

Performance Appraisal Application (PAA) Version 3.0

Apply Action(s) To Multiple Employees (PAA)

Apply Action(s) to Multiple Employees is a new feature introduced in PAA Version 3.0 that allows rating officials, higher levels reviewers, pay pool managers/alternate pay pool managers pay pool administrators/alternate pay pool administrators, and persons with the CIVDOD Performance Management Administrator responsibility to perform the same PAA action on multiple employees at one time.

The table below shows the type of multiple actions currently available based on the assigned responsibility.

Multiple Action	Description	PAA RESPONSIBILITY							
		My Workplace (signed in as RO)	Civ Rating Official	My Workplace (signed in as HLR)	CIVDOD Performance Management Administrator	CIV Pay Pool Manager	CIV Alternate Pay Pool Manager	CIV Pay Pool Administrator	CIV Alternate Pay Pool Administrator
Change Higher Level Reviewer	Allows the change of the current higher level reviewer to another higher level reviewer.	X	X	X	X	X	X	X	X
Change Rating Official	Allows the change of the current rating official to another rating official.	X	X	X	X	X	X	X	X
Copy Employee's Current Plan for Next Rating Cycle	Allows the rating official to copy employees' current performance plans.	X	X						
Copy One Active Plan to Multiple Employees	Allows the rating official to copy an employee's current performance plan to create other employees' performance plans.	X							
Retrieve Plan/Appraisal from Employee	Allows rating official to retrieve appraisals from employees.	X	X						
Retrieve Plan/Appraisal from Higher Level Reviewer	Allows rating official to retrieve appraisals from higher level reviewer.	X	X						
Transfer to Employee (Must be Current Owner)	Allows rating official to transfer appraisals to employees and enter e-mail comments only once.	X	X						
Change PAA Status	Allows user to change the Current PAA status.				X	X	X	X	X



How to Get Started

Select the [Apply Action\(s\) to Multiple Employees \(PAA\)](#) link under the menu items listed on the Navigator page.

Navigator

<ul style="list-style-type: none">CIV Alternate Pay Pool ManagerMy BizMy Workplace	<p>My Workplace</p> <ul style="list-style-type: none">All Actions Awaiting Your AttentionPerformance Appraisal Application (PAA)My Employee InformationUpdate My InformationApply Action(s) to Multiple Employees (PAA) <p>NSPS Performance Management Reports</p> <ul style="list-style-type: none">View/Print Performance Management ReportsView Previous Requests
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How to Use

Select an action from the list below and then select the Start Button.

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Apply Action(s) to Multiple Employees (PAA)

[Switch to HLR Actions on Multiple Employees](#)

Available Actions
Select an action from the list below and then select Start to display the appraisals for which you can apply the action.

Select Action

- Change Higher Level Reviewer
- Change Rating Official
- Copy Employee's Current Plan for Next Rating Cycle
- Copy One Active Plan to Multiple Employees
- Retrieve Plan/Appraisal from Employee
- Retrieve Plan/Appraisal from Higher Level Reviewer
- Transfer to Employee (Must be Current Owner)

[Cancel](#) [Start](#)

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NOTE: Switch to HLR Actions on Multiple Employees/Switch to RO Actions on Multiple Employees button allows a user who has both HLR and RO responsibilities the ability to switch between roles without logging out of DCPDS and logging back in.



Follow the steps listed under each Available Action listed below.

Change Higher Level Reviewer

- This action does not move the plan/appraisal from its current owner.
- Once the action is executed, the Higher Level Reviewer will no longer be able to view the plan/appraisal unless they are the current owner.
- This functionality is available for all rating officials, Civ Rating Officials, higher level reviewers, CIVDOD Performance Management Administrators, Pay Pool Managers, Assistant Pay Pool Managers, Pay Pool Administrators, and Assistant Pay Pool Administrators

Step 1: Select **Change Higher Level Reviewer** from the available actions

Step 2: Enter the **current Rating Official's name** and click the Find Button to produce a listing of employees to select from

Step 3: Select the employees to which the action should be applied to

Step 4: Identify the **new higher level reviewer** by searching and selecting the new higher level reviewer

Step 4: Click the Save Button to execute the action.

- An e-mail notification is sent to all impacted employees provided their e-mail addresses are contained My BIZ.
- A Status Log is created that notifies the user whether or not the Rating Official was successfully changed.

Change Rating Official

- Once the action is executed, the Rating Official will lose ownership of the plan/appraisal.
- This functionality is available for all rating officials, civ rating officials, higher level reviewers, CIVDOD Performance Management Administrators, Pay Pool Managers, Assistant Pay Pool Managers, Pay Pool Administrators, and Assistant Pay Pool Administrators.

Step 1: Select **Change Rating Official** from the available actions

Step 2: Enter the **current Rating Official's name** and click the Find Button to produce a listing of employees to select from

Step 3: Select the employees to which the action should be applied to.

Step 4: Identify the **new Rating Official** by searching and selecting the new rating official



Step 5: Click the Save Button to execute the action.

- An e-mail notification is sent to all impacted employees provided their e-mail addresses are contained My BIZ.
- A Status Log is created that notifies the user whether or not the Higher Level Reviewer was successfully changed.

Copy Employee's Current Plan for Next Rating Cycle

- Only employees with plans whose Plan Status equals "Approved" will appear under Search Results to copy employee's current Plan for next rating cycle.
- This functionality is available for all rating officials, Civ Rating Officials, higher level reviewers, CIVDOD Performance Management Administrators, Pay Pool Managers, Assistant Pay Pool Managers, Pay Pool Administrators, and Assistant Pay Pool Administrators.

Step 1: Select **Copy Employee's Current Plan for Next Rating Cycle** from the available actions

Step 2: Enter the *current Rating Official's name* and click the Find Button to produce a listing of employees to select from

Step 3: Select the employees to which the action should be applied to

Step 4: Complete the Plan Setup Details Area

Step 5: Click the Copy Button to execute the action.

- A Status Log is created that notifies the user whether or not the plan was successfully created for the next rating cycle. If successful, the status log provides the new Appraisal ID #.

Copy One Active Plan to Multiple Employees

- A list of the employees currently in the rating official's self service hierarchy will appear to have the action applied to.
- This functionality is available for only rating officials.

Step 1: Select **Copy One Active Plan to Multiple Employees** from the available actions

Step 2: Select the employees to which the action should be applied to

Step 3: Select the Plan to Copy by searching/selecting by the Employee's Name or Appraisal ID of the plan you wish to copy and then by selecting the Apply Filter Button. If more than one record appears, you must select a record, click the Next Button

Step 4: Complete the Plan Setup Details Area

Step 5: Click the Copy Button to execute the action.



- A Status Log is created that notifies the user whether or not the plan was successfully copied for multiple employees. If successful, the status log provides the new Appraisal ID #.

Retrieve Plan/Appraisal from Employee

- The employee must be the current owner of the plan/appraisal.
- This functionality is available for all rating officials, Civ Rating Official.

Step 1: Select **Retrieve Plan/Appraisal from Employee** from the available actions

Step 2: Enter the *current Rating Official's name* and click the Find Button to produce a listing of employees to select from

Step 3: Click the Retrieve Appraisal Button to execute the action.

- An e-mail notification is sent to all impacted employees provided their e-mail addresses are contained My BIZ.
- A Status Log is created that notifies the user whether or not the plan has been successfully retrieved.

Retrieve Plan/Appraisal from Higher Level Reviewer

- Only those employee plans/appraisals that have been transferred to the higher level reviewer will be visible.
- This functionality is available for all rating officials, Civ Rating Official.

Step 1: Select **Retrieve Plan/Appraisal from Employees** from the available actions

Step 2: Enter the *current Rating Official's name* and click the Find Button to produce a listing of employees to select from

Step 3: Select the employees to which the action should be applied to

Step 4: Click the Retrieve Appraisal Button to execute the action.

- An e-mail notification is sent to all impacted employees provided their e-mail addresses are contained My BIZ.
- A Status Log is created that notifies the user whether or not the plan has been successfully retrieved.

Transfer to Employee



- Rating official must be current owner of the plan/appraisal.
- This functionality is available for all rating officials, Civ Rating Officials.

Step 1: Select **Retrieve Plan/Appraisal from Employees** from the available actions

Step 2: Enter the **current Rating Official's name** and click the Find Button to produce a listing of employees to select from

Step 3: Select the employees to which the action should be applied to

Step 4: Click the Retrieve Appraisal Button to execute the action.

- An e-mail notification is sent to all impacted employees provided their e-mail addresses are contained My BIZ.
- A Status Log is created that notifies the user whether or not the plan has been successfully transferred to the employee.

Change PAA Status

- The following Current PAA Statuses cannot be changed through this process and if selected will produce an error message:
 - (1) Plan in Progress
 - (2) Plan Approved
 - (3) Interim in Progress
 - (4) Interim Review Approved by HLR
 - (5) Interim Review Completed
 - (6) Closeout in Progress
 - (7) Closeout Completed
 - (8) Approved by PPM
 - (9) Completed
- This functionality is available for only for CIVDOD Performance Management Administrators, Pay Pool Managers, Assistant Pay Pool Managers, Pay Pool Administrators, and Assistant Pay Pool Administrators.

Step 1: Select **Change PAA Status** from the available actions

Step 2: Enter the **current Rating Official's name** and click the Find Button to produce a listing of employees to select from

Step 3: Select the employees to which the action should be applied to

Step 4: Select the Current PAA Status that you want to change to.

Step 5: Click the Save Button to execute the action.

- A Status Log is created that notifies the user whether or not the plan status has been successfully changed.

