Issue Date: April 04, 2016

Topic: First Discrepancy Reports for Appraisal Cycle 2016 Have Been Posted to Pay Pool Notices

Discussion: The quality of pay pool data is critical and is checked in CAS2Net by Pay Pool Administrators in two ways. First, there is an internal data quality assurance check via the data maintenance module. The second check is via a review of employee records listed on discrepancy reports. Discrepancy reports are created by comparing pay pool data in CAS2Net to data from the Defense Civilian Personnel Data System (DCPDS).   To facilitate the Pay Pool Appraisal Process, the results of the comparison are periodically distributed to pay pools in the form of discrepancy reports in the Pay Pool Notices module.   The first discrepancy report of this appraisal season is posted to CAS2Net.

Action: Pay Pool Administrators need to go to the Pay Pool Notices module in CAS2Net to download their discrepancy report. Please look for "ppXXXXon25Mar16_discrepancy.xls" for the first report.

Review the employee records identified in the report and make the necessary corrections to the CAS2Net data. If the discrepancy is the result of bad or outdated information from the DCPDS source, no action is required. Do not assume that the DCPDS data is correct. If you are unsure, ask for assistance from your human resource office.

Note: Pay Pool Administrators are advised to perform file clean-up in Pay Pool Notices by removing old discrepancy report files from the list.

All advisories are posted on the DoD AcqDemo website at
http://acqdemo.hci.mil/advisories.html