

September 5, 2007

## **PERFORMANCE OBJECTIVES “SET” FOR 1.3 NSPS EMPLOYEES**

NSPS requires that employees have 90 days under new/changed objectives in order to be rated against them. If a change is required to an existing performance objective within the final 90 days of the rating cycle, the objective should be flagged “NR” (not rated) within the performance appraisal application (PAA).

## **TAPES CLOSEOUTS DUE FOR SPIRAL 2.1 EMPLOYEES**

The performance cycle for DENCOM employees scheduled to convert to NSPS as part of Spiral 2.1C closed on July 31<sup>st</sup>. Total Army Performance Evaluation System (TAPES) appraisals and associated awards should be forwarded to the Civilian Personnel Operations Center (CPOC) for processing by September 14<sup>th</sup>. Because civilians may only have one performance rating per performance cycle, the period between August 1<sup>st</sup> and November 10<sup>th</sup> is considered a “non-rated” time. Rating officials may nominate employees for honorary or incentive awards for accomplishments during this period.

## **NON NSPS EMPLOYEES PROVIDED ACCESS TO NSPS APPRAISAL TOOL**

Spiral 2.1 employees and their supervisors can now access the NSPS online performance appraisal application. This feature enables individuals to become familiar with the tool and start developing NSPS performance plans prior to conversion. Civilians automatically have a My Biz or My Workplace account created for them. The user name is based on their Social Security Number (SSN) with dashes (e.g. 123-45-6789). The initial password is comprised of the:

- 1st two characters of first name + \$
- 1st two characters of last name + \$
- 4th digit of SSN + \$
- 5th digit of SSN + \$ (e.g. AA\$BB\$1\$2\$)

My Biz/My Workplace can be accessed at: <https://pyxis.chrcs.army.mil:8007> . Military members can contact their local civilian personnel representative, or Mr. John Heath, 210-221-2789, to have an account initiated.

## **Did You Know?**



The dollar value of a pay pool share is determined by three factors:

1. The total amount of dollars in the Pay Pool Fund
2. The number of shares awarded
3. The salary of the employee receiving the share

Individual share values will not be known until the conclusion of the Pay Pool Process since changes to any of these items impact share calculations.