



Pay Pool Administrator Advisory

2016- 03

Issue Date: January 12, 2016

Topic: CAS2Net Data Maintenance Downtime to Process Results and Set-up Cycle 2016

Discussion: Data Maintenance will be taken offline on today, 12 January 2016 and will reopen on Monday, 25 January 2016. All other modules will remain open during this time. The downtime will allow CSRA to perform data extraction for DCPDS transactions and to ready the database for the 2016 rating cycle. The Data Maintenance module will reopen at 8:00 AM EST on 25 January. The eDocuments and Maintain Pay Pool links remain available during this time period.

Action: Any time on or after 25 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. CSRA will automatically update the database to show the new 2016 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.