

# *Pay Pool Administrator Advisory*

2017-25

Issue Date: December 20, 2017

**Topic:** Pay Pool Reports Uploaded to Pay Pool Notices

Discussion: Pay Pool Reports have been uploaded to Pay Pool Notices. These reports summarize the upload status by pay pool as of 19 December 2017 and are based on one of the following criteria:

InterimReport- Pay Pool has a successful upload and no issues

NotFinalReport- Pay Pool has been uploaded but problems exist in one or more areas

NoUpload- Pay Pool has not been uploaded (AF only).

**Action:** Pay Pool Administrators: Please go into the pay pool notices module located in CAS2Net, to download the report for your pay pool. Complete your upload process as needed.

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