

Special Edition of the Personnel Employee Bulletin

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BENEFITS OF MYBIZ AND MYWORKPLACE

Did you know that you can view and update most of your personnel information on-line right from your DLA workstation? Self Service Human Resources functionality is available through MyBiz and MyWorkplace. These two modules allow employees and managers, respectively, secure, real-time, on-line access to personnel information, at any time, from their workstations.

MyBiz allows employees access to view information from their official personnel records including information on their appointments, position, salary, benefits, awards, and performance. In addition, MyBiz also allows employees the capability to update some of their own information such as their education, certification and licenses, telephone number and email address, disability codes, race and national origin (ethnicity and race identification), and foreign language proficiencies.

MyWorkplace brings key information to supervisors about their employees together in one place. MyWorkplace provides supervisors with quick and easy access to employees' personnel information, which will assist in budget planning, staffing plans and work distribution decisions.

Please go to MyBiz and MyWorkplace at <https://compo.dcpds.cpms.osd.mil/> and experience the convenience of self- service.

For more information about access to MyBiz and MyWorkplace, visit the DLA Human Resources website at <http://www.hr.dla.mil> and select the tools button.

For additional information, please contact your servicing DLA Human Resources Services office: <http://www.hr.dla.mil/ContactUs/>