**MyBiz & Performance Appraisal Basics/FAQs**

*As of 1 March 2022*

**Access:**

* For full functionality, only use **Internet Explorer** to access MyBiz/DCPDS Portal.
* If you cannot access MyBiz/DCPDS, first try using the DCPDS Quick Fix.
* **MyBiz login information:** Visit <https://compo.dcpds.cpms.osd.mil/>
	+ - 1 - Select Register Here (under the green button) and enter your SSN WITH dashes; If you are not sent to the Privacy Act screen, proceed to step 2.
	+ - 2 - Go back and select Re-register (under the green button) and enter your SSN WITH dashes; If you are not sent to the Privacy Act screen, proceed to step 3; OR
	+ - 3 - IF that doesn't work, from the main page, select the "Add Additional Applications/Databases" hyperlink at the top and you will be prompted to enter a username or SSN, enter the SSN WITH dashes and follow the prompts.
* If access issues persist, contact HRO Information Systems.

**Hierarchy:**

* If you do not have the correct subordinates listed under your MyTeam hierarchy, contact the HRO Classification section.
* Avoid using the hierarchy change request feature in MyBiz.
* To request hierarchy changes, complete and submit a hierarchy change request to HRO Classification.

**Supervisors’ Info:**

* If you can log in to MyBiz+ but do not see the “My Team” icon at the very bottom right of your screen, contact HRO Information Systems. This may be a problem with a setting in DCPDS. If the issue is an incorrect hierarchy structure, you may be directed to HRO Classification.

**Basic flow of an Appraisal:**

* The **Plan** is completed first and ideally should be completed within the first 30 days of the start of the rating period.
* The **Progress Review** is completed next. (This is a recommended step but it is an optional step.)
* Finally, the **Appraisal** is completed. Be sure you work from the respective tab. A tab for each type of action will appear on the top row of your screen. For example, if you are working on a Plan, select the plan tab and then progress through the subtabs to complete all of the steps.

**IMPORTANT INFORMATION:**

* All permanent and indefinite technicians require an annual appraisal if they were in a technician status during the rating period. (Temporary technicians do not require an appraisal.) You will select **DoD Performance Management Appraisal Program** for all T32 and T5 personnel.
* **2022 Appraisals are dated as follows:**
	+ **Start date – 1 Apr 21**
	+ **End date – 31 Mar 22**
	+ **Effective date – 1 Jun 22**
* Employees who have been supervised for 90 days or more during the rating period must receive a performance appraisal**.** Supervisors may issue performance appraisals for less than 90 days or they may wait until the end of the next appraisal period**.**
	+ If you have a new employee to your section starting 1 January, for example, you may issue an appraisal for the rating period ending on 31 March 22 or wait until the end of the next rating period. In this example the employee’s rating period would be 1 Jan 22-31 Mar 23.
	+ If you are losing an employee from your section mid-rating period, i.e. in November, you should do a close out appraisal for that employee. If the employee has not completed 90 days you should close the performance plan.
	+ Brand new WVNG technicians should not have an appraisal completed until they hit their 12-month mark.
	+ There are special situations where dates may vary.

**Common Questions/Issues:**

**Basic Navigation:**

* When you try to **search** for a name (i.e. rating official, HLR, etc.), start typing the “last name, first” and give it a couple of seconds and a list of names should populate, verify you are selecting the right person, and click on their name from the dropdown list, then select Find. If you have to search for another person immediately following your first search, select clear, and then repeat the steps above.
	+ If the person has a suffix (i.e. Jr., II, etc.) sometimes you’ll need to enter the name to search as “Smith, Jr, M”, other times as “Smith Jr, M”, etc.
* \*You can **copy an existing plan** from a previous year and use/change the job objectives. You must first find the Appraisal Effective Date of the appraisal you wish to copy.
* \*The technician or the supervisor can initiate the plan.
* \*If you cannot see completed appraisals…from the performance main page, scroll down slightly and select the “Show Completed Plans/Appraisals” hyperlink.
* Always review the main screen to ensure you have **ownership** of the appraisal before you try to take action on it. If you do not have ownership of the appraisal, you cannot make changes to it.
* One of the most helpful screens is the **Track Progress** screen. You can see where the appraisal has been and where it has left to go before completion.
	+ The appraisal is not considered 100% complete until after the HLR reviews/approves it and transfers it back to the employee for acknowledgement and the employee acknowledges it.
* If the page times out or you receive an error, select the back arrow and then try to proceed again.

**Miscellaneous Tips:**

* \*Never “Close” an appraisal; this is almost like deleting it; if you do accidentally “Close” it, contact HRO Information Systems.
* If you are working on an appraisal from a previous rating period, be certain to check the prepopulated dates when you work on the start, end and effective dates of the appraisal and each Job Objective. All dates prepopulate to the current year. If dates do not coincide with the rating period of the appraisal you are working on, a date error will appear and prevent approval. If you wait until 1 Apr 22 to start the 2022 Plan, all dates will prepopulate to the 2023 rating period.
* It is highly recommended you complete all comments (Self-Assessment, Rater, etc.) in a word document to prevent the potential loss of information while working in MyPerformance, and copy the comments from Word into MyPerformance.

**Correcting an Appraisal:**

* HRO Information Systems can help with changes/mistakes to a certain point. If you find an error on an appraisal and it needs adjusted….
	+ If the HLR has not signed the appraisal, contact HRO Information Systems and they can assist.
	+ If the HLR has signed the appraisal, complete the following two forms and return to HRO Information Systems.
		- DCPDS Helpdesk Request Form (Only complete Section E on page 2)
		- Performance Appraisal Correction Request (Obtain employee, RO and HLR signatures; HRO Information Systems will obtain HRO signature)

**Reference Information:**  CNGBI 1400.25 Vol 431, dated 20 Jan 22

**HRO CONTACT INFORMATION**

**Technician Hotline – 304-561-6749**

**HRO Classification: E-mail** **ng.wv.wvarng.list.hro-classification@army.mil**

**HRO Information Systems: E-mail** **meredith.a.gray.mil@army.mil**