



# *Pay Pool Administrator Advisory*

2017-1

Issue Date: January 31, 2017

**Topic:** Discrepancy Reports and Unclaimed Records Report are Posted to Pay Pool Notices

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

**Action:** Pay Pool Administrators should go to the pay pool notices module in CAS2Net to download their discrepancy and unclaimed records report. Please look for " 31 Jan 2017 Discrepancy Report and Unclaimed Report 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 If the discrepancy is the result of bad or outdated information from the DCPDS source, no action is required.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 the old 2016 discrepancy and unclaimed report files from the list.