

Pay Pool Administrator Advisory

2017-13

Issue Date: September 22, 2017

Topic: AcqDemo CCAS Process 2017 Cycle Close Out Checklist for Pay Pool Administrators

Discussion: The CCAS Process 2017 Cycle Close Out Checklist is available for Pay Pool Administrators on the AcqDemo website <http://acqdemo.hci.mil>. The purpose of the checklist is to serve as reminder to ensure that each Pay Pool Administrator has covered all necessary activities to have a successful close out.

Action: Please use the included checklist as a guide to accomplish necessary close out processes and ensure successful completion of end of FY17 close out tasks.

AcqDemo CCAS Process 2017 Cycle Close Out Checklist for Pay Pool Administrators

- All personnel data on all pay pool employees are complete and accurate as of 30 Sept 2017.
- All identified discrepancies (see your discrepancy report under Pay Pool Notices) between the pay pool file and DCPDS have been reconciled.
- The new CY2018 GPI-related numbers, including locality pay rates, have been loaded in CAS2Net by CSRA. The AcqDemo Program Office will notify pay pools when this is done and a round-trip will be required to update your Compensation Management Spreadsheet (CMS), see the note below.
- All employees who were away from their primary jobs for extended periods are coded presumptive due to circumstances, and the pay pool manager has approved the method for determining their presumptive OCS (OCS from SPL (2) or OCS from last year (3)).
- All employees whose 2017 base pay exceeded the maximum for their broadband and career path are coded as being on retained pay. No other employees should be coded as being on retained pay. All retained pay employees should have had their base pay increased in both CAS2Net and DCPDS to include their locality pay.
- All employees that were AcqDemo employees in your pay pool on 30 Sept 2017, must remain in your pay pool and CAS2Net database (do not transfer them to a gaining pay pool or to the transfer pay pool) in the interim between 30 Sep 2017 until the database is turned in mid –January so that the current cycle becomes the 2018 cycle.
- All employees who joined AcqDemo between 1 Oct 2017 and 7 Jan 2018 (inclusive) have been identified in CAS2Net as post-cycle joiners. These employees have been added to CAS2Net with the correct name, SSN, start date, base pay, CCPO, Service, broadband, career path, EDIPI, and occupational series. These employees will not appear in the Sub-Panel Meeting and CMS spreadsheets.
- Note that employees transferring to another AcqDemo pay pool during this period should NOT be identified as post-cycle leavers – they are still in the demo and will receive whatever CRI and CA payout is identified by your pay pool. If they received a promotion to a higher band in conjunction with the move, they should be identified as a post-cycle promotion (see the next item). It is important when employees leave to another pay pool that CAS2Net is updated by the current pay pool with the CCPO code for their new assignment, and if a promotion or increase in pay occurred that it is reflected in the post-cycle data section. Do not change the locality code.
- All employees who left AcqDemo between 1 Oct 2017 and 7 Jan 2018 (inclusive) have been identified in CAS2Net as post-cycle leavers. These employees should have the end date recorded in their employee detail record. They should appear in the spreadsheet. Since the employee will not actually receive CRI or CA (because they are no longer in AcqDemo), see Table 3 at the link below for guidance on how to handle payouts for these employees.

[http://acqdemo.hci.mil/tools/Employee Movement Matrix Change 4 041315.pdf](http://acqdemo.hci.mil/tools/Employee_Movement_Matrix_Change_4_041315.pdf)

- All employees who were permanently or temporarily promoted (with a NTE date after 7 Jan 2018) into an AcqDemo position from a non-AcqDemo position during the post-cycle period should be treated as a post-cycle joiner. They will have a start date equal to the promotion effective date. The new AcqDemo information (new broadband, career path, and base pay) is to be entered into the employee detail of the CAS2Net record. No information should be entered in the post-cycle activities section of the employee detail record. These employees will not appear in the spreadsheet. They will receive a pay transaction to increase their pay by the 2018 GPI.
- Employees who are temporarily promoted into an AcqDemo position from a non-AcqDemo position with an effective date prior to 1 Oct 2017 and a NTE date after 7 Jan 2018 should have their promotion information entered into the employee detail of the CAS2Net record. No information should be entered into the promotion (post-cycle) area of the employee detail area. These employees will appear in the spreadsheet and be part of the payout process.
- All employees who received a permanent promotion or demotion between 1 Oct 2017 and 7 Jan 2018 (inclusive) have been identified in CAS2Net as post-cycle permanent promotions or demotions, with the correct effective date, new broadband, career path, and base pay. This information is entered via the post cycle activities section in the employee detail record. These employees should appear in the spreadsheet with their old (pre-promotion/demotion) salary and broadband. Special attention should be paid to post cycle promotions if their promotion pay plus GPI is higher than the amount they will receive via CCAS. For example, assume an employee received a 6% promotion raise in December, while in the spreadsheet he is getting a 4% CRI. Since we upload only the higher of the two salaries, the CRI money for this employee will essentially go unspent. As an alternative the pay pool manager may elect to:
 - Roll the CRI over to the employee's award
 - Use the CRI override to prevent the employee from receiving CRI, thus redistributing it among the other employees in the pay pool
- All employees who will be on a temporary promotion as of 8 Jan 2018 (regardless of when the temporary promotion started) have been identified in the database as post-cycle temporary promotions, with the correct start and end dates, broadband, career path, and base pay. These employees should appear in the spreadsheet with their PERMANENT broadband and base pay, not their temporary broadband and base pay. They should NOT be coded CRI or CA override, nor should their CRI be rolled over to their CA; this ensures that the employee has an appropriate permanent base pay to come back to once the temporary promotion ends. Note that in the unlikely event that the CCAS process results in a new permanent base pay that is actually larger than the temporary promotion base pay (plus GPI), CSRA will upload the new permanent base pay.
- All employees in the spreadsheet have a valid OCS. This is the rating that will appear on Part I of the employee's appraisal form. Be sure the pay pool manager has reviewed

and approved every OCS. Please **validate** your spreadsheets before you finalize and upload your data; you should not see any red circles!

- The pay pool manager has reviewed every employee in Zone A (above the upper rail) and has decided to withhold GPI or give discretionary GPI. [NOTE: The CMS will automatically give appropriate GPI to employees on retained pay, in accordance with 5 CFR 536.305.] The determination regarding whether some or all of the GPI will be granted to all non-retained pay employees should be consistently applied across the pay pool.
- All parameter settings in the spreadsheet are consistent with AcqDemo, service, local command, and pay pool policies and guidance. Once the data is uploaded to CAS2Net and finalized, changing the parameters in the spreadsheet will have no effect on 2017 compensation. Any changes that affect the final payouts will need to be handled outside the CAS2Net system with the help of your servicing personnel office. **Please do an initial export from the CMS and upload to CAS2Net by 15 December 2017 so that your parameter settings can be checked.**
- CRI and CA remainders in the spreadsheet are both positive (green). The CRI remainder may be large due to no rollover to the CA pot. If discretionary CRI and CA are used, the amounts should be rational, consistent, and justifiable.
- Check column DN in the spreadsheet to see if there are any awards greater than \$10,000. If so, these must be approved by the local commander.
- Check column DT in the spreadsheet to see if there are any mandatory Contribution Improvement Plans (CIPs) required in your pay pool. If so, notify the Pay Pool Manager immediately so he or she can take action to have the plans prepared.
- Be sure that columns AA and AB in the spreadsheet contain the appropriate names and remarks that your pay pool manager wants printed on the Part I's. Remember also that however you have the data tab filtered or sorted is how the Part I's will generate if done offline. It will not affect CAS2Net reports.
- See Salary Appraisal Forms section on the next page for an alternative to printing the Part I's from the CMS.
- Complete the **round trip** and certify your final upload (see instructions below).

NOTE: After the AcqDemo Program Office has notified you that the 2018 GPI-related and locality rates have been loaded into CAS2Net, it will be necessary to complete a roundtrip and certify a final upload to capture the approved GPI and locality rate data.

1. If you have not already uploaded your latest data from the CMS to CAS2Net, do so before completing the next step.
2. Download your data and import it into your spreadsheet. The spreadsheet will have the correct GPI and locality amounts.
3. Double check that everything is the way the Pay Pool Manager wants it!
4. Export a file from the spreadsheet and upload it to CAS2Net. Be sure there are no rejects or errors during the upload.

5. Check the “Confirm if Final Upload” check box, or simply press the “Certify Final Upload” button in Offline Interface so CSRA knows you are finished. **Complete this step not later than close of business on Friday, 29 December 2017.** If you make a mistake and need to decertify, just click the decertify button on offline interface and you will be able to download your file again.

On 30 December 2017, the Data Maintenance portion of CAS2Net will be shut down while CSRA pulls the data for upload to DCPDS and for the post-cycle analysis.

Salary Appraisal Forms

CSRA will turn on the Print Flag Switch by individual pay pool once results have been checked with no errors. Otherwise, the Program Office will notify the pay pool of any errors found for correction. Once the Pay Pool Print Flag Switch is turned on, Pay Pool Administrators are free to set the flag (found in the Data Maintenance Module) that will allow supervisors to print the Final Appraisal forms in CAS2Net for the employees they supervise. Employees cannot generate their own appraisals from the Reports module until after the database is turned in January so that the current cycle becomes the 2018 cycle.

The Salary Appraisal Form consists of two parts: Part I (Compensation and Appraisal Detail), Part II (Contribution Plan plus combined Employee Self-Assessment and Supervisor Assessment). Part I of the Salary Appraisal Forms may be generated through the CAS2Net Reports module, or from the CMS spreadsheet. Part II of the Salary Appraisal Forms must be printed from the Reports module in CAS2Net, not from the CMS spreadsheet. Employees have the option to print the Mid-Point Review with their Annual Appraisal Reports.

The Reports module allows you to generate interim Salary Appraisal Forms to include the mid-point reviews for appraisal review discussions prior to final upload certification. The signature and salary change blocks will not appear on the interim forms. The determination of if and when to generate interim Salary Appraisal Forms is up to you and your pay pool. Appraisal scores should be final, not likely to change, and be uploaded to CAS2Net if working from the CMS spreadsheet.

The options for generating the Salary Appraisal Forms from the Reports module include Part I, only, combined Parts II as the official annual appraisal either for individual employees or for groups of employees by supervisor and role. Printing in smaller groups than the entire pay pool is highly recommended for larger pay pools. If printing Part I's from the CMS spreadsheet, do a

validation first and then sort and filter the spreadsheet to create the Part I batches you want to print, and then print the forms. Documents printed in CAS2Net by sub-panel and full pay pool will reflect **previous day's data**¹.

Note that in some high labor cost areas, locality pay for some employees may be capped so their total pay does not exceed the Executive Level IV pay cap (see the *AcqDemo Federal Register*, Table 6, footnote #1).

¹ This is not ideal, but the reports server times out when under a heavy workload. By preparing the data for the reports overnight, the reports server responds properly. This change was made during the 2016 cycle after many help desk questions about report failure. If you change an appraisal during the day and print by sub-panel or pay pool, you will not get the new version. If you print by employee, you will get the new version. You would need to wait until the next day to get the new version when printing by sub-panel or pay pool.

Supervisors may document the completion of CCAS results meetings in the Annual Appraisal module until Friday, 19 January, 2018. After this date, Cycle 2017 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.

AutoNOA

For all Army pay pools that are using AutoNOA, have all of the signatures done on the appraisal forms and the pdf forms loaded back to the CAS2Net eDocuments repository NLT 16 Mar 2018, the date set by the Army AcqDemo Program Office. The PMO, through CSRA, will be responsible for bundling the files and posting them in CAS2Net for download by the Army G1, AutoNOA Team.

Non-AutoNOA

Once your pay pool has all of the signatures on the appraisal forms and the pdf forms loaded back to the CAS2Net eDocument repository, you can pull the forms and send them to your servicing personnel office using the method you have used in past years. Use the eDocument repository to electronically manage your signed appraisals and save time and effort from manually having to scan each appraisal for transfer.

End of Cycle Processing

CSRA will automatically update the database to show the new 2018 base pay for each employee remaining in AcqDemo. New broadbands, career paths, and pay for post-cycle promotions will also be updated. Employees who were presumptive due to time in 2017 will have the presumptive flag removed for 2018, and the 2017 OCS scores for all employees will be moved to the "previous OCS" data field. You will be notified when CAS2Net is re-opened for data maintenance. At that point you can begin adding new employees to the database, archiving employees who leave, and updating any other changes (such as promotions) to prepare for the 2018 cycle. The movement of employees from one pay pool to another (including those that occurred during the post-cycle period) should also be accomplished at this time using the (transfer) pay pool. Note that you are responsible for maintenance of the database -- DCPDS does not automatically update information in CAS2Net. Even though you process a promotion action in DCPDS for one of your employees, that record still needs to be updated in CAS2Net.

Only the Data Maintenance module will be not available during the database update. The other modules (contribution planning, mid-point, additional feedback, closeout, annual, and reports) are still available to the workforce.

Note: If you have any questions, please email La Tosha Headley at latosha.headley@hci.mil.