

VIEWING AND UPDATING THE “PERSON TELEWORK ELIGIBILITY” INDICATOR IN MY WORKPLACE FOR YOUR EMPLOYEES

SWD CPAC

1.) Click "MY WORKPLACE."



Department of Defense

Favorites ▾

Navigator

- [CIV Pay Pool Administrator](#)
- [CIVDOD Performance Management Administrator - V3](#)
- [1. HB SWD USACE SP8HBMG3822 SP8HBMG1698](#)
- [My Biz](#)
- [My Workplace](#)
- [PAA Corrections Administrator - Final Appraisal](#)

"My Biz and associated web pages are web-based tools created by the Department of Defense (DoD) as part of the Defense Civilian Personnel Data System (DCPDS) to allow DoD personnel access to and management of their personal personnel records. The DoD MyBiz and associated tools can be accessed only by authorized DoD personnel within a .mil or dodea.edu network. The DoD MyBiz tool has no association with any private or other enterprise using "MyBiz" in whole or in part as a title or logo."

2.) Click "MY EMPLOYEE INFORMATION."



Department of Defense

Favorites ▾

Navigator

- [CIV Pay Pool Administrator](#)
- [CIVDOD Performance Management Administrator - PAA V3](#)
- [MGR HB SWD USACE SP8HBMG3822](#)
- [MGR SP8HBMG1698](#)
- [My Biz](#)
- [My Workplace](#)**
- [PAA Corrections Administrator - Final Appraisal](#)

2.

My Workplace

- [Performance Appraisal Application \(PAA\)](#)
- [My Employee Information](#)
- [Update My Information](#)
- [Suspenses](#)
- [Apply Action\(s\) to Multiple Employees \(PAA\)](#)
- [Manage PAA Trusted Agent Authorization](#)

View/Print Reports

- [View/Print Performance Management Reports](#)
- [View Previous Requests](#)
- [Telework Report](#)

"My Biz and associated web pages are web-based tools created by the Department of Defense (DoD) as part of the Defense Civilian Personnel Data System (DCPDS) to allow DoD personnel access to and management of their personal personnel records. The DoD MyBiz and associated tools can be accessed only by authorized DoD personnel within a .mil or dodea.edu network. The DoD MyBiz tool has no association with any private or other enterprise using "MyBiz" in whole or in part as a title or logo."

3.) Go to the “POSITION” tab to view a list of the employees you supervise. Employee names will be hyperlinked. Click on an employee name to view more position details for that specific person.

Actual names have been removed in accordance with the Privacy Act.

3.

Appointment

Position

Personal

Salary

Awards and Bonuses

Performance

Personnel Actions

Suspenses

Focus Name

Position

Organization

[ALLEN, ABIGAIL](#)

CH00138.HR SPECIALIST (EMPL & LBR REL).1912643.ARSE.APPR

US ARMY CIV PERSONNEL ADVISOR
ARSEW6D520 01

[CARTER, CHAD](#)

CH00094.HR SPECIALIST.1912874.ARSE.APPR

US ARMY CIV PERSONNEL ADVISOR
ARSEW6D520 01

[HARRIS, HANNAH](#)

CH00124.HR SPECIALIST (INFORMATION SYSTEMS).1913049.ARSE.APPR

US ARMY CIV PERSONNEL ADVISOR
ARSEW6D520 01

[O'NEIL, OLIVER](#)

CH00118.HR SPECIALIST.2351655.ARSE.APPR

US ARMY CIV PERSONNEL ADVISOR
ARSEW6D520 01

[PETERS, PENELOPE](#)

CH00104.HR ASSISTANT (OA).2154257.ARSE.APPR

US ARMY CIV PERSONNEL ADVISOR
ARSEW6D520 01

[SMITH, JOHN](#)

CH00138.HR SPECIALIST (EMPL & LBR REL).1912414.ARSE.APPR

US ARMY CIV PERSONNEL ADVISOR
ARSEW6D520 01

[RODGERS, RALPH](#)

CH00118.HR SPECIALIST.2126677.ARSE.APPR

US ARMY CIV PERSONNEL ADVISOR
ARSEW6D520 01

[TAYLOR, TIMOTHY](#)

CH00003.HR SPECIALIST (EMPLOYEE BENEFITS).1912427.ARSE.APPR

US ARMY CIV PERSONNEL ADVISOR
ARSEW6D520 01

4.) Click "SHOW" to expand and view more position details for this employee.



Department of Defense

 Navigator

My Employee Information >

SMITH, JOHN

GENERAL INFO: The information is current as of today's date.

Organization **US ARMY CIV PERSONNEL ADVISORY
CENTER ARSEW6D520 01**

Position **CH00138.HR SPECIALIST (EMPL & LBR
REL).1912643.ARSE.APPR**

Total Pay

Email Address

Appointment

Position

Personal

Salary

Awards and Bonuses

Performance

Personnel Actions

4.

Details	Effective Date	Position	Organization
 Show	09-Mar-2012	CH00138.HR SPECIALIST (EMPL & LBR REL).1912643.ARSE.APPR	US ARMY CIV PERSONNE ARSEW6D520 01

5.) Here you may view the employee's "Position Telework Indicator." We can now see that this position is eligible for telework.

NOTE: To change the "Position Telework Indicator," send an email request to your Staffing/Classification Specialist at the CPAC. For a list of the Specialists servicing your organization, follow this link: <http://www.swf.usace.army.mil/swd-cpac/phone.asp>.

Total Pay
Email Address

Step or Rate 00
Office Symbol SWDHR-P

[View Emergency Contact Information](#)
[View Joint Duty Assignment Information](#)

Appointment Position Personal Salary Awards and Bonuses Performance Personnel Actions

Previous 1-10 Next 10

Details	Effective Date	Position	Organization	Grade/Pay Band	Job	Target Grade	Office Symbol
Hide	09-Mar-2012	CH00138.HR SPECIALIST (EMPL & LBR REL).1912643.ARSE.APPR	US ARMY CIV PERSONNEL ADVISORY CENTER ARSEW6D520 01	GS-	Human Resources Management (0201)	GS-	SWDHR-P
Supervisory Status		Non-Supervisory		Work Schedule		F - Full-Time	
Part-Time Hours Biweekly				Pay Basis		PA - Per Annum	
FLSA Category		E - Exempt		Bargaining Unit Status		8888 - Ineligible for Inclusion In A Bargaining Unit	
Pay Table ID		0000 Oracle Federal Standard Pay Table (AL, ES, EX, GS, GG) No. 0000		Position Sensitivity		Nonsensitive (NS) National Security Risk	
Security Access		No Access Required; ENTNAC/NAC/NACI Required		PRP/SCI			
Payroll Office ID		OA		Supervisory Diff Eligibility			
Position Occupied		Competitive Service		Language Required			
Drug Test		Posn Not Req Drug Test		Training Program ID		YY - Not Applicable	
Key Emergency Essential		Position Not Designated Emergency-Essential Or Key		Intelligence Position Ind		Non-Defense Civilian Intelligence Personnel System	
LEO Position Indicator		No Applicable Program		Position Telework Indicator		Yes	

5.

Position Telework Indicator Yes

6.) To update the employee's "Person Telework Eligibility," start by clicking on the "PERSONAL" tab.

SMITH, JOHN

GENERAL INFO: The information is current as of today's date.

Organization **US ARMY CIV PERSONNEL ADVISORY CENTER ARSEW6D520 01**
 Position **CH00138.HR SPECIALIST (EMPL & LBR REL).1912643.ARSE.APPR**

Job **Human Resources Management (0201)**

Grade/Pay Band **GS-**

Step or Rate **00**
 Office Symbol **SWDHR-P**

Total Pay
 Email Address

6.

[View Emergency Contact Information](#)
[View Joint Duty Assignment Information](#)

- Appointment
- Position
- Personal
- Salary
- Awards and Bonuses
- Performance
- Personnel Actions

Previous 1-10 Next 10

Details	Effective Date	Position	Organization	Grade/Pay Band	Job	Target Grade	Office Symbol
Hide	09-Mar-2012	CH00138.HR SPECIALIST (EMPL & LBR REL).1912643.ARSE.APPR	US ARMY CIV PERSONNEL ADVISORY CENTER ARSEW6D520 01	GS-	Human Resources Management (0201)	GS-	SWDHR-P
Supervisory Status		Non-Supervisory		Work Schedule		F - Full-Time	
Part-Time Hours		Biweekly		Pay Basis		PA - Per Annum	
FLSA Category		E - Exempt		Bargaining Unit Status		8888 - Ineligible for Inclusion In A Bargaining Unit	
Pay Table ID		0000 Oracle Federal Standard Pay Table (AL, ES, EX, GS, GG) No. 0000		Position Sensitivity		Nonsensitive (NS) National Security Risk	
Security Access		No Access Required; ENTNAC/NAC/NACI Required		PRP/SCI			
Payroll Office ID		OA		Supervisory Diff Eligibility			
Position Occupied		Competitive Service		Language Required			
Drug Test		Posn Not Req Drug Test		Training Program ID		YY - Not Applicable	
Key Emergency Essential		Position Not Designated Emergency-Essential Or Key		Intelligence Position Ind		Non-Defense Civilian Intelligence Personnel System	
LEO Position Indicator		No Applicable Program		Position Telework Indicator		Yes	

7.) Click the “UPDATE/VIEW TELEWORK ELIGIBILITY INFORMATION” link in the lower right portion of the page.

formation

Appointment Position Personal Salary Awards and Bonuses Performance Personnel Actions

Previous 1-10 Next 10

Details Effective Date

+ Show 09-May-2010
+ Show 23-Apr-2010
+ Show 03-Jan-2010
+ Show 04-Jan-2009
+ Show 17-Mar-2008
+ Show 06-Jan-2008
+ Show 07-Feb-2007
+ Show 22-Jan-2007
+ Show 30-Apr-2006
+ Show 03-Apr-2006

Previous 1-10 Next 10

Service Obligation

Service Obligation	Start Date	End Date
No results found.		

Education Information

[View Employee Education Information](#)

Training Information

[View Employee Training](#)

Certifications/License Information

[View Certifications/Licenses Information](#)

Telework Eligibility Information

7.

[Update/View Telework Eligibility Information](#)
[Update/View Telework Eligibility Information](#)

8.) Here you can see the employee's current "Telework Eligibility" status.

NOTE: If the status is blank, it is because either the employee's telework eligibility has never been coded or they have been moved to a new position. If this is the case, the supervisor will need to follow the instructions below to re-code the employee's telework eligibility for their new position.

My Employee Information >
Update/View Telework Eligibility

Employee

Employee Name
Work Email Address

* Indicates required fields

8.

Telework Eligibility **Employee eligible for regular and recurring Telework, including emergency and OPM prescribed "unscheduled Telework".**

[Need Help Determining Eligibility?](#)

* Update/Change Telework Eligibility

9.

TIP: To Update/Change Employee Telework Eligibility, enter a value in text field or use the word Search for Update/Change Telework Eligibility or %Not Eligible% and select the 'magnifying glass' icon to continue.

9.) To change the current eligibility, click on the magnifying glass icon to search for "Update/Change Telework Eligibility" descriptions.

10.) Select the appropriate telework eligibility description. You may view additional descriptions by clicking “NEXT 10” in the upper/lower right portion of the page.

Search ar

Cancel

Select

Search

Select the 'Go' button to receive entire list of available descriptions or use wild card % to do a partial search, such as %Eligible% or %Not Eligible% and select 'Go' button. The search results will be based on the partial search criteria entered. Select 'Quick Select' icon next to selection.

Search By Telework Eligibility

10.

Previous 1-10 Next 10

Select	Quick Select	Telework Eligibility
<input type="radio"/>		Employee eligible to Telework due to medical condition.
<input type="radio"/>		Employee eligible for regular and recurring Telework, including emergency and OPM prescribed "unscheduled Telework".
<input type="radio"/>		Employee eligible for situational Telework only, including emergency and OPM prescribed "unscheduled Telework".
<input type="radio"/>		Prohibited due to official discipline for more than 5 days of AWOL in a calendar year.
<input type="radio"/>		Prohibited due to discipline for violation of SP G, Ethical Standards for viewing, downloading, exchanging pornography, including child pornography on a Federal Government computer, or while performing official Federal Government duties.
<input type="radio"/>		Not eligible due to employee conduct issues. Employee may be eligible during emergency. Results: Update/Change Telework Eligibility ". Supv approval is req'd on case-by-case basis.
<input type="radio"/>		Not eligible due to employee performance issues. Employee may be eligible during emergency or OPM prescribed "unscheduled Telework". Supv approval is req'd on case-by-case basis.
<input type="radio"/>		Not eligible due to employee failure to meet performance requirement of agreement. Employee may be eligible during emergency or OPM prescribed "unscheduled Telework". Supv approval is req'd on case-by-case basis.
<input type="radio"/>		Not eligible during period of trainee status. Employee may be eligible during emergency or OPM prescribed "unscheduled Telework". Supv approval is req'd on case-by-case basis.
<input type="radio"/>		Not eligible - Posn requires extensive face-to-face contact w/supv, employees and clients, and employee's physical presence. May be eligible in emergency or OPM "unscheduled Telework". Supv approval req'd on case-by-case basis.

Previous 1-10 Next 10

11.

Cancel

Select

11.) Click the “SELECT” button in the bottom right portion of the page to update the “Person Telework Eligibility” for this employee.

12.) This confirms that the employee's "Telework Eligibility" has been updated.

13.) Please follow the steps provided to verify the employee telework update.



Department of Defense



Navigator Favorites

ICE MyBiz ICE PAA V3 FAQ Home Logout Preferences Help

Telework Eligibility Information Confirmation Notice

Confirmation 12.

Telework Eligibility information has been updated for SMITH, JOHN 15-Mar-2012 To verify employee telework update, take the following steps:

- * Select employee record from My Employee Information page
- * Select 'Personal' tab
- * Select the 'Update/View Telework Eligibility Information' link

13.



To return to 'My Employee Information', select the link below

[Continue Update information](#)

Additional Information

- SWD Telework Policy:
 - <http://www.swf.usace.army.mil/swd-cpac/SWDR%20690-2-1.pdf>
- See additional Telework Eligibility instructions:
 - Running a Telework Eligibility Indicator Report in My Workplace for Your Employees
 - Viewing Your Position Telework Eligibility Indicator in My Biz