



# *Pay Pool Administrator Advisory*

2018-18

**Issue Date: 15 November 2018**

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

**Discussion:** The discrepancy reports and unclaimed records are posted to Pay Pool Notices in CAS2Net and are ready for download and review. The quality of pay pool data is critical, and checked in CAS2Net by Pay Pool Administrators in two ways:

- (1) Internal data quality assurance check, via the data maintenance module.
- (2) 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). The posting compares the DCPDS extract from 14 November 2018 with CAS2Net data as of 14 November 2018.

**Action:** Pay Pool Administrators: Please go into the Pay Pool Notices module located in CAS2Net to download the discrepancy and unclaimed records report for your pay pool. Please look for "14 November 2018 Discrepancy Report and Unclaimed 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 If the discrepancy is the result of bad or outdated information from the DCPDS source, follow your organization's Standard Operating Procedures for updating DCPDS. Do not assume that the DCPDS data is correct. If you are unsure, you should request assistance from your Human Resource Office.

**Note:** If you have any questions please email the AcqDemo Program Office, [AcqDemo.Contact@hci.mil](mailto:AcqDemo.Contact@hci.mil).