

The 60 Second Digest

BITESIZE HR NEWS FOR MOD CIVILIANS AND THEIR MILITARY/CIVILIAN LINE MANAGERS

Performance Management

Are your plans in place to complete Performance Appraisals by the end of the Reporting Year - 31 March 2014? If not act straightaway to ensure that Performance Appraisal Reports (PARs) are successfully uploaded before the 30 April 2014 deadline. Don't forget that if a PAR isn't uploaded by the deadline, where one should have been completed, the Job Holder will be treated as a box 3.

Currently a high number of PARs are being rejected as they cannot be assigned to a Moderation Panel. Assignment is based on the Countersigning Officers staff number (PAR Section 3) and Job Holders substantive grade (PAR section 1). Line managers should ensure that PARs do not fail by carefully checking these details prior to submission.

All PARs successfully uploaded to HRMS before the deadline will be included in Moderation; along with reports from those that have left the department should the Job Holder wish to be included.

A Defence People Special is about to be published providing further information, look out for it here.

New Version of CS Jobs



A new version of the Civil Service Jobs website (CS Jobs) is to be launched on 31 March 2014. This version will look and feel familiar although it should be more intuitive for line managers and applicants to use.

The new and current versions of CS Jobs will run concurrently for a two month transition period until 31 May 2014 to provide sufficient time for most vacancies raised on the current system to conclude. After the end of May, it will no longer be possible to access information held in the current version of CS Jobs.

All new vacancies raised and new recruitment stages started on or after 31 March 2014 must be on the new version. Line managers should try to complete all recruitment action by 31 May 2014 for vacancies raised on the current version. Any sift or interview action for the stage of recruitment advertised on the current system which is not concluded by 31 May 2014 must be carried out offline.

Candidates - Your profile and log on details will automatically move across to the new version but your job history, competence evidence and job alerts will not. DBS therefore advises you to save details of your job history and competence evidence, by copying and pasting these into a Word file. You can then add these onto the new version once it is launched.

Recruiting line managers - If you are presently advertising a job in the current version of CS Jobs, and believe you may not have a candidate appointed to your post before 31 May, DBS recommends that you print a hard copy of your candidates' applications from now until your selected candidate is appointed.

Further detailed information on the new version of CS Jobs will be posted on People Services as this becomes available.



Line Manager Corner

As a line manager you can view the detail of positions that you are responsible for by logging on to HRMS and selecting Manager Self Service > Job and Personal Information > Position and Incumbent Information.

You can also maintain the accuracy of data by regularly checking and reviewing position information to ensure accurate records are held on HRMS. This is an important task as it will help to:

- prevent errors with pay;
- allow you to manage absence correctly;
- maintain accurate reporting chain records; and
- provide your TLB with people data which is essential for key decision making.

Position data can be amended by completing an HR Form 17d. Your employees can also view their position and personal information on HRMS by selecting employee Self Service > Job Information > Position Information. They should also inform you of any details that you may need to update.

MIDIT Scheme

We told you last month that the Department's 'Means of Identifying & Developing Internal Talent' (MIDIT) scheme will re-launch in April. The vision is to develop staff with high potential into credible Band B candidates, capable of taking on diverse and demanding Defence roles in the future.

Further announcements on how to apply will be made next month – watch out for the next edition of *60 Second Digest* and keep an eye out on the MIDIT intranet page or contact the Talent Management Office for more details.



Pay Statement Online

Available: 24 March 2014



Improving Customer Self Service

DBS will be improving a range of self service facilities to enhance your customer experience and to make it easier for you to carry out essential HR tasks.

Improvements to **Absence Management** will be made over the coming weeks. These will include changes to the Absence recording facility on HRMS and new and improved **Annual Leave** calculators. In addition to making annual leave calculation easier for both employees and line managers, the calculators will be particularly useful if you:

- are a shift worker;
- have an alternative working pattern;
- are taking maternity leave; or
- are changing your working pattern.

We have also recently introduced changes to the online HRMS **Password Reset Facility**. You can find out more about these here. To reset your HRMS password or if you need a password for the first time, please use the 'Forgotten your Password?' link located on the HRMS login. As it is now quicker and easier to reset online than by telephone, the DBS Civ HR Contact Centre will no longer reset passwords though advisors will be available during the transition to help guide you through the process.

Finally we are also developing self service functionality for **Position Management** in the coming months to make the process more straightforward. In the meantime please see this month's Line Manager's Corner article to find out more about what you need to do to maintain position data.

Once all these changes are in place you should find HR administration more trouble free and at the same time it means that DBS can support you with more complex matters. We will keep you posted on progress via People Services.



Civil Service Learning

Civil Service Learning (CSL) provides courses and resources for developing skills for all civil servants.

CSL has been listening to feedback on their portal from users and stakeholders and as a result, the [portal](#) has been refreshed to help you find your learning more quickly and easily.

More Information:-



Ministry
of Defence

DBS Civ HR Contact Centre
Mil: 93345 7772
Civ: 0800 345 7772 or
Overseas: 0044 1225 747772

German Bank Account Payments



All personnel who have payments made to a German Bank account should have received a letter from DBS dated 12 February 2014, regarding the EU Single European Payment Area (SEPA) directive. It is very important that you complete the information requested in this letter and return it to DBS in the envelope provided at the earliest opportunity.

DBS will be introducing new payment arrangements that are SEPA compliant in May 2014. To ensure that this transfer is successful we need you to confirm your current Bank details and in particular the International Bank Account Number (IBAN).



Did you know ... the People Services Portal is Moving?

DBS are currently moving the People Services website over to the Defence Intranet and the new People Services pages will be available on 24 March 2014. The aim is to maintain the current structure of People Services and retain as many of its existing features as possible whilst making it look and feel like other MOD web pages. This will enable us to provide you with a more consistent customer experience and make full use of MOD's single preferred platform. After the content has been migrated, we will be continuing work to make it more informative and user friendly, and welcome your feedback via the Contact Us facility.

From 24 March you will continue to access People Services from the home page of the Defence Intranet - click on the top level **Personnel** tab and then select **Civilian** from the drop down menu. You will however need to change and update any current short-cuts or favourites that you have stored locally for accessing People Services.

Special Bonus Scheme



The Special Bonus Scheme is there for you to reward your staff (covered by the MOD main pay agreement) for exceptional performance for a one-off specific task or a significant personal development achievement that is of benefit to MOD.

You can make either individual or cash awards up to £2,000 and there is no minimum amount. Find out more at: Use the Special Bonus Scheme.

Editorial Team, 60 Second Digest

The 60 Second Digest is a DBS Civilian HR production and feedback to the editorial team is welcomed.



Please email feedback on this publication to peopleservices@dbs.mod.uk entering "60 Second Digest" into the subject field.