

United States Department of Agriculture (USDA)

Food Safety and Inspection Service (FSIS)

Pay Pool Process System (P3S)



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CWB USER GUIDE

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Document Change History

The table below identifies all changes that have been incorporated into each version.

Version	Date	Author	Change Description
V1.0	08/27/09	SRA	CWB User Guide
V1.1	9/16/09	SRA	CWB User Guide Update Incorporated suggestions from client reviewers Included new section on Ratings by Grouping worksheet Updated all references to columns in the tool Expanded Ratings Mismatch and Certification sections
V 1.2	12/3/09	SRA	CWB User Guide Update Added modal rating instructions Expanded Import Function section

Food Safety and Inspection Service (FSIS) Guidelines on Protecting Information During the Pay Pool Process

The following information serves as FSIS policy on how to protect confidential information during the pay pool process. The following guidelines should be followed to eliminate and reduce the potential for lost, stolen, or comprised data.

During the pay pool process, the following guidelines must be adhered to:

- Use P3S computer systems (e.g., computers, systems, laptops, PEDs, networks, etc.) only for authorized purposes.
- Do not leave FSIS computers in an operational state (e.g., "logged on") while unattended. Turn off the computer system, manually lock the screen, or set a time activated password-protected screen saver.
- Do not use share drives to store, maintain, or relay Privacy Act data.
- Store the computer (or hard drive) in a locked room during break and after meeting.
- Never remove the computer (or hard drive) from FSIS facilities.
- Use the CWB data only on the one computer used for panel meetings.
- Do not take Privacy Act/Confidential data home.
- Use a local printer in the pay pool deliberation room to avoid printing to a shared printer.
- Have a locking cabinet or drawer in each deliberation room and lock all hard copies during breaks.
- Shred hard copies, notes, and/or easel sheets after meeting; assign this responsibility to a specific person (i.e., Advisor or Data Administrator).
- Do not email any materials generated by the P3S system.
- Close door when deliberating – do not start session until door is shut (this protects projected data and audible comments).
- Add “Confidential Material” footer to notes taken during pay pool session.
- Properly mark and label sensitive and classified documents and media.
- No discussion allowed out of the room (such as break room, walking to car, etc).
- No telephone discussion out of the room (such as cell phone in parking lot, etc).

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1. INTRODUCTION

This document describes the features and capabilities of the Compensation Workbench (CWB), a component of the Pay Pool Process System (P3S) for the Food Safety and Inspection Service (FSIS) Office of the United States Department of Agriculture (USDA).

1.1 Background

The Public Health Human Resources System (PHHRS) Demonstration Project is a new human resources pay-for-performance system for non-bargaining unit employees at FSIS that changes the way employees are compensated, recognized and rewarded. PHHRS is a results-based, competency-linked pay banding and performance-based pay system that seeks to improve workforce performance and promote the accomplishment of FSIS' mission in a public health regulatory environment. One of the goals of PHHRS is to improve workforce performance and promote mission accomplishment by making employees' pay increases more performance-sensitive.

Through a Demonstration Project, PHHRS will test whether a pay-for-performance system based on results and linked to competencies will produce results in a public health environment. This demonstration project will involve all General Schedule (GS), non-bargaining unit employees within FSIS. The PHHRS project will be implemented on July 19, 2009 and will feature a simplified pay-banding classification and compensation system. The demonstration project will be conducted over a five-year period under the supervision of Office of Personnel Management (OPM) to determine if the pay-for-performance system is successful in improving the agency's personnel management.

PHHRS will cover approximately 3,000 employees in professional, administrative, technical support, and management support employees. Of those 3,000 employees, approximately 40% are supervisors. In January 2009, FSIS received approval of the final plan for the FSIS demonstration project. By participating in a demonstration project for pay-for-performance, FSIS can play a role in how pay-for-performance is ultimately utilized in the Federal government.

The Pay Pool process is the mechanism to review and reconcile performance ratings and fairly determine pay increases for employees. To increase the efficiency of the Pay Pool process, and help eliminate the potential for error when calculating employee pay increases, FSIS has developed a Web-based Performance Rating Tool (PRT) and an offline Compensation Workbench (CWB) tool that are referred to as the P3S. The web-based PRT will support the performance management process. A second tool, the offline CWB, will support the pay pool process. The CWB will be an Excel-based application running on a single workstation. Both systems will be interactive, and will display, receive, and transfer payroll data.

The PRT will receive initial payroll data from USDA's National Finance Center (NFC), and will interact with authorized users who rate employee performance. The PRT transfers rating data to the CWB. The CWB interacts with authorized users for equitable reconciliation of ratings, and computes pay increases and cash awards. The CWB transmits updated payroll data back to the PRT, which then transmits personnel action transactions back to the NFC. The performance appraisal cycle ends each year on September 30th and the salary increase and award actions must be processed in early January.

1.2 CWB Overview

FSIS organizations use the CWB during their pay pool panel sessions to reconcile performance element ratings across their pay pool and to calculate award, bonus, and salary increases for employees based on share value. The process begins with the import of a data file from the PRT that contains employee data extracted from the NFC and the performance rating data generated in the PRT (e.g., name, employee ID,

pay pool ID, career path, pay band, criticality of performance element, recommended rating, etc.). This data is reviewed in panel meetings to reconcile ratings to ensure accurate application and adherence to the Pay Pool process policies and procedures. The results of this reconciliation process are uploaded back into the PRT and downloaded back into the CWB again to keep the data synchronized in the P3S tools. After the reconciliation of the performance ratings, the pay pool budget is established in the CWB to determine share value. Finally, this information is used to calculate salary increases for employees, awards and/or bonuses if applicable. The data is certified and uploaded a final time to the PRT. The PRT generates personnel transactions that transfer back to NFC and are effective the first full pay period in January 2010. This downloading and uploading of data is accomplished via the interface between the PRT and the CWB, which is accessible by designated Pay Pool Data Administrators.

The CWB includes the following functionality to conduct an effective pay pool session:

- Import pay pool data
- Set a pay pool budget
- Review and adjust recommended performance element ratings
- Calculate salary increase, bonus, and award amounts
- Prorate salary increases, lump sums, and performance awards
- View statistics by standard and/or user-defined categories
- Export pay pool data

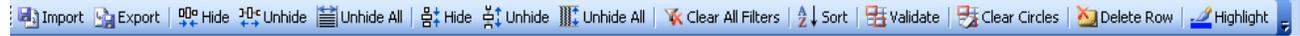
The CWB contains 9 worksheets and more than 150 macros that provide the application with advanced functionality. A custom toolbar appears at the top of each worksheet. The toolbar is made up of custom buttons that match the worksheet's specific functionality. The following CWB worksheets are described in this guide:

1. Instructions
2. Funding
3. Performance Elements
4. Pay Pool Panel
5. Statistics
6. Rating Charts
7. Share Charts
8. Rating Charts by Grouping
9. Record Mismatches

1.2.1 Custom Toolbar Buttons

The custom toolbar buttons are described below:

Table 1-1: Toolbar Detail



Toolbar Button	Description
	<p>Import Use import to load a data file into the workbook.</p>
	<p>Export Use export to create a data file for uploading the results to PRT.</p>
	<p>Hide Column The user may hide columns from view by selecting any cell in the columns to be hidden and then hitting this button. Single columns are selected from any cell in the column. Multiple columns are selected by holding down the <Ctrl> or <Shift> key while selecting any cells in the columns. Selecting and dragging across any row of cells in the range of columns hides a range of columns. The first two columns (A and B) cannot be hidden.</p>
	<p>Unhide Column Selecting this button allows users to unhide columns you have just hidden <i>as long as you have not moved the cursor</i>. Also users can unhide a specific column or range of columns by highlighting cells in the columns on either side of the hidden column or range of columns, and then selecting this button.</p>
	<p>Unhide All Columns This button restores to view <u>all</u> hidden columns.</p>
	<p>Hide Row The user may hide rows from view by selecting any cell in the row or rows to be hidden and then hitting this button. A single row is selected from any cell in the row. Multiple rows are selected by holding down the <Ctrl> or <Shift> key while highlighting any cells in the rows. A range of rows is selected from any column of cells, then dragging them up or down. Hiding an employee on the Pay Pool Panel worksheet also hides them on the Performance Elements worksheet. Only rows with employee data (i.e., beginning with Row 13) can be hidden.</p>
	<p>Unhide Row Selecting this button allows users to unhide hidden rows <i>as long as you have not moved the cursor</i>. Also users can unhide a specific row or range of rows by highlighting cells in the rows on either side of the hidden rows or range of rows, and then selecting this button. Users will be prompted when un-hiding row(s) to make sure they are not un hiding sensitive employee data; this is especially useful when the CWB is projected to a pay pool panel and some of the panel members should not see some employee's information, such as their own or their supervisor's. Unhiding selected records will also unhide the employee's information on the Performance Elements worksheet.</p>

Toolbar Button	Description
	<p>Unhide All Rows This button restores to view <u>all</u> hidden rows in both the Pay Pool Panel and Performance Elements worksheet. As with the “Unhide Row” feature, users will get a prompt to make sure they indeed intend to unhide rows.</p>
	<p>Clear All Filters Each column heading contains a filter arrow for the column. Selecting on the filter arrow brings up a list of all of the values in the column, plus the following other choices: All, Top 10, Custom, Blanks, and Non-Blanks. The user can limit which rows are displayed by filtering on specific values in one or more columns. The “Top 10” choice displays the ten highest values in a column – it can only be used with numerical data. The “Custom” choice allows the user to design more complex filter criteria. The Clear All Filters button clears all filters you have set, including filters on worksheets other than the one that is currently active. Important Tip: You cannot import data into the workbook with filters set, so any time you select the “Import” link on the custom toolbar, all filters are automatically cleared. Important Tip: Certifying the CWB will cause all filters to be cleared. If you have filters set and then Certify the CWB, you will need to reset your filters after the spreadsheet passes certification.</p>
	<p>Sort Allows users to sort the rows in the worksheet by any combination of up to three columns. Sorts may be in either ascending or descending order. The sorts are specified using the standard Excel sort function. The sort interface window will display lists of column letters and names (e.g., Column AC – Summary Rating).</p>
	<p>Validate Checks the internal consistency of data entered in the Performance Elements and Pay Pool Panel worksheets and circles inconsistent entries in red. There is a “Validate” custom button on every worksheet. Important Tip: In order to validate, data cannot be hidden or filtered. The validation macro will ask if you would like it to remove filters and unhide data before it proceeds.</p>
	<p>Clear Circles After selecting the “Validate” button and correcting any highlighted inconsistencies, use this button to remove all red circles. Important Tip: Correcting inconsistencies alone does not automatically remove red circles. Remember to click on “Clear Circles” after corrections are made or click on “Validate” again.</p>
	<p>Delete Row Removes a row (employee) from the spreadsheet. Important Tip: You cannot hand-enter an employee into the spreadsheet once they have been deleted. You will be prompted to confirm your decision to delete to prevent unintended consequences. If you delete an employee in error, you must do a “Round Trip” – upload data to the PRT and then re-download a new import file into the CWB in order to capture all of the pay pool’s employees in the CWB.</p>

Toolbar Button	Description
	<p>Highlight</p> <p>This button allows users to change the background color of any selected cell or range of cells. To remove the highlighting, select the cell or range of cells, select the highlight button, and choose either the white background or “No Fill”.</p> <p>Important Tip: When projecting highlighted cells, especially black highlights, some of the data still may show through due to projector’s resolution. Test your projected image before displaying to an audience.</p>

1.3 Who Should Use this Guide?

This guide is for Pay Pool Managers, Pay Pool Panel Members, Sub-Pay Pool Managers, Sub-Pay Pool Panel Members, Rating Officials, Pay Pool Data Administrators, Pay Pool Advisors, and/or HR Data Administrators who are responsible for using the CWB during their organization’s pay pool panel process.

2. ACCESSING THE CWB TOOL

The CWB will be distributed from the PHHPRS Program Office.

2.1 Opening the Spreadsheet and Enabling Macros for Excel 2003

Each time you open the spreadsheet, the macros inside must be enabled for the spreadsheet to operate properly. In most cases, when you open the spreadsheet you receive a security warning like the one that appears in Figure 2-1. To enable the macros, select Enable Macros, and the spreadsheet opens and operates normally. See **Section 2.2** if you are using Excel 2007.

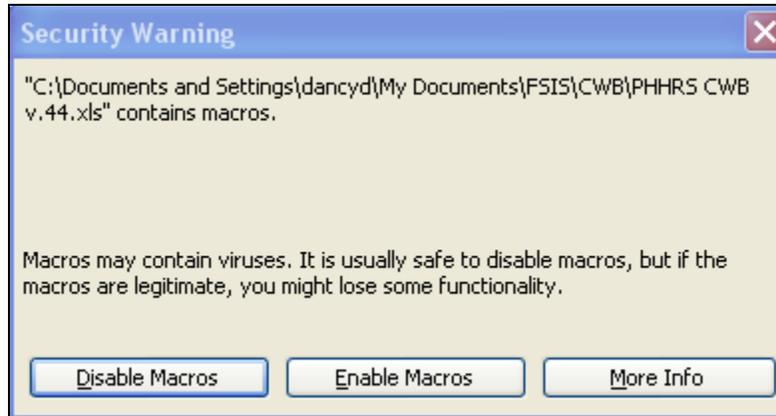


Figure 2-1: Pop-up Form to Enable Macros

If the security setting in Excel is set to either High or Very High, Excel automatically disables the macros in the spreadsheet. You can recognize this because 1) you are not prompted to enable the macros in the spreadsheet, and 2) the spreadsheet is not operating properly (e.g., links are non-responsive, the tool-bar does not appear). If this occurs, do the following:

- Open Excel
- From the Tools Menu, select Macro → Security
- Change the security level to Medium
- Close Excel
- Reopen the spreadsheet
- Select Enable Macros, when prompted

2.2 Opening the Spreadsheet and Enabling Macros for Excel 2007

Installing Service Pack One for Office 2007 before using the CWB in Excel 2007 will eliminate problems you may otherwise see in several of the charts.

2.2.1 Enabling Macros

The CWB is currently developed in Excel 2003 to maintain compatibility with users of previous versions of Excel. Excel 2007 has quite a few differences with previous versions. One of the most significant is enabling macros.

In Excel 2007 Microsoft has taken a different approach to security. It is now necessary to click the *Options* button in the *Security Warning* dialogue.

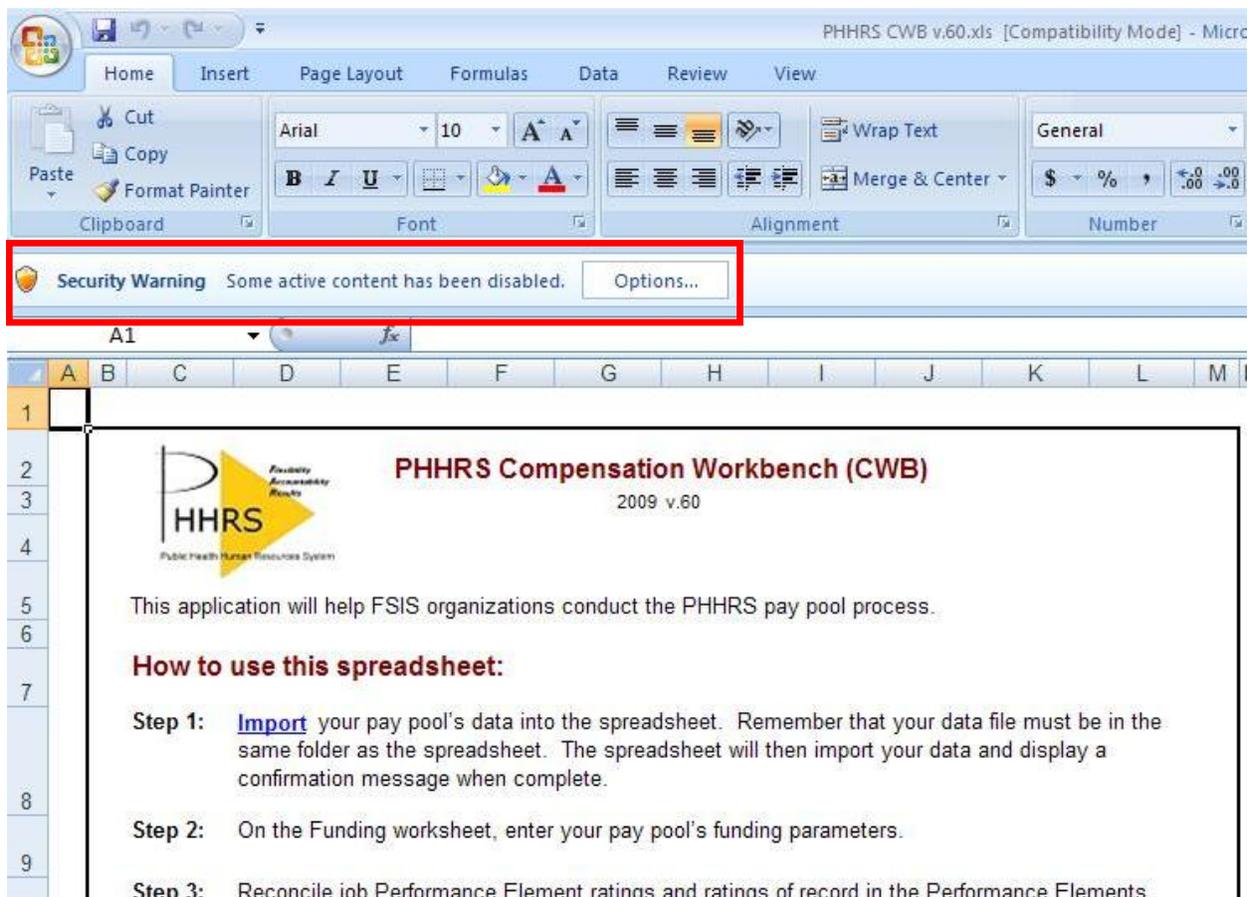


Figure 2-2: Enabling Macros

Macros are enabled by clicking the option *Enable this Content* option and then clicking the *OK* button.

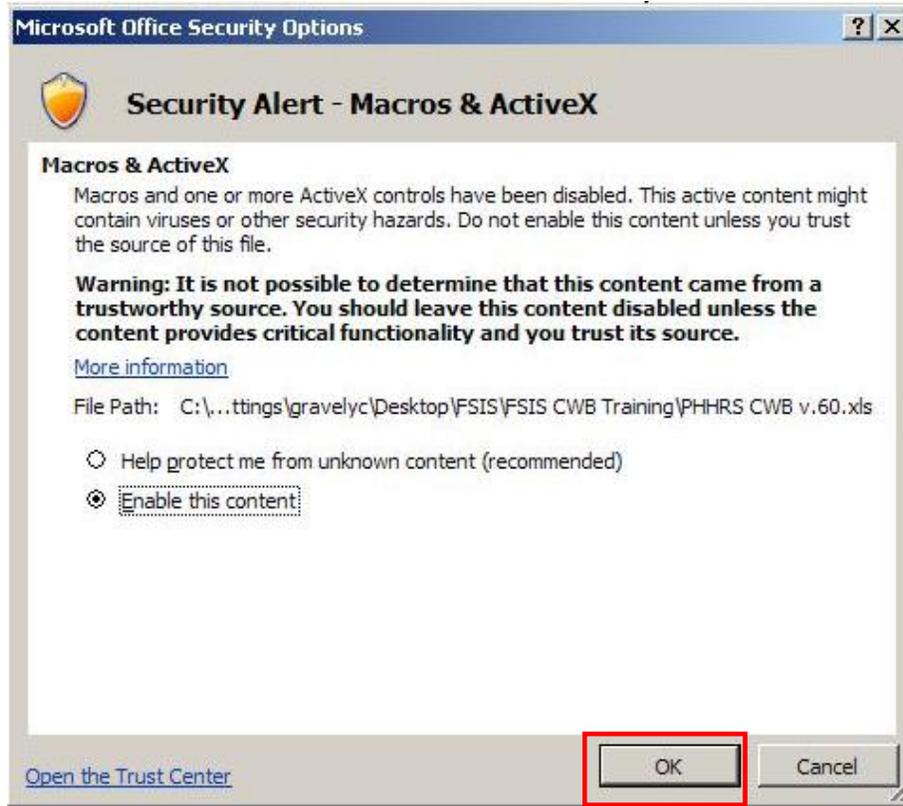


Figure 2-3: Security Options

2.2.2 CWB Custom Toolbar

The custom toolbar is not as accessible as it is in earlier versions of Excel. Much of Excel’s functionality lies in the *Ribbon*. There is a tab in the Ribbon named add-ins. Clicking this tab brings up the custom toolbar as in the image below.

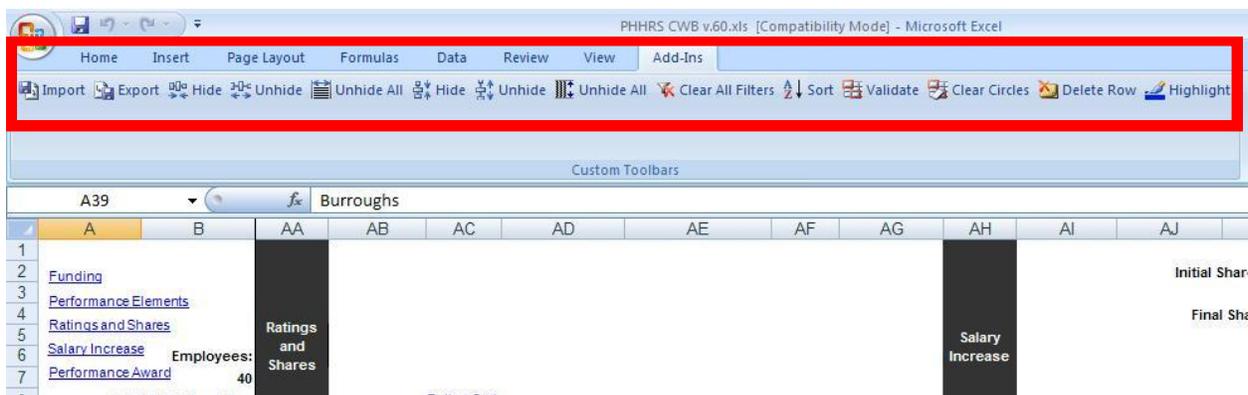


Figure 2-4: Custom Toolbar

2.2.3 Compatibility Checker

When the CWB is saved, Excel 2007 may generate an alert stating the CWB is not compatible with earlier versions of Excel. This is inaccurate as the CWB was developed in an earlier version of Excel. Ignore this error and click the *Continue* button.

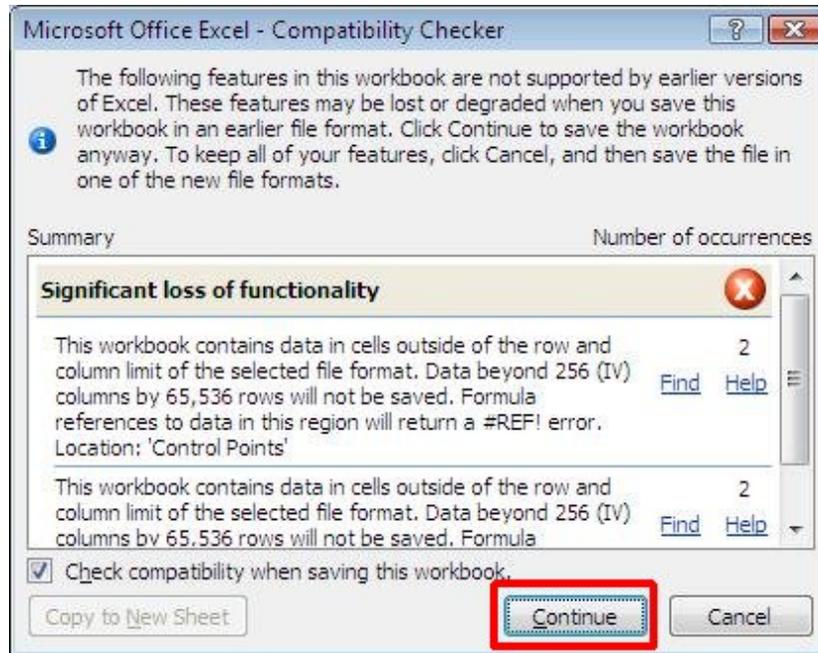


Figure 2-5: Erroneous Warning

2.2.4 Saving in Excel 2003 Format

Important Tip: It is highly advisable to save the CWB in compatibility 2003 format (.xls) rather than in 2007 format (.xlsx or .xlsm). Unpredictable results can occur if the CWB is saved in 2007 format. Saving in 2003 format will still allow users to access all the functionality of the CWB from a workstation with Excel 2007.

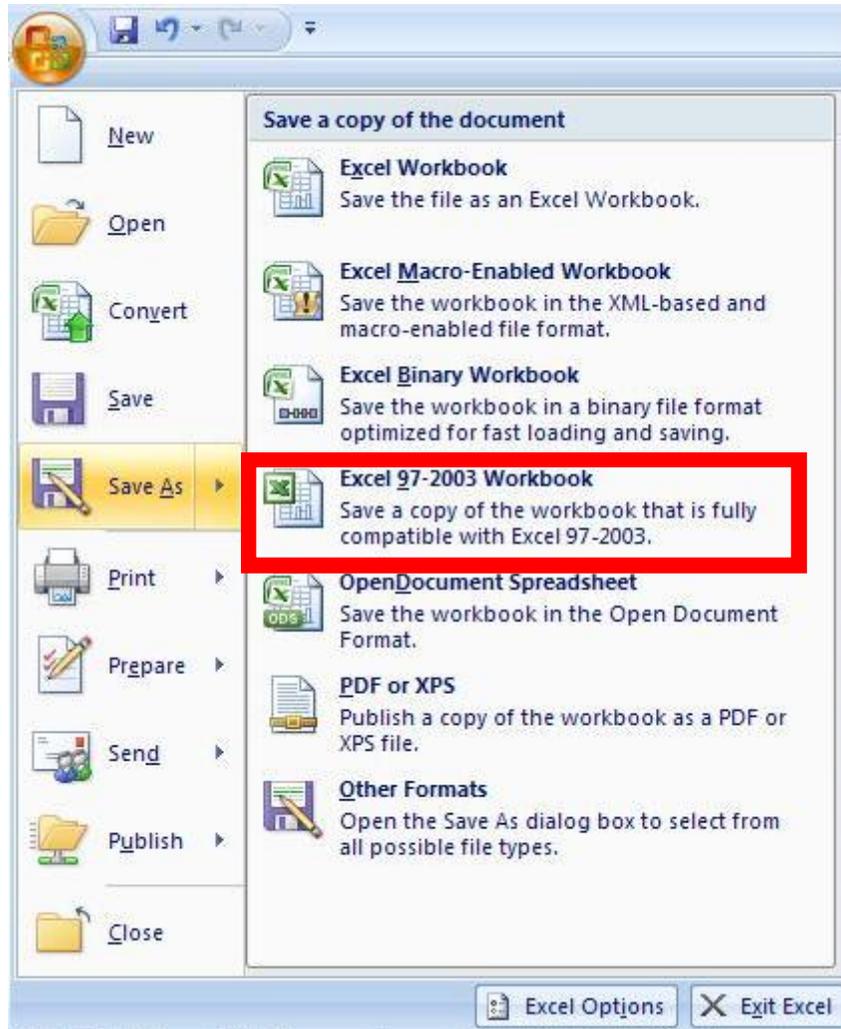


Figure 2-6: Saving as an Excel 2003 File

2.2.5 Trusted Locations

The CWB can be opened in a *Trusted Location* and security loosens up a little. The user is no longer prompted to *Enable Content* and all macros are enabled upon opening the spreadsheet.

Trusted Locations can be created using the following steps:

1. Click the round Office button in the top left corner of the Excel window and then Click the *Excel Options* button in the bottom.



Figure 2-7: Excel Options

2. On the next screen that appears click the Trust Center button and then click the Trust Center Settings button.

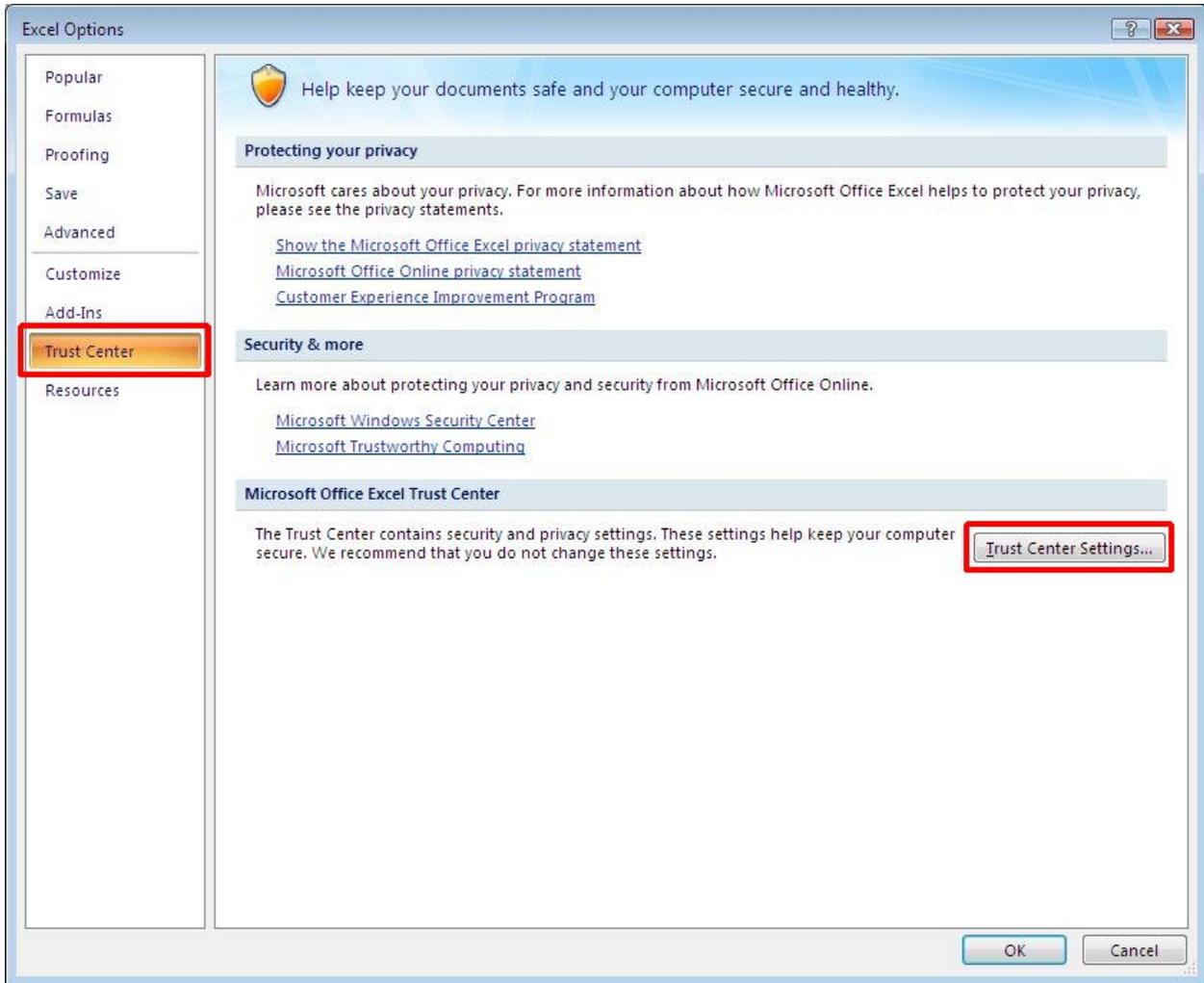


Figure 2-8: Trust Center

3. Click the Add New Location Button.

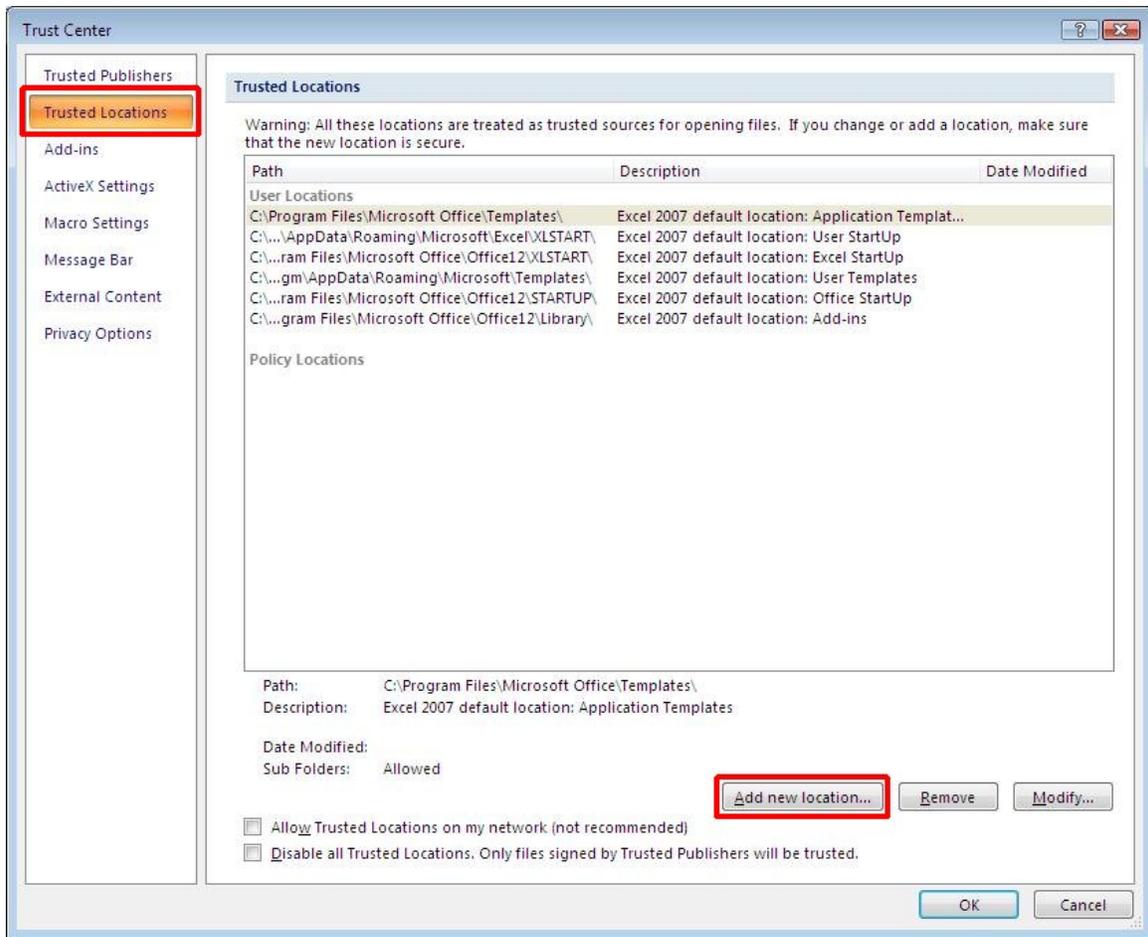


Figure 2-9: Add New Location

4. Click the Browse button and navigate to the desired folder to add to the Trusted Locations.
5. Click the OK button.

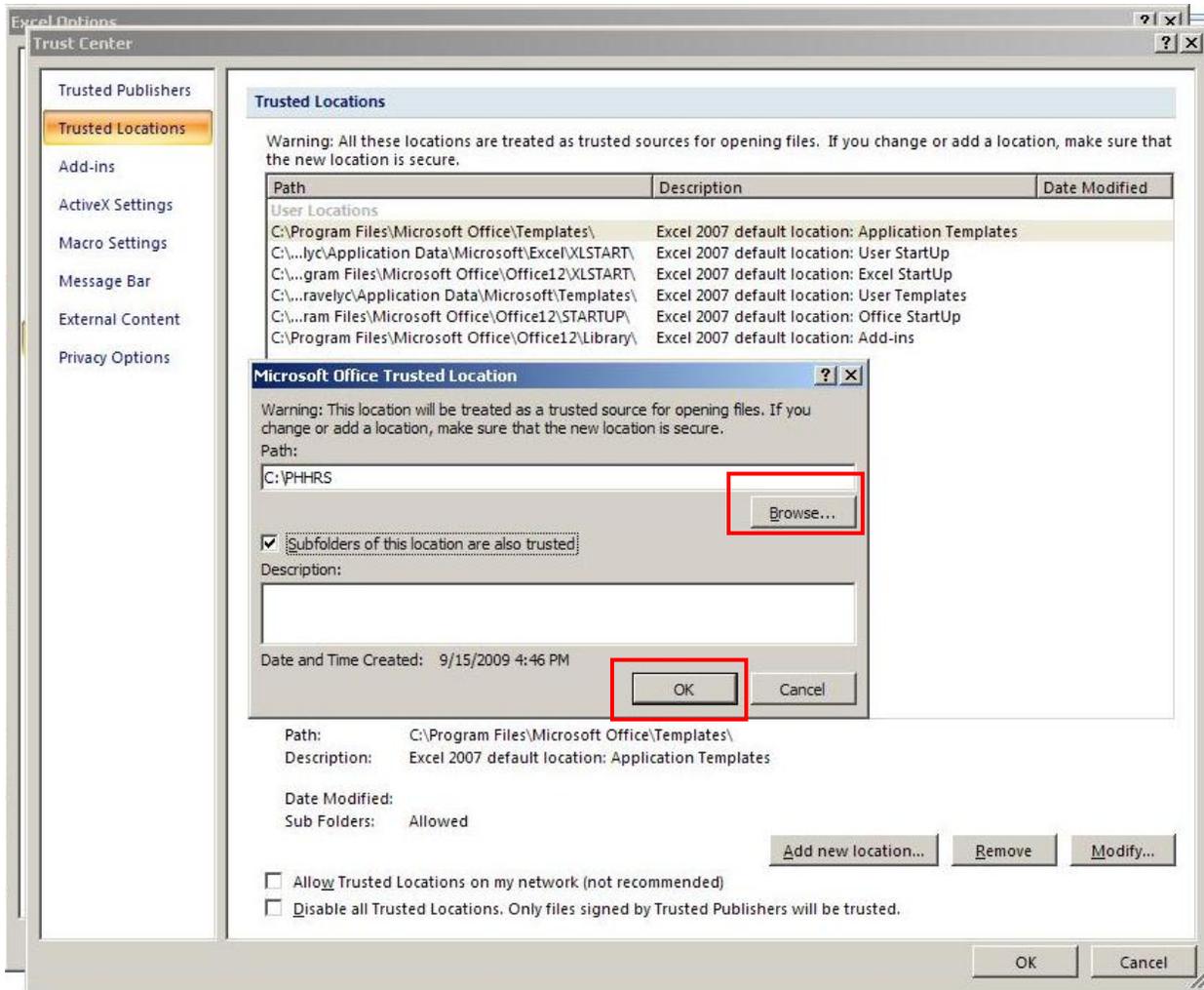


Figure 2-10: Browse for Folder

- Observe that your newly added location is at the top of the list of your Trusted Locations. Click the OK button to exit the Trusted Locations dialogue box.

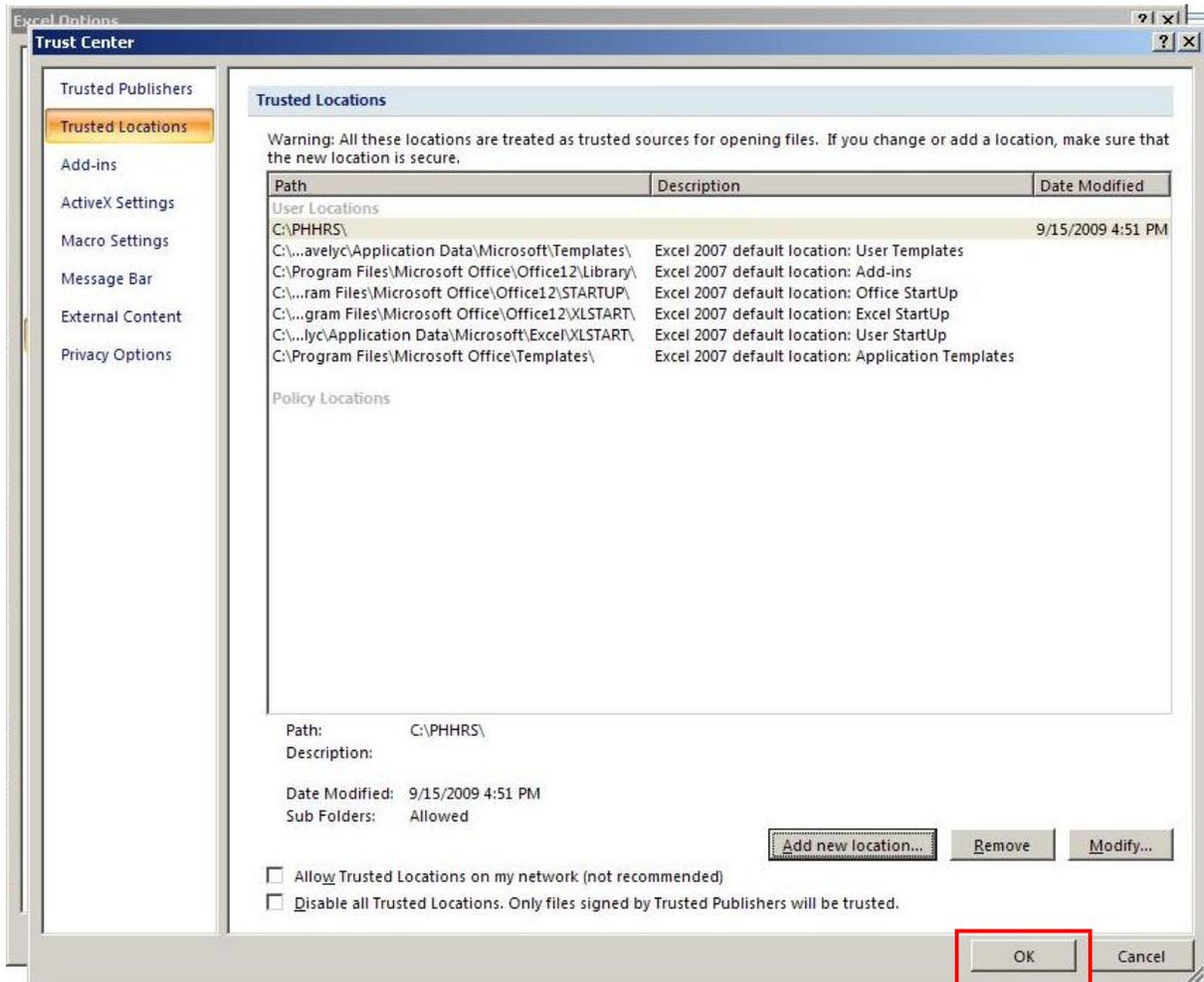


Figure 2-11: Select Folder

- Click the OK button to exit the Excel Options dialogue box.

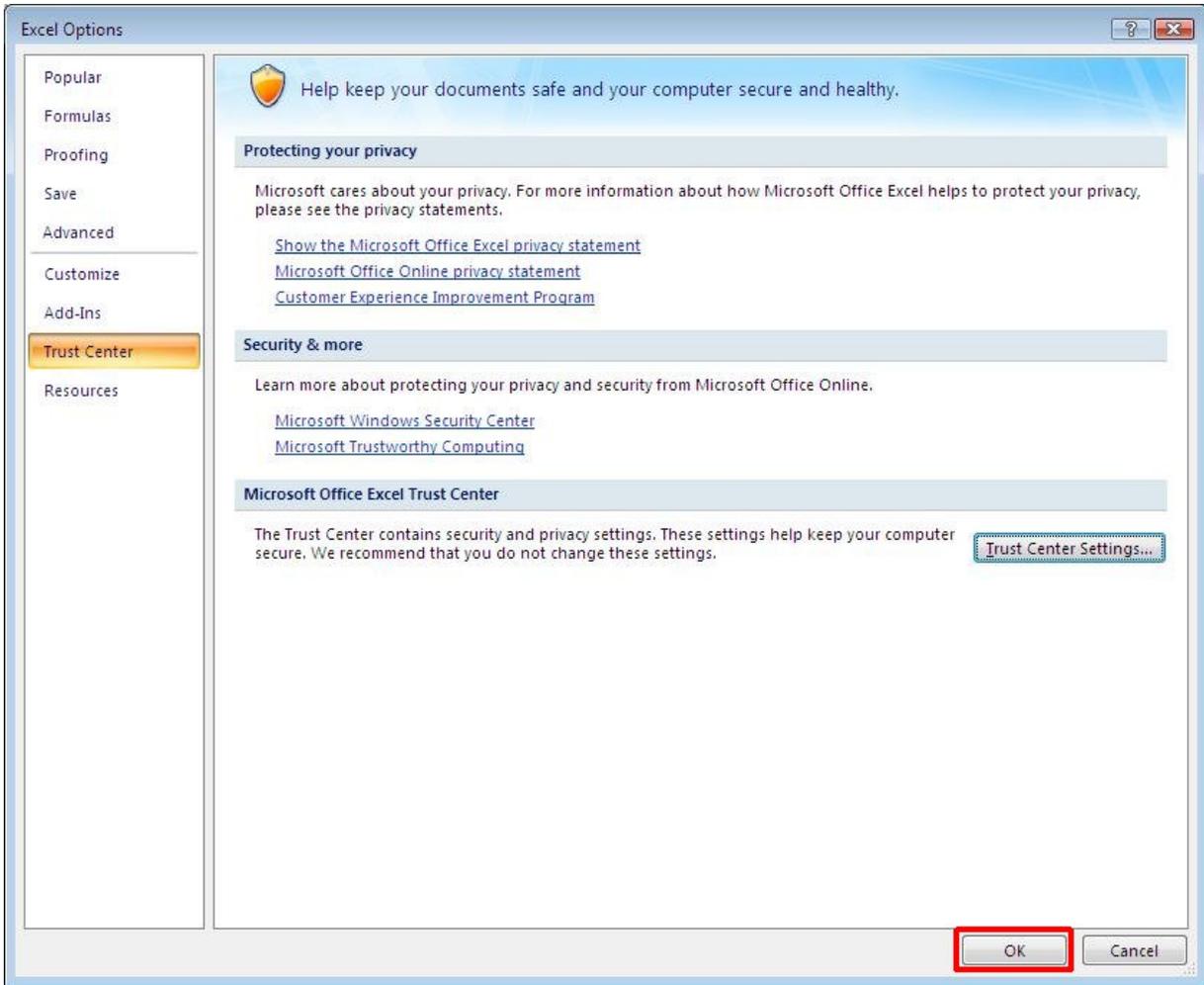


Figure 2-12: Exit the Options Dialogue

3. INSTRUCTIONS WORKSHEET

The **Instructions Worksheet** contains step-by-step instructions on the use of the application.

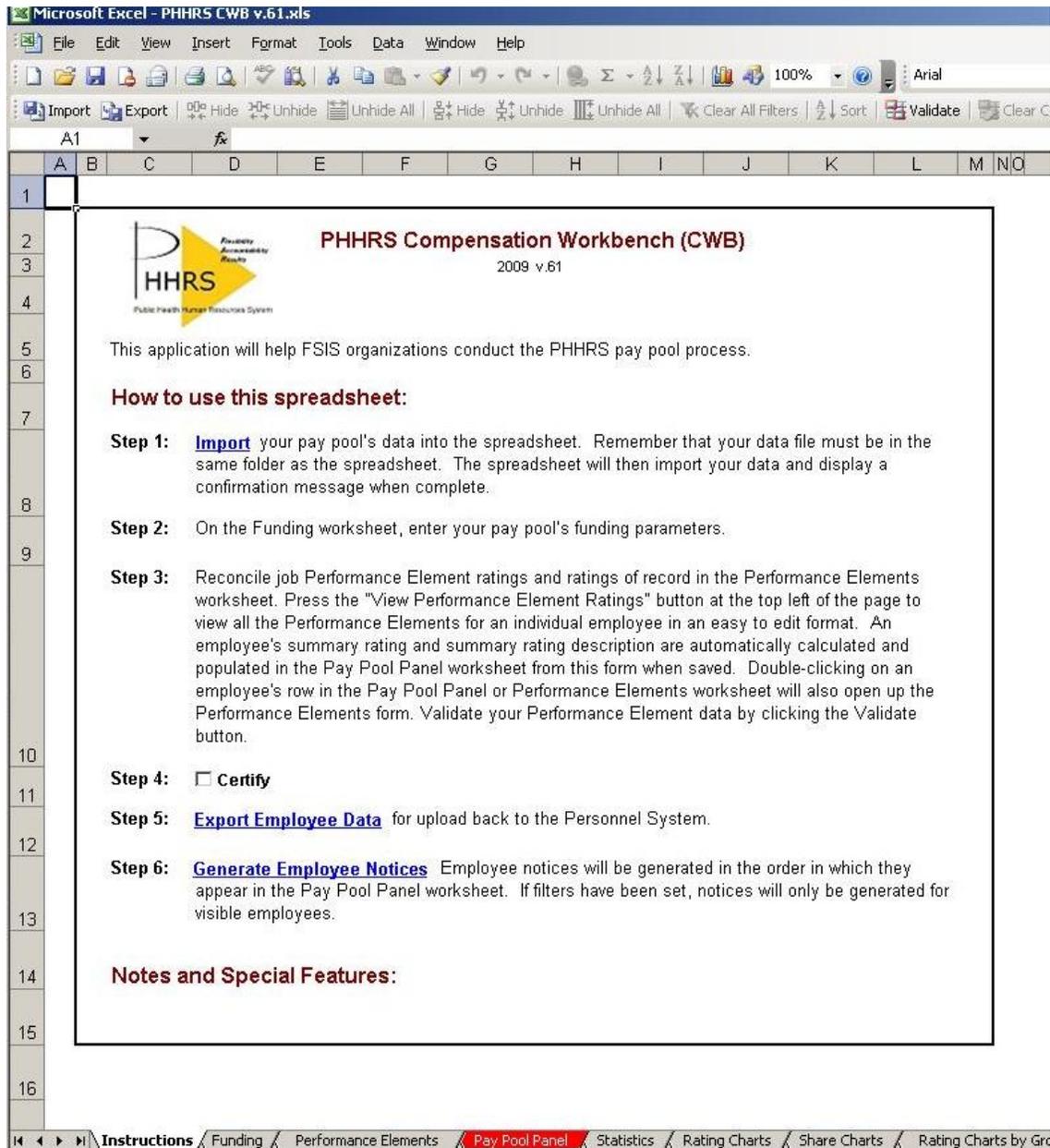


Figure 3-1: Instructions Tab

3.1 Importing Data into the Spreadsheet

The PRT contains an interface that allows specified users to extract data for import into the CWB for either entire pay pools or for sub pay pools. Once the user chooses which portion of an organization he or she would like to extract for use in the CWB, the PRT generates a pipe-delimited text file that the user then saves to their desktop. Regardless of whether your organization is using the CWB to support sub-pay pool panel or whole pay pool panel meetings, the import process is the same.

Once you have opened a CWB and enabled macros, click Import in Step One on the Instructions worksheet OR click the Import button on the tool bar. The Import interface pops up and allows you to select which text file you would like to load into the CWB.

Important Tip: You **must** save your PRT extract file in the same folder as your CWB. Note that the CWB import interface does not have a “Browse” option; it only looks for text files located in the same folder where it resides.

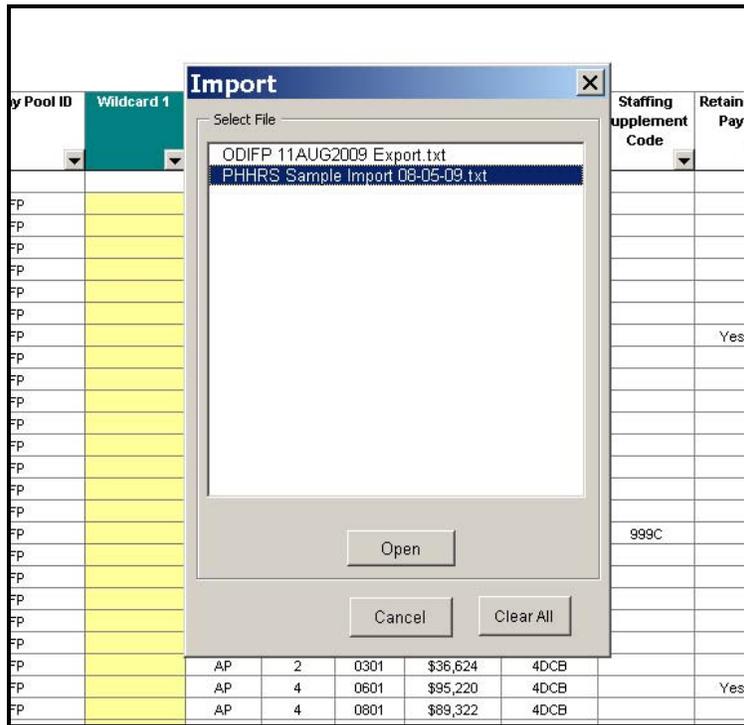


Figure 3-2: Select the Import Data File

Select the name of the file you want to import into the CWB and click the *Open* button.

It is very important to check the names of all of the employees in the pay pool once they have been imported into the CWB. If there are any errors in the import file (e.g., the import is missing an employee OR it includes an employee that belongs to a different pay pool, etc.) then the CWB will not be able to calculate accurate share values and hence will not be able to produce accurate performance salary increases and awards. If an employee needs to be added or the employee information was incorrect in the original import file, the information **MUST** be corrected in the PRT and then reimported into the CWB.

If you are using the CWB to support a sub pay pool panel meeting, you will need to go through the process of exporting sub-pay pool data and uploading it to the PRT after the sub-pay pool panel has finished its work in order for ratings to update in the PRT (described in Section 10). After all sub-pay pool panels have uploaded their data to the PRT, the Data Administrator can then generate an extract for the entire pay pool and import all employees in the pay pool into the CWB for the pay pool panel meeting, using the same steps described above.

3.2 Importing Pay Pool Data from another CWB

The CWB Import function can be used to import one or more CWB spreadsheet(s). For example, you may need this functionality if you are working with sub pay pools and need to combine multiple sub pay pool CWBs into a single pay pool CWB.

To import one or more CWB into another, ensure that you have saved all files in the same folder; this includes a blank CWB and the CWB(s) that you want to import. Open the blank CWB and click on the Import button from the custom toolbar. You may also choose to click on the “Import” hot link in the “Instructions” tab.

Select the desired CWB(s) from the list and click “Open”. Note that you can only select and import one CWB at a time. If you do import multiple CWBs, the data will append itself to the existing records in the main CWB.



Figure 3-3: Importing Pay Pool Data from another CWB

4. FUNDING WORKSHEET

The **Funding** worksheet is used to enter pay pool funding levels, and to enter numbers of shares awarded for Outstanding and Superior performance.

The funding worksheet has a salary section and performance award section.

Below the sum of salaries (of employees identified as being included in the salary funding computation), the user enters the pay pool funding percentage to which is added the Annual General Increase (AGI). Together, they make up the Total Salary Fund percentage. Applied to the sum of salaries, the CWB calculates the Total Salary Fund, which is the amount of dollars available for salary increases.

The second section of the display below calculates the money available for performance awards (based on salaries of employees identified as being included in the performance award funding computation). Here, the user enters the Total Performance Award Funding percentage and the number of shares awarded for Outstanding and Superior Performance.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2			Pay Pool Funding Elements:											
3														Instructions
4														Pay Pool Panel
5			Total of Salaries for Salary Increase				\$2,441,292							
6							%							\$
7														
8			Pay Pool Fund = Salary Increase Funding				<input type="text" value="2.0000%"/>							\$48,825
9														
10			+ Annual General Increase (AGI)				<input type="text" value="2.00%"/>							\$48,825
11														
12			Total Salary Fund				4.0000%							\$97,650
13														
14														
15														
16			Total of Salaries for Performance Award				\$2,597,462							
17														
18			Total Performance Award Funding				<input type="text" value="2.0000%"/>							\$51,949
19														
20			Lump Sum Bonus Total											\$974
21														
22			Funding for Performance Award Shares											\$50,975
23														
24			Shares for Outstanding Performance				<input type="text" value="2"/>							
25			Shares for Superior Performance				<input type="text" value="1"/>							
26														
27														
28														
29														
30														
31														
32														
33														

Figure 4-1: Pay Pool Funding

5. PERFORMANCE ELEMENTS WORKSHEET

The **Performance Elements Worksheet** displays a table of performance elements description and ratings for each employee record. Besides showing the same demographic information that is in the **Pay Pool Panel** worksheet (name, career path, pay band, etc.), this worksheet lists each performance element along with a description, whether it is critical or not, the rating, and optional comments.

Table 5-1: Performance Elements Worksheet

Column	Source	Description
A	PRT	Last Name Employee's last name.
B	PRT	First Name Employee's first name.
C	PRT	Employee ID Employee's unique identifier assigned by the PRT.
D	PRT	Career Path Employee's PHRS career path. Four career groups along with related pay bands define employee's career path. The groups are Admin, Professional, and Scientific (AP)/Supervisory Inspection (AI)/Scientific and Technical Support (AS)/Management Support (AO).
E	PRT	Pay Band Employee's PHRS Pay Band. Pay bands combine a range of work into discrete levels. PHRS establishes a pay range for each pay band, with a minimum and a maximum pay rate.
F	PRT	Occ Series Occupational series established by OPM in the Title 5 classification system. Each series represents a specific type of work (for example, 0110 Economist; 1410 Librarian, 0893 Chemical Engineer).
G	PRT	End Cycle Base Salary Employee's base salary as of the end of the rating cycle.
H	PRT	Organization Pay pool organization.
I	PRT	Position Title Employee's job title.

Column	Source	Description
J	PRT	Work Schedule Full time vs. part time.
K	PRT	Duty Station Employment location.
L	PRT	Rating Official Name of the rating official who issued the employee's recommended rating of record.
M	Calculated	Summary Rating Overall rating computed from combination of performance element ratings.
N	Calculated	Summary Rating Description Word(s) associated with summary rating.
O	PRT	Performance Appraisal Status Available Status Descriptions: <ul style="list-style-type: none"> ➤ In Progress ➤ Submitted to Reviewing Official ➤ Return to Rating Official ➤ Submitted to Sub Pay Pool Manager ➤ Return to Reviewing Official ➤ Submitted to Panel ➤ Under Panel Review ➤ Return to Rating Official by Panel ➤ Return to Reviewing Official by Panel ➤ Return to Sub Pay Pool Manager by Panel ➤ Final Submitted
P	Calculated and User Input	Return to Rater? <ul style="list-style-type: none"> ➤ Yes ➤ No
Q	User Input	Panel Summary Comments from Panel Members.
R	PRT	Performance Element Name of the first of seven possible performance elements.
S	PRT	Critical (?) Indicator of whether or not the performance element is critical.

Column	Source	Description
T	PRT and User Input	Rating The rating associated with the performance element (Does not meet, Meets, or Exceeds).
U	PRT	Rater Comments Comments from the rater applying to the rating given for the performance element.
V	PRT	Reviewer Comments Comments from Reviewers.
W	User Input	Pay Pool Comments Comments from the pay pool applying to the rating given for the performance element.

Columns X through BG repeat columns R to W for the other performance elements. While performance element data is editable; it cannot be modified directly on the worksheet itself. To modify an employee's performance element data, double click anywhere on that employee's row in the Performance Elements worksheet or in the Pay Pool Panel worksheet OR click the View Performance Element Ratings button at the top left of the Performance Elements worksheet. Double clicking on an employee's row will open up the Review Performance Elements form for the employee.

View Performance Element Ratings

Last Name	First Name	Employee ID	Career	Pay	Occ	End Cycle	Organization	Position Title	Work	Duty Station	Rating Official
Kidd	Jason C	29280	AO	2			FSIS	Clerical Supv		Rosslyn	

Review Performance Elements

Employee Info

Appraisal Period From: 10/01/2009 To: 09/30/2010 Emp ID: 29280

Last Name: Kidd Last Name: Jason C Position Title: Clerical Supv

Career Path: AO Pay Band: 2 Organization: FSIS Duty Station: Rosslyn

Select an Employee

- Kidd, Jason C
- Keeling, Melanie B
- Burroughs, Janice H
- Giovanni, Marie Q
- Nash, Jessica F

Prev Next

Performance Element	Critical	Rating				Comments
		Exceeds	Meets	Not Meet	Not Rated	
Mission Support	Yes	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Comments
Personal Contact	Yes	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Comments
Resource Management	Yes	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Comments
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Comments
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Comments
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Comments
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Comments
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Comments
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Comments
Total Appraisal Units:		6	0	0		

Panel Summary

Good Performer

Rating

Summary Rating: 5 Summary Rating Description: Outstanding

Close Reset Data Save

Figure 5-1: Review Performance Elements Form

6. PAY POOL PANEL WORKSHEET

The **Pay Pool Panel Worksheet** displays 94 columns. Only columns/cells that are yellow can be modified by the user. Other cells contain data that is either populated from PHRS or calculated in the spreadsheet. Every column has an auto filter. The table below describes the columns.

Table 6-1: Pay Pool Panel Worksheet

Column	Source	Description
A	PRT	Last Name Employee's last name.
B	PRT	First Name Employee's first name.
C	PRT	Employee ID Employee's unique identifier assigned by the PRT.
D	PRT	Pay Pool ID Pay Pool's unique identifier.
E	User Input	Wildcard 1 First of seven open columns available for use. The cells in this column are not protected and can be used to hold data or equations. Users can rename headers. Wildcards can be used to define sub-sets of a pay pool (e.g., divisions, teams or departments) that are used to generate statistics for those groups in the Statistics worksheet. Calculations on the Statistics worksheet include: average rating; average shares; number of employees; number of employees already rated; and number of employees who have been assigned shares for each grouping.
F	PRT	Career Path Employee's PHRS career path. There are four career paths with related pay bands. The career paths are Admin, Professional, and Scientific (AP)/Supervisory Inspection (AI) /Scientific and Technical Support (AS)/Management Support (AO).
G	PRT	Pay Band Employee's PHRS Pay Band. Pay bands combine a range of work into discrete levels. PHRS establishes a pay range for each pay band, with a minimum and a maximum pay rate.
H	PRT	Occ Series The occupational series established by OPM in the title 5 classification system. Each series represents a specific type of work (for example, 0110 Economist; 1410 Librarian, 0893 Chemical Engineer).

Column	Source	Description
I	PRT	End Cycle Base Salary Employee's base salary as of the end of the rating cycle.
J	PRT	Locality Code Code based on employee's work location.
K	PRT	Staffing Supplement Code Code used when staffing supplement for the occupation band, and location exceeds locality pay.
L	PRT	Retained Pay A "Yes" in this column indicates the employee's base salary is greater than the maximum for their pay band. The employee's payout is handled outside of the CWB.
M	PRT	Organization Pay pool organization.
N	PRT	Position Title Employee's job title.
O	PRT	Work Schedule Full time vs. part time.
P	PRT	Duty Location Employment location (name).
Q	PRT	Rated? Enables the user to select whether or not an employee should be rated. Default value is "Yes".
R	User Input	Modal Payout? Employee will receive a modal rating and be paid outside of the CWB. The default value is "No".
S	User Input	Include Salary in Salary Funding? Salaries for most employees will be included in the pay pool's salary funding. The default value is "Yes".
T	User Input	Include Salary in Award Funding Salary used as part of calculation that determines award funding level. The default value is "Yes".

Column	Source	Description
U	User Input	Salary Increase Eligible Eligible to receive performance-based increase in base pay. The default value is “Yes”.
V	User Input	Lump Sum Eligible Eligible to receive a performance-based lump sum payment. The default value is “Yes”.
W	User Input	Award Eligible Eligible to receive a performance award. The default value is “Yes”.
X	PRT	Rating Official Name of the rating official who issued the employee’s recommended rating of record in the Performance Rating Tool (PRT).
Y	PRT	Reviewing Official Name of the reviewing official who reviewed the recommended rating and appraisal that was issued by the Rating Official in the Performance Rating Tool (PRT).
Z	PRT	Sub-Panel Manager Name of the sub-panel manager who oversees the sub-panel to which the employee belongs.
AA	N/A	Ratings and Shares
AB	User Input	Wildcard 2 Second of seven open columns available for use. The cells in this column are not protected and can be used to hold data or equations It can also be used to create a user-specified group.
AC	Calculated	Summary Rating The overall employee’s rating as an integer as derived from PHRS Decision Table.
AD	Calculated	Modal Rating The rating that occurs the most often in this pay pool. The calculation is shown in columns XYZ rows 3 through 6 of the Pay Pool Panel worksheet. If an employee is not rated (“No” in column Q), the “Modal Rating” status can be changed from “No” to “Yes”; as a result, the CWB displays the calculated modal rating in column AD and grays out inappropriate cells for that employee.
AE	Calculated	Summary Rating Description Word(s) associated with summary rating.

Column	Source	Description
AF	PRT/CWB	<p>Performance Appraisal Status Available Status Descriptions:</p> <ul style="list-style-type: none"> ➤ In Progress ➤ Submitted to Reviewing Official ➤ Return to Rating Official ➤ Submitted to Sub Pay Pool Manager ➤ Return to Reviewing Official ➤ Submitted to Panel ➤ Under Panel Review ➤ Return to Rating Official by Panel ➤ Return to Reviewing Official by Panel ➤ Return to Sub Pay Pool Manager by Panel ➤ Final Submitted
AG	Calculated	<p>Initial Shares Number of shares based upon summary rating.</p>
AH	Calculated	<p>Initial Performance Payout (\$) An employee's performance payout is calculated for employees not on retained pay by multiplying the employee's base salary at the end of the appraisal period (column I), by the number of shares earned by the employee (column AG) by the share value (cell AM2). Increases for retained pay employees are not handled in the CWB.</p>
AI	N/A	<p>Salary Increase</p>
AJ	PRT	<p>End Cycle Base Salary Employee's base salary as of the end of the rating cycle.</p>
AK	Calculated	<p>New Base Salary (Computed) Initial performance payout (Column AH) plus end cycle base salary (Column AJ).</p>
AL	Calculated	<p>Max for Pay Band Maximum salary (\$) the employee can receive based on pay band maximum.</p>
AM	Calculated	<p>Hit Max for Band (?) A "Yes" indicates the employee has reached the maximum (Column AL).</p>
AN	Calculated	<p>Maximum Allowable Salary Increase Zero if AM = "Yes" or Max for pay band (Column AL) minus end cycle base salary (Column AJ) if AM = "No".</p>
AO	Calculated	<p>Amount Over Band Max New base salary (Column AK) minus max for pay band (Column AL) if column AM = "Yes", zero otherwise.</p>

Column	Source	Description
AP	Calculated	Final Shares Initial shares (Column AG) if salary increase eligible (Column U) = “Yes” and zero if amount over max (Column AO) is greater than zero.
AQ	Calculated	Initial Performance Salary Payout If hit max for band (Column AM) equals “No” then payout equals final shares (Column AP) times end cycle base salary (Column I) times final share value (AM4). If hit max for band equals “Yes”, then payout equals column AN.
AR	Calculated	Initial Computed Salary End cycle base salary (Column I) plus performance salary payout (Column AQ).
AS	Calculated	Hit Max for Band “Yes” if computed salary (Column AR) is greater than pay band max (Column AL).
AT	Calculated	Maximum Allowable Salary Increase If column AS equals “Yes” then maximum salary increase equals maximum salary for pay band (Column AL) minus end cycle base salary (Column I), zero otherwise.
AU	Calculated	Amount Over Band Max Initial Computed base salary (Column AR) minus max for pay band (Column AL) if column AS = “Yes”, zero otherwise.
AV	Calculated	Second Round Salary If column AS equals “Yes”, then second round salary equals end cycle base salary (Column I) plus column AT. If column AS equals “No”, 2 nd round salary equals end cycle base salary (Column I) plus column AQ.
AW	Calculated	Second Round Salary Increase Increase equals column AV minus Column AJ.
AX	Calculated	Additional Amount to Meet Minimum AGI Zero if column AW is greater than AGI, AGI minus column AW otherwise.
AY	N/A	Proration
AZ	Calculated	AGI
BA	Calculated	Increase Amount Above AGI If column AW is greater than AGI, then amount equals Column AW minus AGI, zero otherwise.

Column	Source	Description
BB	Calculated	Lump Sum Sum of first and second rounds of amounts over band maximum.
BC	User Input	Pro-Rated Amount above AGI (%) Percentage of increase amount above AGI (Column BA) to be used as salary increase.
BD	User Input	Pro-Rate Justification Justification for not using 100% of increase amount above AGI.
BE	Calculated	Pro-Rated Amount above AGI (\$) Column BA times column BC.
BF	Calculated	Salary Increase as Result of Proration Sum of AGI (Column AZ) and prorated amount above AGI (Column BE).
BG	Calculated	Salary after Proration Sum of end cycle base salary (Column I) and salary increase as a result of proration (Column BF).
BH	Calculated	Hit Max after Proration? Yes or No. The answer depends on whether the employee's salary after proration (Column BG) is larger than the maximum for the pay band (Column AL).
BI	Calculated	Lump Sum after Proration? Salary after proration (Column BG) less the maximum amount for the pay band (Column AL).
BJ	User Input	Wildcard 3 Third of seven open columns available for use. The cells in this column are not protected and can be used to hold data or equations. Users can rename headers.
BK	N/A	Final Salary Increase
BL	Calculated	Final Increase Salary increase after proration.
BM	Calculated	Final Base Salary Final salary after proration.

Column	Source	Description
BN	Calculated	Final Base Salary Increase as a Percent of Base Salary Final Increase after proration (Column BM) divided by End Cycle Base Salary (Column I).
BO	User Input	Wildcard 4 Fourth of seven open columns available for use. The cells in this column are not protected and can be used to hold data or equations. It can also be used to create a user-specified group. Users can rename headers.
BP	N/A	Loc/Staff Supplement
BQ	PRT	Loc/SS Code Applicable code.
BR	PRT	Loc/SS Rate Percent.
BS	Calculated	New Loc/SS Amount Product of the final base salary (Column BM) and the locality/staff supplement rate (Column BR).
BT	Calculated	Base Salary + Loc/SS Sum of final base salary (Column BM) and new locality/staff supplement amount (Column BS).
BU	Calculated	Over the EX-IV Cap? Yes or No. Determines whether the employee salary exceeds the executive level IV cap. If the employee has a summary rating of 5, the cap goes up by 5%.
BV	Calculated	Amount over the EX-IV Cap Calculates any amount over the executive level IV cap as the base salary + locality/staff supplement amount (Column BT) less the cap. If the employee has a summary rating of 5, the amount is calculated as the base salary plus the locality/staff supplement amount (Column BT) less the cap times 1.05.
BW	Calculated	Final Total Salary This is the base salary + the locality and staff supplement amount (Column BT). IF the employee has a summary rating of 5, the base salary is the executive cap times 1.05.
BX	N/A	Lump Sum

Column	Source	Description
BY	Calculated	Lump Sum (\$) If eligible, employee receives lump sum in lieu of salary increase in excess of band limit.
BZ	User Input	Pro-Rate Lump Sum Percentage by which employee's lump sum bonus is pro-rated. Cannot be prorated if salary increase was prorated to prevent double proration.
CA	User Input	Pro-Rate Justification Reasoning behind proration.
CB	Calculated	Final Lump Sum Non-zero lump sums (Column BY) prorated by percentage in column BZ.
CC	Calculated	Lump Sum as a Percentage of Salary Final lump sums after proration (Column CB) divided by End-Cycle Base Salary (Column I).
CD	User Input	Wildcard 5 Fifth of seven open columns available for use. The cells in this column are not protected and can be used to hold data or equations. It can also be used to create a user-specified group.
CE	N/A	Performance Award
CF	Calculated	Performance Award Shares Performance award shares are given to employees with a summary rating as defined in the Funding worksheet.
CG	Calculated	Initial Performance Award (\$) Number of performance award shares (Column CF) multiplied by the end of cycle base pay (Column I) times award share value (Cell CI4).
CH	User Input	Pro-Rate Performance Award (%) Percentage (between 0 and 100) by which performance award (Column CG) is pro-rated.
CI	User Input	Pro-Rate Justification PA Rationale for pro-rating the award.
CJ	Calculated	Pro-Rated Amount (\$) Award value (Column CG) after proration.

Column	Source	Description
CK	Calculated	Final Performance Award (\$) Dollar value of final performance award.
CL	Calculated	Award greater than \$5,500? Approval needed Approval required for large (\$) awards.
CM	Calculated	Performance Award as a Percent of Base Salary Final award value (Column CK) divided by end of cycle base pay (Column I).
CN	Calculated	% of New Base Salary Final award value (Column CK) divided by new final base salary (Column BM).
CO	Calculated	Exceeds 5% of New Salary A “Yes” response indicates the award exceeds 5% of new salary.
CP	User Input	Wildcard 6
CQ	User Input	Wildcard 7

6.1 Eligibility and Specially Situated Employees

You can define employee eligibility for payout from a selection of six indicators offered in the **Pay Pool Panel** worksheet (starting with column R). FSIS will issue specific guidance on which specially situated employees should be accommodated in the CWB by adjusting these indicator columns, and which employees should be rated and rewarded outside of the pay pool process (i.e., may require some manual processing that the CWB does not facilitate).

Column Q (Rated?) is populated from the PRT and indicates whether an employee is eligible for a performance rating. Although most of the employees in your pay pool are eligible for a rating, some employees may not be eligible. When employees are not eligible to be rated, the value in column Q (Rated?) will be set to “No” in the PRT.

Column R is the first indicator that is open to user adjustment. It indicates whether the employee is eligible for a modal payout. Specially situated employees who receive a modal payout must be handled manually outside of the CWB. If employees do meet the Modal Rating definition, the value in column Q should be “No” (as determined in the PRT) and column R (Modal Payout) should be changed to “Yes” in the CWB. The value of the calculated modal rating is shown in column AD. A calculation table is shown in the Pay Pool Panel worksheet within columns XYZ and rows 3-6.

The second indicator (Column S – Include Salary in Salary Funding?) defines whether an employee’s salary is included in the calculation of the pay pool’s Salary Increase Fund. There may be very rare circumstances when an employee’s salary should not be included in the pay pool. In these cases, the value in column S should be changed to “No.” Changing this value to “No” will exclude an employee’s salary from the calculations of how much money the pay pool has available for Performance Salary

Increases in the CWB. The effects of changing this value can be seen both on the Funding worksheet (cell I12) and on the Pay Pool Panel worksheet (cell AR4).

The third indicator (Column T – Include Salary in Award Funding?) defines whether an employee’s salary is included in the calculation of the pay pool’s Total Performance Award Funding. The effects of changing this value can be seen both on the Funding worksheet (cell I18) and on the Pay Pool Panel worksheet (cell AR5).

The fourth indicator (Column U – Salary Increase Eligible?) describes an employee’s eligibility to receive a performance salary increase. Most employees who are eligible for a rating are also eligible for a salary increase, but there are some special circumstances when this is not the case. For example, an employee who retires after the end of the appraisal period, but before the payout is not eligible to receive a payout. In such situations, as well as a few others, the value in column U should be set to “No.”

The fifth and sixth indicators describe an employee’s eligibility to receive a lump sum (Column V) and/or an Award (Column W). Similarly to Column U, there are a few special circumstances in which an employee may not be eligible for either a Lump Sum bonus or a Performance Award. In these situations, the value of column V or column W (or both) should be changed to “No.”

6.2 Ratings

In the **Pay Pool Panel** worksheet, the summary ratings (Column AC) are populated from the **Performance Elements** worksheet. The only way to modify a summary rating is to modify the performance element ratings. To modify an employee’s performance element rating, double click on an employee’s row to open up the *Review Performance Elements* form.

6.3 Shares

The number of Salary Increase shares an employee receives is contained in column AG in the **Pay Pool Panel** worksheet. The number of shares each employee receives corresponds to the summary rating for that employee (column AC), as defined in the following table:

Table 6-2: Shares by Summary Rating

Summary Rating	Rating Description	# Salary Increase Shares
5	Outstanding	9
4	Superior	6
3	Fully Successful	4
2	Marginal	0
1	Unacceptable	0

6.4 Lump Sum

If an employee is eligible to receive a Lump Sum (Column V), and is not on retained pay (Column L), his/her lump sum is the amount over the pay band maximum from both rounds of salary calculations. That amount can be prorated (Column BZ) if it has not already been prorated as a result of prorating the salary increase (Column BC).

6.5 Proration

Performance salary increases, lump sum bonuses, and performance awards can be prorated. By entering a proration percentage in *Pro-Rated Amount Above AGI (%)* (Column BC), the employee's salary increase is prorated by that percentage. The resulting salary increase is displayed in *Pro-Rated Amount Above AGI (\$)* (Column BE). When a percentage is entered into *Pro-Rate Lump Sum* (Column BZ), the employee's lump sum is prorated by that percentage. The resulting bonus is displayed in *Final Lump Sum* (Column CB). Similarly, the performance award can be prorated in column CH with the resulting award amount shown in column CJ.

7. STATISTICS WORKSHEET

The **Statistics** worksheet displays the average rating, average shares, number of employees, number of employees already rated, number of employees who have been assigned shares, number of employees who are eligible for a payout, the average payout, the number of employees receiving a Performance Award, and the average award amount for each rating official and sub-pool. The Statistics worksheet can track the above-mentioned figures based not only on Rating Official and Sub-Panel manager, but also based on any user-defined groups that are entered into any of the wildcard columns on the Pay Pool Panel worksheet. To generate statistics based on information you have entered into any of the wildcard columns on the Pay Pool Panel worksheet, click the drop-down arrow in the upper left corner of the Statistics worksheet and select any one of the wildcard columns in which you have entered data.

If, after generating statistics by any number of wildcard groups, the pay pool panel returns to the Pay Pool Panel worksheet and alters any performance ratings or payouts (for example by changing proration percentages), you may want to see updated statistics. Return to the Statistics worksheet and click the “Refresh Wildcard” button in the upper left corner of the page to see updated statistics for a given wildcard column. Any time you change the wildcard column on which you generate statistics (by using the drop-down list to choose a different wildcard column), the statistics for that wildcard will automatically update.

Pay Pool Statistics									
Wildcard Stats by: <input type="text"/>									
<input type="button" value="Refresh Wildcard"/>	Average Rating	Average Shares	Number of Employees	Employees Rated	Employees Assigned Shares	Employees Payout Eligible	Average Payout	Number Receiving Award	Average Award Amount
Overall Pay Pool	3.08	4.19	40	37	37	37	\$2,876	2	\$11,456
Rating Official									
Bethune, Thomas	3.75	5.75	5	4	4	4	\$4,314	2	\$11,456
Charity, Eleanor	3.00	4.00	5	4	4	4	\$2,828	0	\$0
Hawkins, Al	3.00	4.00	5	5	5	5	\$1,035	0	\$0
Henderson, Sheila	3.00	4.00	5	5	5	5	\$2,939	0	\$0
Holloway, Bobbi	3.00	4.00	5	4	4	4	\$2,695	0	\$0
Keaton, Larry	3.00	4.00	5	5	5	5	\$3,022	0	\$0
Kozak, Marcus	3.00	4.00	5	5	5	5	\$3,499	0	\$0
Waldorf, Henry	3.00	4.00	5	5	5	5	\$2,918	0	\$0
Sub-Panel Manager									
Burns, Ian	3.00	4.00	20	19	19	19	\$3,057	0	\$0
Ferguson, Sarah	3.17	4.39	20	18	18	18	\$2,685	2	\$11,456
Wildcard									
Statistics are for pay pool use only. Do not release without pay pool manager approval.									

Figure 7-1: Statistics Worksheet

8. RATING AND SHARE CHARTS

The rating and share charts provide a bar chart showing the rating or share distribution of the pay pool. The top chart shows the count of employees receiving each rating or share and the bottom chart shows the percentage distribution. Both sets of charts automatically update whenever the pay pool panel changes an employee's rating. Charts are for pay pool use only. Do not release without pay pool manager approval.

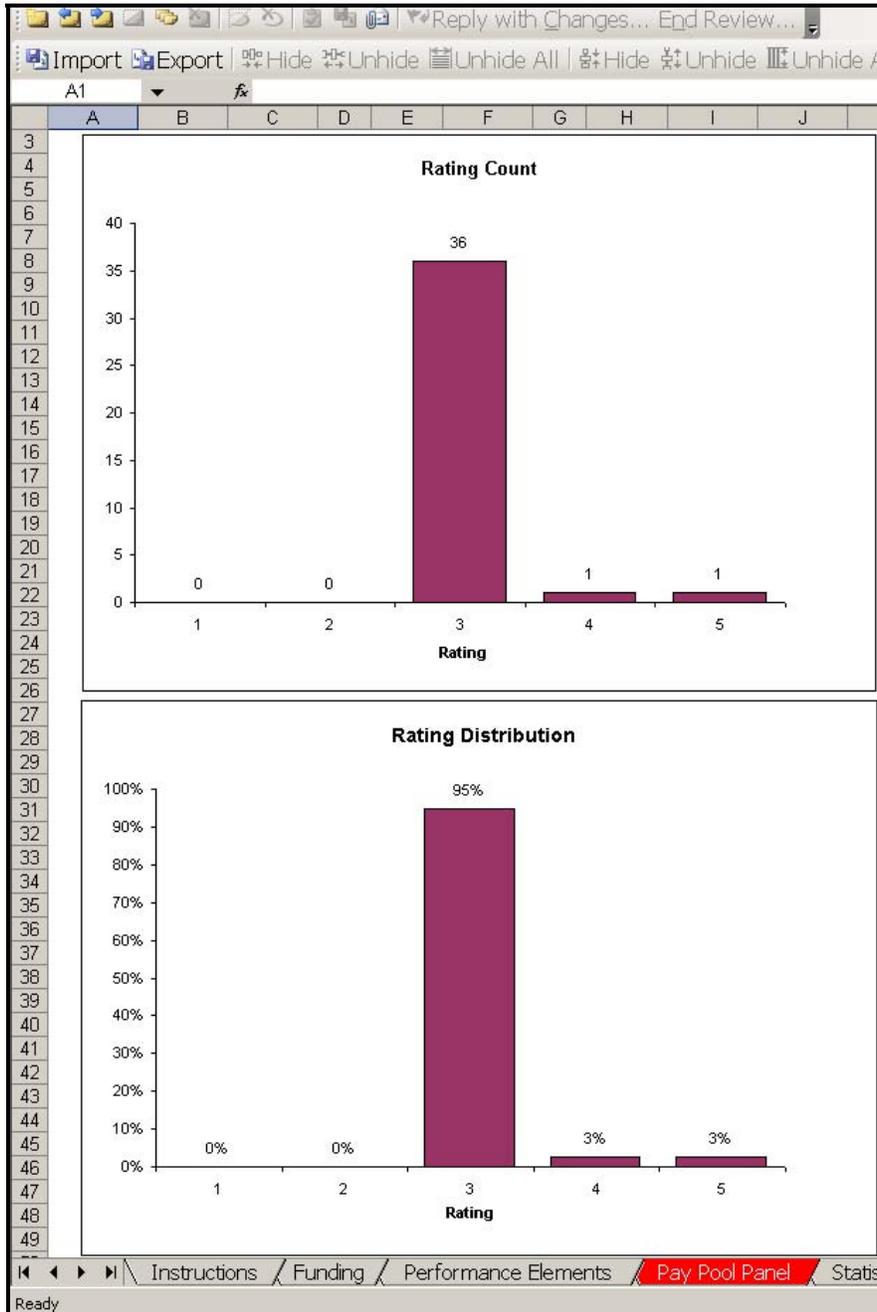


Figure 8-1: Rating Charts

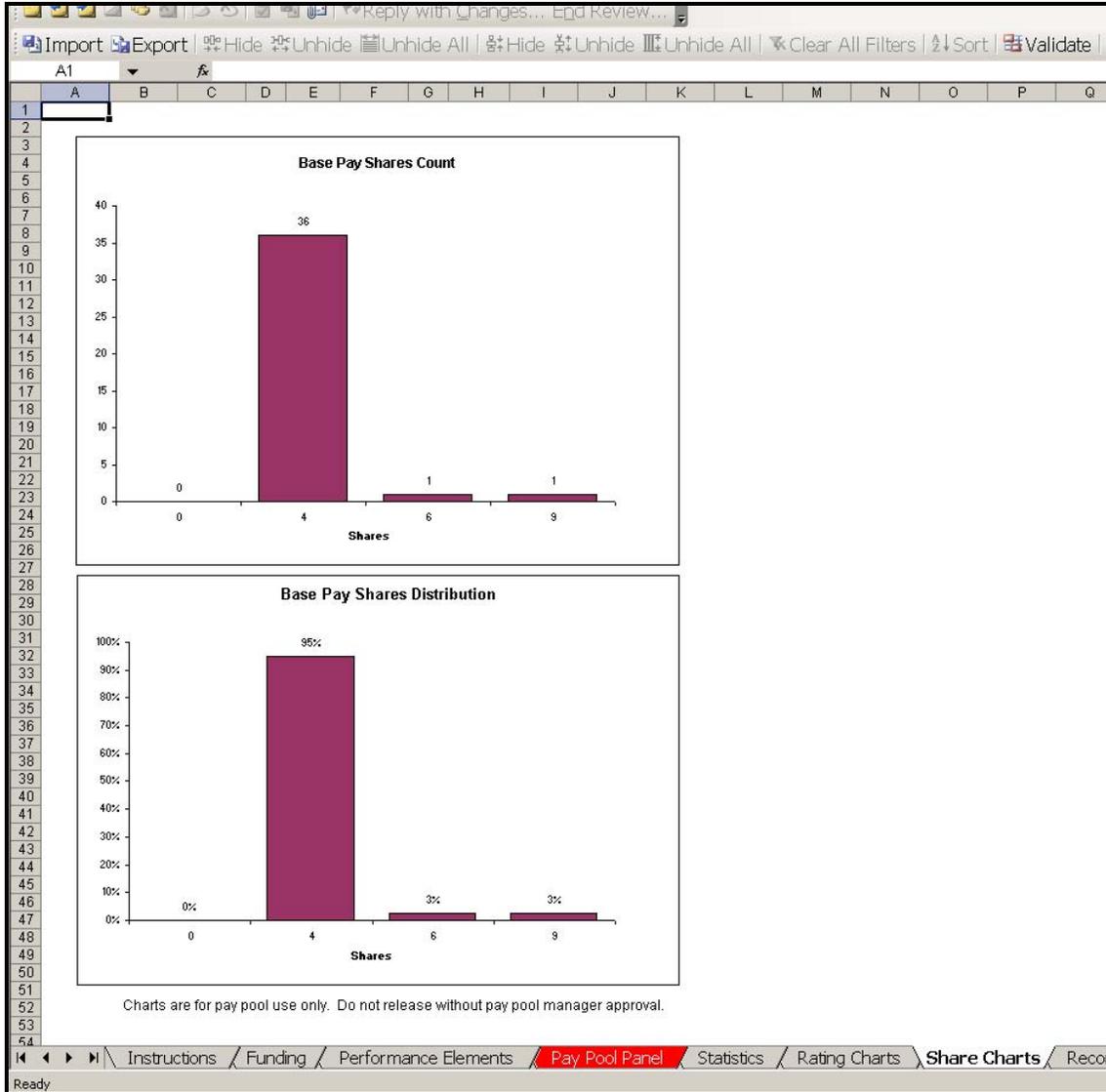


Figure 8-2: Shares Charts

9. RATING CHARTS BY GROUPING

The rating charts by grouping provide two bar charts showing the rating distribution of the pay pool by rating official and by Career Path and Pay Band. The top chart shows the count of employees receiving each rating by rating official and the bottom chart shows the count of employees receiving each rating by any combination of Career Path and Pay Band. To generate a rating distribution chart for a given rating official, click the drop down arrow above the upper chart on the page and select any rating official from the list. Select any combination of Career Path and Pay Band from the drop down list above the lower chart on the page to generate a rating distribution chart by your chosen combination. Both sets of charts automatically update whenever the pay pool panel changes an employee's rating. Charts are for pay pool use only. Do not release without pay pool manager approval.

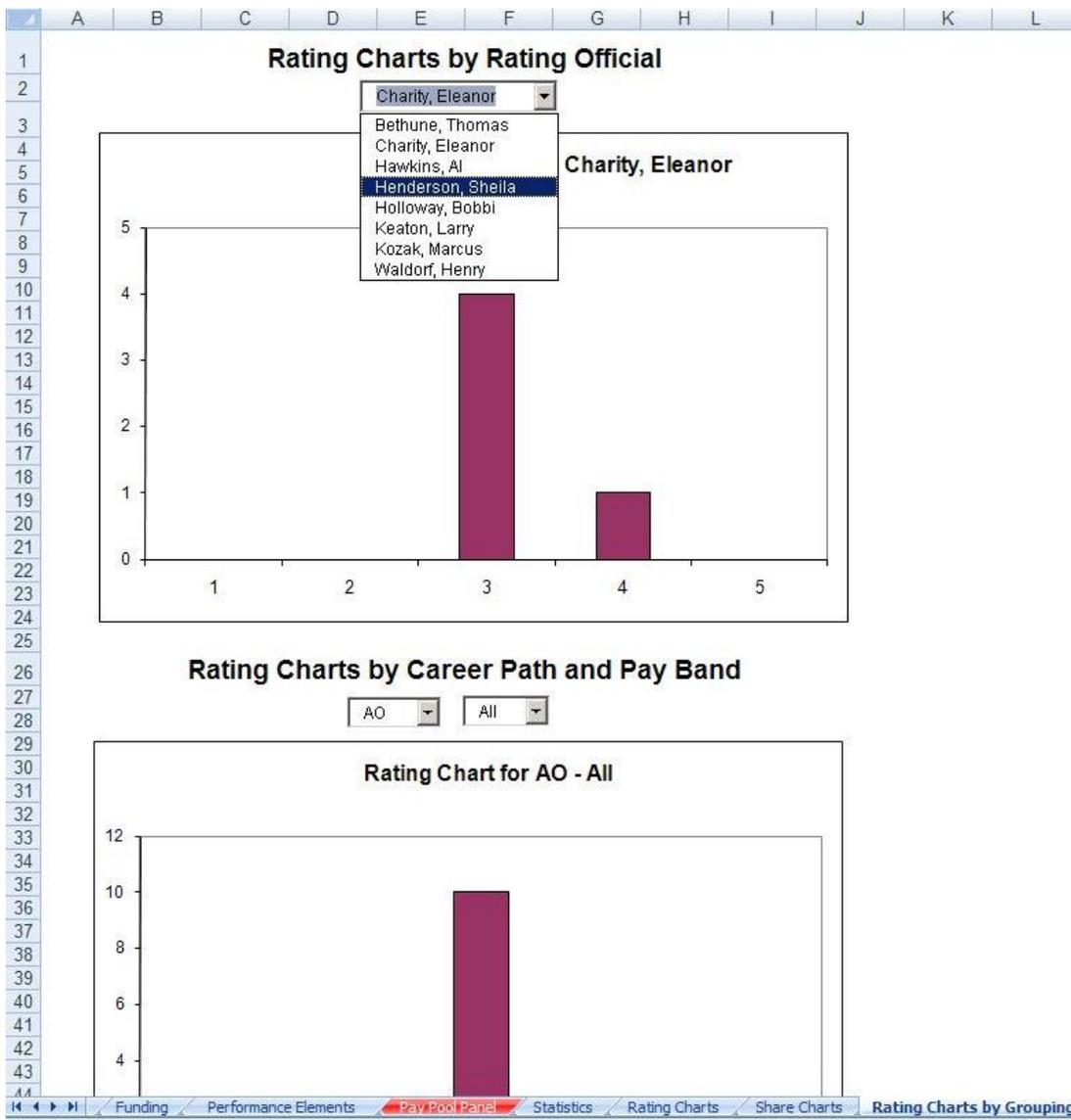


Figure 9-1: Rating Charts by Grouping

10. CERTIFYING DATA

Once your pay pool data is finalized and you are ready to upload the data into the PRT, **your pay pool manager must certify** that the data is **final** and **correct**. By selecting the “Certify” checkbox on the **Instructions** worksheet, the pay pool manager is certifying that these conditions are true. The spreadsheet performs a last validation when you certify your data. You will not be able to certify your data until it passes validation. Note that the spreadsheet must unhide all data and clear all filters in order to validate the data as part of the certification process. If you set filters or hid rows or columns before certifying, you will need to go back and reset them after certification is complete.

Important Tip: Sub-pay pool panels **should not** certify results in their CWBs before exporting and uploading to the PRT. Certification should only occur once the pay pool manager is ready to finalize results for the entire pay pool.

Once the spreadsheet has been certified, “Performance Appraisal Status” (Column AE on the Pay Pool Panel worksheet) will change from “Submitted to Panel” to “Final Submitted” for most employees, except for those employees whose status is “Return to Rating Official” based on the Pay Pool Panel’s actions. Also, once the spreadsheet is certified and data is uploaded to the PRT, data administrators cannot do any other downloads of pay pool data to the CWB. Certifying the spreadsheet effectively signals that the pay pool panel has finished reviewing ratings and payouts in the CWB.

Pay pool panels may also choose to export employee data for upload back to the PRT before the pay pool panel manager certifies that all data is final and correct. For example, the pay pool panel may choose to export and upload data from the CWB to the PRT during its meeting as a way of keeping data in the PRT updated. In this case, no certification would be necessary because the pay pool panel is not yet finished with its meeting.



PHRS
Public Health Human Resources System

PHRS Compensation Workbench (CWB)
2009 v.60

This application will help FSIS organizations conduct the PHRS pay pool process.

How to use this spreadsheet:

Step 1: [Import](#) your pay pool's data into the spreadsheet. Remember that your data file must be in the same folder as the spreadsheet. The spreadsheet will then import your data and display a confirmation message when complete.

Step 2: On the Funding worksheet, enter your pay pool's funding parameters.

Step 3: Reconcile job Performance Element ratings and ratings of record in the Performance Elements worksheet. Press the "View Performance Element Ratings" button at the top left of the page to view all the Performance Elements. An employee's summary rating and status are populated in the Pay Pool Panel worksheet. An employee's row in the Pay Pool Panel is highlighted in the Performance Elements form. Validate the data by clicking the Validate button.

Certify [X]

 Congratulations! Your spreadsheet has passed validation. You may now generate employee feedback forms.

OK

Step 4: **Certify**

Step 5: [Export Employee Data](#) for upload back to the Personnel System.

Step 6: [Generate Employee Notices](#) Employee notices will be generated in the order in which they appear in the Pay Pool Panel worksheet. If filters have been set, notices will only be generated for visible employees.

Notes and Special Features:

Figure 10-1: Certification Pop-up Form

10.1 Exporting Data out of the Spreadsheet

To export the data out of the spreadsheet, select the **Export** button on the custom menu. Save the file onto your computer. Now, the file can be uploaded to the PRT. The file name appears in the format "first 10 characters of the pay pool ID" + "date" + "export".

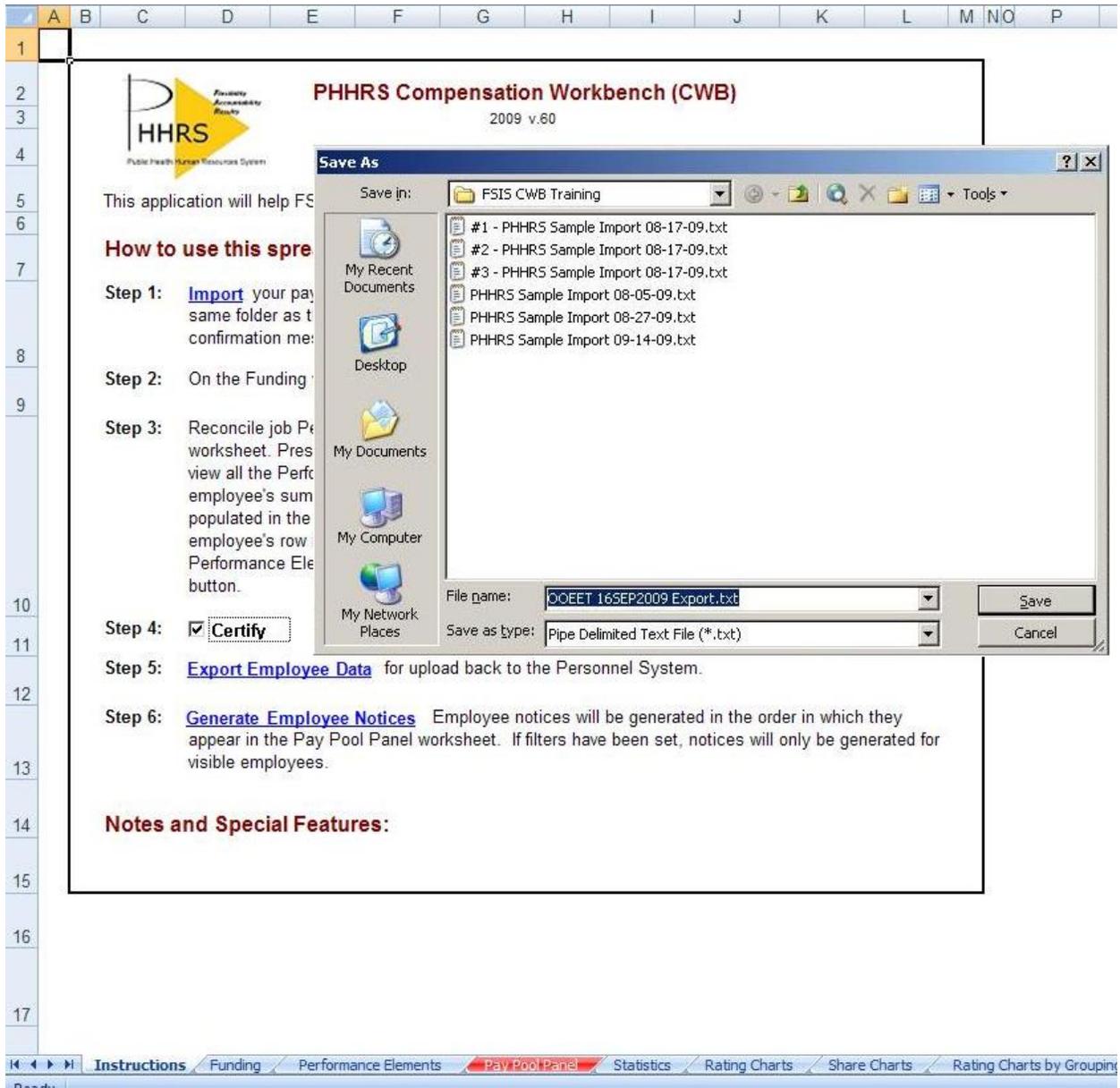


Figure 10-2: Export Dialogue

11. GENERATING EMPLOYEE NOTICES

Employee Notices can be printed from the **Instructions** worksheet. Before generating the forms, you can use the filters on the **Pay Pool Panel** worksheet to select the set of employees for whom you want to print employee notices. Also you can use the sort button to place the employees in the order you want the forms generated. Forms are generated in batches of up to 200.

Step 6: [Generate Employee Notices](#) Employee notices will be generated in the order in which they appear in the Pay Pool Panel worksheet. If filters have been set, notices will only be generated for visible employees.

Figure 11-1: General Employee Notices

Select the Generate Employee Notices button on the Instructions worksheet to generate employee notices.

The CWB asks you where you want to save your notices file. Once the employee notice forms are generated, the CWB asks you if you would like to print them. Be aware that, as noted on the form, the new salary may be incorrect if pay changed between the end of the cycle and the start of the new pay year.

REMINDER: Information in the Employee Notices is sensitive and should be kept confidential and used for official use only.

Employee Feedback	
Employee Name:	Hewitt, Sally G
Base Salary:	\$26,295
Organization:	FSIS
Sub Pay Pool Manager:	Ferguson, Sarah
Reviewing Official:	Gillette, Andrea
Rating Official:	Hawkins, Al
Appraisal Cycle Closeout Date:	9/30/2009
Rating Effective Date:	1/1/2010
Summary Rating:	4 - Superior
Number of Shares Awarded:	6
Final Share Value (%):	0.8841%
Total Value of Awarded Shares:	\$1,394
Locality/SS Rate	23.10%
Loc/SS Amount	\$6,396
Final New Salary	\$34,085
Performance Award Shares	1
Performance Award Share Value	8.1531%
Final Performance Award	\$2,144

Figure 11-2: Each Employee Notice is a Tab in the Generated Spreadsheet

11.1 Record Mismatches Worksheet

The **Record Mismatches** worksheet displays a list of employees in the pay pool with their summary ratings in the PRT at the time of download and summary ratings from the CWB. Mismatches are highlighted in orange.

This report serves as a reminder to the Pay Pool Panel and the Data Administrator that some Rating Officials will need to be notified that their rating recommendations have been adjusted by the Panel.

The final column (column G – Mismatch followed-up) is a manual-entry column that lets the Data Administrator track whether the relevant Rating Official has updated his or her comments in the PRT based on instructions from the Panel.

	A	B	C	D	E	F	G	I
1	<p style="text-align: center;">Mismatches between the data downloaded from the PRT and the data contained in the CWB are highlighted</p>							
2								
3								
4	Last Name	First Name	Employee ID	Rating Official	PRT Summary Rating	CWB Rating	Mismatch Followed-Up	
5								
6	Kidd	Jason C	29280	Bethune, Thomas	5	4		
7	Keeling	Melanie B	29811	Bethune, Thomas	3	3		
8	Burroughs	Janice H	28749	Bethune, Thomas	3	3		
9	Giovanni	Marie Q	27687	Bethune, Thomas	4	4		
10	Nash	Jessica F	28218	Bethune, Thomas	3	3		
11	Adkins	Shane Y	24501	Charity, Eleanor	3	3		
12	Wright	Marcus S	23970	Charity, Eleanor	3	3		
13	Hollenbeck	Kevin O	11757	Charity, Eleanor	3	4		
14	Brown	Darlene I	22377	Charity, Eleanor	3	3	Yes	
15	Cooper	Julia S	22908	Charity, Eleanor	4	4		
16	Simpson	Burton R	25032	Hawkins, Al	3	5		
17	Williams	Ronald A	25563	Hawkins, Al	3	3		
18	Parsons	Ray X	26094	Hawkins, Al	3	3		
19	Burns	Jacob J	26625	Hawkins, Al	3	3		
20	Hewitt	Sally G	27156	Hawkins, Al	4	4		
21	Enright	Bill O	13881	Henderson, Sheila	3	3		
22	Uster	Ryan K	12819	Henderson, Sheila	3	3		

Figure 11-3: Mismatches are Highlighted