



Pay Pool Administrator Advisory

2014- 4

Issue Date: January 17, 2014

Topic: Document CCAS Results Meetings in CAS2Net No Later Than January 24, 2014

Discussion: Supervisors may continue documenting the completion of CCAS results meetings in the Annual Appraisal module until Friday, January 24, 2014. After this date, Cycle 2013 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 now have the ability to print final CCAS appraisal forms in the Reports module. Employees will be able to print final forms for Cycle 2013 beginning Monday, January 27th.

As a reminder, the Data Maintenance module will reopen at 8:00 AM EST on January 27th. 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
- 2013 supervisor assignments rolled to 2014 except where assignments for 2014 already exist.

Actions:

- 1) Inform supervisors that they have until close of business on January 24th to document completion of CCAS results meetings in CAS2Net.
- 2) Inform the workforce that employee will see the option to print 2013 appraisal forms from the Report menu in CAS2Net beginning January 27th.
- 3) Anytime on or after January 27th, open the Data Maintenance module to update employee records as needed. At this time you should update any changes (such as change in supervisor assignment) 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.