



West Virginia National Guard Human Resources Office Bulletin



Bulletin Number: 10-01

Date: 25 August 2010

Applicability: National Guard (NG) Technicians

Personnel Action SF 50 Access

Subject: Accessing Personnel Actions through MyBiz/MyWorkplace

References: Module 1 and 4, of the Self Service User Guide, dated February 2009
NGB-J1-TNI Memorandum 09-031, dated 6 June 2007
Memorandum from Office of the Under Secretary of Defense dated May 5, 2009; Subject:
Defense Civilian Personnel Data System (DCPDS) Self-Service Human Resources (HR)

Effective Date: 1 September 2010

Use: DCPDS Self-Service Human Resources offers every employee and supervisor access to modules; MyBiz and MyWorkplace. These modules will allow employee and supervisor to access their Personnel Actions (SF 50s). Effective 1 September 2010 the Human Resource Office will no longer send hard copies of Personnel Action SF 50's to the Supervisor. All Personnel Actions processed on or after 23 September 2007 are available for viewing and can now be accessed by the Employee through MyBiz and by the Supervisor and Higher Level Reviewer through MyWorkplace.

On 5 May 2006, the Deputy Under Secretary of Defense (Civilian Personnel Policy) announced the launch of a new feature in the Defense Civilian Personnel Data System (DCPDS): Self Service Human Resources for employees and managers. These new modules permit employees and managers a secure, real-time, on-line access to personnel information, at any time, from their workstations. My Biz allows employees access to view information from their official personnel records including appointment, position, personal, salary, benefits, awards and bonuses, and performance. In addition, employees may update their telephone number and email address, disability codes, Race and National Origin (Ethnicity and Race Identification), and foreign language proficiency online with My Biz.

My Workplace brings key information to managers and supervisors about their employees together in one place, streamlining the human resources decision-making process and helping to balance managerial tasks with day-to-day demands more easily. My Workplace keeps managers and supervisors informed about their employee's personnel actions. With quick and easy access

to employee's personnel information, managers are able to make budget decisions, staffing plans and work distributions more efficiently.

CPMS has posted the following link to a step-by-step PowerPoint Presentation on how to access and use MyBiz/MyWorkplace:

<http://www.cpms.osd.mil/ASSETS/8FE88E730B9048998F7E2F1C5AA7951D/SSHRPPTPresentation.ppt>.

Your points of contact are the Employee Relations Specialist (304) 561-6431 and the Personnel Systems Manager at (304) 561-6427.



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