



# *Pay Pool Administrator Advisory*

2014- 19

**Issue Date: December 23, 2014**

**Topic:** CAS2Net Data Maintenance Downtime to Process Results and Set-up Cycle 2015

**Discussion:** Data Maintenance will be taken offline on Monday, 12 January 2015 and will reopen on Monday, 26 January 2015. All other modules will remain open during this time. The downtime will allow SRA to perform data extraction for DCPDS transactions and to ready the database for the 2015 rating cycle. The Data Maintenance module will reopen at 8:00 AM EST on 26 January.

**Action:** Any time on or after 26 January, open the Data Maintenance module to update employee records as needed. At this time you should update any changes for existing employees, add new employees, and delete employees who have left AcqDemo. Use the Transfer Pay Pool feature to move employees from one pay pool to another. SRA will automatically update the database to show the new 2015 base pay for each employee. The new broadband, career path and pay for post-cycle promotions will be updated automatically as well. As a reminder, Pay Pool Administrators are responsible for maintenance of the database. DCPDS does not update information in CAS2Net.