

Feb. 15, 2008

PAA Helpful Hints #1

We are all new to the Performance Appraisal Application (PAA) Tool. Here are some helpful hints to use as you navigate the system to enter your SMART performance objectives and create a NSPS performance plan.

PAA CRITICAL DATES

The following dates must be correct for the performance pay pool and award process to work correctly and also to reflect your NSPS position data and salary. Employees who enter on duty (EOD) at DoDEA after January 20, 2008 will use their EOD as the Appraisal Period Start Date. All employees who converted to NSPS on January 20, 2008 will have the following critical dates on their performance plans.

Appraisal Period Start Date: 20-Jan-2008

Appraisal Period End Date: 30-Sep-2008 (this date is already set in the PAA – do not change)

Appraisal Effective Date: 01-Jan-2009 (this date is already set in the PAA – do not change)

BE SURE YOU ENTER 20 January 2008 for the Appraisal Period Start Date.

You must change the day, month, and year on the calendar for the Appraisal Start Date. The PAA system pulls salary and position data based upon the Appraisal Start Date on your plan. If this date is incorrect, you will see General Schedule position data when you go to print your appraisal form. Once the date is entered and you move from the Details page an employee cannot change the date. If you enter an incorrect start date, transfer your plan to your supervisor so that they can update the appraisal start date.

BLUE PENCIL NEEDED TO MAKE UPDATES

A PAA plan must have a **BLUE pencil** in the UPDATE column of the Main Page in order to allow you to update your plan. If the pencil is WHITE, then your PAA has been transferred. Look to the CURRENT OWNER column on the MAIN Page to determine where your performance plan is located.

REMEMBER TO SAVE!!! Before you logout of PAA take a moment to save your information. Select the **Save** button on the screen, then select **Logout** in the top corner of the page. After one (1) hour of inactivity, your session times out. Any information you have typed will be saved. The system automatically saves your data at critical points such as when the session time expires.

DoDEA MISSION STATEMENT

At a minimum, the following mission statement should be on all performance plans in the **Relevant Organizational Mission/Strategic Goals** section on the OVERVIEW PAGE of the PAA. Each organizational unit has discretion to add additional specific vision/mission statements for their particular workgroup. Division Chiefs should provide that information to their employees as appropriate.

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MISSION STATEMENT:

To provide an exemplary education that inspires and prepares all DoDEA students for success in a dynamic, global environment.

DoDEA is not using the Component Unique Information block at the bottom of the OVERVIEW PAGE.

CAUTION PASTING FROM A WORD DOCUMENT TO PAA

Some characters that Word uses cannot be used in the PAA appraisal tool. These include “smart quotes” such as the ones around the phrase, long dashes like this –, even smart apostrophes as in didn’t. Also, some formatting characters can cause problems.

The workaround:

If you are copying text from a Word document, after you paste it into the block on the appraisal form, click the **<Save and Continue>** button. This saves your work and leaves you on the same screen to continue working, but it will also identify any of these unacceptable characters by replacing them with small boxes as shown below (color added for emphasis). These include □smart quotes□ such as those around the phrase, long dashes like this □, even smart apostrophes as in didn□t. You should go back to the section and remove these bad characters and replace them with the non-special versions (plain quote, hyphen, apostrophe, etc.).

EMPLOYEE CREATED JOB OBJECTIVES

As an employee, it is important for you to ensure that you are comfortable with the Job Objectives you have created before you transfer your Performance Plan to your Rating Official for review and approval. Once your Performance Plan is transferred to your Rating Official, you are unable to make edits to your Job Objectives when your Performance Plan is returned to you.

PERFORMANCE PLAN DEADLINES

NSPS Performance Plans should be completed and approved by **February 19, 2008**. While having a paper-hard copy performance plan in place by the February 19th meets the deadline, the paper copy **DOES NOT** eliminate the requirement to have performance plans established in the electronic PAA tool. At DoDEA HQ, please ensure that **ALL** performance plans are entered into the PAA tool no later than **March 10, 2008**. Do not adjust the Appraisal Period Start Date to reflect the date your plan is entered into the PAA. Use the PAA critical dates as stated above.

STEP BY STEP GUIDE AND VIDEO FOR PAA

A very comprehensive VIDEO demonstration on How to Create a Performance Plan may be viewed by clicking on the following link. This link is for Headquarters employees. Other locations within DoDEA are setting up separate local sites to access this video.

[\\hq-f-1\Common\Shared\NSPS\PAA-create1.exe](#)

A step by step guide to creating a performance plan is located on the Human Resources Home Page under the NSPS drop down screen. It is accessible by clicking on the following link:
http://www.dodea.edu/offices/hr/news/documents/Create_NSPS_Perf_Plan_V2.pdf

EMAIL the FAIM HELPDESK if you need assistance with your PAA at:
FAIMS.HELPDESK@hq.dodea.edu