



## POST PAY POOL ACTIONS PAA VERSION 3.0

### Upon Receipt of 2906 Addendum

If an objective rating or contributing factor is changed during the pay pool, the rating official must update the Performance Appraisal Application (PAA). Failure to do this will prevent the employee from being able to generate a final version of the DD Form 2906 (NSPS Appraisal). To update the PAA:

1. Log onto **My Workplace/DCPDS**
2. Click **My Workplace** then **Performance Appraisal Application (PAA)**
3. Click the **Go** button in the **Action** column for the appropriate appraisal
4. Click **Annual Appraisals** tab
5. Select the radio button for the objective that needs to be updated then scroll to the bottom of the page to adjust the rating score, contributing factor, and/or narrative
6. Click **Save and Return to Top of the Page** button
7. Repeat steps 5 and 6 until all objectives match the pay pool results
8. Click **Resubmit to PPM** button then **OK**

If a rating official is unable or unwilling to update the PAA the pay pool administrator can reassign the action to an alternate management official. Rating officials that refuse to make changes directed by the pay pool manager may be subject to adverse action. The employee payout will be processed using the values approved by the pay pool manager regardless of the PAA status.

### First Week in January

Once pay adjustment actions have been processed the first week in January, the rating official must document the date and method that the final rating information was provided to the employee. In most cases this is the data that the rater shared the results of the DD 2806 (NSPS Appraisal) with the employee. To accomplish this:

1. Log onto **My Workplace/DCPDS**
2. Click **My Workplace** then **Performance Appraisal Application (PAA)**
3. Click the **Go** button in the **Action** column for the appropriate appraisal
4. Click **Annual Appraisals** tab
5. Click the **Approvals and Acknowledgements** tab
6. Click the start button for step 4 **Rating Official - Document Communication to Employee**
7. Enter the **Communication Date** and **Communication Method** then select **Save**.
8. If desired, use the **Print** button to generate a copy of the final DD 2906 form
9. Select **Complete Appraisal** (this action moves the appraisal to the **Completed Plans/Appraisals** region)