contacts

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.

The screenshot displays the MyBiz+ homepage with a purple header bar. The main content area is divided into several sections. On the left, there is a 'Key Services' section with a list of links: 'Update MySupervisor', 'MyPerformance', 'Request Employment Verification', 'Civilian Career Report', 'Update Contact Information', 'Update Professional Development', and 'SF50 Personnel Actions'. A red box highlights the 'Detail Pages' link in the bottom left corner. In the center, there are two green tabs labeled '\$ Pay' and '\$ Leave'. The '\$ Pay' tab shows 'Gross Pay: 3416.00', 'Net Pay: 2047.37', and 'Pay Period End Date: 18-Apr-2015'. The '\$ Leave' tab shows 'Annual Leave Balance: 244.00', 'Sick Leave Balance: 270.75', and 'Annual Leave Forfeit Balance (Use or Lose): 156.00'. Below these tabs is a 'Last Personnel Action' section showing 'Type of Action: Individual Time Off Award' and 'Effective Date: 04-Nov-2015'. On the right, there is a 'Professional Development' section with a 'Manage My Views' link. Below this is a 'Performance Information' section with a table of performance ratings. The bottom of the page features a row of six colored tiles: 'Personal' (purple), 'Pay, Leave and Benefits' (green), 'Professional Development' (yellow), 'Position' (blue), 'Performance' (orange), and 'Reports' (grey). Red arrows point from the '\$ Pay' and '\$ Leave' tabs to the 'Pay, Leave and Benefits' tile.

Performance Information	
15-Dec-2014	(5) 5 - Role Model, Exceptional, more
16-Jan-2014	(4) 4 - Exc Expec, Exc Full Succ, more
28-Dec-2012	(5) 5 - Role Model, Exceptional, more

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.

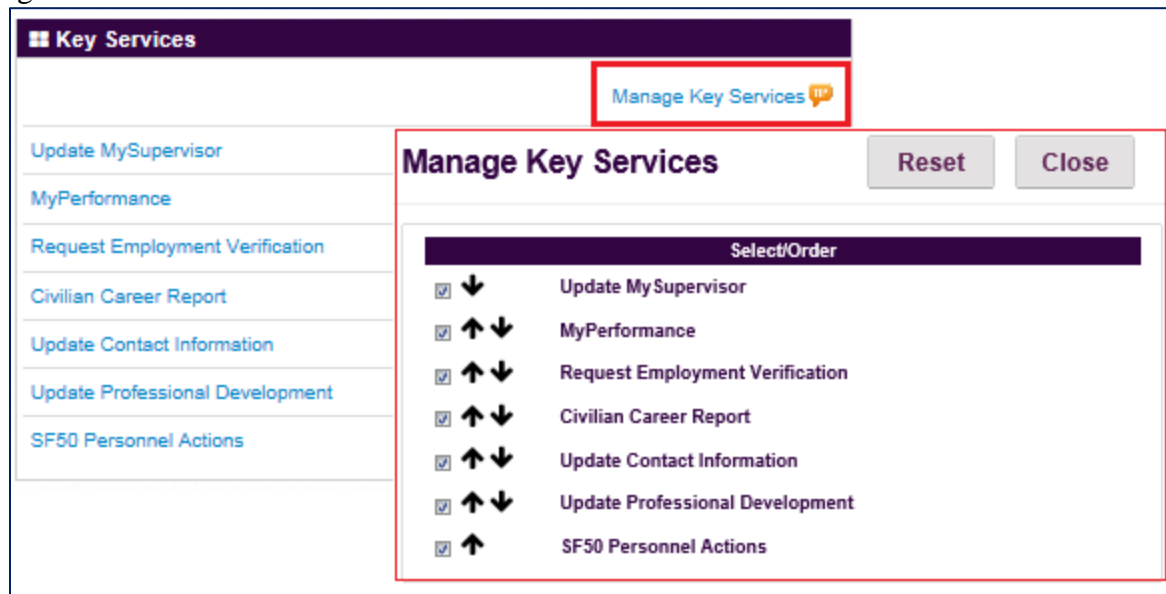
Key Services and Other Responsibilities/Applications

- 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.








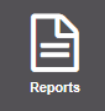
Detail Pages - Colors and Icons

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.


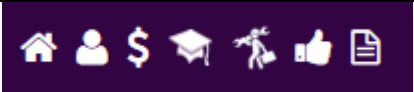

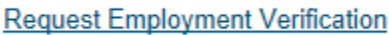

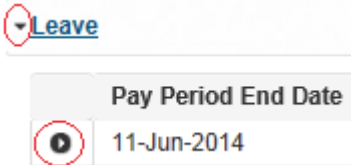
MyBiz+ Buttons, Related Help, and Icons




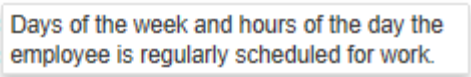








MyBiz+ uses standard action buttons: Add, Cancel, Continue, Delete, Edit, Next, Preview Report, Previous, Print, Remove All, Return, Return to Homepage, Search, Select All, Update, View/Print.

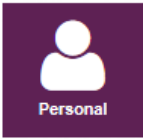
Related help is found within the MyBiz+ pages and identified as *Important!*, *Related Information*, *Notes*, orange colored *TIPs*, *Note*, and *Instructions*.

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+ official Logo; located on all pages within MyBiz+; select to the MyBiz+ logo on the menu bar to return home.
	<p>Miniature Icons</p> <p>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.</p>
	<p>Navigation bar</p> <p>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.</p>
	<p>Linked Text or Labels</p> <p>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.</p>
	<p>Linked Titles or Labels</p> <p>White underlined text, such as in a View title, when clicked takes you to where the detailed information exists.</p>
Blank	Blank
	<p>Drop Down Arrow Indicators</p> <p>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.</p>

Images and Icons	Context Description
	The Star icon indicates a highlighted interest.
	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 	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 	Information An orange 'TIP' exists when there is useful information pertaining to the topic.
	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).
 - 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 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.
- 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 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.

Home / Personal

Data Carousel View
Expand an additional section on page

Personal Information
Contact Information
Appointment Information
Retained Grade Details
Disability
Ethnicity and Race
Language Information
Veteran Information
Service Computation Date Information
Demo Date Information
Demo Project - CCS/CCAS

SF50 Personnel Actions

The following section displays detailed personnel information. Note: For appropriated employees, only those Personnel Notifications processed on or after 23 Sept 2007 are available for viewing. For non-appropriated fund and local national employees only those Personnel Notifications processed on or after 23 March 2008 are available for viewing.
Retrieve SF50s



Effective Date	First Personnel Action	Second Personnel Action	Action
04-Nov-2015	Individual Time Off Award		View/Print SF50
03-Nov-2015	Federal Employee Group Life Insurance Change in Plan		View/Print SF50
03-Nov-2015	Name Change from ARM Eupwuj.Nupfymo Z		View/Print SF50
25-Jan-2015	Performance-based Pay Increase-Irregular Basis		View/Print SF50
11-Jan-2015	General Pay Adjustment		View/Print SF50

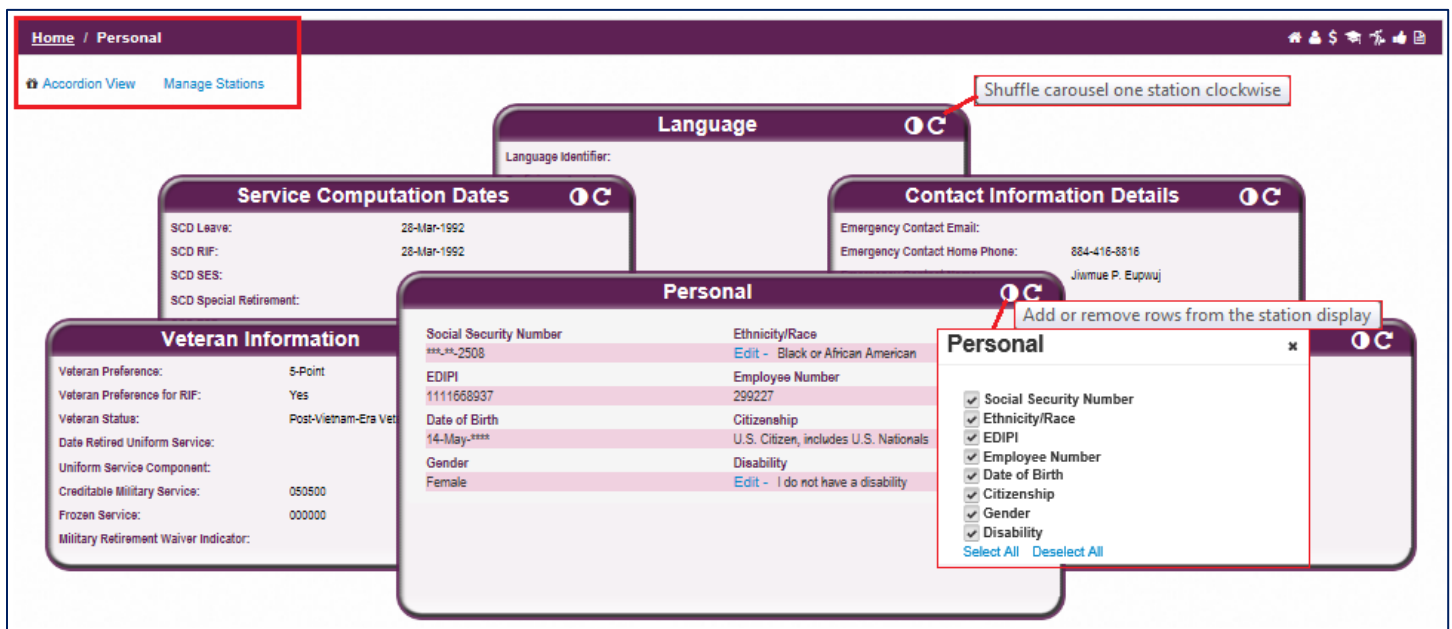
Accordion Views

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

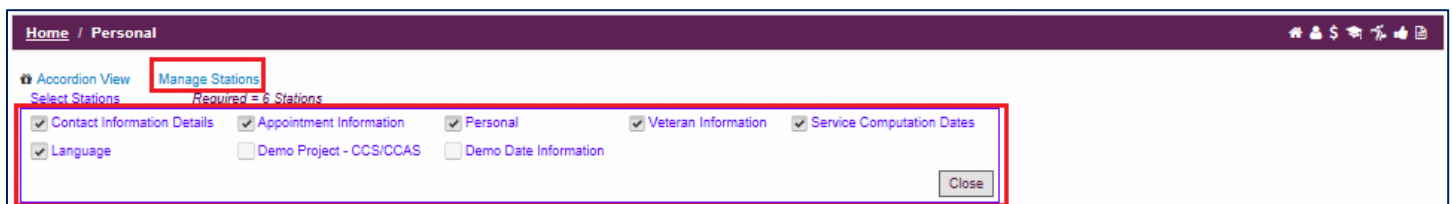
Section Name	Capability		Section Name	Capability
Personal	View Only		Veteran Information	View Only
Contact Information	Updateable		Service Computation Date (SCD) Information	View Only
Appointment Information	View Only		Demo Date Information	View Only
Retained Grade Information	View Only		Demo Project 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  clockwise arrow icon on the far right side of the tab to move the stations clockwise.
 - Select the half moon  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 Accordion 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.

[Home](#) / [Pay, Leave and Benefits](#)

☐ Expand an additional section on page

[Pay Information](#)

[Non Pay Information](#)

[Pay Detail](#)

[Leave](#)

[Retirement](#)

[Insurance](#)

[Awards](#)

[Add](#)

[Print Awards Information Report](#)

Award Update Source	Award Type	Award Agency Description	Amount or Hours	Award Percentage	Date Award Earned	Actions
Verified	Time Off Award	Department of the Air Force	16 hrs		15-Nov-2014	
Verified	Time Off Award	Department of the Air Force	8 hrs		13-Nov-2014	
Verified	Quality Step Increase	Department of the Air Force			08-Sep-2014	
Verified					06-Jul-2014	
Verified	Performance Award	Department of the Army	\$1056		02-Jul-2014	

[1](#) [2](#) [3](#) [4](#)

[Bonuses](#)



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.

Home / Professional Development

Education Training Certifications/Licenses

Add By updating this information, you are self-certifying the data you enter is valid. Human Resources (HR) may request you provide documentation for verification purposes. Items that you cannot select can only be updated by HR.

You will not be able to remove or update education information of Terminal occupational program - cert of comp/diploma/equiv. Associate Degree. Bachelor's degree and records with an education level greater than a Bachelor's degree from your education record. Once this education information is submitted, contact your servicing Human Resources office to update this information.

Update Source	Education Level	Instructional Program	Graduation Year	Action
Self Certified	Post-first professional	Information Technology Project Management (111005)	2015	Edit
Self Certified	Bachelor's degree	Pharmaceutical Marketing and Management (512011)	2011	
	High school graduate or certificate of equivalency			

Post-first professional - 2015

Academic Institution Name: University of Maryland-College Park, College Park MD
Credit Type: Semester Hours
Credit Hours: 0034
Type of School: College or University
College-Major-Minor: Minor Field of Study

The *Add* Education Wizard page below provides step- by- step tab guidance required for a successful entry.

Home / Professional Development / Add Education Wizard

1. Education Level 2. Instructional Program 3. Academic Institution 4. Degree Information 5. Review and Confirm

* = Required

* Education Level: Search

Select Education Level	Meaning
No records found.	

Cancel Next



Position Detail Page

The Position Detail Page provides ten (10) sections of comprehensive information about your position, assignment history and the position requirements. The Position 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.

MyBiz+ Other DCPDS Applications - ★ Favorites - Customer Support - Help - Logout

Employee
One Z. EHRIS Demo

Supervisor
Supv P. EHRIS Demo

Organization
US ARMY GARRISON ABERDEEN PRV GRND

[Home](#) / [Position](#)

☐ Expand an additional section on page

- Appointment
- Position
- Position Additional Information
- Language Details
- Position Tracking
- Demo Position Information
- Position Military to Civilian Conversion
- Career Program/Fields
- SF50 Personnel Actions**

The following section displays detailed personnel information. Note: For appropriated employees, only those Personnel Notifications processed on or after 23 Sept 2007 are available for viewing. For non-appropriated fund and local national employees only those Personnel Notifications processed on or after 23 March 2008 are available for viewing.

[Retrieve SF50s](#)

Effective Date	First Personnel Action	Second Personnel Action	Action
04-Nov-2015	Individual Time Off Award		View/Print SF50
03-Nov-2015	Federal Employee Group Life Insurance Change in Plan		View/Print SF50
03-Nov-2015	Name Change from ARM Eupwuj,Nupfymo Z		View/Print SF50
25-Jan-2015	Performance-based Pay Increase-Irregular Basis		View/Print SF50
11-Jan-2015	General Pay Adjustment		View/Print SF50

1 2 3 4 5 6 >> >>>

Enterprise Programs and Functional Communities



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+.

Home / Performance

Active appraisals is applicable to NG and DCIPS employees.

Active Appraisals

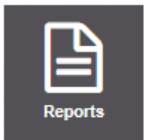
Past Performance Ratings

Appraisal Type	Rating of Record	Effective Date
Annual Appraisal	5 - Role Model, Exceptional, Outstanding, Superior, Successful Level 1 or Equiv	15-Dec-2014
Annual Appraisal	4 - Exo Expec, Exo Full Succ, Excel, High-Succ, High Effec, Succ Lvl 2 or Equiv	16-Jan-2014
Annual Appraisal	5 - Role Model, Exceptional, Outstanding, Superior, Successful Level 1 or Equiv	28-Dec-2012
Annual Appraisal	5 - Role Model, Exceptional, Outstanding, Superior, Successful Level 1 or Equiv	15-Dec-2011
Annual Appraisal - NSPS	4 - Exo Expec, Exo Full Succ, Excel, High-Succ, High Effec, Succ Lvl 2 or Equiv	15-Nov-2010
Annual Appraisal - NSPS	3 - Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Eq	01-Jan-2010
Annual Appraisal - NSPS	3 - Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Eq	01-Jan-2009
Annual Appraisal - NSPS	3 - Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Eq	01-Jan-2009
Annual Appraisal - NSPS	3 - Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Eq	01-Jan-2008

Demo

DoD Acquisition Demo

Appraisal Type	Rating of Record	Effective Date
Demonstration Appraisal	Highly Successful	01-Jan-2007
Demonstration Appraisal	Full Success	01-Jan-2006
Demonstration Appraisal	Exceptional	14-Apr-2005



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

Employee Reports	
Civilian Career Report	View/Print
Awards Information Report	View/Print
Certification/Licenses Report	View/Print
Emergency Contact Report	View/Print
Joint Duty Assignment Information	View/Print
Training Report	View/Print
Employee Interactive Reports	View/Print

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

[Home](#) / [Reports](#) / Employee Interactive Reports

1 **Select Interactive Report Parameters:**

Report:

--- Select Report ---

--- Select Report ---

New Custom Report

Standard Basic Information Report

Standard Pay/Leave Report

Title: Standard Pay/Leave Report

Limit to 60 characters

View/Print Report (PDF)

Export to Excel

2 **Available Information:**

To select data for your report, select the Section(s) (Person, Position, Pay, Leave and Hours) or Sub-section(s) (Person Information, Position Information, etc.) and drag it to the "Selected Information" area in 3 below. To view the data fields in each sub-section, place the mouse cursor over the sub-section name.

Person

Person Information

Suspense Dates

Additional Person Information

Work Schedule

Position

Position Information

Supervisory

Additional Position Information

Special Position Requirements

Position Suspense Dates

Pay, Leave and Hours

Pay Information

Pay - Other

Annual Leave

Sick Leave

Non-Work Hours

Compensatory Time

Leave - Other

3 **Selected Information:**

Select the "Details" icon for each sub-section to choose individual data elements from that sub-section.

Drag and drop sections/sub-sections here.

29

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 screenshot displays the MyBiz+ employee portal. At the top, there's a navigation bar with links for 'Other DCPDS Applications', 'Favorites', 'Customer Support', 'Help', and 'Logout'. Below this, a 'Notifications' section shows a table with two entries: 'W4 Information Review' and 'Change of Supervisor Notice (Confirmation Number: 000145)'. A message states 'You have 1 unread notifications.' The main content area is divided into several sections: 'Key Services' (with a red arrow pointing to 'Request Employment Verification'), '\$ Pay' (showing Gross Pay: 3416.00, Net Pay: 2047.37, and Pay Period End Date: 18-Apr-2015), '\$ Leave' (showing Annual Leave Balance: 244.00, Sick Leave Balance: 270.75, and Annual Leave Forfeit Balance: 156.00), 'Professional Development' (showing Education, Training, and Certification/Licenses), and 'Last Personnel Action' (showing Type of Action: Individual Time Off Award and Effective Date: 04-Nov-2015). At the bottom, there's a 'Detail Pages' section with icons for Personal, Pay, Leave and Benefits, Professional Development, Position, Performance, and Reports. The footer contains links for 'Accessibility/Section 508', 'Privacy and Security Policy', and 'System Help Desk Contacts'.

MyBiz+ Other DCPDS Applications Favorites Customer Support Help Logout

Employees can now request assistance in updating their supervisor from within MyBiz+! After logging in, select **Update My Supervisor** from the **Key Services** view to complete this process!

Welcome, One Z. EHRIS Demo The information is current as of 17-Dec-2015

You have 1 unread notifications.

Key Services Manage Key Services

- Update My Supervisor
- MyPerformance
- Request Employment Verification**
- Civilian Career Report
- Update Contact Information
- Update Professional Development
- SF50 Personnel Actions

\$ Pay

Gross Pay:	3416.00
Net Pay:	2047.37
Pay Period End Date:	18-Apr-2015

\$ Leave

Annual Leave Balance:	244.00
Sick Leave Balance:	270.75
Annual Leave Forfeit Balance (Use or Lose):	156.00

Last Personnel Action

Type of Action:	Individual Time Off Award
Effective Date:	04-Nov-2015

Professional Development Manage My Views

Education:
Business Administration and Management, General (520201)
Bachelor's degree - (1981)

Training:
LEADING TEAMS: DEALING WITH CONFLICT (01-Oct-2014 - 08-Jan-2015)

Certification/Licenses:
No Certificates/Licenses Available

Performance Information

15-Dec-2014	(5) 5 - Role Model, Exceptional, more
18-Jan-2014	(4) 4 - Exc Expect, Exc Full Succ, more
28-Dec-2012	(5) 5 - Role Model, Exceptional, more

Detail Pages

- Personal
- Pay, Leave and Benefits
- Professional Development
- Position
- Performance
- Reports

Accessibility/Section 508 | Privacy and Security Policy | System Help Desk Contacts

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

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

MyBiz+ Other DCPDS Applications ▾ ★ Favorites ▾ ⓘ Help ▾ Logout

Employee Supervisor Organization

[Home](#) / [Employment Verification](#)

Information

Employment verification releases employment information and, optionally, salary information to an external organization or person, also known as "Recipient".

Important!

Prior to completing the Employment Verification request, ensure a valid e-mail address is listed in the "My Email" field below. The password will be e-mailed to you at this address. If your e-mail address is blank or incorrect, enter or overwrite the e-mail displayed. You can also update your work e-mail by selecting Key Services > Update Contact Information > Work Email > Update.

Information to Send

☒ Employment Information
☐ Employment and Salary Information

Related Information

Employment Information: Releases personal, assignment and period of service details.

Recipient Information

*To:

*My Email:

Note: Two distinct email addresses are required. Your password-protected employment verification document will be sent to the recipient identified in the "To" line. A second e-mail, containing the password, will be sent to you based on the e-mail address you identified in the "My Email" field. For your protection, the e-mail containing the password will not be sent to the individual identified in the "To" line. It is your responsibility to share the password with the intended recipient.

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.

MyBiz+ Other DCPDS Applications - ★ Favorites - ? Help - Logout

Employee: Test Account Supervisor: Organization: 937 TRAINING GP

Home / Employment Verification

Acknowledge and Submit

Recipient Information

To: newcar.sales@dealer.com
My Email: first.last.civ@mail.mil
Reference Number: 468908_20141112091005

By selecting the 'Acknowledge and Submit' button, I understand and acknowledge that I am sending my employment or employment and salary information to the email addressee via the Internet.

Preview

Information as of: 12-Nov-2014
Headquarters Address: XXX

Employment Status: Active
Original Hire Date: 04-Apr-2005
Job Title: INFORMATION TECHNOLOGY SPECIALIST (INFOSEC)

Employer: Air Education and Training Command
Duty Station: WRIGHT-PATTERSON AFB / GREENE / OHIO
Social Security Number (last 4-digits only):
Most Recent Start Date: 03-Nov-2013
Total Time With Employer: 9 years 7 months 8 days

Note: For further information, contact your Human Resources Office (HRO).
By selecting 'Cancel', Employment Verification email will not be sent to the recipients.

Buttons: Cancel, Back, **Acknowledge and Submit**, **Print Receipt**

Do you want to open or save **EMPLOYMENT_VERIFICATION.pdf** from warlock.dcpds.cpms.osd.mil?

Buttons: Open, Save, Cancel, X

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.

The screenshot shows the MyBiz+ interface. At the top, there's a header with the MyBiz+ logo and navigation links: "Other DCPDS Applications", "★ Favorites", "Help", and "Logout". Below the header, a table displays user information: "Employee" (Test Account), "Supervisor", and "Organization" (937 TRAINING GP). A breadcrumb trail shows "Home / Employment Verification". The main content area is titled "Confirmation" and contains a disclaimer: "Disclaimer: It is your responsibility to ensure the recipients listed receive your Employment Verification. By selecting 'Yes' your Employment Verification will be sent in a password protected PDF document to newcar.sales@dealer.com. A second email containing the computer generated password will be sent to you at first.last.civ@mail.mil. You are responsible for providing the password to the intended recipient so the document can be viewed." At the bottom right, there are three buttons: "Cancel", "Back", and "Yes" (which is highlighted with a red box).

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.

The screenshot shows the MyBiz+ interface. At the top, there's a header with the MyBiz+ logo and navigation links: "Other DCPDS Applications", "★ Favorites", "Help", and "Logout". Below the header, a table displays user information: "Employee" (Test Account), "Supervisor", and "Organization" (937 TRAINING GP). A breadcrumb trail shows "Home / Employment Verification". The main content area is titled "Consent to Release" and contains a disclaimer: "Disclaimer: It is your responsibility to ensure the recipients listed receive your Employment Verification. In requesting employment and/or salary verification be provided to the recipient identified in this request, I hereby consent to the release to the recipient of the personally identifiable (PII) information required to verify my employment and/or salary, as the case may be." At the bottom right, there are three buttons: "Cancel", "Back", and "Yes" (which is highlighted with a red box).


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.

The screenshot shows the MyBiz+ interface. At the top, there's a header with the MyBiz+ logo and navigation links: "Other DCPDS Applications", "★ Favorites", "Help", and "Logout". Below the header, a table displays user information: "Employee" (Test Account), "Supervisor", and "Organization" (937 TRAINING GP). A breadcrumb trail shows "Home / Employment Verification". The main content area is titled "E-Mail Confirmation" and contains a message: "An e-mail containing employment verification has been sent to newcar.sales@dealer.com; first.last.civ@mail.mil. Depending on email traffic at your location, delivery of the Employment Verification emails should be within 15 minutes. Please keep in mind if your email box is full, you will not receive the email. If you did not receive the email notification within 15 minutes and your email box is not over the size limit, submit once more. If that is still unsuccessful, please contact your Component's System Help Desk - the System Help Desk Contacts list is posted under the HELP menu or at the bottom of the page as System Help Desk Contacts." At the bottom right, there is a button labeled "Return to Home Page" (highlighted with a red box). Additionally, the "Home" link in the breadcrumb trail is highlighted with a red box, and a set of mini icons in the top right corner is also highlighted with a red box.

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.

	<h3>Employment Verification</h3>
	<p>Example of APF Print Receipt</p>
<p>NOTE: <i>This document contains personally identifiable information provided to you solely for the purpose of employment and/or salary verification at the request and with the consent of the person to whom this information pertains. This information is subject to the Privacy Act of 1974, 5 U.S.C. § 552a, and is not to be used or disseminated for any other purpose without the express consent of the individual to whom it pertains. Be advised this information should also be safeguarded in accordance with other applicable federal, state or local laws.</i></p>	
<p>Employment Information</p>	
<p>Dear Sir or Madam,</p>	
<p>The following information is provided in response to your request for an Employment Verification; Reference Number: 389052_20140703130231.</p>	
<p>Employee Name: Test Account</p>	
<p>Information Current as of: 12-Nov-2014</p>	
<p>Employer: U.S. Air Forces, Europe Headquarters Address: USAF IN EUROPE CM A1 AFE COMMAND: 0D PERSONNEL ORG-STR: A1K RAMSTEIN AB GERMANY 09094-5000 AUTH PAS: RF0DFC2M Duty Station: RAMSTEIN / GERMANY</p>	
<p>Social Security Number (last 4-digits only):</p>	
<p>Employment Status: Active Most Recent Start Date: 08-Apr-1985 Original Hire Date: 08-Apr-1985 Total Time With Employer: 29 years 2 months 25 days</p>	
<p>Job Title: SUPERVISORY HUMAN RESOURCES SPECIALIST</p>	
<p>Emailed To:</p>	

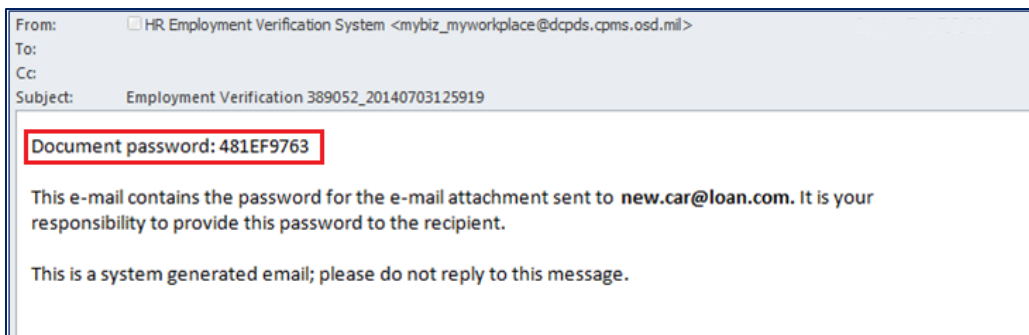
NAF

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.

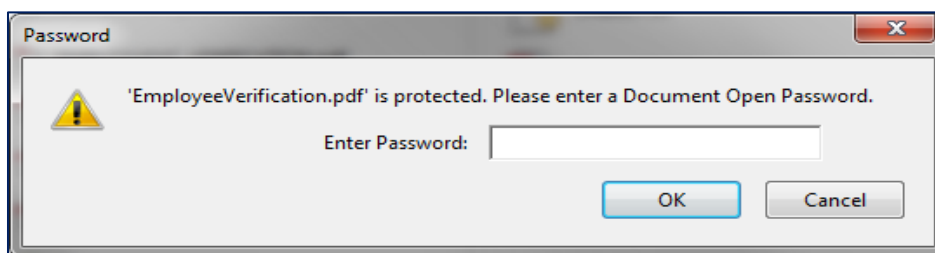
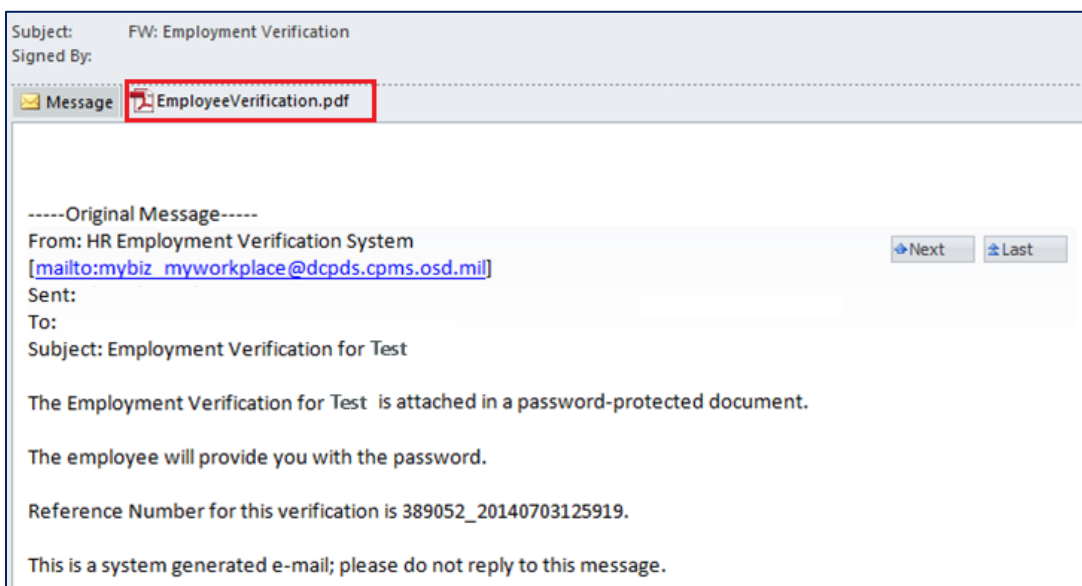
	Employment Verification NAF EXAMPLE
<p><i>NOTE: This document contains personally identifiable information provided to you solely for the purpose of employment and/or salary verification at the request and with the consent of the person to whom this information pertains. This information is subject to the Privacy Act of 1974, 5 U.S.C. § 552a, and is not to be used or disseminated for any other purpose without the express consent of the individual to whom it pertains. Be advised this information should also be safeguarded in accordance with other applicable federal, state or local laws.</i></p>	
Employment and Salary Information	
Dear Sir or Madam,	
The following information is provided in response to your request for an Employment and Income Verification; Reference Number: 391580_20140710101557.	
Employee Name: Julius	
Information Current as of: 12-Nov-2014	
Employer: U.S. Air Forces, Europe	
Headquarters Address: NAF AVIANO AB	
Duty Station: AVIANO / ITALY	
Social Security Number (last 4-digits only):	
Employment Status: Active	
Most Recent Start Date: 16-Nov-2008	
Service Computation Date - Length of Service: 24-Jan-2010	
Total Time With Employer: 4 years 5 months 16 days	
Job Title: BOWLING CENTER OPERATIONS MANAGER	
<div style="border: 2px solid red; padding: 5px;">Rate of Pay: Hourly Average hours Per Pay Period: at least 40 Base Pay: \$11.49</div>	
Emailed To:	

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 recipient 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.

The screenshot shows the Home page of the HR system. The 'Key Services' section on the left contains links for 'Update MySupervisor', 'MyPerformance', 'Request Employment Verification', 'Civilian Career Report' (highlighted with a red arrow), 'Update Contact Information', 'Update Professional Development', and 'SF50 Personnel Actions'. The 'Detail Pages' section at the bottom has icons for 'Personal', 'Pay, Leave and Benefits', 'Professional Development', 'Position', 'Performance', and 'Reports' (highlighted with a red box). The 'Reports' tile is also highlighted with a red box. The 'Professional Development' section on the right shows 'Education', 'Training', and 'Certification/Licenses' information. The 'Performance Information' section shows a table of performance reviews.

Education:
Business Administration and Management, General (520201)
Bachelor's degree - (1981)

Training:
LEADING TEAMS: DEALING WITH CONFLICT (01-Oct-2014 - 08-Jan-2015)

Certification/Licenses:
No Certificates/Licenses Available

Performance Information
15-Dec-2014 (5) 5 - Role Model, Exceptional, more
16-Jan-2014 (4) 4 - Exc Expec, Exc Full Succ, more
28-Dec-2012 (5) 5 - Role Model, Exceptional, more

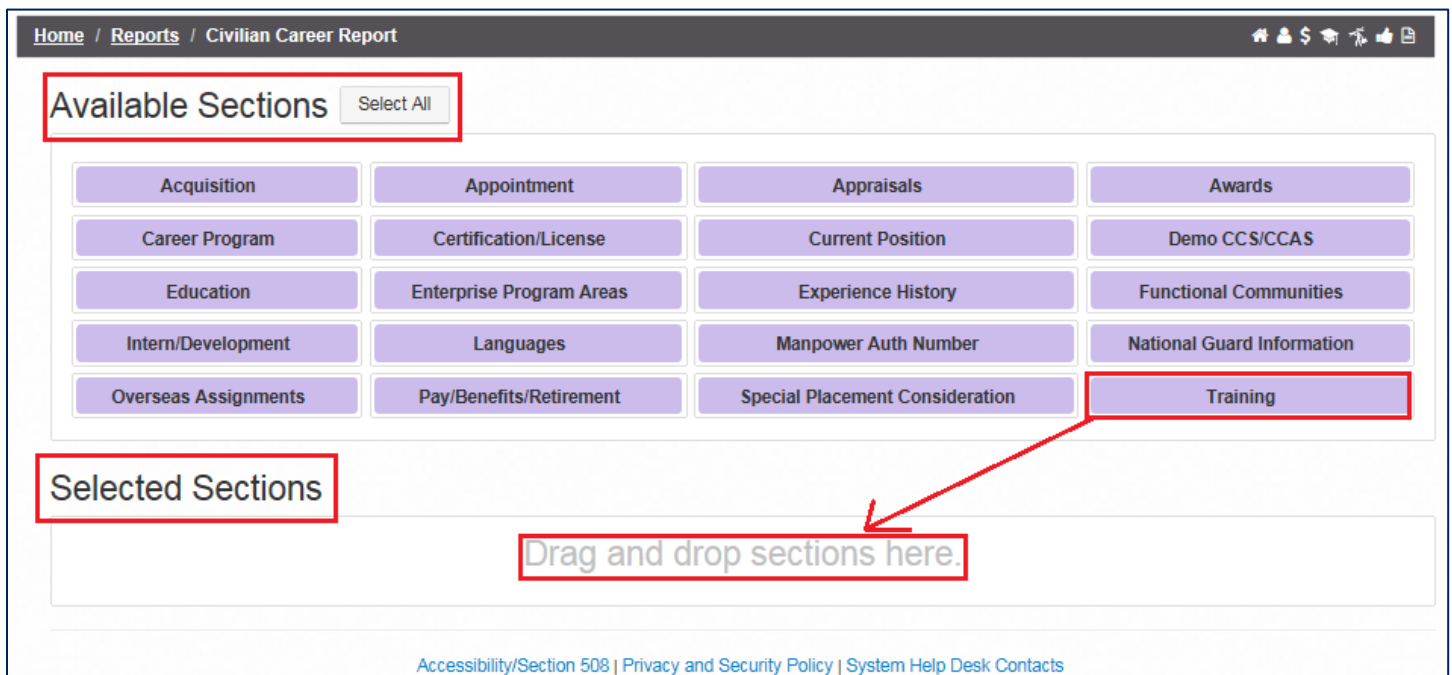
From the Reports page, select Civilian Career Report View/Print link.

The screenshot shows the Reports page. The 'Reports Page View' dropdown is set to 'List View'. The 'Employee Reports' section contains a table with the following data:

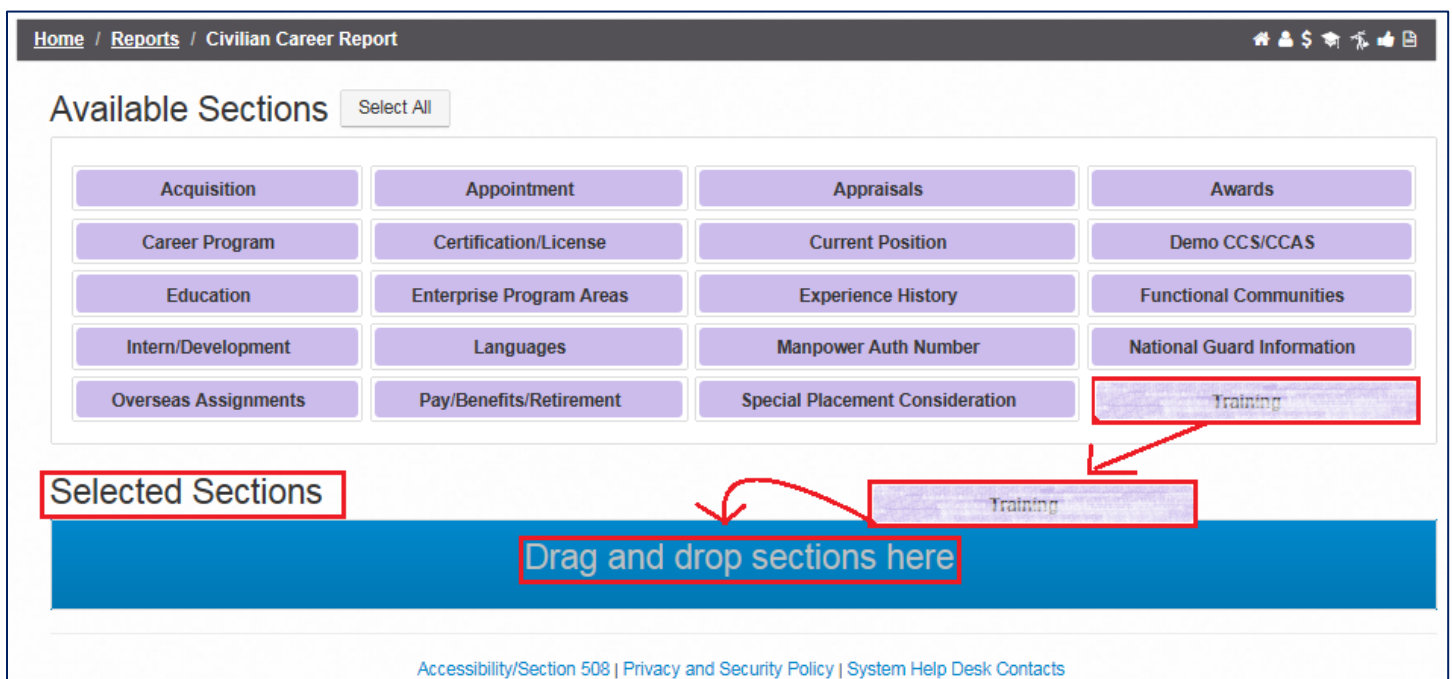
Report Name	Action
Civilian Career Report	View/Print
Awards Information Report	View/Print
Certification/Licenses Report	View/Print
Emergency Contact Report	View/Print
Joint Duty Assignment Information	View/Print
Training Report	View/Print
Employee Interactive Reports	View/Print

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.

The screenshot shows the 'Civilian Career Report' interface. At the top, there is a breadcrumb trail: 'Home / Reports / Civilian Career Report'. Below this, the 'Available Sections' region contains a grid of 20 purple buttons, each representing a different HR section. A 'Select All' button is located to the right of the grid. The 'Selected Sections' region is located below the available sections. It features a 'Preview Report' button and a 'Remove All' button. A table displays the selected sections. The first row shows 'Training' in the 'Section Name' column, a report icon in the 'Details' column, and a red 'X' icon in the 'Remove' column. A red arrow points from the empty box in the 'Available Sections' grid to the 'Training' section in the 'Selected Sections' table.

Move Up/Down	Section Name	Details	Remove
	Training		

[Accessibility/Section 508](#) | [Privacy and Security Policy](#) | [System Help Desk Contacts](#)

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.

Available Sections
Select All

Selected Sections
Preview Report
Remove All

Move Up/Down	Section Name	Details	Remove
↓	Acquisition		×
↑ ↓	Appointment		×
↑ ↓	Appraisals	☰	×
↑ ↓	Awards	☰	×
↑ ↓	Career Program		×
↑ ↓	Certification/License	☰	×
↑ ↓	Current Position		×
↑ ↓	Demo CCS/CCAS	☰	×
↑ ↓	Education	☰	×
↑ ↓	Enterprise Program Areas	☰	×
↑ ↓	Experience History	☰	×
↑ ↓	Functional Communities		×
↑ ↓	Intern/Development		×
↑ ↓	Languages	☰	×
↑ ↓	Manpower Auth Number		×
↑ ↓	National Guard Information		×
↑ ↓	Overseas Assignments		×
↑ ↓	Pay/Benefits/Retirement		×
↑ ↓	Special Placement Consideration		×
↑	Training	☰	×

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.

[Home](#) / [Reports](#) / [Civilian Career Report](#) / Training Details

Training Details

Select the training record(s) to include on your Civilian Career Report.

Return to Civilian Career Report Selections

Select All/None		Course Title	Total Hours	Training End Date
<input checked="" type="checkbox"/>	↓	LEADING TEAMS: DEALING WITH CONFLICT	1	08-Jan-2015
<input checked="" type="checkbox"/>	↑	SUPERVISOR DEVELOPMENT	39	11-Nov-2014
<input type="checkbox"/>		ACQ 101 (DAU) FUNDAMENTALS OF SYSTEMS ACQUISITION MGMT	25	20-Feb-2012

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

Available Sections

Select All

Acquisition

Appointment

Appraisals

Certification/License

Demo CCS/CCAS

Education

Enterprise Program Areas

Experience History

Functional Communities

Intern/Development

Languages

Manpower Auth Number

National Guard Information

Overseas Assignments

Pay/Benefits/Retirement

Special Placement Consideration

Selected Sections

Preview Report

Remove All

Move Up/Down	Section Name	Details	Remove
↓	Current Position		×
↑ ↓	Training		×
↑ ↓	Career Program		×
↑	Awards		×

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.

[Return to CCR Selections](#) [View/Print PDF](#)

Civilian Career Report

21 Dec 2015

One Z. EHRIS Demo

BUDGET ANALYST

Current Position Information

Current Position Title: BUDGET ANALYST	PP/Series/Grade: GS-0560-12
Perm Position Title: BUDGET ANALYST	Perm PP/Series/Grade: GS-0560-12
Organization: US ARMY GARRISON ABERDEEN PRV GRND ARBAW4QVAA 01	Duty Location: Aberdeen Prov Grnd, Harford, MD
Bargaining Unit Status: 7777_Eligible But Not In A Bargaining Unit	FLSA Category: Exempt
Key Emergency Essential: Posn not E-E, NCE, Key, or Mission Essential	Position Sensitivity: Nonsensitive (NS) National Security Risk
Obligated Position:	Obligated Position Number:
Service Obligation:	Position Location: Aberdeen Prov Grnd, Harford, MD
Occupational Series: Budget Analysis (0560)	Office Symbol:
Position Description-Sequence Number: 00842-1102034	Organization Structure ID: 4ABA

Training Information

Course Title	Training Type	Course Hours	Training End Date	Update	Source
LEADING TEAMS: DEALING WITH CONFLICT	AR-NV-Specialty/Technical	1	08 Jan 2015	Verified	
SUPERVISOR DEVELOPMENT	AR-NV-Supervisory Training	39	11 Nov 2014	Verified	

Career Program Information

Agency: AR	AR Career Field: Comptroller	Career Program Code: Comptroller
AR Career Field: Comptroller	ACTEDS Key Position:	Program Position Type:
ACTEDS Key Position:	Career Program Code: Comptroller	
	Program Position Type:	

Do you want to open or save **careerBrief_468908.pdf** (17.4 KB) from **sagab.dcpds.cpms.osd.mil**?

[Open](#) [Save](#) [Cancel](#) [×](#)

Example Civilian Career Report (CCR) as a PDF:

<h1>Civilian Career Report</h1>				
21 Dec 2015				
One Z. EHRIS Demo				
BUDGET ANALYST				
Current Position Information				
Current Position Title: BUDGET ANALYST		PP/Series/Grade: GS-0560-12		
Perm Position Title: BUDGET ANALYST		Perm PP/Series/Grade: GS-0560-12		
Organization: US ARMY GARRISON ABERDEEN PRV GRND ARBAW4QVAA 01		Duty Location: Aberdeen Prov Gmd, Harford, MD		
Bargaining Unit Status: 7777_Eligible But Not In A Bargaining Unit		FLSA Category: Exempt		
Key Emergency Essential: Posn not E-E, NCE, Key, or Mission Essential		Position Sensitivity: Nonsensitive (NS) National Security Risk		
Obligated Position:		Obligated Position Number:		
Service Obligation:		Position Location: Aberdeen Prov Gmd, Harford, MD		
Occupational Series: Budget Analysis (0560)		Office Symbol:		
Position Description-Sequence Number: 00842-1102034		Organization Structure ID: 4ABA		
Training Information				
Course Title	Training Type	Course Hours	Training End Date	Update Source
LEADING TEAMS: DEALING WITH CONFLICT	AR-NV-Specialty/Technical	1	08 Jan 2015	Verified
SUPERVISOR DEVELOPMENT	AR-NV-Supervisory Training	39	11 Nov 2014	Verified
Career Program Information				
Agency: AR	AR Career Field: Comptroller	Career Program Code: Comptroller		
AR Career Field: Comptroller	ACTEDS Key Position:	Program Position Type:		
	Career Program Code: Comptroller			
For Official Use Only, Subject to the Privacy Act of 1974, as Amended				

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 current SF50s display as in the screenshot below. Select the *External SF50s* button to begin the retrieval process for the historical SF50's.

Home / Personal

Data Carousel View
Expand an additional section on page

- Personal Information
- Contact Information
- Appointment Information
- Retained Grade Details
- Disability
- Ethnicity and Race
- Language Information
- Veteran Information
- Service Computation Date Information
- Demo Date Information
- Demo Project - CC S/CCAS
- SF50 Personnel Actions**

The following section displays detailed personnel information. Note: For appropriated employees, only those Personnel Notifications processed on or after 23 Sept 2007 are available for viewing. For non-appropriated fund and local national employees only those Personnel Notifications processed on or after 23 March 2008 are available for viewing.

Retrieve SF50s

Effective Date	First Personnel Action	Second Personnel Action	Action
04-Nov-2015	Individual Time Off Award		View/Print SF50
03-Nov-2015	Federal Employee Group Life Insurance Change in Plan		View/Print SF50
03-Nov-2015	Name Change from ARM Eupwuj.Nupfymo Z		View/Print SF50
25-Jan-2015	Performance-based Pay Increase-Irregular Basis		View/Print SF50
11-Jan-2015	General Pay Adjustment		View/Print SF50

1 2 3 4 5 6

Enterprise Programs and Functional Communities

Initially you will see **No Records Found** on the page until you select the *Fetch SF50s* button.

Home / Personal / SF50 Personnel Action History

Fetch SF50 Personnel Actions for appropriated employees will retrieve only those Personnel Notifications processed on or after 23 Sept 2007 are available for viewing. For non-appropriated fund and local national employees, Fetch SF50 Personnel Actions will only retrieve those Personnel Notifications processed on or after 23 March 2008.

Fetch SF50s

SF50 Personnel Action History				
Fetches From	Effective Date	First Personnel Action	Second Personnel Action	Action
No records found.				

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.

Home / Position / SF50

Fetch SF50s for appropriated employees will retrieve only those Personnel Notifications processed on or after 23 Sept 2007 are available for viewing. For non-appropriated fund and local national employees, Fetch SF50s will only retrieve those Personnel Notifications processed on or after 23 March 2008.

Fetch SF50s

Navy	Air Force	DFAS	Army	NG	DLA	BBG

[Home](#) / [Position](#) / [SF50](#)

Fetch SF50s for appropriated employees will retrieve only those Personnel Notifications processed on or after 23 Sept 2007 are available for viewing. For non-appropriated fund and local national employees, Fetch SF50s will only retrieve those Personnel Notifications processed on or after 23 March 2008.

Fetch SF50s

Navy	Air Force	DFAS	Army	NG	DLA	BBG







External SF50 Personnel Action History

Fetches From	Effective Date	First Personnel Action	Second Personnel Action	Action
DLA	06-Jan-2008	Transfer		View/Print SF50
Army	06-Jan-2008	Termination-Appointment In Department of Defense		View/Print SF50
Army	26-Sep-2007	Reassignment		View/Print SF50

Home / Position / SF50

Fetch SF50s for appropriated employees will retrieve only those Personnel Notifications processed on or after 23 Sept 2007 are available for viewing. For non-appropriated fund and local national employees, Fetch SF50s will only retrieve those Personnel Notifications processed on or after 23 March 2008.







Fetch SF50s

Navy	Air Force	DFAS	Army	NG	DLA	BBG
						

References

Provide Feedback

[Home](#) / [MyBiz+ Feedback](#)



DO NOT INCLUDE SENSITIVE INFORMATION

Provide us your overall impression of MyBiz+. Select the reason for your feedback before entering your feedback below.

* = Required

Overall Impression of MyBiz+

☐ Like ☐ Neutral ☐ Dislike

***Reason for MyFeedback**

☐ Suggestion ☐ Problem ☐ Inaccurate Data ☐ Question ☐ General Comment ☐ Enhancement

***Feedback** (up to 1000 characters)

Submit Feedback