How Do I

Copy One Active Plan to Multiple Employees

1. Log in MyBiz+ and select the <u>Apply Actions(s) to Multiple Employees</u> link in Key Services under Manager Functions.

Welcome, The Rater	The information is current as of 12-Aug-2016	* You have no unread n	otifications.
Home			#▲\$★☆▲⊟▲
* Provide Feedback			
# Key Services	# Other DCPDS Tools	⊰, Last Personnel A	ction
Manage Key Services	DCPDS Navigator Homepage	Type of Action:	General Pay Adjustment
MyPerformance	Add HR Region Associations DCPAS Data Dictionary	Effective Date:	10-Jan-2016
Manager Functions	HR Region SQT121 HR Region SQTINT		
Performance Management and Appraisal			
Apply Action(s) to Multiple Employees			
Manage MyPerformance Trusted Agent Authorization			
View/Print Performance Management Reports			
View Previous Requests			
CIV Fill Request Status			
Request Employment Verification			
Civilian Career Report			
Update Contact Information			
Update Professional Development			
SF50 Personnel Actions			
Update MySupervisor			

2. Select 'DoD - Rating Official' and then select the 'Start' button.

Apply	Action(s) to Multiple Employees
00 C	System and Now
Select	Role
0	DCIPS - Rating Official
0	DCIPS - Higher Level Reviewer
0	NG - Rating Official
0	NG - Higher Level Reviewer
۲	DoD - Rating Official
0	DoD - Higher Level Reviewer
	Cancel Start

3. Select 'Copy One Active Plan to Multiple Employees' from the 'Available Actions' listed and then select the 'Start' button.

Rating	Official Action(s) on Multiple Employees Select radio button for appropriate action from the list below. Select 'Start' button to display the records you can apply action to. Select 'Cancel' button to be returned to the Navigator page.
	To do
Select	Action
0	Change Higher Level Reviewer
0	Change Rating Official
۲	Copy One Active Plan to Multiple Employees
0	Document Communication of the Plan (Must be Current Owner)
0	Document Communication of the Progress Review (Must be Current Owner)
0	Document Employee Acknowledgment of the Final Rating (Must be Current Owner)
0	Request or Document Higher Level Review of the Plan (Must be Current Owner)
0	Request or Document Higher LvI Review of Progress Review (Must be Current Owner)
0	Retrieve Plan/Appraisal from Employee
0	Retrieve Plan/Appraisal from Higher Level Reviewer
0	Transfer to Employee (Must be Current Owner)
0	View/Print Current Employee Plan/Appraisal Info
	Cancel Start

4. Select the employees to which the action should be applied and then select the 'Next' button.

Сору	One Active Plan to	Multiple Employees				
						Need help?
Selec	t the employees that will	receive the copied plan, I 💢 😂 🔽	ð			
Selec	All Select None					
Selec	Full Name	Employee Number	Pay Band	Job Name	Organization	
✓	Two, Employee	402895	GS-0318-07	0318.Secretary (0318)	U S ARMY GARRISON FT STEWART HQ ARBAW0VAAA 01	
	One, Employee	404113	GS-0560-12	0560.Budget Analysis (0560)	U S ARMY GARRISON FT STEWART HQ ARBAW0VAAA 01	
						Cancel Next
						_

5. Select the Plan to Copy by entering the Employee Name or Appraisal ID of the plan you wish to copy, select the 'Find' button, select the record and then select the 'Apply Filter' button. The selected employee and appraisal will be reflected in columns below, select 'Next' button.

Copy One Active	Plan to Multip	le Employee	rs.						
Information									
Select the record th	at the plan will be	copied from a	nd select the "N	lext' button to procee	1.				Need Help?
11 2 5 0									
Full Name	Emplo	yee Number		Pay Band	Job N	lame	Organiz	ation	
Two, Employee	40289	6		GS-0318-07	0318	Secretary (0318)	U S ARI	MY GARRISON FT STEWART HQ ARBAW0VAAA	01
One, Employee	40411	3		GS-0560-12	0560.	Budget Analysis (0560)	U S AR	MY GARRISON FT STEWART HQ ARBAWOVAAA	01
TIP Please ento Employee Name Appraisal IC	r an Employee Na 185 Apply Filter	me or an Appr	aisal Id then set	lect the 'Apply Filter' t	utton.				
Accessed	Employee	Owner	Annraisal	Plan Annoval	Plan				
Select Id	Name	Name	Year	Date	Status	Current Status	Job	Position Title	Organization
185	One, Employee	Rater, The	2017	21-Apr-2016	Approved	Narrative Statement in Progress	0560.Budget Analysis (0560)	244014.BUDGET ANALYST.1657727.AR8A.APPR	U S ARMY GARRISON FT STEWART HQ ARBAW0VAAA 01
									Cancel Next

6. Complete the Plan Setup Details and select the 'Copy' button to execute the action.

	Itiple Employees				Manual Mathe
Complete required fields for Plan s	tup details and select 'Copy' butt	ton to continue.			Here's They
Selected Employees					
2250					
Ful Name E	mployee Number	Pay Band	Job Name	Organization	
Two, Employee 4	12895	GS-0318-07	Q318.Secretary (0318)	U S ARMY GARRISON FT STEWART HQ AREA	NVQVAAA 01
One, Employee 4	04113	GS-0560-12	0560 Budget Analysis (0560)	U S ARMY GARRISON FT STEWART HQ AREA	NVOVAAA 01
Selected Plan					
1230					
Appraisal Id Employee Name C	wher Name Appraisal Year Pla	an Approval Date Plan	Status Appraisal Status Job	Position Title	Organization
105 One, Employee R	ater, The 2017 21-	Apr-2016 APPR	ROVED Narrative Statement in Progress 0560 Bu	dget Analysis (0560) 244014 BUDGET ANALYST 1657727 ARI	BA APPR. U S ARMY GARRISON FT STEWART HQ ARBAWOVAAA 01
Plan Setup Details					
Plan Setup Details					
Plan Setup Details * Indicates Required Field					
Plan Setup Details * Indicates Required Field			-		
Plan Setup Details * Indicates Required Field * Ac	praisal Type Annual Apprais	sal - DoĐ 🗸	-		
Pten Setup Details * Indicates Required Field * Ag	pransal Type Annual Appraisa T3P The appraisa	ial - DoD 💙	sents the flart of the employee's performance eva	uation period under this performance plan. Certain information s	uch as the employee's base salary will be populated on the appraisal
Plan Setup Details * Indicates Required Field * Ag	praisal Type Annual Appraisa TJP The appraisa form based on th	aal - DoO ♥ I period start date repres is date.	sents the start of the employee's performance eval	uation period under this performance plan. Certain information s	uch as the employee's base salary will be populated on the appraisal
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Plan Setup Details * Indicates Required Field * Appraisal Plan Appraisal Plan	praisal Type Annual Apprais T2P The appraisa form based on th od End Date	aal - DoD V i period start date repres is date.] B] B	sents the fart of the employee's performance eva	uation period under this performance plan. Certain information s	uch as the employee's base salary will be populated on the appraisal
Plan Setup Details * Indicates Required Field * Appraisal Peric Appraisal Peri * Appraisal Peric * A	prasal Type Annual Apprais T2P The appraisa form based on th of End Date Stort Cate Sective Date	kal - DoD V I period start date repres is date.] 원 원 일 원	senta the start of the employee's performance eval	uation period under this performance plan. Certain information s	uch as the employee's base salary will be populated on the appraisal
Plan Setup Details * Indicates Required Field * Agranal Plan Appraisal Plan Appraisal Plan * Agransial Plan * Represent	praisal Type Annual Apprais TIP The appraisa from based on th of End Date fifetive Date Rates, The	ial - DoD ♥ il period start date repres is date.] 05] 05] 05] 05	sents the dart of the employee's performance eval	uation period under this performance plan. Certain information s	uch as the employee's base salary will be populated on the appraisal
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7. A Status Log appears that notifies the Rating Official what plans were successfully created. Select 'Return to Available Actions' or the <u>MyBiz+</u> link to continue.

