

SWD Quick Start Guide for Supervisors:

CREATE A NEW PERFORMANCE PLAN

Introduction and Audience

This quick start guide provides step by step instructions for creating a new performance plan in the Performance Appraisal Application (PAA) which is the electronic support tool provided for this purpose and is to be used in creating a performance plan for those employees/supervisors converted to NSPS for the new rating year beginning on 21 Jan 07.

For more information, help, and problems

A. The comprehensive PAA User Guide from CPMS is located at:

<http://www.swf.usace.army.mil/swd-cpac/NSPS/PerfAppraisalResources/PAAUserguide.pdf>

This guide contains thorough coverage of some of the primary tasks in the PAA and is particularly useful in identifying the overall appraisal process.

B. If you have problems with your login please submit a password reset request for your account through the following link:

<http://swf-fs2ftwhr.swf.ds.usace.army.mil/MODERN/Account/ResetPassword.asp>

C. If you can login but your access is not correct (supervisors showing wrong employees, etc.), please send an email to Chris Trego or Laverne Scruggs identifying the problem you are encountering. If you see employees who have not yet been converted to NSPS **DO NOT** create a performance appraisal for them using the PAA tool.

We will work hierarchy issues on an ongoing basis, that is, assuring that you are able to see your employees in the automated system. Accordingly, let us know those employees you are able to see who are not yours as well as those employees you supervise who are not shown. Right now the important issue is to verify that you can see your employees who are currently under NSPS; we will correct the view for your non-NSPS employees at a later date.

Accessing the Performance Appraisal Application (PAA)

You can access the PAA by clicking on the following link:

https://pyxis.chrcs.army.mil:8007/OA_HTML/US/ICXINDEX.htm

If you have an existing DCPDS account, login with those credentials.

If you do not have a DCPDS account, you will use your SSN with dashes as your username along with a default password constructed from the following (Note, your password should be 10 characters in length.):

Upper case first and second letters of first name
Dollar Sign
Lower case first and second letters of last name
Dollar Sign
4th Character of SSN
Dollar Sign
5th Character of SSN
Dollar Sign

EXAMPLE: For user John Smith, his user name is his SSN with dashes, “123-45-6789”, and his default password would be “JO\$sm\$4\$5\$”.

If you encounter problems with accessing the system, please submit a request to have your password reset through the following link:

<http://swf-fs2ftwhr.swf.ds.usace.army.mil/MODERN/Account/ResetPassword.asp>

It is recommended that you first draft the job objective information in a text file and then cut and paste into the applicable blocks in the PAA tool so you will not be timed-out by the tool. The alternative is to type the information directly into the blocks in the PAA tool (though you risk losing information if you choose to do this).

Caution on Pasting from Microsoft Word

Some keyboard characters that are recognized in Word cannot be used in the PAA tool (you can only use straight text within MyWorkplace/MyBiz). These include but are not limited to quotation marks (“ ”), long dashes (–), pictorial bullets (however, you can use a star * for bullets). Also be aware that some formatting characters can cause problems (no bolding, highlighting, underlining, italicizing, or other font formats can be used).

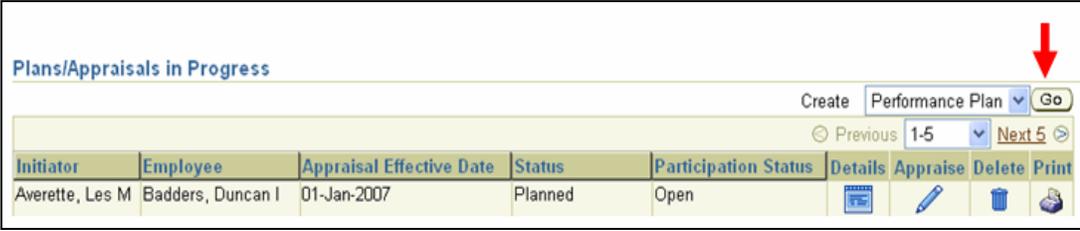
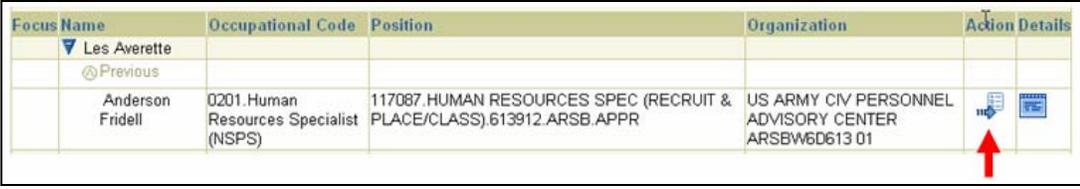
The workaround:

If you are copying text from a Word document, after you paste it into the block on the appraisal form, click the <**Save and Continue**> button. This saves your work and leaves you on the same screen to continue working, but it will also identify any of these unacceptable characters by replacing them with small boxes as shown in the example below (color added for emphasis):

“These include □ quotation marks □, long dashes □, pictorial bullets □. Also some formatting characters can cause problems.”

You should go back to the section, remove the bad characters and replace them with the textual versions (plain quotes, hyphen, apostrophe, etc.).

Creating a New Performance Plan

Step 1	Action
1A.	<p>From the “Performance Management as Rating Official screen (displayed when you log into NSPS Appraisals (My Workplace)), click the <Go> button next to Create Performance Plan:</p>  <p>The screenshot shows a table with columns: Initiator, Employee, Appraisal Effective Date, Status, Participation Status, Details, Appraise, Delete, and Print. The first row shows: Averette, Les M; Badders, Duncan I; 01-Jan-2007; Planned; Open.</p>
1B.	<p>This brings up a list of your employees. Find the one for whom you are going to create the plan, and click the “action” icon:</p>  <p>The screenshot shows a table with columns: Focus Name, Occupational Code, Position, Organization, and Action Details. The first row shows: Les Averette. The second row shows: Anderson Fridell, 0201.Human Resources Specialist (NSPS), 117087.HUMAN RESOURCES SPEC (RECRUIT & PLACE/CLASS):613912.ARSB.APPR, US ARMY CIV PERSONNEL ADVISORY CENTER ARSBW6D613 01.</p> <p>If an employee is missing from your list, or there are employees on the list who are not yours, there is a problem with the self-service hierarchy and you need to contact Chris Trego or Laverne Scruggs by email.</p>
1C.	<p>Complete setup details as follows (use the calendar icons for all date changes, or enter the dates exactly as shown) (illustration on next page):</p> <ul style="list-style-type: none"> • Appraisal Type: Annual Appraisal • Rating Cycle Start Date: 21 Jan 07 • Rating Cycle End Date: 30-Sep-2007 • Performance Plan Approval Date: leave blank • Performance Plan End Date: 30-Sep-2007 • Appraisal Effective Date: 01-Jan-2008 (be sure to use THIS date only!)

<p>1C, con't</p>	<div style="border: 1px solid black; padding: 5px;"> <h3>Setup Details</h3> <p>Current Base Salary 47670 Minimum Pay Band Level 38175 Maximum Pay Band Level 85578</p> <p>* Indicates required field</p> <p>* Appraisal Type: Annual Appraisal - NSPS</p> <p>* Rating Cycle Start Date: 01-Nov-2006 <small>(example: 14-Nov-2006)</small></p> <p>* Rating Cycle End Date: 30-Sep-2007 <small>(example: 14-Nov-2006)</small></p> <p>Performance Plan Approval Date: <input type="text"/> <small>(example: 14-Nov-2006)</small></p> <p>Performance Plan End Date: 30-Sep-2007 <small>(example: 14-Nov-2006)</small></p> <p>* Appraisal Effective Date: 01-Jan-2008</p> <p>* Rating Official: Averette, Les M</p> <p>Performance Indicators: Professional/Analytic Band 2</p> </div>
<p>1D.</p>	<p>Click the <Next> button to go to step 2:</p> <div style="border: 1px solid black; padding: 5px;"> <p>* Performance Indicators Professional/Analytic Band 2</p> <p style="text-align: right;">↓</p> <p style="text-align: right;"> <input type="button" value="Cancel"/> <input type="button" value="Save and Continue"/> <input type="button" value="Transfer to Employee"/> <input type="button" value="Step 1 of 3 Next"/> </p> </div>

Note: You are not required to input the Performance Indicators. They will be displayed automatically when the appraisal form is either printed or viewed.

Adding Organizational Goals and Job Objectives

Step 2	Action																				
2A.	Enter your organization's goals into " Relevant Organizational Mission/Strategic Goals. " Your organization will provide your mission/strategic goals.																				
2B.	<p>Click the <Add Objective> button:</p> <div style="border: 1px solid black; padding: 5px;"> <p>Setup Details Return to Top</p> <p>Appraisal Type: Annual Appraisal - NSPS Rating Official: Averette, Les M Rating Cycle Start Date: 01-Nov-2006 Performance Plan Approval Date: Rating Cycle End Date: 30-Sep-2007</p> <p>Relevant Organizational Mission/Strategic Goals Return to Top</p> <div style="border: 2px solid red; padding: 5px; width: fit-content; margin: 5px auto;"> <p>Paste organizational mission/goals here.</p> </div> <p><small>(Limit to 1400 characters)</small></p> <p>Job Objectives Return to Top</p> <div style="border: 2px solid red; padding: 5px; width: fit-content; margin: 5px auto;"> <p>Click <Add Objective></p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e0f0e0;">Add Objective</th> <th style="background-color: #e0f0e0;">Job Objective Select Title</th> <th style="background-color: #e0f0e0;">Update Status Details</th> <th style="background-color: #e0f0e0;">Optional Weight (%)</th> <th style="background-color: #e0f0e0;">Adjusted Weight (%)</th> <th style="background-color: #e0f0e0;">Job Objective Rating</th> <th style="background-color: #e0f0e0;">Contributing Factor Impact</th> <th style="background-color: #e0f0e0;">Adjusted Rating</th> <th style="background-color: #e0f0e0;">Weighted Rating</th> <th style="background-color: #e0f0e0;">Delete</th> </tr> </thead> <tbody> <tr> <td colspan="10" style="text-align: center;">No data exists.</td> </tr> </tbody> </table> </div>	Add Objective	Job Objective Select Title	Update Status Details	Optional Weight (%)	Adjusted Weight (%)	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating	Delete	No data exists.									
Add Objective	Job Objective Select Title	Update Status Details	Optional Weight (%)	Adjusted Weight (%)	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating	Delete												
No data exists.																					

2C. Complete the “Add Job Objective” screen as follows (see illustration below):

- **Title:** Must be entered first. Be sure you include the objective number (Obj1, Obj2, etc.) – the tool sorts alphabetically by title, so this insures that the objectives print in the correct sequence.
- **Start Date:** Make sure this reflects the starting date of the rating cycle (**21 Jan 2007** this year) (unless you are creating a plan for a new employee who started after this date) – **watch out, this sometimes reverts back to the current date.**
- **Objective Text:** Cut and paste from your WORD file (note that you are limited to 770 characters per job objective).
- **Contributing Factors:** Select the applicable contributing factors.
- **Weight:** Enter what you have chosen to be the weight of the objective.

Completed objective:

The screenshot shows the 'Add Job Objective' form with the following fields and callouts:

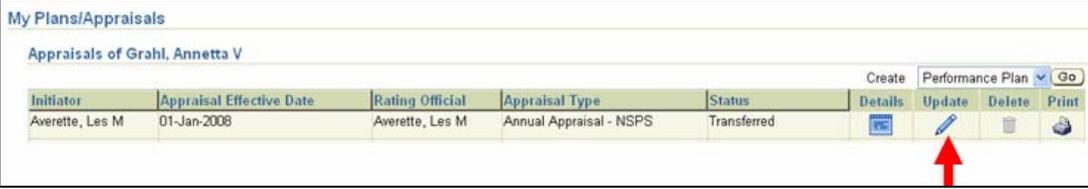
- Title:** A text box containing 'Obj1. Planning 1, 2, 4.' with a callout: 'Title (make sure to include the objective number)'.
- Start Date:** A date picker showing '21-Jan-2007' with a callout: 'Date (make sure it's the first day of the rating cycle - 21 Jan)'.
- Job Objective Status:** A dropdown menu.
- Date Last Modified:** A text box showing '15-Nov-2006'.
- Job Objective:** A text area containing 'Develop recruitment plans and strategies in support of customer needs. Ensure timeliness, accuracy, & quality of products satisfaction are met. Measurement: * Customer feedback' with a callout: 'Objective text'.
- Working Version Job Objective:** A larger text area for editing.
- Contributing Factors:** A list of checkboxes including 'Technical Proficiency', 'Critical Thinking', 'Cooperation and Teamwork', 'Communication', 'Customer Focus', 'Resource Management', and 'Leadership'. 'Cooperation and Teamwork' and 'Customer Focus' are checked. A callout: 'Contributing Factors' points to this section.
- Optional Weight:** A dropdown menu showing '20%' with a callout: 'Weight'.

2D.	<p>Click the <Apply and Add Another> button when you are done with that objective.</p> 																																																		
2E.	<p>Repeat steps 2B-2D for each objective. When you are finished adding job objectives, click the <Apply> button.</p>																																																		
2F.	<p>The job objectives area should look similar to the example in the next block. Notice that the objectives are all in “Pending” status. Also make sure that the percentages add up to 100%.</p>																																																		
2G.	<p>You can now approve the objectives. Click the “Select All” link above the job objectives, then click the <Approve> button. All the objectives will then be in “Approved” status.</p>  <table border="1" data-bbox="326 890 1404 1142"> <thead> <tr> <th>Select Job Objective Title</th> <th>Status</th> <th>Update Details</th> <th>Optional Weight (%)</th> <th>Adjusted Weight (%)</th> <th>Job Objective Rating</th> <th>Contributing Factor Impact</th> <th>Adjusted Rating</th> <th>Weighted Rating</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Obj1. Planning 1, 2, 4.</td> <td>PENDING</td> <td></td> <td>20%</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Obj2. Acquiring/Shaping 2, 3, 4</td> <td>PENDING</td> <td></td> <td>40%</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Obj3. CHR Programs & Technology 3, 4</td> <td>PENDING</td> <td></td> <td>20%</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Obj4. Quality/Effectiveness 2, 4</td> <td>PENDING</td> <td></td> <td>20%</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Select Job Objective Title	Status	Update Details	Optional Weight (%)	Adjusted Weight (%)	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating	Delete	<input type="checkbox"/> Obj1. Planning 1, 2, 4.	PENDING		20%							<input type="checkbox"/> Obj2. Acquiring/Shaping 2, 3, 4	PENDING		40%							<input type="checkbox"/> Obj3. CHR Programs & Technology 3, 4	PENDING		20%							<input type="checkbox"/> Obj4. Quality/Effectiveness 2, 4	PENDING		20%						
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2H.	<p>You can now transfer the performance plan to the employee (they need to acknowledge the plan before you can approve the overall plan). Begin by clicking the <Transfer to Employee> button (at the top or bottom of the screen):</p> 																																																		

<p>2I.</p>	<p>The following screen displays. Do not change the default check marks (see notes below). Add a message to the employee if desired, and click the <Submit> button:</p> <div data-bbox="326 306 1409 680" style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;">Cancel Submit</p> <p>Share Appraisal Details with Employee</p> <p>Details to be Shared with Employee Select appraisal components completed by the rating official to share with the employee. <input checked="" type="checkbox"/> Objective Ratings and Comments</p> <p>Employee Permissions Indicate whether the employee can update plan/appraisal. <input checked="" type="checkbox"/> Update Plan/Appraisal</p> <p>Notification Message to Employee Enter your message, and click Submit to share the appraisal with the employee.</p> <div style="border: 1px solid gray; height: 30px; width: 100%;"></div> <p style="text-align: right;">Cancel Submit</p> </div> <p>Note:</p> <ul style="list-style-type: none"> • Details to be Shared with Employee: Leave this box checked. If you un-check it, the employee will not be able to view the job objectives. • Employee Permissions: Leave this box checked. If you uncheck it, the employee will not be able to do anything with the appraisal (including acknowledging it). • Notification Message: Although you can put a message in this box, it will only show up if the employee goes into the “notifications” area of the appraisal.
<p>2J.</p>	<p>After transferring the appraisal to the employee you are returned to the “Performance Management as Rating Official” screen. There will be a confirmation message that the appraisal was transferred, and the pencil icon for that employee will be grayed out.</p> <p>There is an automatic email notification to the employee that the appraisal has been transferred; it may or may not be working. You may want to follow up with an email of your own, asking the employee to acknowledge receipt of the plan, and return it to you. Also at this time, you should schedule and conduct the performance plan discussion with the employee.</p>

Approving the Performance Plan

After the employee has received the new performance plan from you, and has acknowledged receipt and returned it to you (and you have conducted the performance planning conversation with the employee) you can complete the plan by approving it. Follow these steps:

Step 3	Action
3A.	<p>From the “Performance Management as Rating Official” screen, click the blue pencil icon to open the appraisal of the employee who has acknowledged the plan.</p> 
3B.	<p>Scroll down to the Approvals and Acknowledgements section and fill in</p> <ul style="list-style-type: none"> • The date you conducted your performance plan conversation with the employee; • The method (face to face, phone, etc.); and • Click the <Approve> button. 
3C.	<p>You are done creating this performance plan. The <Approve> button is now grayed out. At the very bottom of the screen, the “Return to Performance Management as Rating Official” link will take you back to your list of employees, or you can Logout if you are done in the PAA.</p> 