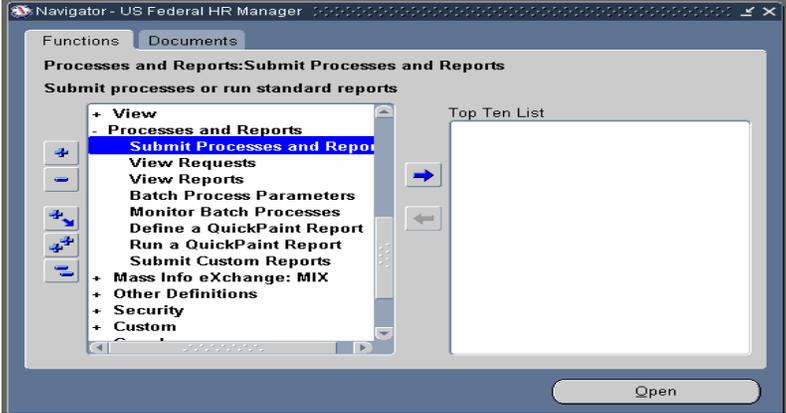
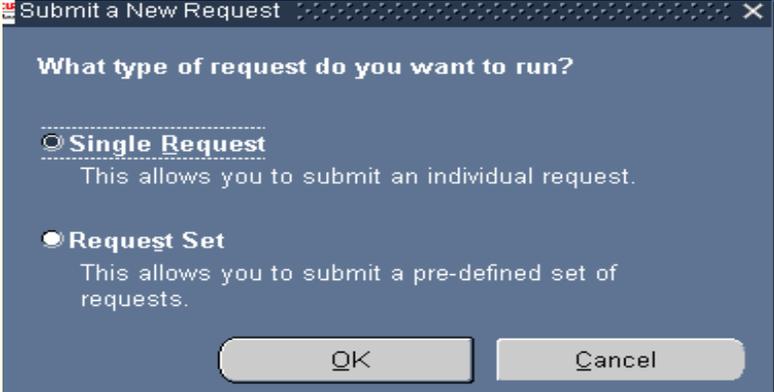


CHINA LAKE COMPARABILITY MASS PROCESS

The China Lake Mass Appraisals **MUST** be done before any mass pay routines can be run.

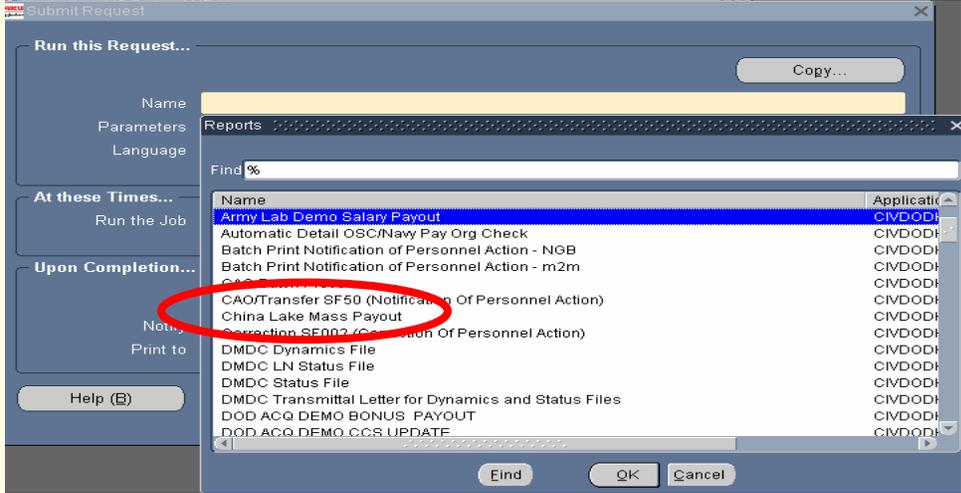
WARNING:!!! There is no mass undo or halt – once these processes are started they will run to completion and if the parameters input were in error then each NPA will have to be individually cancelled or corrected!!!

STEP	ACTION
1	Log into DCPDS as US Federal HR Manager.
2	From the Navigation List – Click on Processes and Reports → Submit Processes and Reports → <Open> . 
3	The Submit a New Request Window displays. Select “Single Request”. <ul style="list-style-type: none">• Click <OK>. 

4

The **Submit Request** Window displays.

- Click in the "Name" data field – Click on the LOV and Find "China Lake Mass Payout".
- Click <OK>.



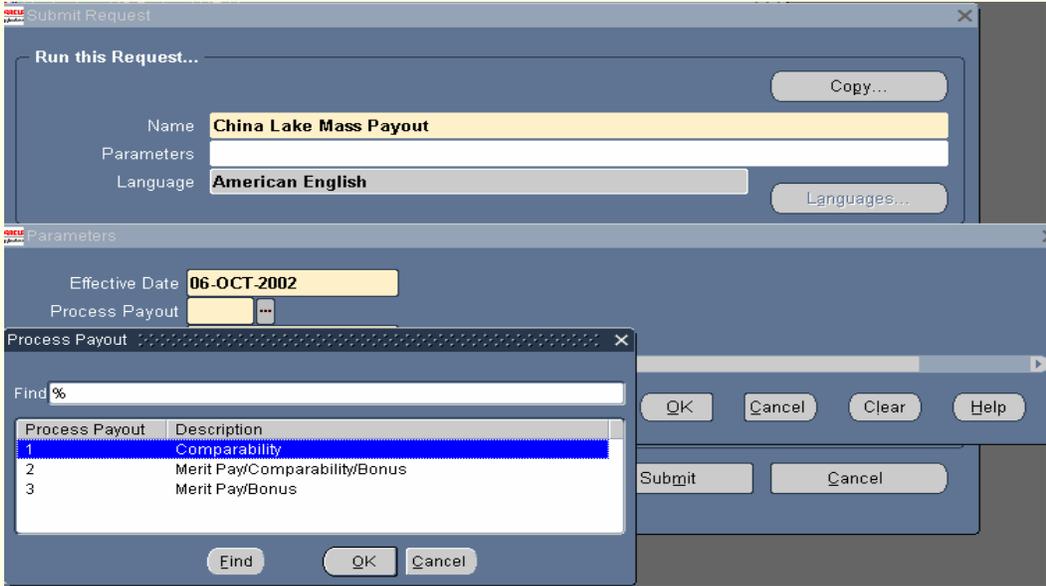
5

The **Parameters** Window displays.

- Click in the "Process Payout" data field – Click the LOV and select the type of payout to be run .

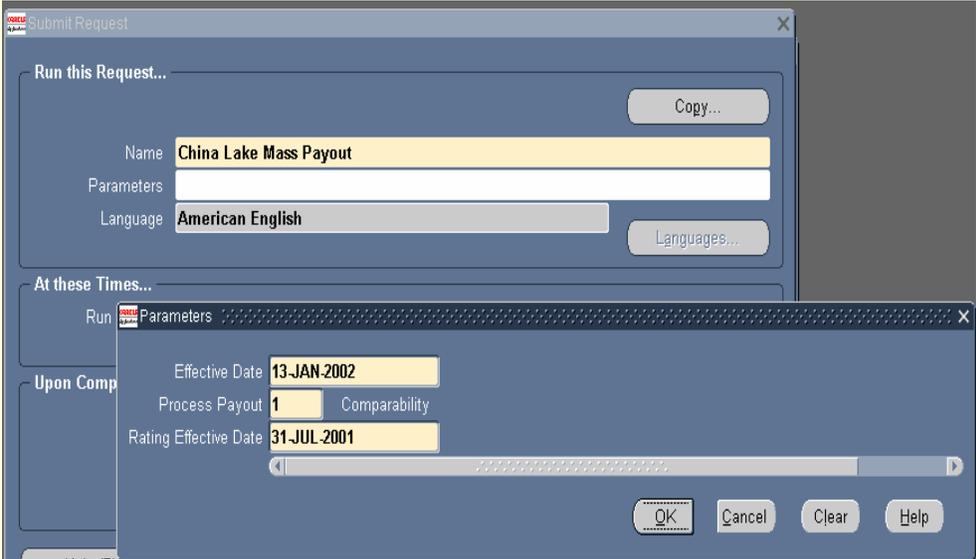


Note: Type 3 is currently used for October and type 1 is currently used for January.



6

- Input the Effective Date of the payout actions and the effective date of the performance ratings to be selected. The Performance rating effective date will almost always be the end of the performance rating year for China Lake, which is 31 July YYYY. In only the most unusual cases will it be anything different than this.
- Click <OK>.



7

- Select the appropriate printer.
- Click <Submit>.



8



The **Requests** Window will automatically display.

Note: Here you can see that the process is Pending

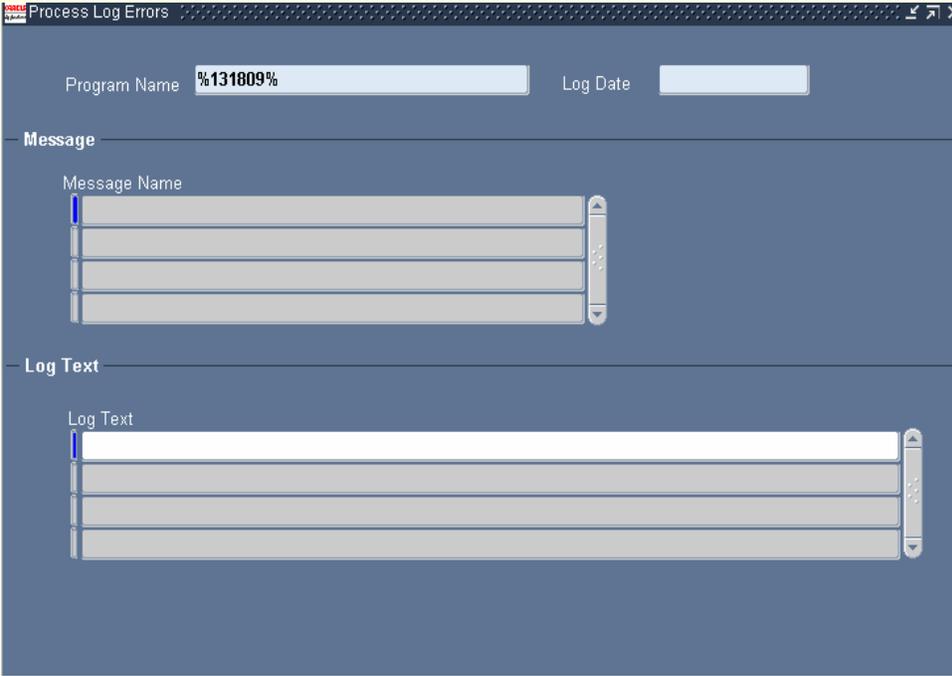
Request ID	Name	Parent	Phase	Status	Parameters
131809	China Lake Mass Payout		Pending	Normal	13-JAN-2002, 1, 31-JUL-2001
131803	Notification of Personnel		Completed	Normal	73526
131802	Notification of Personnel		Completed	Normal	73525
131801	AIR FORCE Demo Bonus		Completed	Warning	
131800	AIR FORCE Demo Bonus		Completed	Warning	
131796	Mass Appraisals(CIVMAP,		Completed	Warning	793
131794	Army Lab Demo Bonus P		Completed	Warning	
131774	Security List Maintenanc		Completed	Normal	, DVMOTADLA3
131764	Change In Demo DIN's (X		Completed	Warning	15-MAY-2003, 43930
131763	Notification of Personnel		Completed	Warning	72578, 2452, Y, N

9

The process has now completed.

Make a note of the Request ID number, you will need it to query the process log.

Request ID	Name	Parent	Phase	Status	Parameters
131817	Notification of Personnel		Completed	Warning	73537
131816	Notification of Personnel		Completed	Warning	73536
131815	Notification of Personnel		Completed	Warning	73535
131814	Notification of Personnel		Completed	Warning	73534
131813	Notification of Personnel		Completed	Warning	73533
131812	Notification of Personnel		Completed	Warning	73532
131811	Notification of Personnel		Completed	Warning	73531
131810	Notification of Personnel		Completed	Warning	73530
131809	China Lake Mass Payout		Completed	Normal	13-JAN-2002, 1, 31-JUL-2001
131803	Notification of Personnel		Completed	Normal	73526

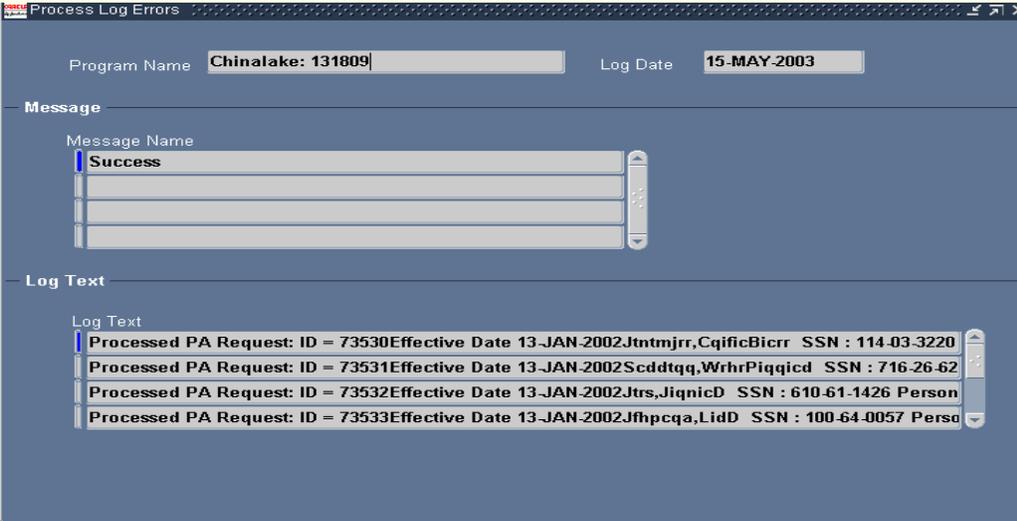
<p>10</p> 	<ul style="list-style-type: none">• The NPAs can be printed individually through Ghostview or you may print them using the Batch print process or they can be printed through COGNOS.• Errors, if they occur, will be found in the Process Log and the RPAs will be routed to the WGI Personnel Inbox. <p>Note: The "Status" column will be Normal.</p>
<p>11 Process Log</p>	<p>To view the Process Log – From the Navigation List – Click on Federal Maintenance Forms → Process Log(Federal) → <Open></p>
<p>12</p>	<p>The Process Log Errors Window displays.</p> <p>To query on the Request ID number that you wrote down from step 11:</p> <ul style="list-style-type: none">• Click in the Program Name data field - Press F11 and type %Request ID number% - Press Ctrl F11 to execute the query. 

13



The process log shows all records that processed successfully. If there had been errors they would be found here.

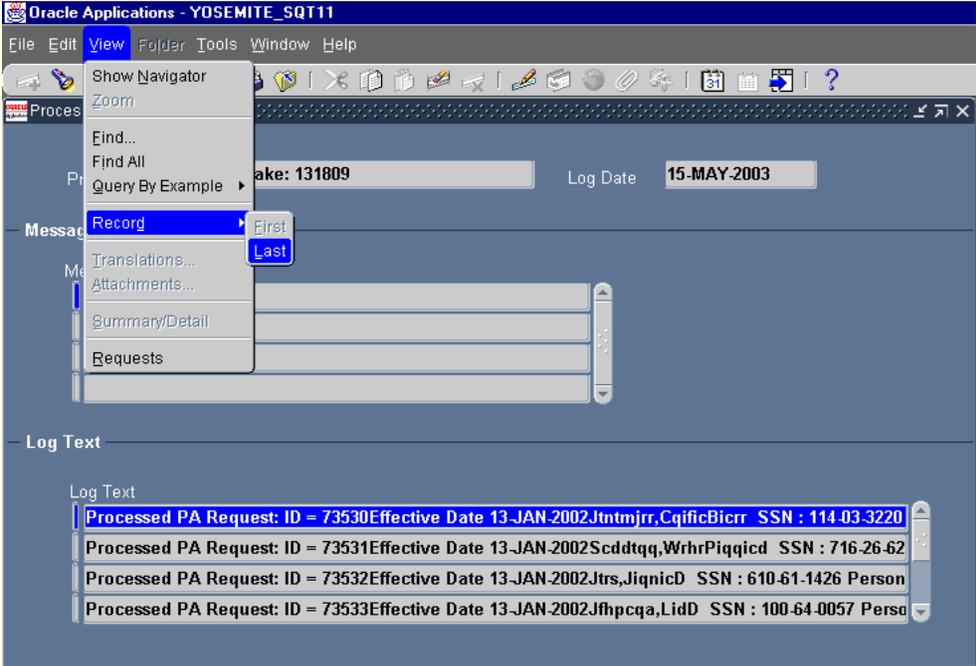
Note: You may export the process log text to a file for easier analysis if desired.



14

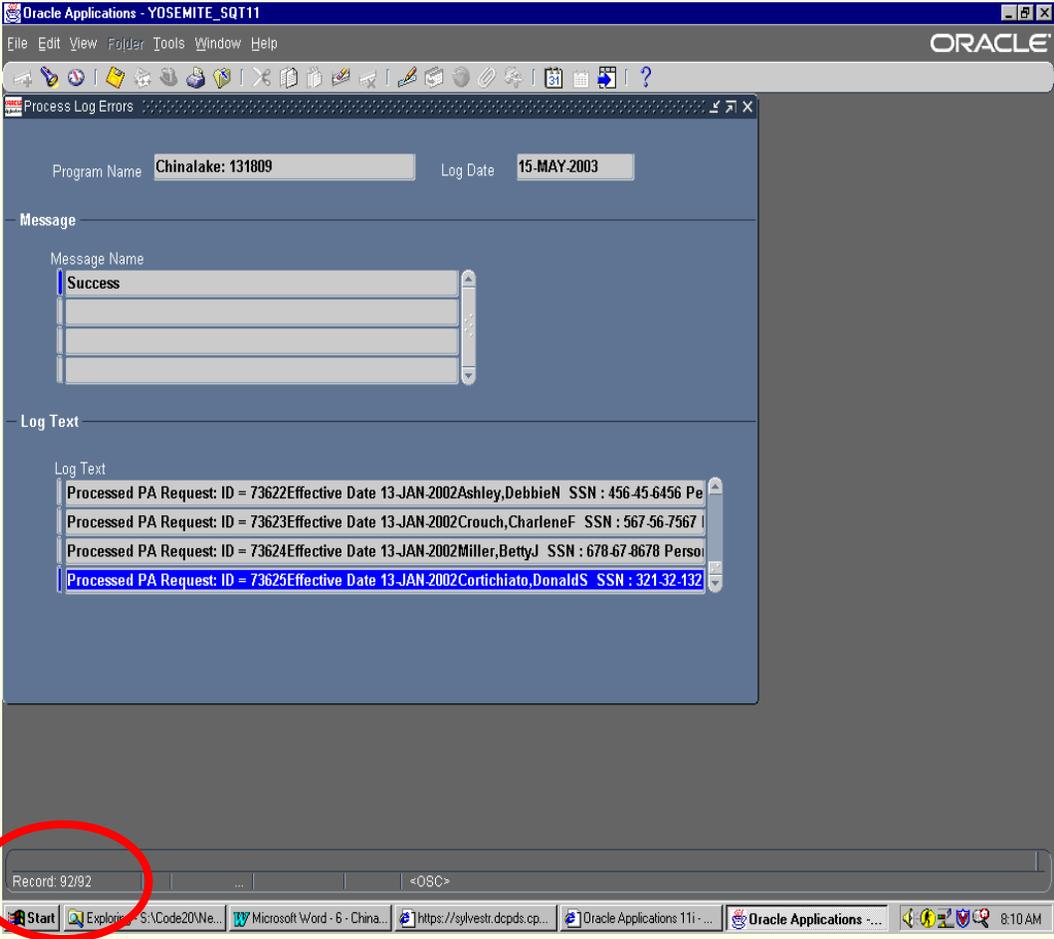
To quickly count how many records have successfully updated:

- Click in the Log Test area.
- From the Main Menu Bar – Click **View** → **Record** → **Last**



15

The Record count will appear in the lower left hand corner.



Example: 891 NPA – Comparability payout

FIRST ACTION				SECOND ACTION									
1. Name (Last, First, Middle) JTRS, JIQNIC D.		2. Social Security Number 610-61-1426		3. Date of Birth 12-21-1975		4. Effective Date 01-13-2002							
5-A. Code 891	5-B. Nature of Action Merit Inc			6-A. Code	6-B. Nature of Action								
5-C. Code ZLM	5-D. Legal Authority 45 FR26504			6-C. Code	6-D. Legal Authority								
5-E. Code	5-F. Legal Authority			6-E. Code	6-F. Legal Authority								
7. FROM: Position Title and Number AEROSPACE ENGINEER 2059D - 22766				15. TO: Position Title and Number AEROSPACE ENGINEER 2059D - 22766									
8. Pay Plan DP	9. Occ. Code 0861	10. Grade/Level 02	11. Step/Rate L2	12. Total Salary \$47,373.00	13. Pay Basis PA	16. Pay Plan DP	17. Occ. Code 0861	18. Grade/Level 02	19. Step/Rate L2	20. Total Salary/Award \$49,583.00	21. Pay Basis PA		
12A. Base Pay \$45,512.00		12B. Locality Adj. \$1,861.00		12C. Adj. Base Pay \$47,373.00		20A. Base Pay \$47,970.00		20B. Locality Adj. \$1,613.00		20C. Adj. Base Pay \$49,583.00			
14. Name and Location of Position's Organization RESEARCH & ENGINEERING GROUP SYSTEMS ENGINEERING DEPT SURVIVABILITY ENGINEERING DIV SYSTEMS VULNERABILITY BR NAWCWPNSDIV, CHINA LAKE, CA 93555						22. Name and Location of Position's Organization RESEARCH & ENGINEERING GROUP SYSTEMS ENGINEERING DEPT SURVIVABILITY ENGINEERING DIV SYSTEMS VULNERABILITY BR NAWCWPNSDIV, CHINA LAKE, CA 93555							
EMPLOYEE DATA													
23. Veterans Preference 1 1 - None 2 - 5-Points 3 - 10-Points/Disability 4 - 10-Points/Comparable 5 - 10-Points/Other 6 - 10-Points/Comparable/30%						24. Tenure 1 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF X YES X NO		
27. FEGLI G0 Basic + Option B(1a)						28. Annuitant Indicator 9 Not Applicable			29. Pay Rate Determinant 6				
30. Retirement Plan K FERS and FICA				31. Service Comp. Date (Leave) 09-27-1999		32. Work Schedule F Full-Time		33. Part-Time Hours Per Pay Period					
POSITION DATA													
34. Position Occupied 1 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved				35. FLSA Category N E - Exempt N - Nonexempt		36. Appropriation Code NAVY I			37. Bargaining Unit Status 7777				
38. Duty Station Code 060675029				39. Duty Station (City - County - State or Overseas Location) CHINA LAKE / KERN / CALIFORNIA									
40. Agency Data		41. UIC: 60530		42. ORG: 418300D		43. CC: 418300		44. PAY OFF: CH/LOC ID:					
45. Remarks Difference between Items 20 and 12 reflects merit increase for performance rating period ending 31 July 2001.													
46. Employing Department or Agency Naval Air Systems Command (NV19)						50. Signature/Authentication and Title of Approving Official RCNY CUGPELMGPTT Certifying Official							
47. Agency Code NV19		48. Personnel Office ID 2414		49. Approval Date 05-15-2003									
5-Part 50-316													

TURN OVER FOR IMPORTANT INFORMATION

Editions Prior to 7/91 Are Not Usable After 6/30/93
NSN 7540-01-333-6238

Example: 894 NPA – Comparability payout

NOTIFICATION OF PERSONNEL ACTION													
Standard Form 50-B Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 295-33, Sub h, 4													
1. Name (Last, First, Middle) JTNTMJRR, CQIFIC BICRR				2. Social Security Number 114-03-3220		3. Date of Birth 02-14-1943		4. Effective Date 01-13-2002					
FIRST ACTION						SECOND ACTION							
5-A. Code 894		5-B. Nature of Action Pay Adjustment				6-A. Code		6-B. Nature of Action					
5-C. Code ZLM		5-D. Legal Authority 45 FR26504				6-C. Code		6-D. Legal Authority					
5-E. Code		5-F. Legal Authority				6-E. Code		6-F. Legal Authority					
7. FROM: Position Title and Number OFFICE MANAGER C2576 - 22756						15. TO: Position Title and Number OFFICE MANAGER C2576 - 22756							
8. Pay Plan DG		9. Occ. Code 0303	10. Grade/Level 02	11. Step/Rate 19	12. Total Salary \$33,584.00	13. Pay Bank PA	16. Pay Plan DG		17. Occ. Code 0303	18. Grade/Level 02	19. Step/Rate 19	20. Total Salary/Award \$34,694.00	21. Pay Bank PA
12A. Base Pay \$30,913.00		12B. Locality Adj. \$2,671.00		12C. Adj. Base Pay \$33,584.00		12D. Other Pay \$0		20A. Base Pay \$31,935.00		20B. Locality Adj. \$2,759.00		20C. Adj. Base Pay \$34,694.00	20D. Other Pay \$0
14. Name and Location of Position's Organization RESEARCH & ENGINEERING GROUP SYSTEMS ENGINEERING DEPT SYSTEMS ENGINEERING MANAGEMENT DIV NAWCWPNSDIV, CHINA LAKE CA 93555						22. Name and Location of Position's Organization RESEARCH & ENGINEERING GROUP SYSTEMS ENGINEERING DEPT SYSTEMS ENGINEERING MANAGEMENT DIV NAWCWPNSDIV, CHINA LAKE CA 93555							
EMPLOYEE DATA													
23. Veterans Preference 1 1 - None 3 - 10 - Points/Disability 5 - 10 - Points/Other 2 - 5 - Points 4 - 10 - Points/Comparable 6 - 10 - Points/Comparable(30%)						24. Tenure 2 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		
27. FEGLI C0 Basic only						28. Annuity Indicator 9 Not Applicable			29. Pay Rate Determinant 0				
30. Retirement Plan K FERS and FICA			31. Service Comp. Date (Leave) 10-22-2001			32. Work Schedule F Full-Time			33. Part-Time Hours Per Biweekly Pay Period				
POSITION DATA													
34. Position Occupied 1 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career/Residual				35. FLSA Category N E - Exempt N - Nonexempt		36. Appropriation Code NAVY 1			37. Bargaining Unit Status 7777				
38. Duty Station Code 060675029				39. Duty Station (City - County - State or Overseas Location) CHINA LAKE / KERN / CALIFORNIA									
40. Agency Data		41. UIC: 60530		42. ORG: 411000D		43. CC: 41110A		44. PAY OFF: CH/LOC ID:					
45. Remarks Ineligible for performance rating for period ending 31-Jul-2001 due to insufficient time in present position. Comparability awarded.													
46. Employing Department or Agency Naval Air Systems Command (NV19)						50. Signature/Authentication and Title of Approving Official RCNY CUGPELMGPTT Certifying Official							
47. Agency Code NV19		48. Personnel Office ID 2414		49. Approval Date 05-15-2003									
5-Part 50-316						Editions Prior to 7/91 Are Not Usable After 6/30/93 NSN 7540-01-333-6238							
TURN OVER FOR IMPORTANT INFORMATION													