

# Pay Pool Administrator Advisory

2018-24

Issue Date: 27 December 2018

**Topic:** Final 2018 Discrepancy Reports, Unclaimed Records and Data Complete Posted to Pay Pool Notices

**Discussion:** The final 2018 discrepancy reports for all pay pools are posted to Pay Pool Notices in CAS2Net and are ready for download and review. Some pay pools will also see the unclaimed records report “pp####\_UnclaimedRec\_20181226.xlsx” and a “NotFinalReport\_pp####\_on##DEC2018.csv” posted listing inconsistency in salaries in CAS2Net, CMS and DSPDS, of which many are due to post cycle promotions (both temporary and permanent promotions). **We are seeing a higher numbers of data discrepancies than normal so please review the Discrepancy Report thoroughly and address all issues so that end-of-year processing and pay transactions are successful.** 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 26 December 2018 with CAS2Net data as of 26 December 2018. These are the final discrepancy reports for the 2018 rating cycle.

**Action:** Pay Pool Administrators: Please go into the Pay Pool Notices module in CAS2Net to download the discrepancy, unclaimed records and/or NotFinalReport reports for your pay pool. *Report title to download is “pp####on26DEC18\_discrepancy.xlsx” and for some pay pool look for “NotFinalReport\_pp####\_on##DEC2018”.*

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 If the discrepancy is the result of bad or outdated information from the DCPDS source, follow your organization’s Standard Operating Procedures for updating DCPDS.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.

Once the necessary corrections have been made, execute another round trip (download from CAS2Net Offline Interface, import into the CMS, review and validate the Data, export from the CMS and upload to Offline Interface then certify final. Please certify final NLT 28 December 2018.

In the first weeks of January 2019, look in Pay Pool Notices for the “DataComplete\_pp####\_on##Jan2019”. This is the status report on the finalization of your data and assumes you have addressed any problems from your discrepancy reports.

If all data such as band, pay, locality area, etc. are correct then your data is good and you are now able to enable printing of feedback reports for your supervisors. Go to Pay Pool Maintenance in the Data Maintenance Module to set the print flag.

## Go to Data Maintenance, Select Maintain Pay Pool

The screenshot shows the 'Maintain Pay Pool' form. It includes a dropdown menu for 'Pay Pool' set to '1000', and three radio button options: 'Allow Contribution Planning Mandatory Objectives?' (No selected), 'Contribution Planning By Factor?' (No selected), and 'Allow Pay Pool Appraisal Print Option?' (No selected). An 'Update' button is located below the options. A yellow arrow points from the 'Update' button to the text 'Step 2 Click "Update"'. Another yellow arrow points from the 'Allow Pay Pool Appraisal Print Option?' radio button to the text 'Step 1 Click "Yes" to Allow Printing of Appraisals'.

From now until late January when the data base is turned, **it is important that you do not move employees in or out of your pay pool or make any changes to pay related data like broadband, pay, and locality area.**

**Offline Interface will be shut down the evening of January 4th.** If you discover a need to make changes you will need to uncertify your pay pool results, do a round trip and then recertify. Any changes must be made prior to January 4<sup>th</sup>. Contact [CAS2NetSupport@sra.com](mailto:CAS2NetSupport@sra.com) if this happens. Also contact you Component or Group Reps.

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