

## **Uploading Non-Monetary Awards into MY BIZ**

Employees are now able to enter, print, and update a record of the non-monetary awards they have received into the Defense Civilian Personnel Data System (DCPDS).

The Awards and Bonuses tab can be found within My Biz under 'Update My Information'. This section captures both monetary and non-monetary awards. By adding non-monetary awards, employees are declaring that the data they enter is correct and valid. These entries will be identified as 'Self-Certified' and may be corrected or deleted at any time by the employee.

Monetary awards will continue to be processed through AutoNoa and will be automatically updated via AutoNoa to DCPDS and those awards are identified as 'Verified' and can only be updated by the Processing Center.

For more information on how to input your own awards, be sure to visit the CPAC homepage for step-by-step instructions and screenshots:

[http://www.swf.usace.army.mil/swd-cpac/hrsystems/personnelsystem/MyBiz/Adding\\_Non-Monetary\\_Awards\\_in\\_MyBiz.pdf](http://www.swf.usace.army.mil/swd-cpac/hrsystems/personnelsystem/MyBiz/Adding_Non-Monetary_Awards_in_MyBiz.pdf)