



# *Pay Pool Administrator Advisory*

2017-15

Issue Date: October 4, 2017

**Topic:** Missing Pay Pool Email Addresses Posted in Pay Pool Notices

**Discussion:** Part of maintaining pay pools is to ensure that information is updated. It is also important to have users' email addresses entered and updated when needed. Correct email addresses are needed to produce Federal Employee Viewpoint Survey (FEVS) reports on AcqDemo to our Components. CSRA has identified pay pools that are missing employee emails and posted the information in the Pay Pool Notices Module in CAS2Net.

**Action:** Pay Pool Administrators: Please go into the pay pool notices module located in CAS2Net, to download the missing email report with the file name "Missing Emails - PPnnnn.csv." Review, make necessary updates and upload back into CAS2net Pay Pool notices no later than 20 October 2017.

**Note:** If you are unsure, ask for assistance from your human resource office.