

**Issue Date: November 30, 2017**

**Topic:** End-of-Cycle Activities Reminder

**Discussion:**

This is a reminder about important end-of-cycle activities.

1. By December 15, 2017, upload your pay pools' export files to CAS2Net. This will give time for the Software Support team to do a preliminary review of your data for any errors or issues.
2. By December 29, 2017, perform a round trip between CMS and CAS2Net to capture the new Locality Pay Rates – you should wait for notification (email from the PMO) that the pay tables have been refreshed in CAS2Net, which is contingent upon official release of the 2018 pay tables.
3. New payouts will be effective January 7, 2018. Supervisors should have their appraisal meetings with employees before Leave and Earnings Statements (LES) are available in MyPay.

**Action:**

Complete End-of-Cycle activities on time.

1. Upload pay pool data to CAS2Net by December 15
2. Perform round trip by December 29
3. Complete appraisal meetings with employees before their new LES is available in MyPay

**Note:** If you have any questions, or experience any issues please contact La Tosha Headley at [Latosha.Headley@hci.mil](mailto:Latosha.Headley@hci.mil)