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# MyBiz+ and MyBiz+ for Managers and Supervisors

Applicable to: Civilian

MyBiz+ and MyBiz+ for Managers and Supervisors is accessible through the Defense Civilian Personnel Data System (DCPDS) portal at <https://compo.dcpds.cpms.osd.mil/>.

## My Biz+

MyBiz+ is a secure self-service module that allows you access to your official personal human resource related information from your workstations real-time. You can view information about your appointment, position, personal employment-related information, salary, benefits, awards and bonuses, performance, and personnel actions.

Use MyBiz+ to update your official email address, duty phone, emergency contact information, disability codes, foreign language proficiencies, ethnicity and race, education, training, certifications/licenses, and non-monetary awards. MyBiz+ also provides you the link to MyPay for updating your home address

It is your responsibility to ensure your personnel record is accurate and up-to-date.

## MyBiz+ for Managers and Supervisors

MyBiz+ for Managers and Supervisors is replacing My Workplace and is used by all managers and supervisors to access their employees' personnel information and continues to provide the same secure on-line self-service features available in My Workplace.

Select the MyTeam icon on your MyBiz+ homepage to view your employees' personnel information and if you are the supervisor of a Defense Civilian Intelligence Personnel employee, you can establish performance plans, provide feedback and appraise employee performance from your workstation.

Select the Suspense/Pending Actions feature to manage Report on Individual Person (RIP) suspense notifications on your employees. An email is generated for the following Suspense RIP notifications:

- Supervisory Certification for Step Increase
- Appraisal Needed for Step Increase
- Supervisory Certification for Career Promotion
- Notice of Expiration of Temporary Appointment
- Expiration of Temporary or Limited Appointment

- Notice of Expiration of Detail
- Expiration of Temporary Promotion
- Conversion of Veteran Readjustment Appointment
- Expiration of Recommendation for Conversion

Responding to these action items in a timely manner will help to avoid adverse impact to your employees' personnel records and pay. Review the notifications for instructions on the specific action required. It is recommended you review your Suspense/Pending Actions every pay period.

Email notices will generate only if the supervisor is in pay status and has a valid email address in DCPDS. If the first level supervisor's email address is not available or his/her position is vacant, then the email will be forwarded to the second level supervisor. However, if there is no first or second level supervisor identified in the DCPDS hierarchy, automatic notifications will not be generated.

Managers and supervisors are responsible to maintain an accurate supervisory hierarchy in DCPDS. If you are unsure how to update the supervisory hierarchy contact your local civilian personnel section for assistance.

## User Guides

Once logged into MyBiz+ there are several User Guide's available for your use. Click on the Help icon in the top right hand corner and select the appropriate guide.

## Technical Assistance

For technical assistance contact the [A1 Service Desk](#).