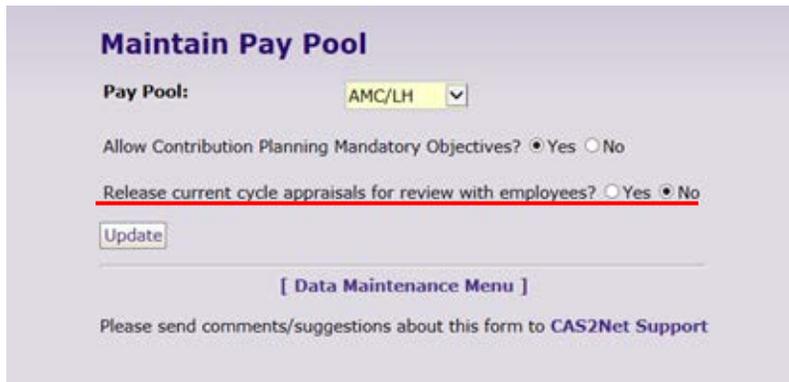


Issue Date: December 22, 2014

**Topic:** Printing Final Part I Appraisal Forms in CAS2Net

**Discussion:** CAS2Net has been enhanced to allow individual pay pools to decide when to permit supervisors to generate final Part I's after the final upload of data is cleared. In past years, organizations had to wait until SRA verified all pay pools had properly completed the data inspection process before the switch was flipped to allow the printing of final forms. The update gives the pay pool administrator the ability to release the final appraisals as soon as word is received from the Program Office (PO) that their final data upload is cleared. This represents a two-flag process to release the final Part I's.

Flag 1 – The PO Flag. This flag is set to yes after the pay pool confirms the final upload of results, SRA reviews the data to ensure there are no problems and all discrepancies reported between DCPDS and the CAS2Net database have been addressed by the pay pool administrator. Pay pool administrators will be notified of any issues and will also receive notification when the data passes the test. You'll be able to confirm this flag is set by the appearance of the question on the Maintain Pay Pool webpage asking if current appraisals can be released for review with employees. Until the PO sets their all-clear flag, this question does not appear on the webpage.



Flag 2 – The Pay Pool Administrator Flag. This flag can only be set if the PO flag for the pay pool is set. If you see the release option, then the PO has cleared your pay pool to print final appraisal forms. You set this flag by selecting the “Yes” radio button next to the appraisal release question on the Maintain Pay Pool webpage.

**Action:** You should check with the pay pool manager before selecting “Yes” to release the appraisals. Notify your supervisors when you release the appraisals for printing.