



United States Army Dental Command

CIVILIAN HUMAN RESOURCES UPDATE

April 2009

ONLINE EMPLOYMENT VERIFICATION SERVICE AVAILABLE

Third parties that require employment confirmation for reference checks, loans or other purposes should be directed to DOD's automated verification service. To authorize a third party to verify your employment status, users must first request a salary key by calling 1-800-367-5690 or visiting www.theworknumber.com. When prompted enter the DOD code 10365, your social security number and your four digit PIN. Your default PIN is your month and day of birth (MMDD). This value can be changed. When calling, be sure to have a pen and paper available so you can write down your salary key. If you have questions or require assistance using the service call 1-800-996-7566 Monday-Friday 7am-8pm CST.

NEW PERFORMANCE APPRAISAL APPLICATION FEATURES

Several new features are now available to assist employees, rating officials, reviewing officials, pay pool administrators, and pay pool managers with important performance appraisal application (PAA) work. The new features include:

- A My Journal tab that allows employees to keep track of their accomplishments throughout the year. The tab is located in the upper right corner of the My Biz Performance Appraisal Application Main Page.
- Ability for rating officials to invite Guest Participants to provide assessment (Guest Rater) or feedback (Guest Reviewer) for consideration when completing an employee's appraisal.
- Ability to complete a Special Purpose Rating for an employee with a Level 1 rating of record who exhibits significant and sustained improvement for at least 90 days in his or her performance that equates to Level 2 performance or higher.
- A Mock Pay Pool Info tab that facilitates mock pay pool deliberations. Employees and rating officials may add mock information such as assessments, recommended ratings, number of shares, and payout distributions. Pay pool administrators and managers can download the mock data and import it into a mock CWB spreadsheet.
- Transfer of Performance Appraisal Application (PAA) Record between Regional Databases. As employees move from one DoD Component/ Agency to another, their appraisal records will transfer with them.

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