

Pay Pool Administrator Advisory

2014 - 11

Issue Date: September 11, 2014

Topic: Discrepancy Reports Have Been Posted to Pay Pool Notices For Pay Pool Administrators' Use

Discussion: The quality of pay pool data is critical and is checked in CAS2Net by Pay Pool Administrators in two ways. First, there is an internal data quality assurance check via the data maintenance module. The second check is via a review of employee records listed on discrepancy reports. Discrepancy reports are created by comparing pay pool data in CAS2Net to data from Defense Civilian Personnel Data System (DCPDS). Each year to facilitate the Pay Pool Appraisal Process, the results of the comparison are distributed to pay pools in the form of discrepancy reports in the Pay Pool Notices module. On Thursday, 11 September 2014, the first discrepancy report of this appraisal season was posted to CAS2Net.

Action: Pay Pool Administrators need to go to the Pay Pool Notices module in CAS2Net to download their discrepancy report. Please look for "ppXXXXXon05SEP14_discrepancy.xls" for the first report.

Review the employee records identified in the report and make the necessary corrections to the CAS2Net data. If the discrepancy is the result of bad or outdated information from the DCPDS source, no action is required. Do not assume that the DCPDS data is correct. If you are unsure, ask for assistance from your human resource office.

Discrepancy reports are scheduled to post twice a month as we close out the 2014 CCAS cycle.

Note: Pay Pool Administrators are advised to perform file clean-up in pay pool notices by removing old discrepancy report files from the list.