

# Pay Pool Administrator Advisory

2016-04

Issue Date: February 22, 2016

**Topic:** Procedures to Update Appraisals and Compensation Following a Grievance Decision

**Discussion:** The final decision rendered on a grievance may result in the need to change the appraisal details for a past cycle. You may recall that the Compensation Management Spreadsheet (CMS) was enhanced in 2015 to include a Grievance Mode. You can use the Grievance Mode to determine compensation adjustments. We also added a History feature to CAS2Net. Components and Agencies were allotted as least one individual to have access to this feature. The History function allows updates to past appraisal details including narratives, scores and compensation.

**Action:** Follow these steps to use the CMS Grievance Mode and to update the employee's record in CAS2Net following a grievance decision.

1. Start by opening the final official/approved CMS.
2. Enable content.
3. Go to "File" then click "Save As"...re-name the CMS, e.g., Joe Contributor Grievance CMS 2015 v2.
4. After "Save As", either click "View" or "Data".
5. Go to "Add-Ins".
6. Click on "Grievance".

***You will get a pop-up message stating "Grievance Mode - Setting the CMS into Grievance Mode is permanent and cannot be undone. Do you wish to proceed?" Yes No***

7. If you have re-named the CMS in Step 3, click "Yes".
8. If you did not re-name the CMS, click "No" and follow Step 3 above.
9. Find the employee to change the factor scores as approved for the grievance.

***If the CMS had control points, the control points will not change.***

10. Check the payout in Columns CV, DH, and DJ.
11. Go to Column A to filter only to the employee or employees who have approved grievances (Yes, you can do multiple grievances at one time).
12. Go to "Contents".
13. Click "Generate Part I of Appraisal Forms". Only the Part I for the employee you have filtered will be generated.
14. Forward the new payouts to the person in charge of changing CAS2Net.

***That person will use the History portion of Data Maintenance to edit the appropriate values.***

Contact Patty Lindsey ([patricia.lindsey@hci.mil](mailto:patricia.lindsey@hci.mil)) at the DoD AcqDemo Program Office if you do not know who has access to the History feature in CAS2Net for your organization.

**Note:** You must work with your servicing personnel office to make any changes in DCPDS that result from the grievance decision. This includes changes to the adjective rating, salary, award, and carryover award.