Department of Commerce

Performance Payout System (PPS)

Pay Pool Managers (PM)
Users' Manual

(Ver. 1.0)
August 2, 2004

Table of Contents

INTRODUCTION **3**

USER ACCESS **3**

LOGIN **3**

CHANGE PASSWORD **5**

LOGOUT OF PPS **6**

MAIN MENU **7**

RATE AND SCORE 8
- Rate and Score Pool Screen 8
- Rate and Score Personal Group Screen 9
- Rate and Score PM office (Pool or Personal) Employees 10

INCREASE 11
- Increase Pool Screen 11
- Increase Personal Group Screen 12
- Apply Increase Percentages to PM Office (Pool or Personal) Employees 13

BONUS 15
- Bonus Pool Screen 15
- Bonus Personal Group Screen 16
- Apply Bonus Amounts to PM Office (Pool or Personal) Employees 17

RO INCREASE ALLOCATION 18
- Apply RO Increase Allocations 18

RO BONUS ALLOTMENT 20
- Apply RO Bonus Allotment 20

TRANSFER FUNDS 22
- Transfer Funds 23

REPORTS 24
- Run Reports 24
- PM Pool Amount Used Report 25
- PM RIF Report 26
- ACI ELIGIBLES W INCREASE 27
- ACI ELIGIBLES WO INCREASE 28
- ACI NON ELIGIBLES 29
- Contribution Report 30

Appendix A: Rating Code Table *31*

Appendix B: Demo Bands Vs. GS Grades *32*

Appendix C: Career Paths *33*

Appendix D: Rate of Increase Eligibility *34*

Appendix E: Data Dictionary *35*

Introduction

The Performance Payout System (PPS) application contains the data and provides the functionality to prepare, record, document, report and effect the annual employee performance rating and ranking, pay increase and bonus payout. This Users' Manual has been prepared specifically for Pool Managers (PM). As PM, you will rate and score PM personal and pool office employees and make desired adjustments to data entered by Rating Official (RO), including rate, score, increase and bonus data. You will also enter RO bonus pool allocations, transfer increase/bonus funds within PM, and increase allocation (increase allocation to RO level). The Operating Unit (OU) can override PM/RO rating, score, increase and bonus.

User Access

The PPS application provides access (depending on access rights) to a range of functions based on your user type. Your user type is determined by your profile in the PPS repository. Profiles include Department (DEPT), System Administrator (SA), Operating Unit (OU), Pool Manager (PM), Rating Official (RO) and Employee.

Login

Open up an internet browser (Internet Explorer) and then go to the PPS application web-site (https://www.jobs.doc.gov/pps/doc/launcher). You will see the PPS application "Login" screen as shown below. Enter your User ID and Password, and then click the *Ente*r button. Click the *Reset* button if you have mistakenly typed wrong User ID/ Password. This will clear the User ID and Password you have just entered. Type in your correct User ID and Password and click *Enter*.

Note: Please do not use the back arrow in the browser, since it may make the data unstable.

Performance Payout System

LOGIN

User ID

Password

Enter Reset

PPS is designed for use with Microsoft Internet Explorer 4 or higher and for use with Netscape Communicator 4 or higher and is best viewed with a screen resolution of 800x600 or higher. This system uses JavaScript, so please make sure your browser is configured with JavaScript enabled.

Privacy Statement

WARNINGWARNING***WARNING***WARNING***WARNING***WARNING***

YOU HAVE ACCESSED A UNITED STATES GOVERNMENT COMPUTER. USE OF THIS COMPUTER WITHOUT AUTHORIZATION OR FOR THE PURPOSES FOR WHICH AUTHORIZATION HAS NOT BEEN EXTENDED IS A VIOLATION OF FEDERAL LAW AND CAN BE PUNISHED WITH FINES OR IMPRISONMENT (PUBLIC LAW 99-474). REPORT SUSPECTED VIOLATIONS TO THE SECURITY OFFICER.

WARNINGWARNING***WARNING***WARNING***WARNING***WARNING***

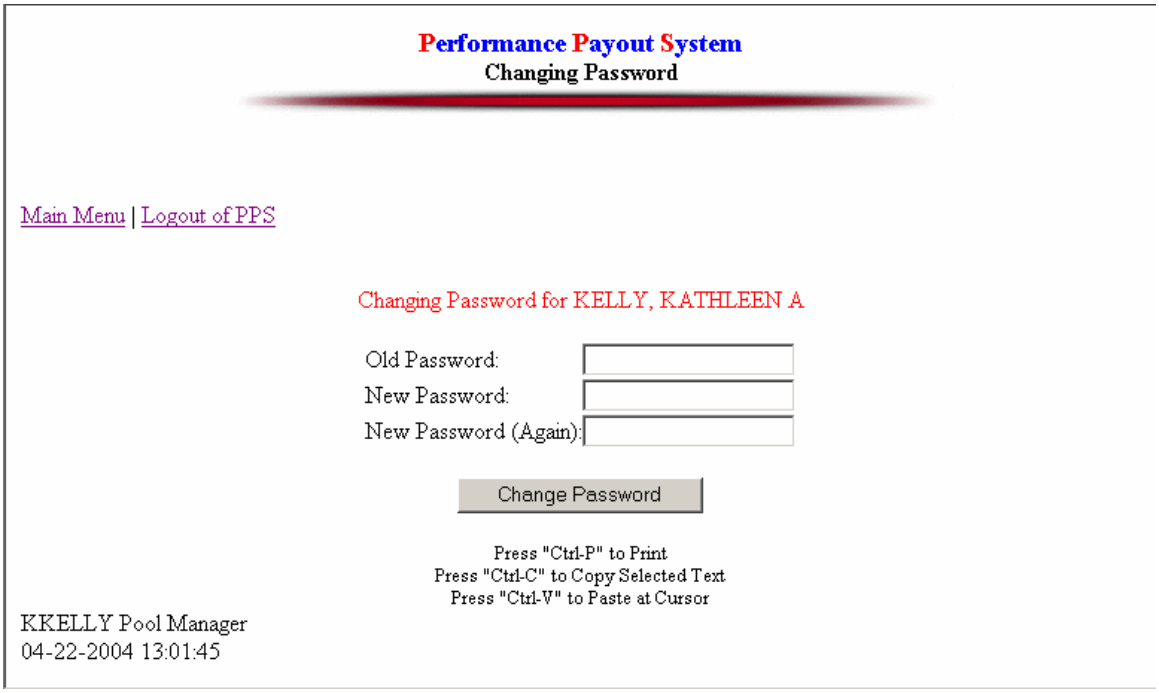
This site is maintained by the Department of Commerce, Office of Human Resources Management.
http://ohrm.doc.gov
Email

Press "Ctrl-P" to Print
Press "Ctrl-C" to Copy Selected Text
Press "Ctrl-V" to Paste at Cursor

05-04-2004 10:41:54

Change Password

This screen (shown below) is used to change password for the current Pool Manager. System Administrator (SA) assigns a temporary password.



1. Type in the old password in the box associated with *Old Password*.
2. Type in the new password in the box associated with *New Password*.
3. Retype the new password in the box associated with *New Password (Again).*
4. Click on *Change Password* button to execute the change of password action.

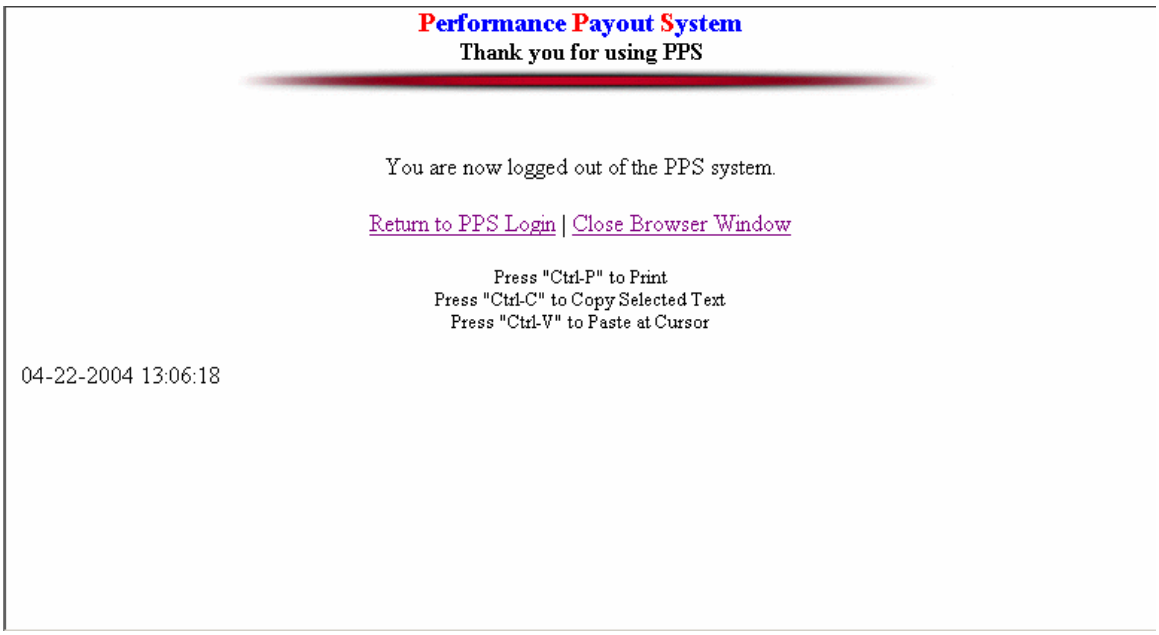
Note:
Following are the rules to be followed for *Password*:

- Password length has to be 8 characters or longer.
- Password contains at least one character from the alphabet in either uppercase or in lowercase.
- Password contains at least one non-alphabet character (i.e., 0123456789 ~ ! @ # $ ^ *- _ = + [{] }\ < , > . ? /).
- A single character in the Password cannot be repeated more than 6 times.
- Either the password or part of it (forward or reversed) cannot exist in the SECURITY_DICTIONARY table (checked behind the scene).
- Password cannot be one that has already been used previously. It cannot match any of the recent 8 passwords used that is recorded in SECURITY_PASSWORD table (checked behind the scene).
- A password expires in 90 days.

- If the user makes 4 or more failed login attempts, the system will lock the user to make any more attempts. The user has to wait for 3 minutes (when the system removes failed attempts entries from the database) and then can try to login again.
- Either the password or part of it cannot contain personal information (i.e., SSN, first name, last name, username, or e-mail address).

Logout of PPS

This screen (shown below) is used to logout of PPS system.



1. You may decide to go back to PPS system. In that case click on *Return to PPS Login* hyper- link. It will take you to the PPS LOGIN screen.
2. You may click on *Close Browser Window* hyper-link to close the current browser window.

Main Menu

After logging into the PPS system, the “Main Menu” screen is displayed. This is the initial screen a Pool Manager (PM) can use to access various PPS functions. This Main Menu screen displays a list of hyper links for use by the Pool Manager.

Click on a hyper link for that particular activity.

Hyper link	***User Action***
Rate and Score	Select this to go to “Employee Rating and Score” screen.
Increase	Select this to go to “Employee Increase” screen.
Bonus	Select this to go to “Employee Bonus” screen.
RO Increase Allocation	Select this to go to “Increase Allocation” screen.
RO Bonus Allotment	Select this to go to “Bonus Allotment” screen.
Transfer Funds	Select this to go to “Transfer Funds” screen.
REPORTS	Select this to go to the “Report Menu” screen to run different reports.
Change Password	Select this to change your PPS PM password.
Logout of PPS	Select this to logout of the PPS application.

Rate and Score

The Pool Manager (PM) selects the "Employee Rating and Score" screen to enter, display and/or modify employee ratings and scores. To access the Employee Rate and Score screen from the Main Menu, click the "Rate and Score" link. If in the application on a different screen, click the "Rate and Score" link on top of the screen.

Rate and Score Pool Screen

This screen (partial view shown below) displays when the Pool Manager (PM) clicks on the link, *Pool* at the top of the screen.

Performance Payout System

Employee Rating and Score

Bonus | Increase | Pool | Personal Group | Main Menu | Logout of PPS

You may pick a different Path by making a selection here.

Path: ZP 31 Employees

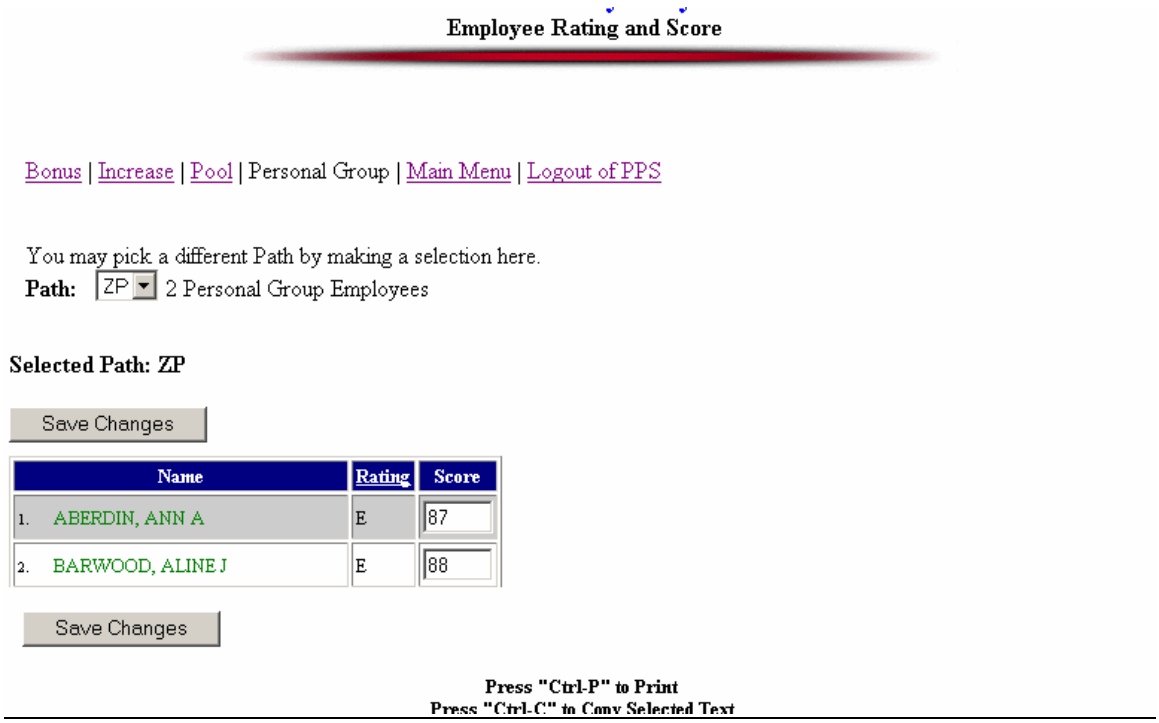
Selected Path: ZP

Save Changes

Name	Rating	Score
1. ABERDIN, ANN A	E	87
2. BARWOOD, ALINE J	E	88
3. BAT, ELVIN M	E	90
4. BLUEHORN, ALBERT N	N	
5. BYSON, HYRD	E	80
6. CARPENTER, CHEMIL A	E	72
7. CASE, WIZARD ANDREW	E	90
8. CHESS, ELTON G	E	88
9. CHIM, JAMES MONG SUN	E	68
10. CURTIS, BARBARA L	E	84
11. FISHERMAN, ROCK S	E	90
12. GOODMAN, BROOK B	E	81
13. HANDYMAN, DON J	E	74
14. HAYES, CHERIL	E	88

Rate and Score Personal Group Screen

This screen shows up when the PM clicks on the link, *Personal Group* at the top of the screen.



Hyper link/List/Button	***Description/User Action***
Pool	PM clicks on this link at the top of the page to enter, display and/or modify the employee's score.
Personal Group	PM clicks on this link at the top of the page to enter, display and/or modify PM personal group (i.e. direct reports) score.
Path	PM selects appropriate career path (ZA, ZP, ZS, etc.), from the drop-down list. See Appendix C for a list of Career Paths.
Save Changes	PM clicks on this button to save any change (s) made on an employee's score.

Data Field	***Description***
Name	Employee's name
Rating	This field must be changed by the System Administrator. Clicking the Rating link brings a list of all possible values of type and the corresponding meaning. See Appendix A for this list.
Score	PM enters/changes an appropriate score for an employee. The PPS validates the entered score to the available range associated with the employee's rating.

Rate and Score PM office (Pool or Personal) Employees

1. Click the arrow button for "Path" to select a desired career path. ZP is the default.
2. To enter/change a score, click in the "Score" field and type in the score (e.g., 93). Scores can only be entered on employees with a rating of "E". The PPS validates the entered score to the available range associated with the employee's rating.
3. Click the "Save Changes" button to save entered data. This will lead you to the "Changes Saved" screen with a message confirming the change (as shown below). Click OK to go back to the "Employee Rating and Score" screen.

Increase

The "Employee Increase" screen (shown below) is used to enter, display and/or modify employee increase information. It also provides the capability to apply increase information for PM office employees. To access the Employee Increase screen from the Main Menu, click the "Increase" link. If in the application on a different screen, click the "Increase" link on top of the screen. The PPS displays employees in Score order within Path. Employees who have been promoted or received a pay adjustment with an increase in last 120 days are not eligible for an increase and will not show up in Increase screen. Also employees who are hired from outside of the Department of Commerce Demo Project and who have unsatisfactory rating or PIP (Performance Improvement Plan) will not show up in the Increase screen. The employee's 'can contribute' flag will be set to 'no' by the System Administrator.

Increase Pool Screen

This screen is used for PM pool office employees. This screen shows up when the PM clicks on the link, *Pool* at the top of the screen.

Performance Payout System

Employee Increase

Rate and Score | Bonus | Pool | Personal Group | Main Menu | Logout of PPS

You may pick a different Path by making a selection here.

Path: ZA 4 Employees

Selected Path: ZA

Save Changes

Total: $6,310 Minus: $0 Plus: $0 Available: $6,310 Used: $9,427 Balance: -$3,117

Name	Score	% Range	% Rec	% of % Rec	X	Current Salary	New Salary	Max Salary	Increase	Excess	% Given	Bonus
1. BRATT, LORRIE A	98	8	4.80	60.00		85,943	90,068	106,086	4,125	0	4.80	2,000
2. BROOKS, JILL J	93	7	2.45	35.00		75,487	75,492	75,492	5	1,844	.01	2,000
3. SHEEP, BONA D	91	16	5.60	35.00		50,889	53,738	57,329	2,849	0	5.60	1,200
4. SCHMICK JR, WALLIAM CHARLES	89	10	3.00	30.00		81,626	84,074	106,086	2,448	0	3.00	1,200

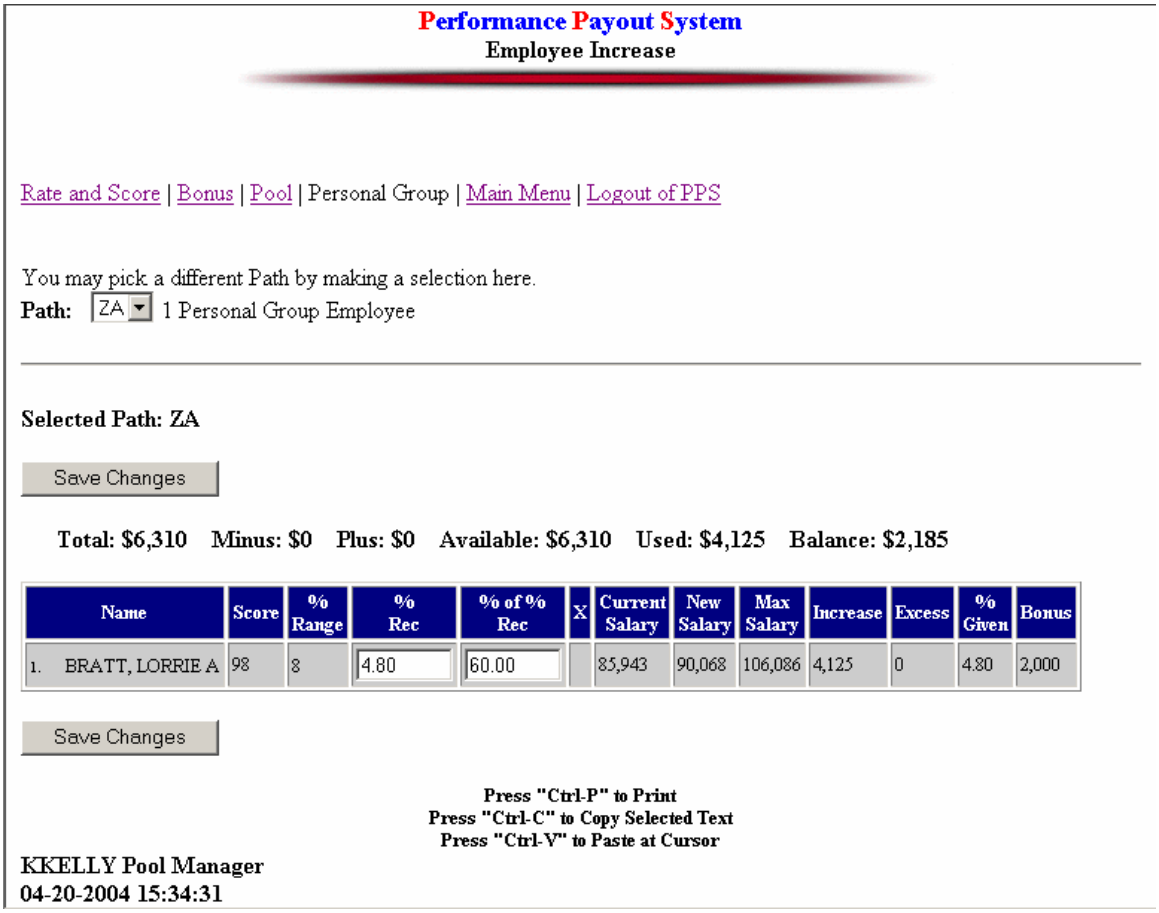
Save Changes

Press "Ctrl-P" to Print
Press "Ctrl-C" to Copy Selected Text
Press "Ctrl-V" to Paste at Cursor

KKELLY Pool Manager
04-20-2004 15:31:26

Increase Personal Group Screen

This screen is used for PM (i.e. direct reports) employees. This screen shows up when the PM clicks on the link, *Personal Group* at the top of the screen.



Hyper link/List/Button	***Description/User Action***
Pool	The PM clicks on this link at the top of the page to display and/or modify PM pool office employee increase information.
Personal Group	PM clicks on this link at the top of the page to display and/or modify PM personal group (i.e. direct reports) increase information.
Path	PM selects appropriate career path (ZA, ZP, ZS, etc.), from the drop-down list. See Appendix C for a list of Career Paths.
Save Changes	PM clicks on this button to save any change (s) made on an employee's increase information.

Data Field	***Description***
Total	Amount of Increase Pool dynamically calculated by the PPS.
Minus	Manually entered by the PM (funds transferred out of the current path/pool).
Plus	Manually entered by the PM (funds transferred into the current path/pool from another career path).
Available	(Total- Minus + Plus).
Used	Computed dynamically as increase amounts are entered by the PM.
Balance	Computed dynamically as increase amounts are entered by the PM.
Name	Employee's name.
Score	PM enters the appropriate score for the specific employee. The PPS validates the entered score to the available range associated with the employee's rating (i.e., E = 40-100, other = blank).
% Range	Salary adjustment percents. Salary adjustment range based on path, band and interval (e.g., 0-20). See Appendix D.
% Rec	This field will be automatically displayed when the PM enters data into the % of % Rec field.
% of % Rec	PM enters the appropriate percent (e.g., 0-100%) of the % Range for the employee's percent of increase.
Current Salary	Employee's current salary as obtained from the NFC personnel /payroll database.
New Salary	Current salary plus increase, not to exceed the employee's maximum salary.
Max Salary	The employee's maximum salary based on Path/Band/Interval.
Increase	The dollar amount of the increase based on % of % Rec entered by the PM.
Excess	Reflects the amount over and above what the employee may receive.
%Given	Represents the actual increase given to the employee.
Bonus	Bonus earned based on performance.

Apply Increase Percentages to PM Office (Pool or Personal) Employees

1. Select a career path from the "Path" drop-down menu. ZP is the default.
2. The PPS allows the PM to enter increase data by "% of % Rec". To enter increase data, do the following: Place the cursor in the "% of %Rec" field, type in a percent (e.g.,0-100) of the "%Range" for the employee's percent of increase. The "% Rec" data is automatically calculated.

Note: PPS displays employees in descending order, based on score within path. The system also alerts you if the following rule is violated: An employee who is scored less than another employee cannot receive a higher "% of % Rec" than the higher scored employee. An example follows.

Performance Payout System
Employee Increase

Rate and Score | Bonus | Pool | Personal Group | Main Menu | Logout of PPS

You may pick a different Path by making a selection here.
Path: ZA 4 Employees

Selected Path: ZA

Save Changes

Total: $6,310 Minus: $0 Plus: $0 Available: $6,310 Used: $9,834 Balance: -$3,524

Name	Score	% Range	% Rec	% of % Rec	X	Current Salary	New Salary	Max Salary	Increase	Excess	% Given	Bonus
1. BRATT, LORRIE A	98	8	4.80	60.00		85,943	90,068	106,086	4,125	0	4.80	2,000
2. BROOKS, JILL J	93	7	2.45	35.00		75,487	75,492	75,492	5	1,844	.01	2,000
3. SHEEP, BONA D	91	16	6.40	40.00	X	50,889	54,145	57,329	3,256	0	6.40	1,200
4. SCHMICK JR, WALLIAM CHARLES	89	10	3.00	30.00		81,626	84,074	106,086	2,448	0	3.00	1,200

Save Changes

Press "Ctrl-P" to Print
Press "Ctrl-C" to Copy Selected Text
Press "Ctrl-V" to Paste at Cursor

KKELLY Pool Manager
04-20-2004 15:37:11

3. A red "**X**" is displayed in the "X" column if the following rule is violated: An employee who is scored less than another employee cannot receive a higher "% of % Rec" than the higher scored employee. In this example (as shown in the screen above), 40% was entered for a lower-scored employee compared to 35% for the higher-scored employee. To correct, modify the "% of % Rec" until the employee(s) are no longer violating the rule.

4. Click the "Save Changes" button to save entered data.

Bonus

The "Employee Bonus" screen (shown below) is used to enter, display and/or modify employee bonus information. It also provides the capability to apply bonus information for PM office employees. To access the Employee Bonus screen from the Main Menu, click the "Bonus" link. If in the application on a different screen, click the "Bonus" link on top of the screen.

Bonus Pool Screen

This screen is used for PM pool office employees. This screen shows up when the PM clicks on the link, *Pool* at the top of the screen.

Performance Payout System

Employee Bonus

Rate and Score | Increase | Pool | Personal Group | Main Menu | Logout of PPS

You may pick a different Path by making a selection here.

Path: ZA 4 Employees

Selected Path: ZA

Save Changes

Total: $4,700 Minus: $0 Plus: $0 Available: $4,700 Used: $6,400 Balance: -$1,700

Name	Score	% Given	% Rec	Increase	New Salary	Bonus	Accounting
1. BRATT, LORRIE A	98	4.8	4.8	4125	90,068	2000	401B8N2EPMP00
2. BROOKS, JILL J	93	.01	2.45	5	75,492	2000	401B8N2EPMP00
3. SHEEP, BONA D	91	5.6	5.6	2849	53,738	1200	401B8N2EPMP00
4. SCHMICK JR, WALLIAM CHARLES	89	3	3	2448	84,074	1200	401B8N2EPMP00

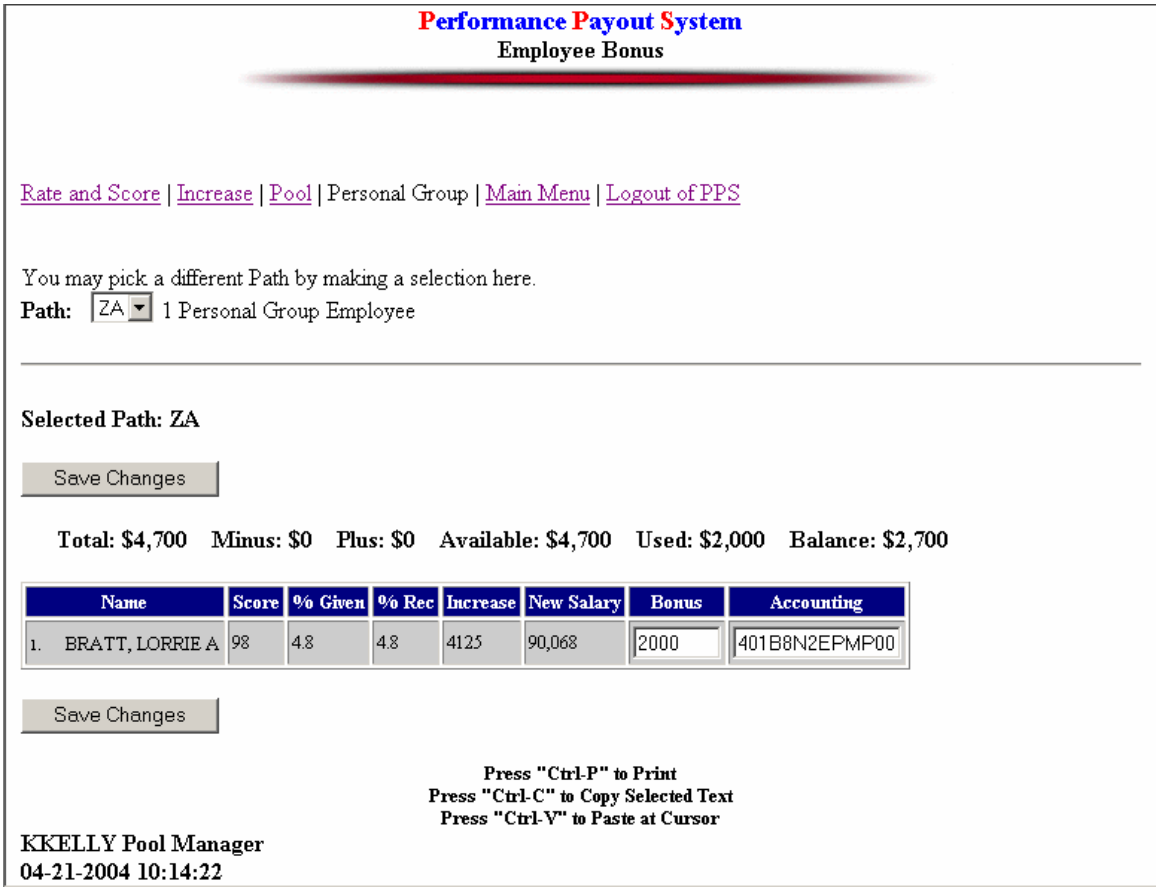
Save Changes

Press "Ctrl-P" to Print
Press "Ctrl-C" to Copy Selected Text
Press "Ctrl-V" to Paste at Cursor

KKELLY Pool Manager
04-21-2004 10:08:22

Bonus Personal Group Screen

This screen is used for PM (i.e. direct reports) employees. This screen shows up when the PM clicks on the link, *Personal Group* at the top of the screen.



Hyper link/List/Button	***Description/User Action***
Pool	The PM clicks on this link at the top of the page to enter, display and/or modify PM pool office employee bonus information.
Personal Group	PM clicks on this link at the top of the page to enter, display and/or modify PM personal group (i.e. direct reports) bonus information.
Path	PM selects appropriate career path (ZA, ZP, ZS, etc.), from the drop-down list. See Appendix C for a list of Career Paths.
Save Changes	PM clicks on this button to save any change (s) made on an employee's bonus information.

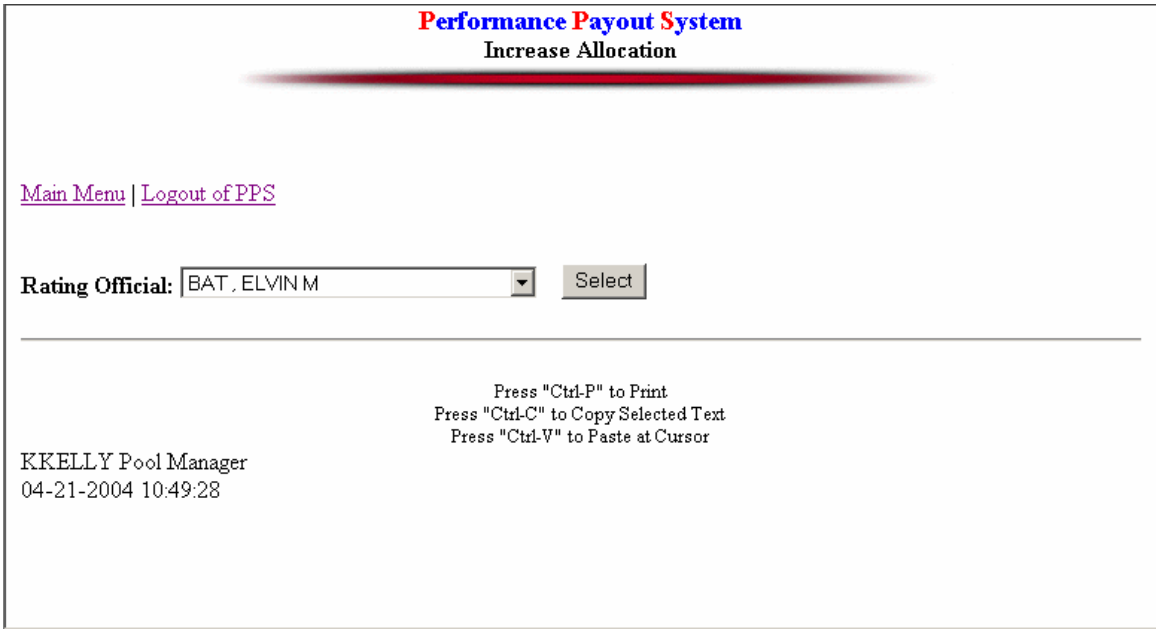
Data Field	***Description***
Total	Amount of Bonus Pool provided to PM by the OU.
Minus	Funds transferred out of the current path/pool.
Plus	Funds transferred into the current path/pool.
Available	(Total- Minus + Plus).
Used	Computed dynamically as bonus amounts are entered by the PM.
Balance	Computed dynamically as bonus amounts are entered by the PM.
Name	Employee's name.
Score	Employee's Score.
% Given	Represents the actual increase given to the employee.
% Rec	Percent (e.g., 2.5, 3.0) within the %Range for the percent of increase.
Increase	The dollar amount of the increase based on "% of % Rec".
New Salary	Current salary plus increase, not to exceed the employee's maximum salary.
Bonus	The PM enters the appropriate bonus for the specific employee.
Accounting	The PM enters the appropriate Accounting code. Please pay attention to this code while you are operating on it.

Apply Bonus Amounts to PM Office (Pool or Personal) Employees

1. Select a career path from the "Path" drop-down menu. ZP is the default.
2. Place the cursor on the Bonus column and type in a bonus amount for the employee with the highest score. Then tab to the "Accounting" column and enter the accounting code.
3. Click the "Save Changes" button to save the entries.
4. Repeat the above for each employee within the career path who is receiving a bonus. Click "Save Change" button to save your entries.
5. You can also modify bonus amount and/or corresponding accounting code for an employee at any time.
6. The amount of bonus entered will automatically appear on the Employee Increase screen.

RO Increase Allocation

The "Increase Allocation" screen (shown below) is used to display and/or enter Rating Official (RO) increase allocations by career path. To access this screen, select the "RO Increase Allocation" link from the Main Menu.



Apply RO Increase Allocations

1. The PPS displays list of Rating Officials in alphabetical order as shown above. Choose an RO from the list and then click "Select" button. It takes you to the following screen.

List/Button	***Description/User Action***
Rating Official	PM can again choose another RO from this list.
Save Changes	PM clicks on this button to save any change (s) made on RO Increase Allocation.
Reset	PM clicks on this button to reset the recent changes made.

Performance Payout System
Increase Allocation

Main Menu | Logout of PPS

Rating Official: BAT , ELVIN M Select

Selected RO: BAT, ELVIN M

Save Changes Reset

Path	Funds Allocation	Eligible Employees	Current Salary of Eligible Employees	Current Contribution of Eligible Employees
ZP	0	11	883,696	21,315
ZA	0	0	0	0
ZS	0	0	0	0
ZT	0	0	0	0
SL	0	0	0	0
ST	0	0	0	0

Save Changes Reset

Press "Ctrl-P" to Print
Press "Ctrl-C" to Copy Selected Text
Press "Ctrl-V" to Paste at Cursor

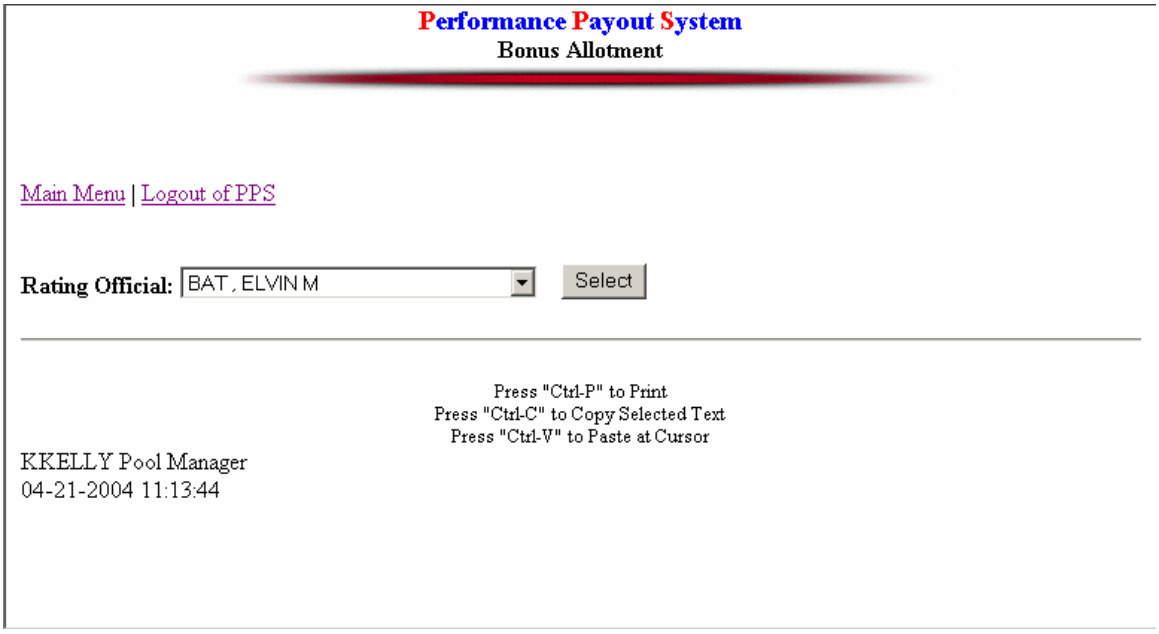
KKELLY Pool Manager
04-21-2004 10:54:16

Data Field	***Description***
Path	Career Path. See Appendix C for a list of Career Paths.
Funds Allocation	Funds allocated for a given path. PM enters a new value in this column (optional).
Eligible Employees	Total number of eligible employees in that path.
Current Salary of Eligible Employees	Total salary of all eligible employees in that path.
Current Contribution of Eligible Employees	Current contribution of all eligible employees in that path.

2. Place cursor on “Funds Allocation” column for a chosen path. Type in an increase allocation (e.g., 12000) for the selected Rating Official.
3. Click “Save Changes” to save the entry or click “Reset” to cancel the change.
4. Repeat the above steps to enter increase allocation for different paths for the selected RO.

RO Bonus Allotment

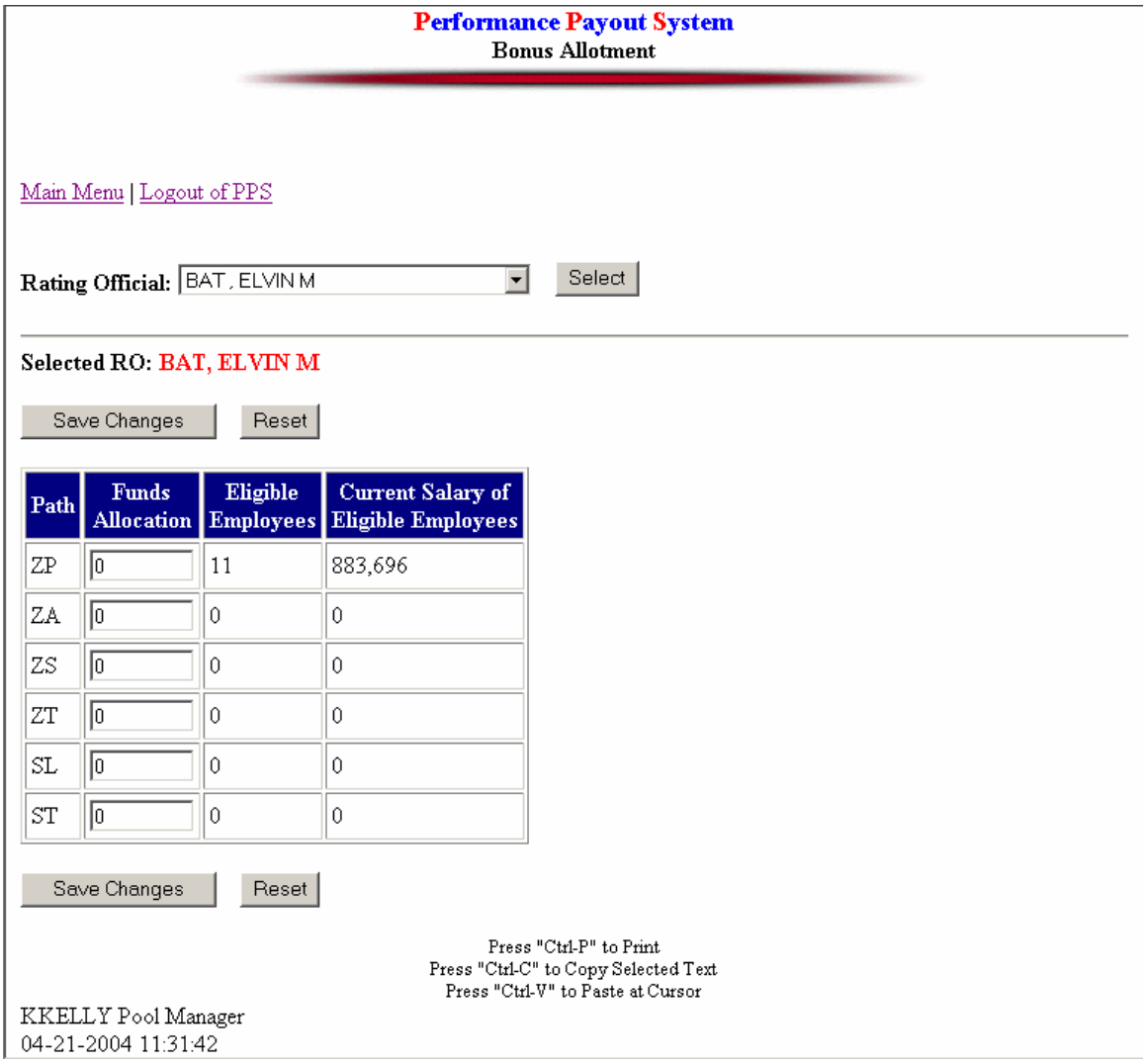
The “Bonus Allotment” screen (shown below) is used to display and/or enter Rating Official (RO) bonus allocations by career paths. To access this screen, select the “RO Bonus Allotment” link from the Main Menu.



Apply RO Bonus Allotment

1. The PPS displays a list of Rating Officials in alphabetical order as shown above. Choose an RO from the list and then click “Select” button. It takes you to the following screen.

List/Button	***Description/User Action***
Rating Official	PM can choose another RO from this list.
Save Changes	PM clicks on this button to save any change (s) made on RO Bonus Allotment.
Reset	PM clicks on this button to reset the recent changes made.



Performance Payout System
Bonus Allotment

Main Menu | Logout of PPS

Rating Official: BAT , ELVIN M Select

Selected RO: BAT, ELVIN M

Save Changes Reset

Path	Funds Allocation	Eligible Employees	Current Salary of Eligible Employees
ZP	0	11	883,696
ZA	0	0	0
ZS	0	0	0
ZT	0	0	0
SL	0	0	0
ST	0	0	0

Save Changes Reset

Press "Ctrl-P" to Print
Press "Ctrl-C" to Copy Selected Text
Press "Ctrl-V" to Paste at Cursor

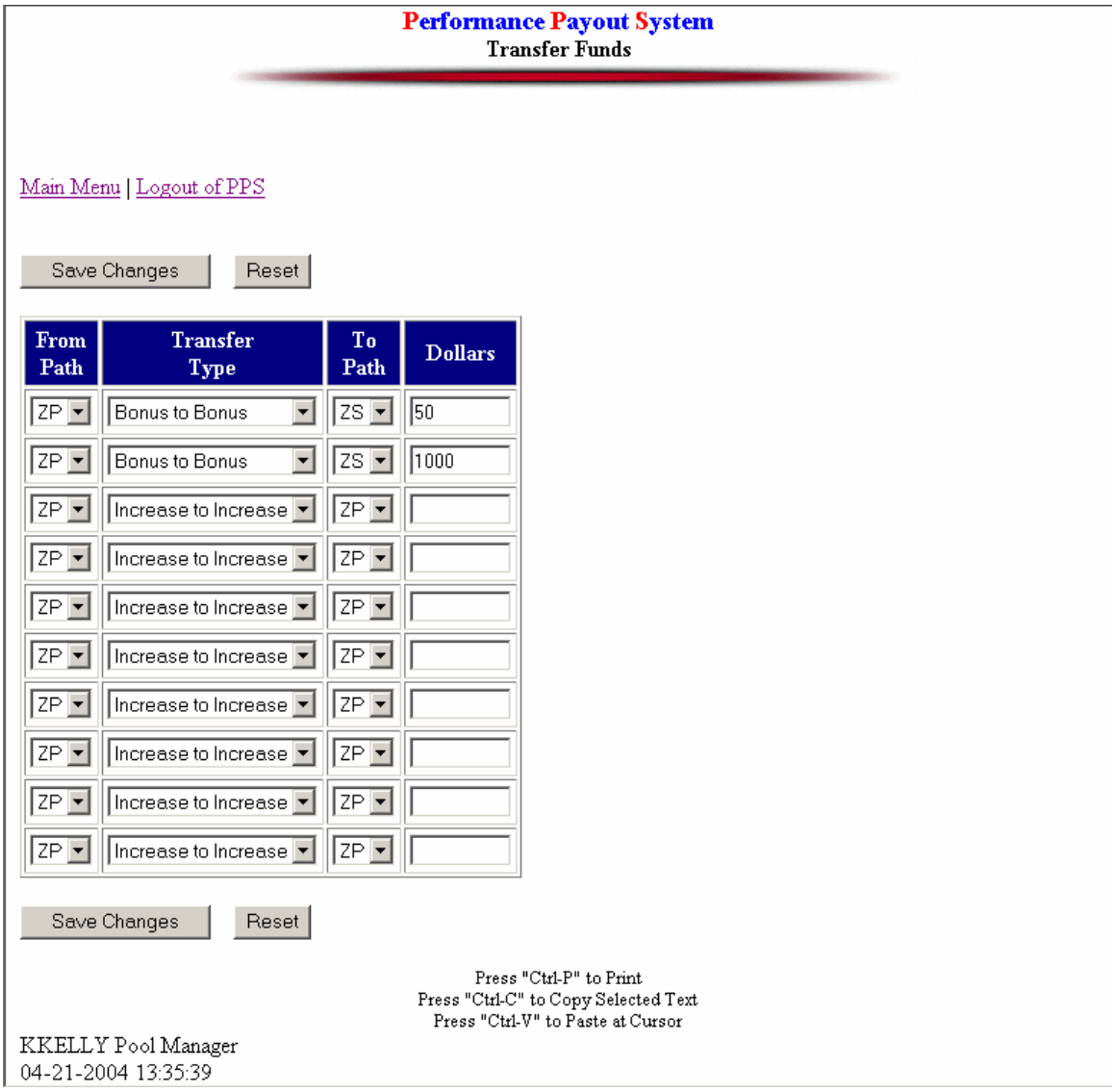
KKELLY Pool Manager
04-21-2004 11:31:42

Data Field	***Description***
Path	Career Path. See Appendix C for a list of Career Paths.
Funds Allocation	Bonus allotment for a given path. PM enters a new value in this column (optional).
Eligible Employees	Total number of eligible employees in that path.
Current Salary of Eligible Employees	Total salary of all eligible employees in that path.

2. Place cursor on “Funds Allocation” column for a chosen path. Type in a bonus allotment (e.g., 12000) for the selected Rating Official.
3. Click “Save Changes” to save the entry or click “Reset” to cancel the change.
4. Repeat the above steps to enter bonus allocation for different paths for the selected RO.

Transfer Funds

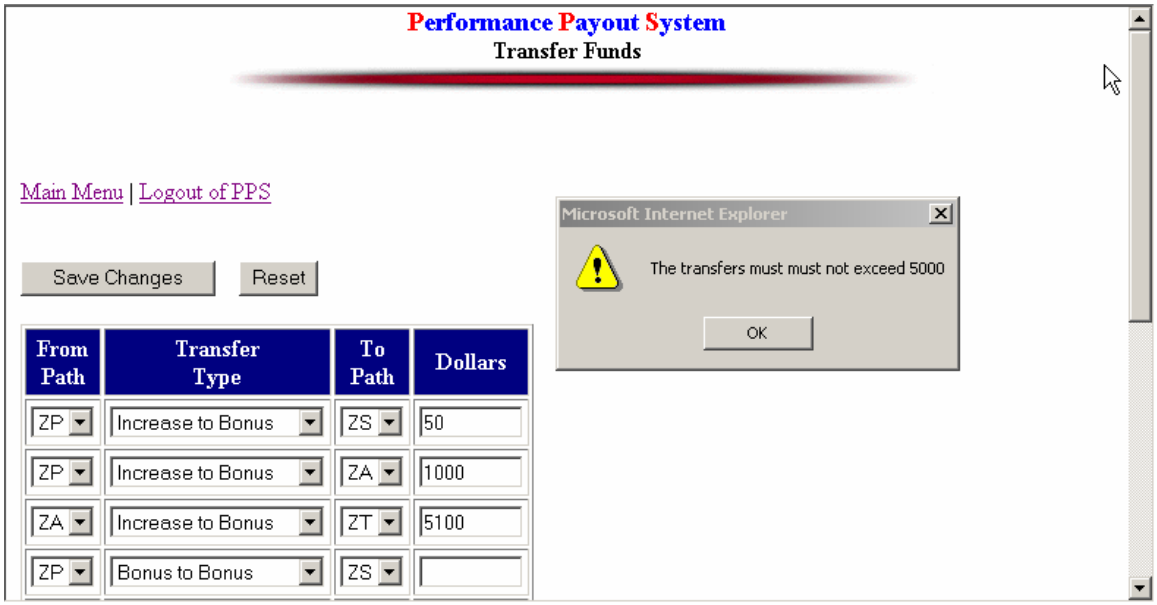
The "Transfer Funds" screen (shown below) is used to display and/or 'Increase-to-Increase' funds, 'Increase-to-Bonus' funds or 'Bonus-to-Bonus' funds associated with career paths. To access this screen, select the "Transfer Funds" link from the Main Menu.



Data Field	***Description***
From Path	The user selects the appropriate career path from a drop-down list.
Transfer type	Type of transfer: Increase to Increase, Increase to Bonus or Bonus to Bonus.
To Path	The user selects the appropriate career path from a drop-down list.
Dollars	The user enters the appropriate transfer amount for the specific career path.

Transfer Funds

1. Select a path from the "From Path" drop-down list. This is the path funds will be transferred from.
2. Select the "Transfer type" from the drop-down list. Choices are: Increase to Increase, Increase to Bonus and Bonus to Bonus.
3. Select a path from the "To Path" drop-down list. This is the path funds will be transferred to.
4. Enter the dollar amount (e.g., $100) to be transferred from one path to another. Transfer amount cannot exceed $5000. In the following example, $5100 was entered as 'Increase-to-Bonus' funds to be transferred from path ZA to path ZT. PPS generated an alert message that transfer amount has exceeded the $5000 limit. To correct this error, change the amount to less than or equal to $5000.

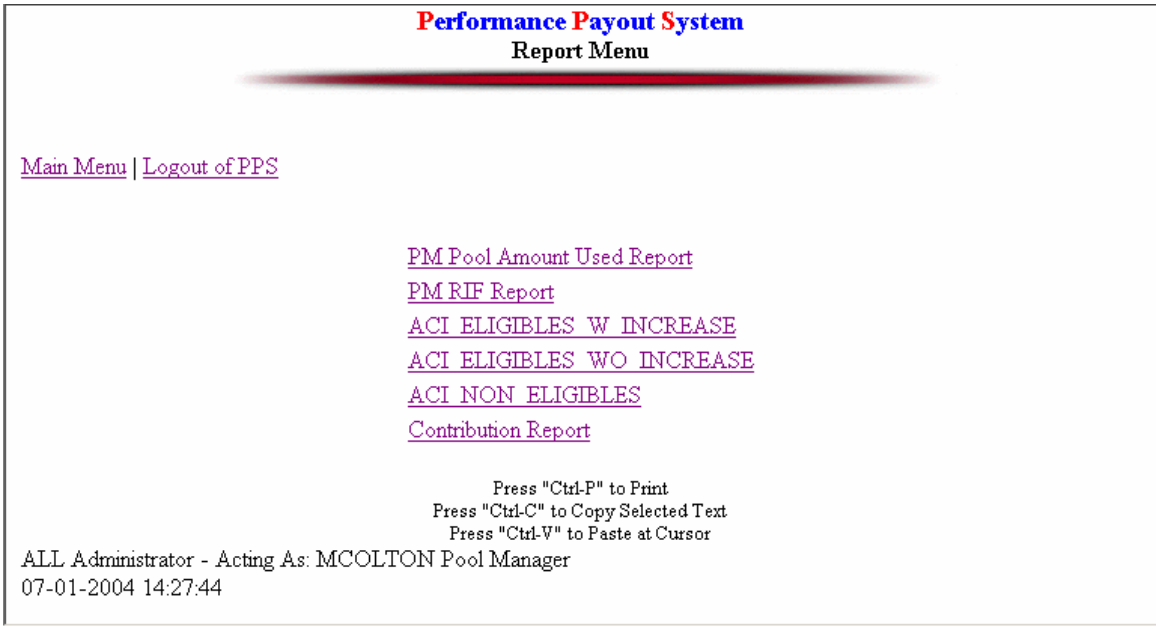


Reports

A list of PM reports can be accessed and run using the “Reports” link on the Main menu.

Run Reports

1. Click the “Reports” link from the Main menu. It follows a screen with a list of different types of reports.
2. Click on the link for the report you are interested to run.



PM Pool Amount Used Report

Performance Payout System
Pool Amount Used Report

Reports | Main Menu | Logout of PPS

Report run on APR 21, 2004 at 14:10 by KELLY, KATHLEEN A.

Pool Manager Name: KATHLEEN KELLY

Path	*Increase Authorized*	*Increase Transferred*	*Increase Used*	*Increase Balance*	*Bonus Authorized*	*Bonus Transferred*	*Bonus Used*	*Bonus Balance*
ZP	$60,435.00	$.00	$60,887.00	-$452.00	$37,000.00	-$1,050.00	$35,950.00	$.00
ZT	$99,981.00	$.00	$99,786.00	$195.00	$71,600.00	$.00	$72,600.00	-$1,000.00
ZA	$6,310.00	$.00	$9,427.00	-$3,117.00	$4,700.00	$.00	$6,400.00	-$1,700.00
ZS	$4,001.00	$.00	$3,841.00	$160.00	$2,900.00	$1,050.00	$5,000.00	-$1,050.00
Total:	$170,727.00		$173,941.00	-$3,214.00	$116,200.00		$119,950.00	-$3,750.00

Press "Ctrl-P" to Print
Press "Ctrl-C" to Copy Selected Text
Press "Ctrl-V" to Paste at Cursor

KKELLY Pool Manager
04-21-2004 14:10:52

The report may have different data fields (shown below):

Data Field	***Description/ Value***
Path	Career Path. See Appendix C for a list of Career Paths.
Increase Authorized	Amount of Increase dollars authorized for a specific career path.
Increase Transferred	Amount of Increase dollars transferred for a specific career path.
Increase Used	Increase amount used for the career path.
Increase Balance	Remaining balance amount.
Bonus Authorized	Amount of bonus dollars authorized for a specific career path.
Bonus Transferred	Amount of bonus dollars transferred for a specific career path.
Bonus Used	Bonus amount used for the career path.
Bonus Balance	Bonus balance amount.

PM RIF Report

This report displays Reduction In Force (RIF) values for different career paths. The RIF credit is not applied and will not be displayed until the system is locked (read-only). Below is shown part of a PM RIF Report. The top 30% of rated employees of a career path receive 10 years RIF credit. All other rated employees receive 5 years.
In this example, there were actually 20 people showing up, but here we have a partial view of the report with only 13 people. Ten of the 20 people are in the 30% of rated employees. In this example, 30% of rated employees (20) equal six. The sixth employee's score is tied with one or more employees next on the screen; therefore, all of those employees (10) are included in the top 30% for 10 years RIF credit.

Performance Payout System
PM Report on RIF

Reports | Main Menu | Logout of PPS

Report run on APR 22, 2004 at 10:23 by KELLY, KATHLEEN A.

Path: ZP

Employee Name	*Score*	*RIF*	*Eligible*	*Sys Org Code*
SETH, MAXIM	94	30	Yes	544002000104020000
SHEPPARD, LARRY	94	30	Yes	544002000000000000
WALLNUT, TOM	93	30	Yes	544002111111111111
ROBERT, DORA	92	30	Yes	544002000103000000
WHITMAN, HANK	91	30	Yes	544002000104000000
BAT, ELVIN	90	30	Yes	544002000100000000
CASE, WIZARD	90	30	Yes	544002000102000000
FISHERMAN, ROCK	90	30	Yes	544002000104003000
MCLEAN, GEORGE	90	30	Yes	544002000103000000
MCMILAN, KEREN	90	30	Yes	544002000103000000
BARWOOD, ALINE	88		Yes	544002000103000000
CHESS, ELTON	88		Yes	544002000104000000
HAYES, CHERIL	88		Yes	544002000104000000

ACI ELIGIBLES W INCREASE

This report displays Annual Comparability Increase (ACI) values for different employees under a Pool Manager. This report is not prepared until mid January after the President signs legislation for ACI. Below is shown part of such a Report.

Performance Payout System
ACI ELIGIBLES W INCREASE

Reports | Main Menu | Logout of PPS

Report run on APR 22, 2004 at 10:49 by KELLY, KATHLEEN A.

Employee Name	*Pre Aci Salary*	*Post Aci Salary*	*Max Salary*	*Locality Code*	*Path*	*Pre Aci Rating*	*Org Code*
ADRIAN JR ARON	69299	72254	75492	4DCB	ZT	E	544002000101020000
BALDWIN JACK	71222	74260	75492	4DCB	ZT	E	544002000101020000
BASS TIM	75487	75492	75492	4DCB	ZT	E	544002000102030000
BECKMAN TODD	40900	42644	57329	4DCB	ZT	E	544002000101010000
BELLBOY PHILLIPS	54848	57187	75492	4DCB	ZT	E	544002000101040000
BORD TOGOL	71467	74515	75492	4DCB	ZT	E	544002000101030000
BRATT LORRIE	85943	89608	106086	4DCB	ZA	E	544002111111111111
BRINGTON TOM	65380	68169	75492	4DCB	ZT	E	544002000101040000
BRONX JR DAVE	65157	67936	75492	4DCB	ZT	E	544002000102030000
BYSON HYRD	78525	81874	106086	4DCB	ZP	E	544002000104020000
CARPENTER CHEMIL	65412	68202	77005	4DCB	ZP	E	544002000103000000
CASE WIZARD	76132	79379	106086	4DCB	ZP	E	544002000102000000
CHIM JAMES	95440	99511	106086	4DCB	ZP	E	544002000104020000

The report may have different data fields (shown below):

Data Field	***Description/ Value***
Employee Name	Employee name.
Pre ACI Salary	Salary earned before ACI.
Post ACI Salary	Salary earned after ACI.
Max Salary	Maximum salary.
Locality Code	Locality Code.
Path	Career Path.
Pre ACI Rating	Rating earned before ACI.
Org Code	Organizational Code.

ACI ELIGIBLES WO INCREASE

This report displays Annual Comparability Increase (ACI) values for different employees, who have not received any increase. This report is similar to ACI ELIGIBLES W INCREASE report.

Performance Payout System
ACI ELIGIBLES WITHOUT INCREASE

Reports | Main Menu | Logout of PPS

Report run on JUL 01, 2004 at 14:39 by COLTON, MARIE C.

Employee Name	*Pre Aci Salary*	*Post Aci Salary*	*Current Salary*	*Increase*	*New Salary*	*Max Salary*	*Locality Code*	*Path*	*Pre Aci Rating*	*Org Code*

No Exceptions Found!

Press "Ctrl-P" to Print
Press "Ctrl-C" to Copy Selected Text
Press "Ctrl-V" to Paste at Cursor

ALL Administrator - Acting As: MCOLTON Pool Manager
07-01-2004 14:38:56

ACI NON ELIGIBLES

This report displays information for different employees who are not eligible to receive ACI.

Performance Payout System
ACI NON-ELIGIBLES

Reports | Main Menu | Logout of PPS

Report run on JUL 01, 2004 at 14:38 by COLTON, MARIE C.

Employee Name	*Pre Aci Salary*	*Post Aci Salary*	*Max Salary*	*Locality Code*	*Path*	*Pre Aci Rating*	*Org Code*

No Exceptions Found!

Press "Ctrl-P" to Print
Press "Ctrl-C" to Copy Selected Text
Press "Ctrl-V" to Paste at Cursor

ALL Administrator - Acting As: MCOLTON Pool Manager
07-01-2004 14:38:56

Contribution Report

This report displays Pool Contribution for different career paths. Below is shown part of a Contribution Report.

Performance Payout System
Contribution Report

Reports | Main Menu | Logout of PPS

Report run on APR 22, 2004 at 12:52 by KELLY, KATHLEEN A.

Pool Manager Name:	*KATHLEEN KELLY*
ZP Allocation:	*$58,058.00*
ZT Allocation:	*$97,343.00*
ZA Allocation:	*$6,310.00*
ZS Allocation:	*$4,001.00*
Total Allocation:	*$165,712.00*

Personal Group

Path: ZP

Name	*Rating*	*Pool Contribution*
SHEPPARD, LARRY	*E*	*$2,162.00*
WALLNUT, TOM	*E*	*$2,437.00*
	ZP Total:	*$4,599.00*

Path: ZA

Name	*Rating*	*Pool Contribution*
BRATT, LORRIE	*E*	*$2,623.00*
	ZA Total:	*$2,623.00*

Path: ZS

Name	*Rating*	*Pool Contribution*
FLORENCE, RUTH	*E*	*$.00*
	ZS Total:	*$.00*

Appendix A: Rating Code Table

Rating Code -

E Eligible

N Not Rateable

U Unsatisfactory

P Performance Improvement Plan (PIP)

CLOSE PRINT

Press "Ctrl-P" to Print
Press "Ctrl-C" to Copy Selected Text
Press "Ctrl-V" to Paste at Cursor

03-11-2004 14:57:07

Appendix B: Demo Bands Vs. GS Grades

ZA

BAND	I	II	III	IV	V
GS Range	1-6	7-10	11-12	13-14	15

ZP

BAND	I	II	III	IV	V
GS Range	1-6	7-10	11-12	13-14	15

ZS

BAND	I	II	III	IV	V
GS Range	1-2	3-4	5-6	7-8	9-10

ZT

BAND	I	II	III	IV	V
GS Range	1-4	5-8	9-10	11-12	13

Appendix C: Career Paths

ZP- *P*rofessional
ZT- *S*cientific & *T*echnical
ZA- *A*dministrative
ZS- *C*lerical and *S*upport
ST- *S*enior *S*cientist
SL- *S*enior *L*evel

Appendix D: Rate of Increase Eligibility

ZP- Scientific and Engineering			*ZT- Scientific and Engineering Technician*		
Band	*Interval*	*Increase*	*Band*	*Interval*	*Increase*
V	4-5	0%-4%	V	4-5	0%-3%
(GS-15)	3	0%-4%	(GS-13)	3	0%-3%
	2	0%-5%		2	0%-4%
	1	0%-6%		1	0%-6%
IV	4-5	0%-6%	IV	4-5	0%-3%
(GS 13-14)	3	0%-6%	(GS 11-12)	3	0%-3%
	2	0%-8%		2	0%-5%
	1	0%-10%		1	0%-7%
III	4-5	0%-7%	III	4-5	0%-5%
(GS 11-12)	3	0%-7%	(GS 9-10)	3	0%-5%
	2	0%-12%		2	0%-6%
	1	0%-15%		1	0%-8%
II	4-5	0%-8%	II	4-5	0%-6%
(GS 7-10)	3	0%-8%	(GS 5-8)	3	0%-6%
	2	0%-16%		2	0%-8%
	1	0%-20%		1	0%-12%
I	4-5	0%-7%	I	4-5	0%-7%
(GS 1-6)	3	0%-7%	(GS 1-4)	3	0%-7%
	2	0%-12%		2	0%-10%
	1	0%-14%		1	0%-12%

ZA- Administrative			**ZS-Support**		
Band	*Interval*	*Increase*	*Band*	*Interval*	*Increase*
V	4-5	0%-4%	V	4-5	0%-3%
(GS-15)	3	0%-4%	(GS 9-10)	3	0%-3%
	2	0%-5%		2	0%-4%
	1	0%-6%		1	0%-6%
IV	4-5	0%-6%	IV	4-5	0%-3%
(GS 13-14)	3	0%-6%	(GS 7-8)	3	0%-3%
	2	0%-8%		2	0%-5%
	1	0%-10%		1	0%-7%
III	4-5	0%-7%	III	4-5	0%-5%
(GS 11-12)	3	0%-7%	(GS 5-6)	3	0%-5%
	2	0%-12%		2	0%-6%
	1	0%-15%		1	0%-8%
II	4-5	0%-8%	II	4-5	0%-6%
(GS 7-10)	3	0%-8%	(GS 3-4)	3	0%-6%
	2	0%-16%		2	0%-8%
	1	0%-20%		1	0%-12%
I	4-5	0%-7%	I	4-5	0%-7%
(GS 1-6)	3	0%-7%	(GS 1-2)	3	0%-7%
	2	0%-12%		2	0%-10%
	1	0%-14%		1	0%-12%

Appendix E: Data Dictionary

ACI- Annual Comparability Increase
Contr- Contribution
Inc- Increase
Int- Interval
Int Max- Maximum Interval
PPS – Performance Payout System
PM Max Org- Maximum Organizational Code
PM Min Org- Minimum Organizational Code
NFC- National Finance Center
OU- Operating Unit
OU Pool Min Org- Operating Unit Pool Minimum Organization Code
%Allot- Percentage Allotment
PIP - Performance Improvement Plan
PM- Pool Manager
RIF- Reduction In Force
RO- Rating Official
SEC – Special Employee Code
Spec Emp- Special Employee Code