



# *Pay Pool Administrator Advisory*

2014- 20

Issue Date: December 30, 2014

**Topic:** Document CCAS Results Meetings in CAS2Net No Later Than January 23, 2015

**Discussion:** Supervisors may document the completion of CCAS results meetings in the Annual Appraisal module until Friday, 23 January, 2015. After this date, Cycle 2014 appraisal details will not be accessible in the Annual Appraisal module (but viewable under Reports), and the option to document the results meeting will not be available.

Supervisors have the ability to print final CCAS appraisal forms with compensation details in the Reports module after the pay pool administrator enables the release option on the Maintain Pay Pool webpage. Employees will see the 2014 appraisal year appear on the Report Options menu on the Appraisal Forms Parts I, II and III webpage on 26 January.

As a reminder, the Data Maintenance module will reopen at 8:00 AM EST on 26 January. You'll see:

- new salary records,
- presumptive-time status and temp promotions removed,
- employees will be off retained pay if they are at or below their new band max, and
- 2014 supervisor assignments rolled to 2015 except where assignments for 2015 already exist.

**Actions:**

- 1) Inform supervisors that they have until close of business on 23 January to document completion of CCAS results meetings in CAS2Net.
- 2) Inform the workforce that employees will see the option to print 2014 appraisal forms from the Reports module in CAS2Net beginning 26 January.
- 3) Anytime 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.