

Issue Date: 13 December 2018

Topic: CMS Version 3 Release & End of Cycle Activities Reminder

Discussion: CMS 2018 V3 is available in CA2Net Pay Pool Notices. New version addressed several issues. See below for the changes:

1. Fixed a runtime error when the "Unhide" button for all columns is clicked.
2. Fixed a Part One plot error for employees on retained pay
3. Changed the label on the Part One to 2019 for next cycle's Expected Contribution Level

This is a reminder about end-of-cycle activities:

1. By 14 December 2018 upload your pay pools' export files to CAS2Net. This will give time for the Software Support team to conduct preliminary review of your data for any errors or issues.
2. Over the weekend of 15/16 December the Software Support team will update CAS2Net with the six new Locality Pay Areas that will be in effect for the January 2019 payout.
3. Beginning 18 December 2018, the Certification button will be available to finalize and certify the Pay Pool Results.
4. By 28 December 2018, perform a final round trip between CMS and CAS2Net to capture the new Locality Pay Areas. All Pay Pools must be certified by 28 December 2018.
5. If the 2019 GPI is approved after 28 December 2018 but before 4 January 2019, PPAs will be notified to de-certify, complete a round trip with the new pay tables and certify the upload.
6. If the 2019 GPI is approved after 4 January 2019, additional guidance will be provided in a Pay Pool Advisory.
7. New payouts will be effective January 6, 2019. Supervisors should have their appraisal meetings with employees before Leave and Earnings Statements (LES) are available in MyPay.

Action:

Pay Pool Administrators:

Download latest CMS 2018 v3 from CAS2Net. Remember to make any corrections to data required by the latest discrepancy report, and upload and certify to CAS2Net by 28 December 2018.

Complete End-of-Cycle activities on time.

1. Upload pay pool data to CAS2Net by December 14, 2018.
2. Perform round trip and certify all pay pools by December 28, 2018.
3. Complete appraisal meetings with employees before their new LES is available in MyPay.

Note: If you have any questions please email the AcqDemo Program Office, AcqDemo.Contact@hci.mil.