



DoD Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo)

Sub-Panel and Compensation Management Spreadsheet (CMS) for Pay Pool Administrators

**Presented by AcqDemo Program Office
Fall - 2015**

- Housekeeping, Expectations and Parking Lot
- Course Objectives
- Course Agenda



At the completion of this course, participants will be able to

- Review changes for 2015
- Summarize the main functionalities of the Sub-Panel and Compensation Management (CMS) tools
- Understand the structure of the Sub-Panel and CMS tools
- Understand the overall role of a Pay Pool Administrator
- Know when and how to make a “round trip” between Sub-Panel spreadsheet or CMS and CAS2Net
- Understand how to use the Sub-Panel and CMS tools when supporting a sub pay pool or a pay pool

- Added capability to convert the CMS into a grievance calculator
- Presumptive employees now added to download import
- Presumptive status can be changed in the CMS and Sub-panel spreadsheets
- Added a column on the Data sheet to indicate when employees are coming off Retained Pay
- Added ability to import multiple file into the Sub-panel spreadsheet

Overview of CAS2Net and CMS

- Oracle application called **CAS²Net**
 - Online @ <https://acqdemoii.army.mil>

Master Database

- Used to update and maintain all pay pool personnel data, add and delete records, and record post-cycle activities
- Used to generate data files for import into the spreadsheet

Appraisal and Sub-Panel Meeting Modules

- Used by first level supervisors to set scores and to input factor comments
- Used by second level supervisors in concert with first level supervisors to review scores (sub-panel meetings)
 - This can also be done in the Sub-Panel or CMS spreadsheet
- Used to print forms

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Closeout Self-Assessment
- Reports

Full Access User Menu

- Welcome
- Reports
- Data Maintenance
- Session Maintenance
- Offline Interface
- Paypool Notices
- Demo Reset
- RT Database Maintenance

Employee Maintenance

Employee Maintenance Menu

- Modify/Delete employee record using query form
- Modify/Delete employee record using quick pick list
- Insert New Employee Record
- Assign Supervisors to an Employee
- Assign Employees to a Supervisor
- Replace Supervisor Assignments
- Replace PAS Code
- Replace Office Symbol
- Maintain Pay Pool

- The spreadsheet is a Microsoft Excel workbook called **CMS 2015 v1.0.xlsm** consisting of 10 tabbed worksheets*
- The workbook may be downloaded from the Pay Pool Notices section of CAS2Net located at <https://acqdemoii.army.mil>. The workbook initially comes “empty” and must be populated with data by importing a file
- CAS2Net, a database application written in Oracle, creates the import files. ***Any time a file is imported into the workbook, all existing data are cleared and replaced with data from the imported file***

Note that there is a version for Sub-Panels that will be introduced later

A Quick Look: CMS Spreadsheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Compensation Management Spreadsheet																	
2	Cycle: 2015		Version: PR 02															
3	<i>The purpose of this spreadsheet is to record appraisal scores and set basic pay rates and contribution-based financial awards.</i>																	
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Data/Spreadsheet Download -- Download the data file from the CAS²Net, then click on Import to load the file into this spreadsheet.

Appraisal Score Entry -- Once the file has been loaded, assign categorical and final scores for each factor, and view reports and graphs.

Score Normalization -- Compare score distributions to look for anomalies and scale differences. Run preliminary pay adjustment scenarios. Set CRI and CA parameters and assign pay outs to employees.

Data Maintenance -- All additions, deletions, and modifications must be done in the central database. All columns except for data entry and "wild-card" are locked. To preserve your work, export the data from this spreadsheet and upload to CAS²Net before changing any information in CAS²Net.

Final "G" Setting -- This spreadsheet comes with a best estimate of "G." Once you have been notified that "G" is set, make a final round trip to CAS²Net. The final "G" value and related parameters will be included in the download of your paypool data.

Final Compensation Setting -- After the final round trip to update "G", finalize the pay adjustments and awards for your pay pool.

Data Upload -- Use Export to create a file for uploading the results from your pay pool to CAS²Net.

Generate Part 1's -- First use the filters to select employees; sort data by preferred order; then click on the Generate Part I to generate Part I of the Appraisal Form for each selected employee.

Pay Pool Data Last Import: 8/19/2015 (11:16:36 AM)(CDT)

[Import](#) [View](#) [Export](#)

Last Export:

Last Modified:

Parameters

[Set CRI and CA Parameters](#)

Summary Reports

[Rails Report](#)

[Career Path Factor Matrices ranked by Final Score](#)

[Summary Statistics of Delta OCS](#)

[Distribution of Delta OCS](#)

[Customizable Summary](#)

Scatter-plots of OCS Score by Salary

[Current Pay & 2015 SPL](#) [New Pay & 2016 SPL](#)

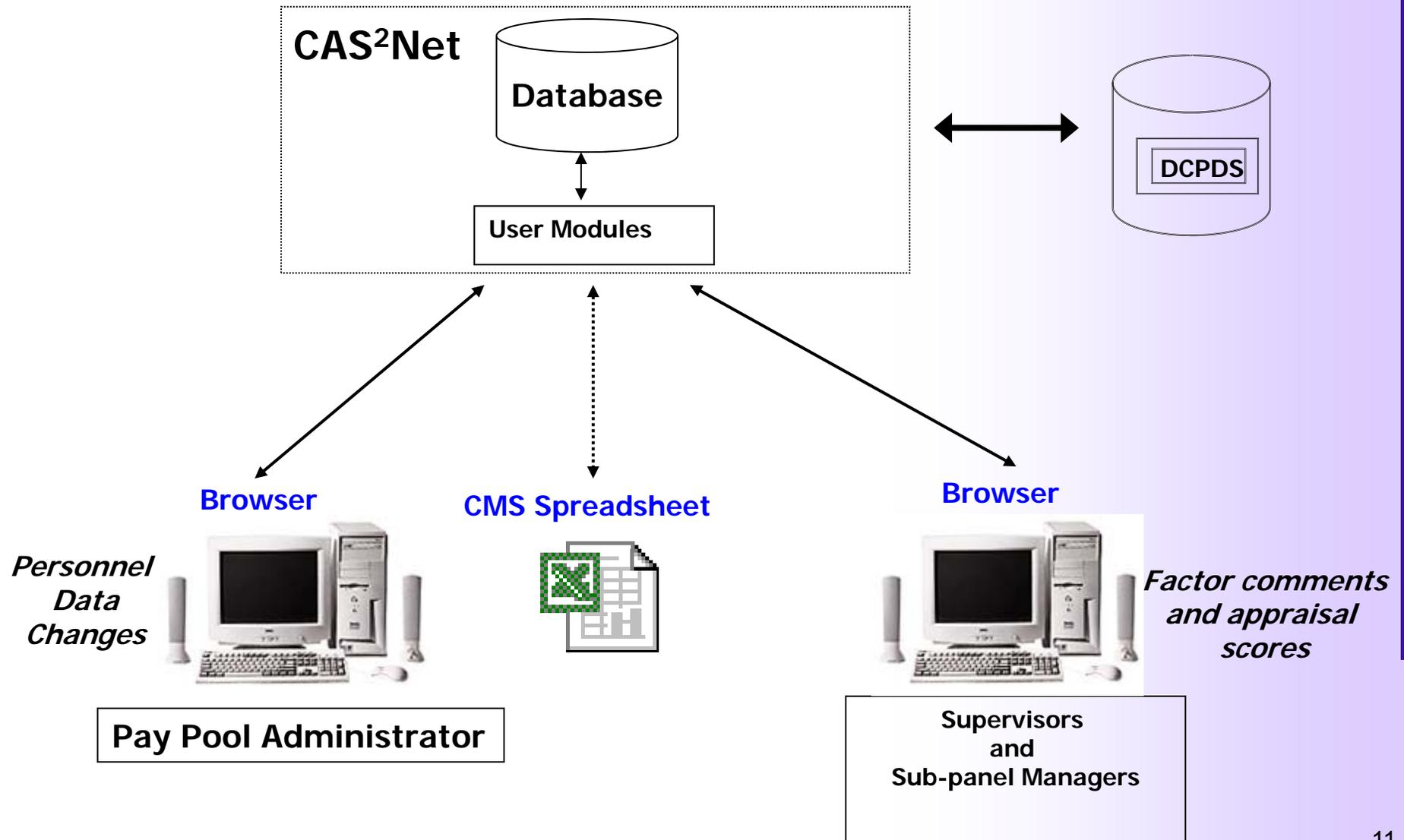
Part 1 of Appraisal Forms

[Open Existing Evaluation](#)

Validate Data, then use the filters to select individuals and use sort to put the data in preferred order.

[Generate Part 1 of Appraisal Forms](#)

- Sub-Panel Meeting Spreadsheet (MS Excel application)
 - Offline alternative for sub-panel to review/set scores for sub-panel
 - Spreadsheet is called Sub-Panel Meeting 2015 v1.0.xlsm
- CMS Spreadsheet (MS Excel application)
 - Review scores of entire pay pool
 - Used to set GPI, CRI, and CA compensation adjustments
 - Used to generate Part I of each employee's appraisal form
- Comma-delimited text files (.csv)
 - Used to pass data between the database and the two spreadsheets



Sub Panel Spreadsheet Structure

What it is:

- The sub-panel spreadsheet is a Microsoft Excel workbook called **Sub-Panel Meeting 2015 v1.0.xlsm**
- It is a tool to help supervisors rate their employees
- The sub-panel spreadsheet duplicates some of the functionality of the online assessment module

What it is not:

- It is not used to determine compensation
- It does not generate Appraisal Forms

The Sub Panel Spreadsheet Tabs

Tab	Description
1. Contents	Provides a brief description of the workbook, its purpose, and contents
2. Data	Is the main worksheet in the workbook
3. Matrix	Rank orders employees by individual factor score and by OCS
4. Rails	Provides counts and percentages of employees by rail position
5. Delta Stats	Displays Delta OCS averages and standard deviations
6. Delta Plot	Displays the data from the previous tab in graphical form
7. Cur OCS	Shows OCS vs. current (unadjusted) pay on top of the CY2012 SPL and rails

Sub Panel Spreadsheet "Contents" Tab

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Sub-Panel Meeting Spreadsheet																
2		Cycle: 2015		Version: PR 01													
3	<i>The purpose of this spreadsheet is to assign preliminary and final contribution scores to employees.</i>																
4																	
5	<p>Data/Spreadsheet Download -- Download the offline managers meeting data file from CAS2Net and save it to your hard drive, then click on Import to load the file into this spreadsheet.</p> <p>Appraisal Score Entry -- Once the file has been loaded, click <i>View</i> to go directly to the Data tab to enter preliminary and final scores. To assign scores using an interface that is similar to the on-line Managers Meeting, click the <i>Group into Categories</i> link. This form filters employees by Career Path, Factor, and Score Level. For each score level (1 through 4) selected there will be between four and seven list boxes representing the available preliminary scores for that level plus boxes representing the upper and lower limits of the preceding and next levels, respectively. Employees without a preliminary score will show up in the <i>Unrated</i> listbox. Employees can be moved around in listboxes (left, right, up and down) and to/from the <i>Unrated</i> listbox using the buttons on the form. To assign a final score, double-click the employee's name.</p> <p>Data Maintenance -- All additions, deletions, and modifications must be done in CAS2Net. All columns except for data entry and "wild-card" are locked. To preserve your work, export the data from this spreadsheet and upload to CAS2Net before changing any information in the database.</p> <p>Data Upload -- Use Export to create a file for uploading the results from your pay pool to CAS2Net.</p>																
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Paypool Data

Last Import: _____
Last Export: _____
Last Modified:

[Import](#) [View](#) [Export](#)

Scores

[Group into Categories](#)

Summary Reports

[Rails Report](#)
[Career Path Factor Matrices ranked by Final Score](#)
[Summary Statistics of Delta OCS](#)
[Distribution of Delta OCS](#)

Scatter-plots of OCS Score by Salary

[Current Pay & 2015 SPL](#)

- Provides a brief description of the workbook, its purpose and contents
- Appears first as you open the workbook and activate the macros
- Allows to import and export files and navigate around the workbook
- Displays the cycle year in the upper left corner just below the red title bar. The date and time of the last import and export of files into and out of the workbook are shown in the upper right corner

Sub Panel Spreadsheet "Data" Tab

A	B	C	D	E	F	G	H	I	J	K	L	M	
Return to Main Menu Goto Scores Blue arrows indicate fields set to filter the data.					Headings for wildcards. Select cell above heading, arrow down, and edit heading in formula bar.								Total CY 14 Base Pay =
Last Name	First Name	Middle Initial	Suffix	CAS2Net ID	Paypool	Office Symbol	Wildcard 1	Presumptive Status?	Retained Pay?	Career Path	Broadband Level	Occ Series	
Garfield	George			3	AMC/LH	AMC/LHAA	a	0	0	NH	3	0856	
Harris	Henry			26	AMC/LH	AMC/LHAB	a	0	0	NH	2	0830	
Grimes	Garth			25	AMC/LH	AMC/LHAA	a	0	0	NH	3	0343	
Donaldson	Dennis			22	AMC/LH	AMC/LHAA	b	0	0	NK	2	0318	
Irinski	Ivan			27	AMC/LH	AMC/LHAB	b	0	0	NK	3	0085	
Karnes	Keith			29	AMC/LH	AMC/LHAB	b	0	0	NK	2	0085	
Enter an X in this row to hide columns													
Career Path NH Business Mgmt & Technical Mgmt Professional NJ Technical Management Support NK Administrative Support													
Presumptive Status													
Contents Data Matrix Rails Delta Stats Delta Plot Cur OCS													

- Contains all of the data
- Is where individual contribution factor scores are recorded
- Has 3 yellow-colored "Wildcard" columns that let you enter your own data, formulas, etc.
- Includes built-in "Add-ins" support functionalities such as Validate, Clear Circles, Highlight, Hide/Unhide, Clear All Filters and Sort
- Has 2 links in the upper left corner: one to return to the Main Menu (Contents) and one to go to the Scores section of the Data tab (further right in the worksheet)

Sub Panel Spreadsheet "Matrix" Tab

A	B	C	D	E	G	H	I	J	K	M	N	O	P	R	S	T	U	W	X	Y	Z	AI	AC	AD	AE	AH	AI	AJ	AM	AN																																																																																																																																															
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<p>Each list gives the name and integer score on the factor. Use the buttons to rank order the lists by integer score.</p> <div style="display: flex; flex-direction: column; gap: 10px;"> <div style="border: 1px solid gray; padding: 5px; width: fit-content;">Rank Order Lowest to Highest</div> <div style="border: 1px solid gray; padding: 5px; width: fit-content;">Rank Order Highest to Lowest</div> <div style="border: 1px solid gray; padding: 5px; width: fit-content;">Rank Order Lowest to Highest by Broadband</div> <div style="border: 1px solid gray; padding: 5px; width: fit-content;">Rank Order Highest to Lowest by Broadband</div> </div>	All Career Paths <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0f0e0;"> <th colspan="5">2014 OCS</th> </tr> </thead> <tbody> <tr><td>NK</td><td>Donaldson</td><td>Dennis</td><td>2</td><td>47</td></tr> <tr><td>NK</td><td>Irnski</td><td>Ivan</td><td>3</td><td>59</td></tr> <tr><td>NK</td><td>Karnes</td><td>Keith</td><td>2</td><td>44</td></tr> <tr><td>NH</td><td>Garfield</td><td>George</td><td>3</td><td>74</td></tr> <tr><td>NH</td><td>Harris</td><td>Henry</td><td>2</td><td>74</td></tr> <tr><td>NH</td><td>Grimes</td><td>Garth</td><td>3</td><td>74</td></tr> </tbody> </table>							2014 OCS					NK	Donaldson	Dennis	2	47	NK	Irnski	Ivan	3	59	NK	Karnes	Keith	2	44	NH	Garfield	George	3	74	NH	Harris	Henry	2	74	NH	Grimes	Garth	3	74	NH Career Path <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0f0e0;"> <th colspan="20">Final Scores</th> </tr> <tr style="background-color: #e0f0e0;"> <th colspan="3">prb solving</th> <th colspan="3">team wk</th> <th colspan="3">cust ritns</th> <th colspan="3">leadership</th> <th colspan="3">comm</th> <th colspan="3">rsrc mgmt</th> </tr> </thead> <tbody> <tr> <td>Garfield</td><td>George</td><td>3</td> <td>79</td><td>Garfield</td><td>George</td><td>3</td> <td>73</td><td>Garfield</td><td>George</td><td>3</td> <td>73</td><td>Garfield</td><td>George</td><td>3</td> <td>73</td><td>Garfield</td><td>George</td><td>3</td> <td>73</td><td>Garfield</td><td>George</td><td>3</td> <td>73</td> </tr> <tr> <td>Harris</td><td>Henry</td><td>2</td> <td>79</td><td>Harris</td><td>Henry</td><td>2</td> <td>73</td><td>Harris</td><td>Henry</td><td>2</td> <td>73</td><td>Harris</td><td>Henry</td><td>2</td> <td>73</td><td>Harris</td><td>Henry</td><td>2</td> <td>73</td><td>Harris</td><td>Henry</td><td>2</td> <td>73</td> </tr> <tr> <td>Grimes</td><td>Garth</td><td>3</td> <td>79</td><td>Grimes</td><td>Garth</td><td>3</td> <td>73</td><td>Grimes</td><td>Garth</td><td>3</td> <td>73</td><td>Grimes</td><td>Garth</td><td>3</td> <td>73</td><td>Grimes</td><td>Garth</td><td>3</td> <td>73</td><td>Grimes</td><td>Garth</td><td>3</td> <td>73</td> </tr> </tbody> </table>																					Final Scores																				prb solving			team wk			cust ritns			leadership			comm			rsrc mgmt			Garfield	George	3	79	Garfield	George	3	73	Harris	Henry	2	79	Harris	Henry	2	73	Grimes	Garth	3	79	Grimes	Garth	3	73																																																
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<div style="display: flex; justify-content: space-between; border-top: 1px solid gray; border-bottom: 1px solid gray; padding: 5px;"> Contents Data Matrix Rails Delta Stats Delta Plot Cur OCS </div>																																																																																																																																																																													

- Rank orders employees by individual factor score and by OCS. Employees are identified by career path, last name, first name, and broadband
- Includes a sort order on scores (low to high or high to low) that may be done by broadband or across all broadbands
 - The order can be selected with the four buttons on the left
- Has links in the upper left corner to return to the Main Menu (Contents) worksheet or the Data worksheet

Sub Panel Spreadsheet "Rails" Tab

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Return to Main Menu														
Rails Report															
<i>Final</i>															
	NH		NJ		NK		Total								
Rail Zone	Number	Percent	Number	Percent	Number	Percent	Number	Percent							
A	0	0.0%	0	N/A	0	0.0%	0	0.0%							
C1	1	33.3%	0	N/A	0	0.0%	1	16.7%							
C2	0	0.0%	0	N/A	3	100.0%	3	50.0%							
B	2	66.7%	0	N/A	0	0.0%	2	33.3%							
Total	3	100.0%	0	N/A	3	100.0%	6	100.0%							
<p>Definition of Rail Zone</p> <ul style="list-style-type: none"> Inappropriately compensated above the rails Appropriately compensated between the rails > SPL Appropriately compensated between the rails <= SPL Inappropriately compensated below the rails 															
Upper and Lower Rails															
	GS-1 Step 1		SPL base		CCS	Upper Rail	Lower Rail	SPL							
2014	\$17,981	1.0200425	min	1.00	\$19,809	\$16,874	\$18,341								
			max	115.00	\$190,256	\$162,070	\$176,163								
<p>Contents Data Matrix Rails Delta Stats Delta Plot Cur OCS</p>															

- Provides counts and percentages of employees by rail position
 - The table shows rail position by career path based on **final, numerical OCS**
- Includes a link to the Main Menu (Contents) worksheet in the upper left corner
- Prints reports clicking on the printer icon in the Excel toolbar

Sub Panel Spreadsheet "Delta Stats" Tab

[Return to Main Menu](#)
[View Delta OCS Distribution](#)

Delta Plot Grouping
 Supervisor
 Wildcard Col #

Summary Statistics of Delta OCS Score

	Average Delta OCS Score	Standard Deviation
Overall	6.00	7.90
NH	10.33	9.87
NJ	N/A	N/A
NK	1.67	1.53

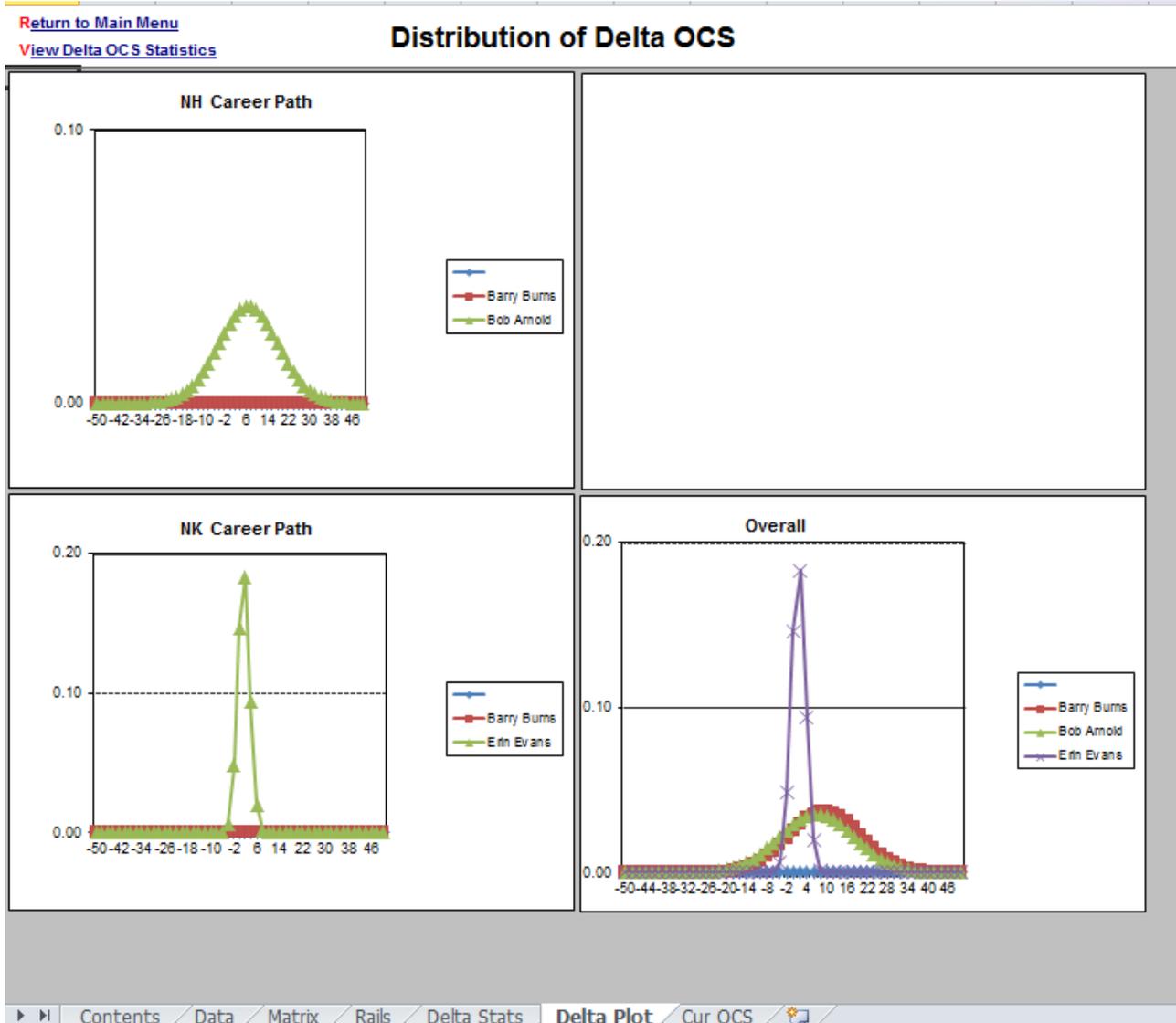
	Average Delta OCS Score	Standard Deviation	Total
NH			
Barry Burns	N/A	N/A	1
Bob Arnold	N/A	N/A	2
NJ			
NK			
Barry Burns	N/A	N/A	1
Erin Evans	N/A	N/A	2
Barry Burns	N/A	N/A	2
Bob Arnold	N/A	N/A	2
Erin Evans	N/A	N/A	2

Contents / Data / Matrix / Rails / **Delta Stats** / Delta Plot / Cur OCS

Sub Panel Spreadsheet "Delta Stats" Description

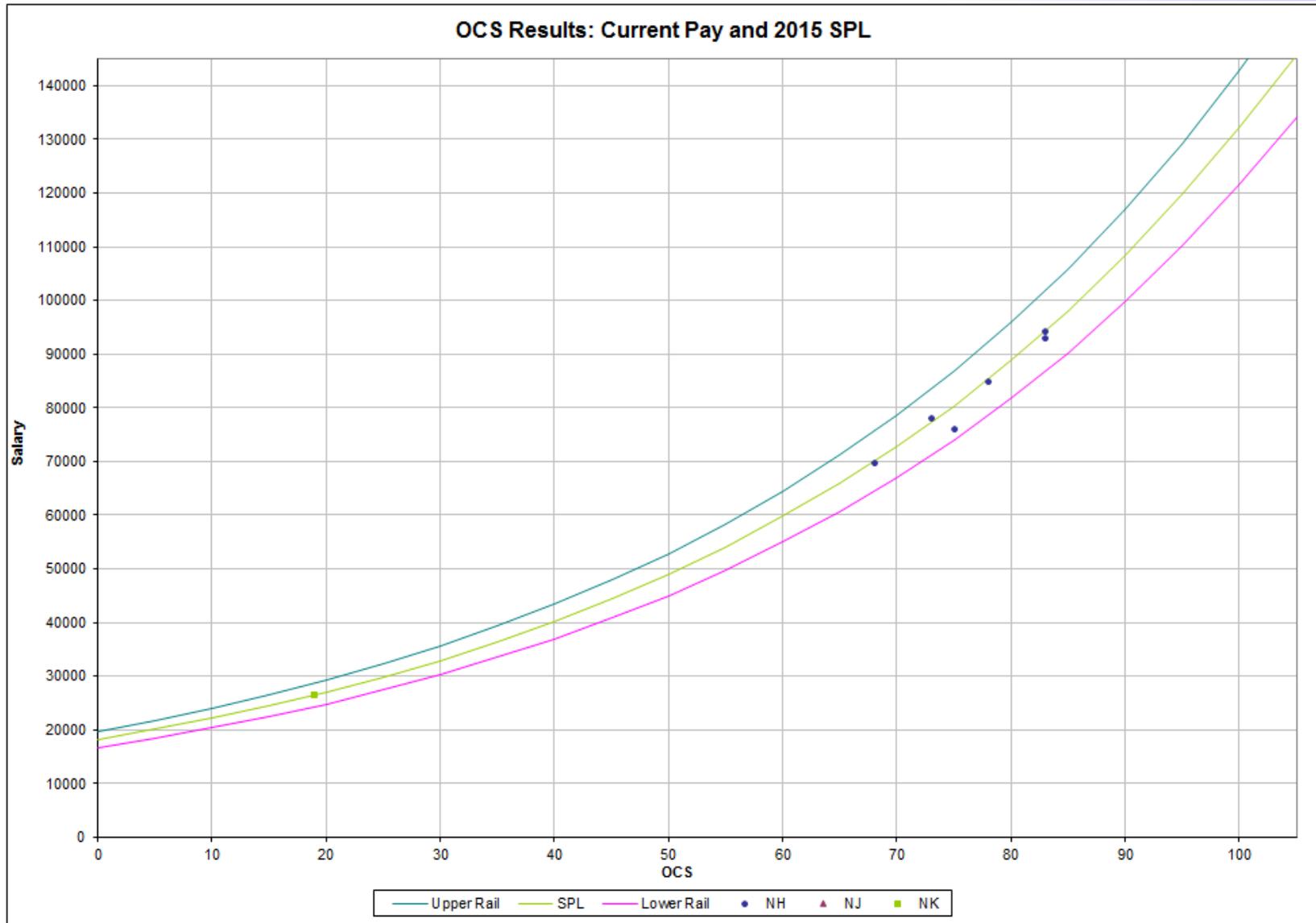
- Displays Delta OCS averages and standard deviations
 - The top of the worksheet shows statistics by career path and overall
 - The bottom of the worksheet shows statistics for groups of employees within each career path
 - The groups can be defined by either first level Supervisor (column X on the main data sheet), Office Symbol, or any other grouping scheme entered into the first Wildcard column (H) on the main data sheet
- Filters out groups with only one employee (N/A for Standard Deviation)
 - Click on the button labeled "Hide with only 1 employee" at the top of the worksheet
 - Click on the "Show all" button to restore the display
- Can be printed by clicking on the printer icon on the Excel tool bar
- Has links to go back to the Main Menu (Contents) worksheet, and to the Delta OCS distribution plots

Sub Panel Spreadsheet "Delta Plot" Tab



- Displays the data from the “Delta Stats” worksheet
- Has links to go back to the Main Menu (Contents) and the Delta OCS Statistics worksheets

Sub Panel Spreadsheet "Cur OCS" Tab



- Shows, for each career path, how employee pay and contribution compare to the SPL and rails for a given year
 - To preclude employees from appearing on the scatterplots, filter or hide rows for those employees on the Data tab
 - To identify the specific values associated with a dot on the graph, place the mouse pointer on the dot (only works if there are fewer than 255 people in the sub-panel)
 - If you filter the data tab to get the count of displayed employees to under 255, you will be able to see names

CMS Spreadsheet Structure

The 10 CCAS Spreadsheet Tabs

Tab	Description
1. Contents	Provides a brief description of the workbook, its purpose, and contents
2. Parameters	Is where the pay pool manager sets the parameters that define the pay adjustment scenario for the pay pool
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4. Matrix	Rank orders employees by individual factor score and by OCS
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8. Cur OCS	Shows OCS vs. current (unadjusted) pay on top of the CY2014 SPL and rails
9. New OCS	Is identical to the previous two, except that OCS is plotted with new (adjusted) base pay against the 2015 SPL and rails
10. Summary	Produces a summary of the rating and payout results that can be printed a single page wide in landscape mode and as many pages long as are needed for your pay pool

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[Import](#) [View](#) [Export](#)

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CMS Spreadsheet "Parameters" Tab

Return to Main Menu Reset to Default Values

Return to Data

You may set any parameters in Yellow

Scenario Summary

GPI (G)%	1.00		
GS-1/step1 pay (16)	\$ 18,343		
GS-1/step1 pay (15)	\$ 18,161	Cash Amount	Plus Unused GPI
CRI%	2.260000%	\$71,379	\$71,379
CRI Set-Aside	0.000000%	\$0	
Award%	0.000000%	\$0	
Award Set-Aside	0.000000%	\$0	
Beta 1 (CRI)	0		Beta 1 and 2
Beta 2 (Award)	1		1= Upper Rail
Minimum CRI Dollar Amount	\$0		0= SPL
Minimum CRI Carryover Amt	\$0		-1= Lower Rail
Minimum Award Dollar Amount	\$0		
GPI (G) Carry Over	\$ -		
CRI Remainder	\$ 69,287		
Award Remainder	\$ -		
Alpha 1	1.0000		
Alpha 2	-		
Minimum CRI Budget %	2.0		
Minimum Award Budget %	1.000000		

Start with little or no CRI and CA set-aside and increase it gradually. If you reduce the set-aside after allocating your discretionary funds, your remainder will go negative and you will have to delete all or some of your allocations and start over again. Setaside may change if rollover amount changes. The cash award amount is 90% of the total award budget.

Check box if this is your organization's first cycle in AcqDemo

Use Control Points

Use Awards

Check Use Awards if your organization has received written approval, from the Deputy Assistant Secretary of Defense for Civilian Personnel Policy, to pay CCAS Payout Awards.

- Is where the pay pool manager sets the parameters that define the pay adjustment scenario for the pay pool
 - Only yellow-colored cells can be edited
- Shows the first three and the last seven lines in the table in white to notify you they are for information only and are not adjustable by the pay pool manager
 - Note: detailed description of each parameter is available in the "BACKUP" section of this presentation

CMS Spreadsheet "Data" Tab

	A	B	C	D	E	H	I	J	K	L	M	N	O	P	Q	R	S	
1	Return to Main Menu	Edit Parameters																
2																		
3																		
4	Goto																	
5	Scores	GPI																
6	CRI Awards																	
7	Blue arrows indicate fields set to filter the data.																	
8																		
	Last Name	First Name	Middle Initial	Suffix	CAS2Net ID	Wildcard 1	Presumptive Status?	Retained Pay?	Career Path	Broadband Level	Occ Series	CY2015 Base Pay	Locality Code	Locality Rate	CY2015 Pay Used in CRI and CA Calculations	Used in Award Funding Limitation	Previous OCS	Start
9																		
10																		
11	Burns	Barry			1843		0	0	NH	2	1515	\$30,798	LA	27.16%	\$30,798	\$39,163		12-A
12	Michelson	Nancy			1472		0	0	NH	4	0830	\$85,613	LA	27.16%	\$85,613	\$108,865		29-S
13	Harris	Henry			26		0	0	NH	2	0830	\$57,983		0.00%	\$57,983	\$57,983		1-F
14	Tarman	Timothy			37		0	0	NH	3	0340	\$84,922	LA	27.16%	\$84,922	\$107,987		1-F
15	Curtiss	Dan			4		0	0	NH	4	0830	\$98,850	LA	27.16%	\$98,850	\$125,698		1-F
16	Hansen	Ike			18		0	0	NH	3	0830	\$92,787	LA	27.16%	\$92,787	\$117,988		1-F
17	Martinez	Mary			31		0	0	NH	3	0830	\$70,134	LA	27.16%	\$70,134	\$89,182		1-F
18	Artis	Amy			19		0	0	NH	2	0318	\$54,459		0.00%	\$54,459	\$54,459		1-F
19	Sorenson	Sarah			36		0	0	NH	3	1515	\$76,873		0.00%	\$76,873	\$76,873		1-F
20	Zurbriggen	Zack			42		0	0	NH	2	0346	\$58,579	LA	27.16%	\$58,579	\$74,489		1-F
21	Udell	Vincent			13		0	0	NH	3	0850	\$68,656	LA	27.16%	\$68,656	\$87,303		1-F
22	Babbitt	Chris			15		0	0	NH	3	0803	\$62,551		0.00%	\$62,551	\$62,551		24-C
23	Fites	George			17		0	0	NH	3	0896	\$60,469	LA	27.16%	\$60,469	\$76,892		1-F
24	Celon	Connie			21		0	0	NH	3	0334	\$70,832	LA	27.16%	\$70,832	\$90,070		1-A
25	Evans	Francis			5		0	0	NH	4	0830	\$103,144	LA	27.16%	\$103,144	\$131,158		1-F
26	Gonzalez	Helen			6		0	0	NH	4	0340	\$95,535	LA	27.16%	\$95,535	\$121,482		15-M
27	Iverson	John			7		0	0	NH	4	0830	\$93,845	LA	27.16%	\$93,845	\$119,333		1-F
28	Quarles	Richard			11		0	0	NH	3	0830	\$67,637	LA	27.16%	\$67,637	\$86,007		1-F
29	Stewart	Tammy			12		0	0	NH	3	0830	\$75,626	LA	27.16%	\$75,626	\$96,166		1-F
30	Evans	Erin			23		0	0	NH	3	0830	\$78,771	LA	27.16%	\$78,771	\$100,165		1-F
31	Farnsworth	Fred			24		0	0	NH	2	0830	\$42,235	LA	27.16%	\$42,235	\$53,706		1-F
32	Grimes	Garth			25		0	0	NH	2	0850	\$33,576	LA	27.16%	\$33,576	\$42,695		1-F
33	Jerris	Jane			28		0	0	NH	3	0830	\$70,195	LA	27.16%	\$70,195	\$89,260		1-F

Above EX-IV
Cap Dollars
\$0

Total CY 15 Base Pay for Funding \$3,158,371
Total CY 15 Adjusted Base Pay \$3,895,561

- Contains all of the data
- Is where individual contribution factor scores and compensation adjustments are computed and recorded
- Has 8 yellow-colored "Wildcard" columns that let you enter your own data, formulas, etc.
- Includes built-in "Add-ins" support functionalities such as Validate, Clear Circles, Highlight, Hide/Unhide, Clear All Filters and Sort
- Has links in the upper left corner: (1) to Return to the Main Menu (Contents); (2) to Edit Parameters; (3) to Go To Scores, GPI, CRI and Awards within Data worksheet

[Return to Main Menu](#)

[Return to Data](#)

Factor Matrix

[All](#) [NH](#) [NJ](#) [NK](#)

Each list gives the name and integer score on the factor. Use the buttons to rank order the lists by integer score.

Rank Order
Lowest to Highest

Rank Order
Highest to Lowest

Rank Order
Lowest to Highest
by Broadband

Rank Order
Highest to Lowest
by Broadband

All Career Paths

2014 OCS			
NK	Artis	Amy	2 44
NK	Donaldson	Dennis	2 47
NK	Irinski	Ivan	3 59
NK	Karnes	Keith	2 44
NJ	Yates	Zane	4 70
NJ	Parsons	Patricia	3 62
NJ	Rhone	Ronald	3 65
NH	Freeman	Francis	2 61
NH	Garfield	George	3 74
NH	CURTISS	Dan	4 90
NH	Gonzalez	Helena	4 94
NH	Olson	Peter	4 100
NH	Quarles	Richard	4 96
NH	Stewart	Tammy	4 99
NH	Udell	Vincent	3 74
NH	Burns	Barry	3 74
NH	Evans	Erin	3 74
NH	Grimes	Garth	3 74
NH	Harris	Henry	2 74
NH	Jerris	Jane	4 90
NH	Lawrence	Lance	3 70
NH	Martinez	Mary	3 78
NH	Nance	Nolan	3 79
NH	O'Connor	Olive	4 89

NH Career Path

Final Scores															
prb solving				team wk				cust rtns				leadership			
Freeman	Francis	2	61	Freeman	Francis	2	61	Freeman	Francis	2	61	Freeman	Francis	2	61
Garfield	George	3	79	Garfield	George	3	73	Garfield	George	3	73	Garfield	George	3	73
CURTISS	Dan	4	90	CURTISS	Dan	4	90	CURTISS	Dan	4	90	CURTISS	Dan	4	90
Gonzalez	Helena	4	92	Gonzalez	Helena	4	92	Gonzalez	Helena	4	99	Gonzalez	Helena	4	99
Olson	Peter	4	100	Olson	Peter	4	100	Olson	Peter	4	100	Olson	Peter	4	100
Quarles	Richard	4	95	Quarles	Richard	4	98	Quarles	Richard	4	95	Quarles	Richard	4	95
Stewart	Tammy	4	96	Stewart	Tammy	4	115	Stewart	Tammy	4	96	Stewart	Tammy	4	96
Udell	Vincent	3	79	Udell	Vincent	3	73	Udell	Vincent	3	73	Udell	Vincent	3	73
Burns	Barry	3	79	Burns	Barry	3	73	Burns	Barry	3	73	Burns	Barry	3	73
Evans	Erin	3	79	Evans	Erin	3	73	Evans	Erin	3	73	Evans	Erin	3	73
Grimes	Garth	3	79	Grimes	Garth	3	73	Grimes	Garth	3	73	Grimes	Garth	3	73
Harris	Henry	2	79	Harris	Henry	2	73	Harris	Henry	2	73	Harris	Henry	2	73
Jerris	Jane	4	90	Jerris	Jane	4	90	Jerris	Jane	4	90	Jerris	Jane	4	90
Lawrence	Lance	3		Lawrence	Lance	3		Lawrence	Lance	3		Lawrence	Lance	3	
Martinez	Mary	3	80	Martinez	Mary	3	77	Martinez	Mary	3	77	Martinez	Mary	3	77
Nance	Nolan	3	79	Nance	Nolan	3	79	Nance	Nolan	3	79	Nance	Nolan	3	79
O'Connor	Olive	4	89	O'Connor	Olive	4	89	O'Connor	Olive	4	89	O'Connor	Olive	4	89

- Rank orders employees by individual factor score and by OCS. Employees are identified by career path, last name, first name, and broadband
- Includes a sort order on scores (low to high or high to low) that may be done by broadband or across all broadbands
 - The order can be selected with the four buttons on the left
- Has links in the upper left corner to return to the Main Menu (Contents) worksheet or the Data worksheet

[Return to Main Menu](#)

Rails Report

Final

Rail Zone	NH		NJ		NK		Total	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
A	0	0.0%	0	N/A	0	0.0%	0	0.0%
C1	0	0.0%	0	N/A	0	0.0%	0	0.0%
C2	2	100.0%	0	N/A	1	100.0%	3	100.0%
B	0	0.0%	0	N/A	0	0.0%	0	0.0%
Total	2	100.0%	0	N/A	1	100.0%	3	100.0%

Note: Only visible rows are included in tabulation

Definition of Rail Zone

Inappropriately compensated above the rails
 Appropriately compensated between the rails > SPL
 Appropriately compensated between the rails <= SPL
 Inappropriately compensated below the rails

Upper and Lower Rails

	GS-1 Step 1	SPL base		CCS	Upper Rail	Lower Rail	SPL
2015	\$18,161	1.0200427	min	1.00	\$20,007	\$17,043	\$18,525
			max	115.00	\$192,165	\$163,696	\$177,930
2016	\$18,343	1.0200425	min	1.00	\$20,207	\$17,214	\$18,711
			max	115.00	\$194,086	\$165,333	\$179,710

- Provides counts and percentages of employees by rail position
 - The table shows rail position by career path based on **final, numerical** OCS
- Includes a link to the Main Menu (Contents) worksheet in the upper left corner

CMS Spreadsheet "Delta Stats" Tab

[Return to Main Menu](#)

[View Delta OCS Distribution](#)

Delta Plot Grouping

Supervisor

Refresh

Office Symbol

Wildcard Col#

Show All

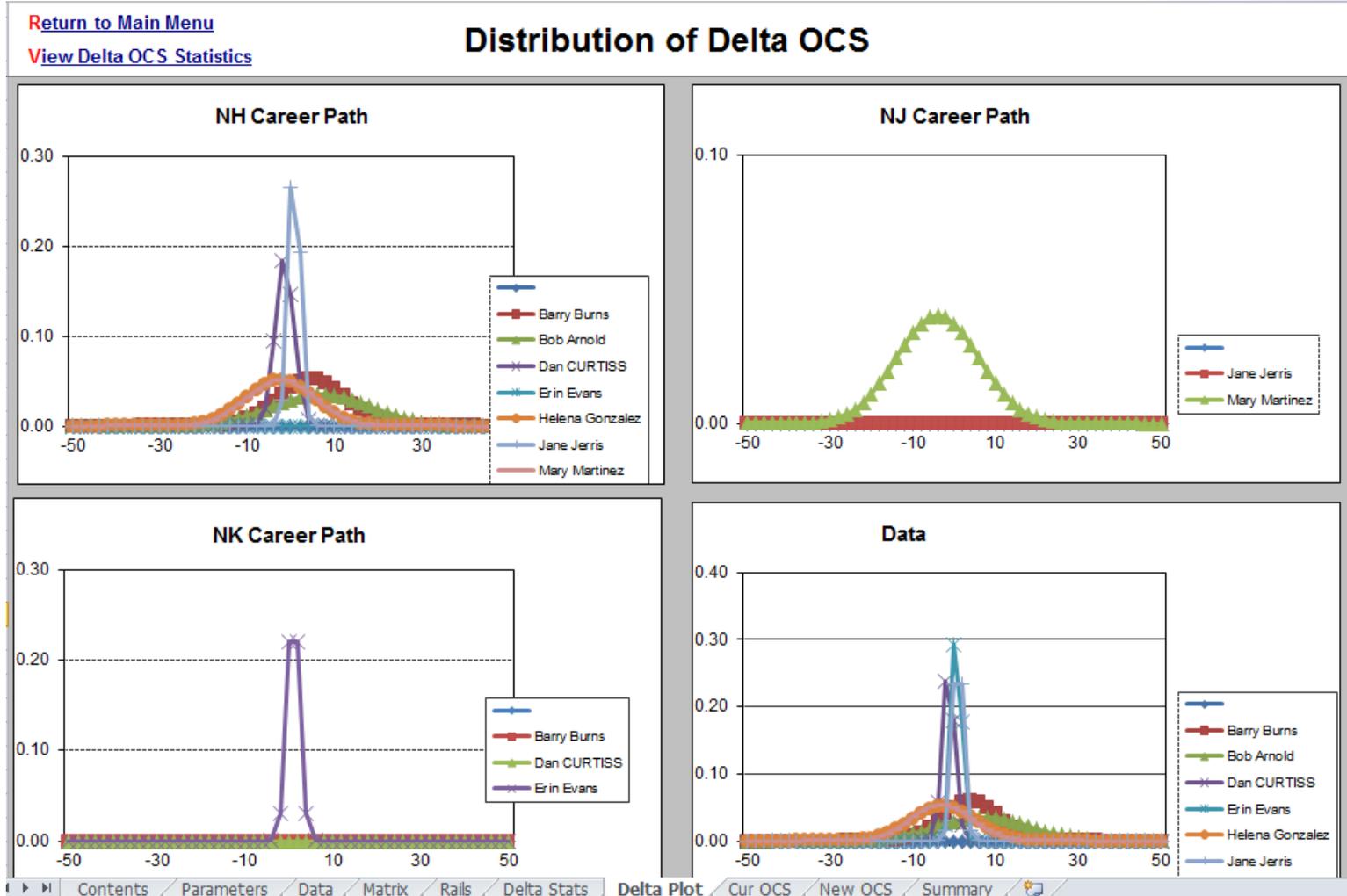
Hide with only one employee

Summary Statistics of Delta OCS Score

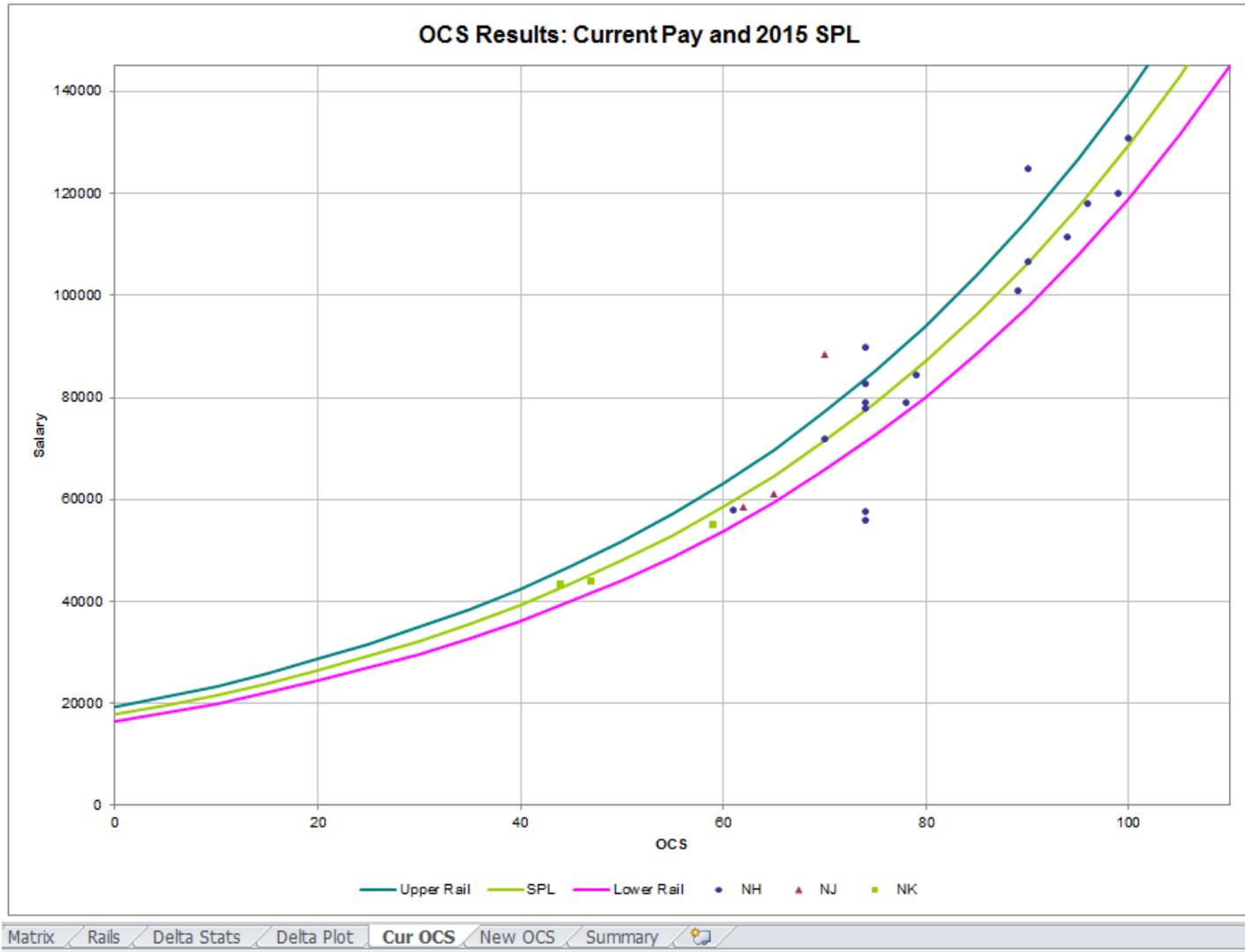
	Average Delta OCS Score	Standard Deviation	
Overall	0.79	5.80	
NH	1.35	6.21	
NJ	-2.00	7.81	
NK	0.50	1.29	

	Average Delta OCS Score	Standard Deviation	Total
NH			
Barry Burns	4.75	7.54	4
Bob Arnold	7.00	11.31	2
Dan CURTISS	-1.50	2.12	2
Erin Evans	0.00	N/A	1
Helena Gonzalez	-2.50	7.78	2
Jane Jeris	0.75	1.26	4
Mary Martinez	-2.50	7.78	2
NJ			
Jane Jeris	2.00	N/A	1
Mary Martinez	-4.00	9.90	2
NK			
Barry Burns	1.00	N/A	1
Dan CURTISS	-1.00	N/A	1
Erin Evans	1.00	1.41	2
Overall			
Barry Burns	4.00	6.75	5
Bob Arnold	7.00	11.31	2
Dan CURTISS	-1.33	1.53	3
Erin Evans	0.67	1.15	3
Helena Gonzalez	-2.50	7.78	2
Jane Jeris	1.00	1.22	5
Mary Martinez	-3.25	7.32	4

- Displays Delta OCS averages and standard deviations
 - The top of the worksheet shows statistics by career path and overall
 - The bottom of the worksheet shows statistics for groups of employees within each career path
 - The groups can be defined by either first level Supervisor (column X on the main data sheet), Office Symbol, or any other grouping scheme entered into the first Wildcard column (H) on the main data sheet
- Filters out groups with only one employee (N/A for Standard Deviation)
 - Click on the button labeled “Hide with only 1 employee” at the top of the worksheet
 - Click on the “Show all” button to restore the display
- Can be printed by clicking on the printer icon on the Excel tool bar
- Has links to go back to the Main Menu (Contents) worksheet, and to the Delta OCS distribution plots



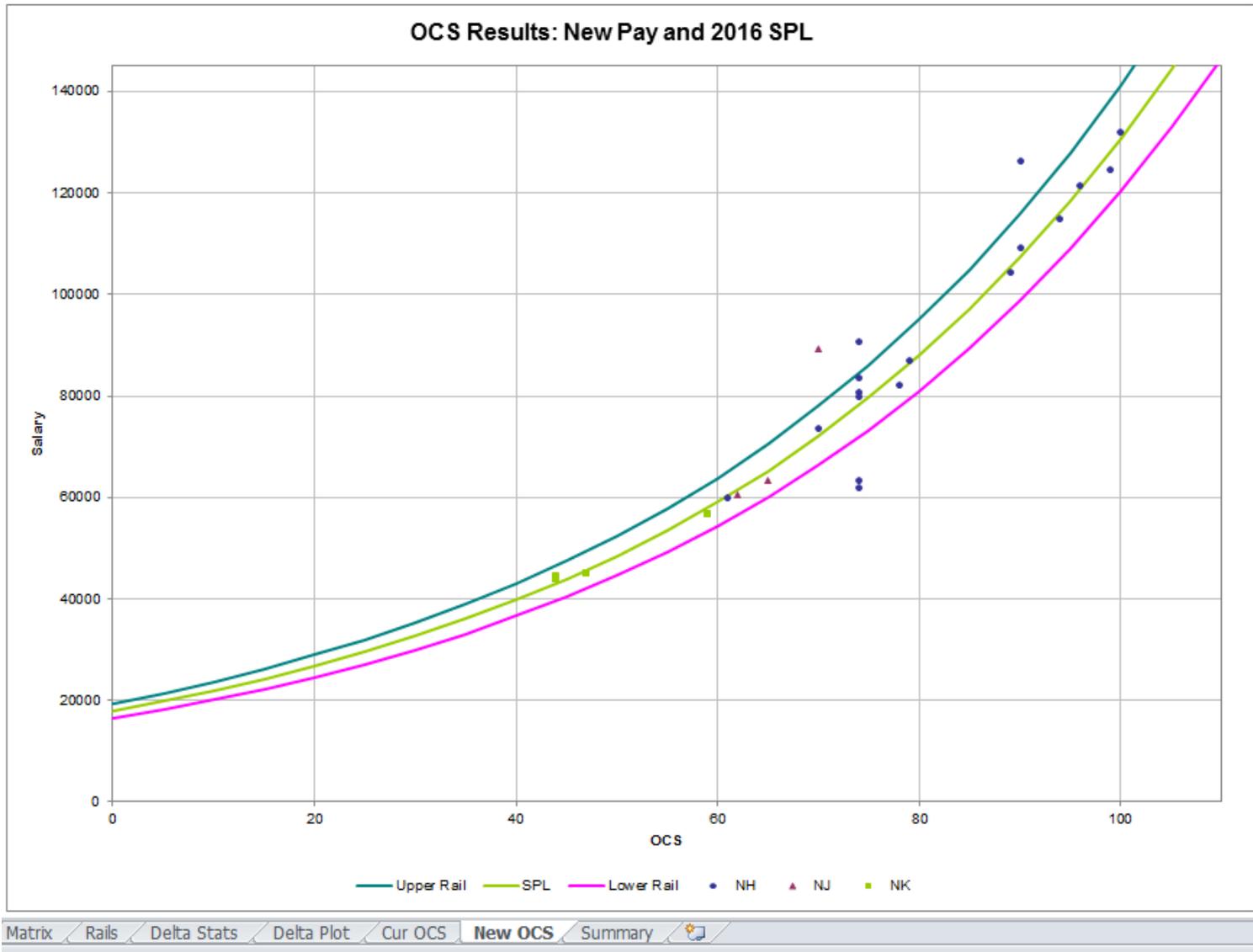
- Displays the data from the "Delta Stats" worksheet
- Has links to go back to the Main Menu (Contents) and the Delta OCS Statistics worksheets



If the pay pool has less than 255 records, you can hover over each dot to see employee's name and data

- Shows, for each career path, how employee pay and contribution compare to the SPL and rails for a given year
 - To preclude employees from appearing on the scatterplots, filter or hide rows for those employees on the Data tab
 - To identify the specific values associated with a dot on the graph, place the mouse pointer on the dot (only works when there are fewer than 255 people in the pay pool)

CMS Spreadsheet "New OCS" Tab



- Is identical to the “Cur OCS” worksheet, except that OCS is plotted with new (adjusted) base pay against the new SPL and rails
 - Provides an estimate of what the contribution vs. pay relationship in the pay pool might look like next year if each employee contributes at the same level they did in last year
 - Comparing this plot with the current OCS/pay scatter plot shows the effect of the pay adjustments – hopefully, movement of employees toward the appropriately compensated zone (between the rails)

Summary Tab

Last Name	First Name	Career Path	Broadband Level	Occ Series	Locality Rate	CY2014 Base Pay	1st Level Sup Name	Sub-Panel Managers Meeting	2014 OCS	Delta OCS	G\$	Approved CRI \$	New Base Pay 2015	Final Base Pay + Locality	Total Award	CY2015 Expected OCS
Freeman	Francis	NH	2	318	0.2422	58000	Barry Burns	Bob Arnold	61	1	580	1274	59854	74351	302	61
Garfield	George	NH	3	856	0.2422	79000	Bob Arnold	Dan CURTISS	74	-1	790	880	80670	100208	485	76
CURTISS	Dan	NH	4	830	0.2422	106600	Barry Burns	Barry Burns	90	0	1066	1586	109252	135713	874	91
Gonzalez	Helena	NH	4	340	0.2716	111400	Barry Burns	Bob Arnold	94	2	1114	2431	115005	146240	1378	94
Olson	Peter	NH	4	850	0.2716	163275	Jane Jerris	Helena Gonzalez	100	-1	800	0	164075	164075	2753	101
Quarles	Richard	NH	4	830	0.1416	118000	Jane Jerris	Helena Gonzalez	96	1	1180	2143	121323	138502	1209	96
Stewart	Tammy	NH	4	830	0.2419	120000	Mary Martinez	Helena Gonzalez	93	3	1200	3353	124553	154682	1848	98
Udell	Vincent	NH	3	850	0.2716	89300	Mary Martinez	Helena Gonzalez	74	-8	899	0	90799	115460	0	82
Yates	Zane	NJ	4	802	0.2716	88300	Mary Martinez	Helena Gonzalez	70	-11	883	0	89183	113405	0	81
Artis	Amy	NK	2	318	0.2422	43500	Dan CURTISS	Bob Arnold	44	-1	435	497	44432	55193	273	46
Burns	Barry	NH	3	340	0.2716	82537	Dan CURTISS	Bob Arnold	74	-3	826	176	83599	106304	97	77
Donaldson	Dennis	NK	2	318	0.2716	44000	Barry Burns	Dan CURTISS	47	1	440	621	45061	57300	855	46
Evans	Erin	NH	3	830	0.2716	78000	Dan CURTISS	Bob Arnold	74	0	780	1076	79856	101545	593	75
Grimes	Garth	NH	3	343	0.2716	55800	Barry Burns	Dan CURTISS	74	16	558	5422	61780	78559	3288	62
Harris	Henry	NH	2	830	0.2716	57700	Bob Arnold	Dan CURTISS	74	15	577	5050	63327	80527	2783	63
Irinski	Ivan	NK	3	85	0.2716	55000	Erin Evans	Dan CURTISS	59	2	550	1370	56920	72379	755	58
Jerris	Jane	NH	4	830	0.2409	125000	Helena Gonzalez	Bob Arnold	90	-8	1250	0	126250	156664	0	98
Karnez	Keith	NK	2	85	0.2716	43000	Erin Evans	Dan CURTISS	44	0	430	594	44024	55981	327	45
Lawrence	Lance	NH	3	830	0.2716	72000	Erin Evans	Dan CURTISS	70	0	720	1003	73723	93746	553	71
Martinez	Mary	NH	3	830	0.2716	79000	Helena Gonzalez	Bob Arnold	78	3	790	2231	82021	104298	1229	76
Nance	Nolan	NH	3	850	0.2716	84500	Jane Jerris	Helena Gonzalez	79	1	845	1508	86853	110442	831	79
O'Connor	Olive	NH	4	802	0.2872	101000	Jane Jerris	Helena Gonzalez	83	2	1010	2241	104251	134192	1235	83
Parsons	Patricia	NJ	3	856	0.2422	58500	Jane Jerris	Helena Gonzalez	62	2	585	1430	60515	75172	788	61
Rhone	Ronald	NJ	3	856	0.2716	61000	Mary Martinez	Helena Gonzalez	65	3	610	1730	63340	80543	954	63

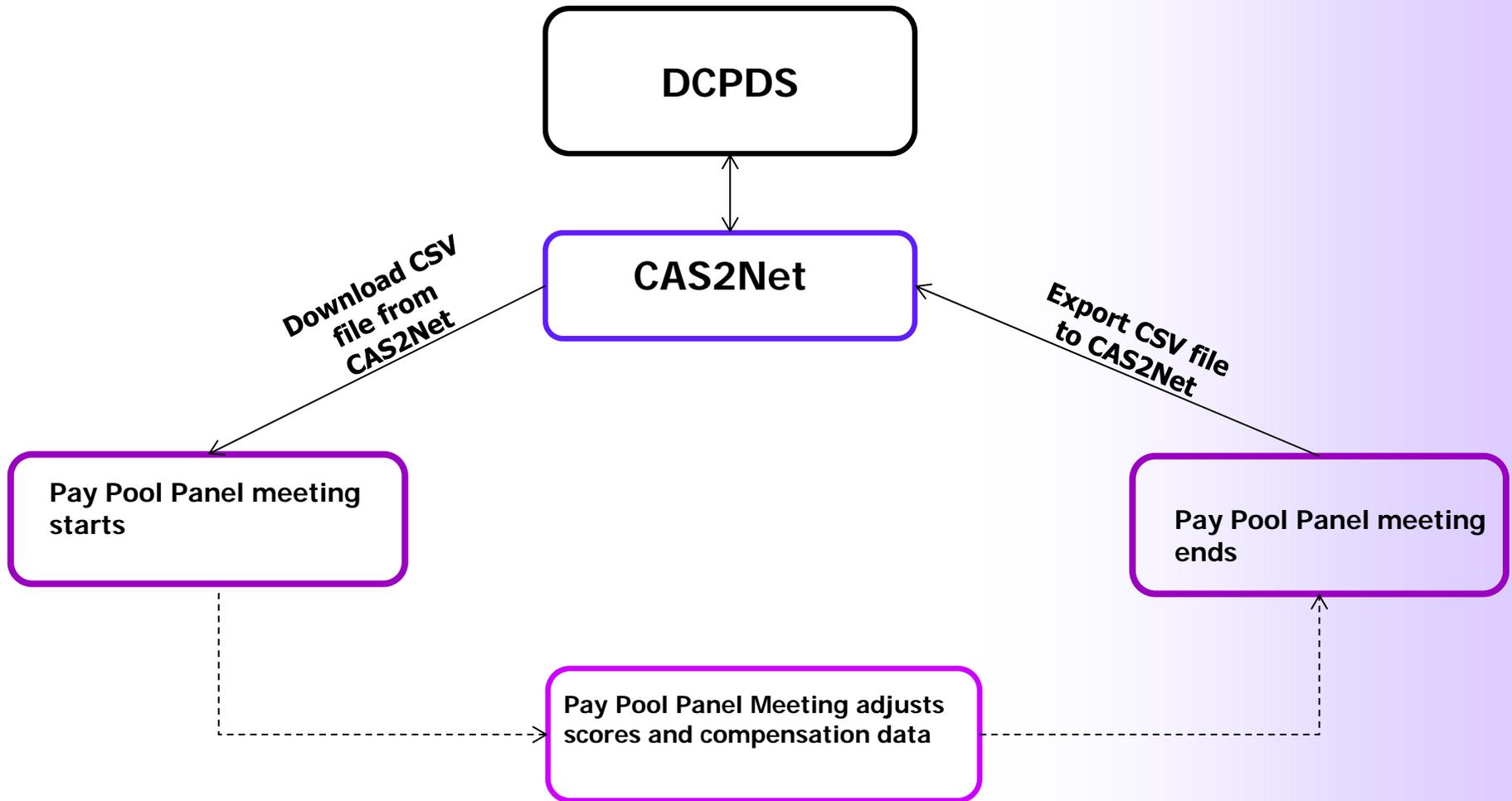
The summary tab prints one page wide in landscape mode and as many pages as are needed for your pay pool.

Role of the Pay Pool Administrator

- Ensure personnel data are correct in CAS2Net
- Monitor the organization's progress in the CCAS process (scores, assessments, sub-panel meetings, etc)
- Use the CCAS Software to present data that managers need in order to make informed and sound appraisal decisions
- Shortly after the 1st of the month (October through December), go to Pay Pool Notices in CAS2Net to find your monthly Discrepancy Report
 - Verify any discrepancies noted by correcting CAS2Net data or confer with personnel

- React to pay pool managers as they decide if first-level supervisors are going to recommend just category factor scores (i.e., 3M, 4L) or category and integer factor scores
 - Communicate with pay pool managers to become aware of decision
 - Use that knowledge when reviewing data downloaded to spreadsheets
- Remind pay pool managers that determining factor scores is a multi-step process
 - Employees describe their contributions on each factor
 - First level supervisors edit and expand on the descriptions
 - First level supervisors determine the contribution level (1-4) for each factor by comparing the contribution description to the standard AcqDemo descriptors and discriminators
 - First level supervisors recommend a category (H, M, L) within the level (and perhaps a specific integer score) for each factor

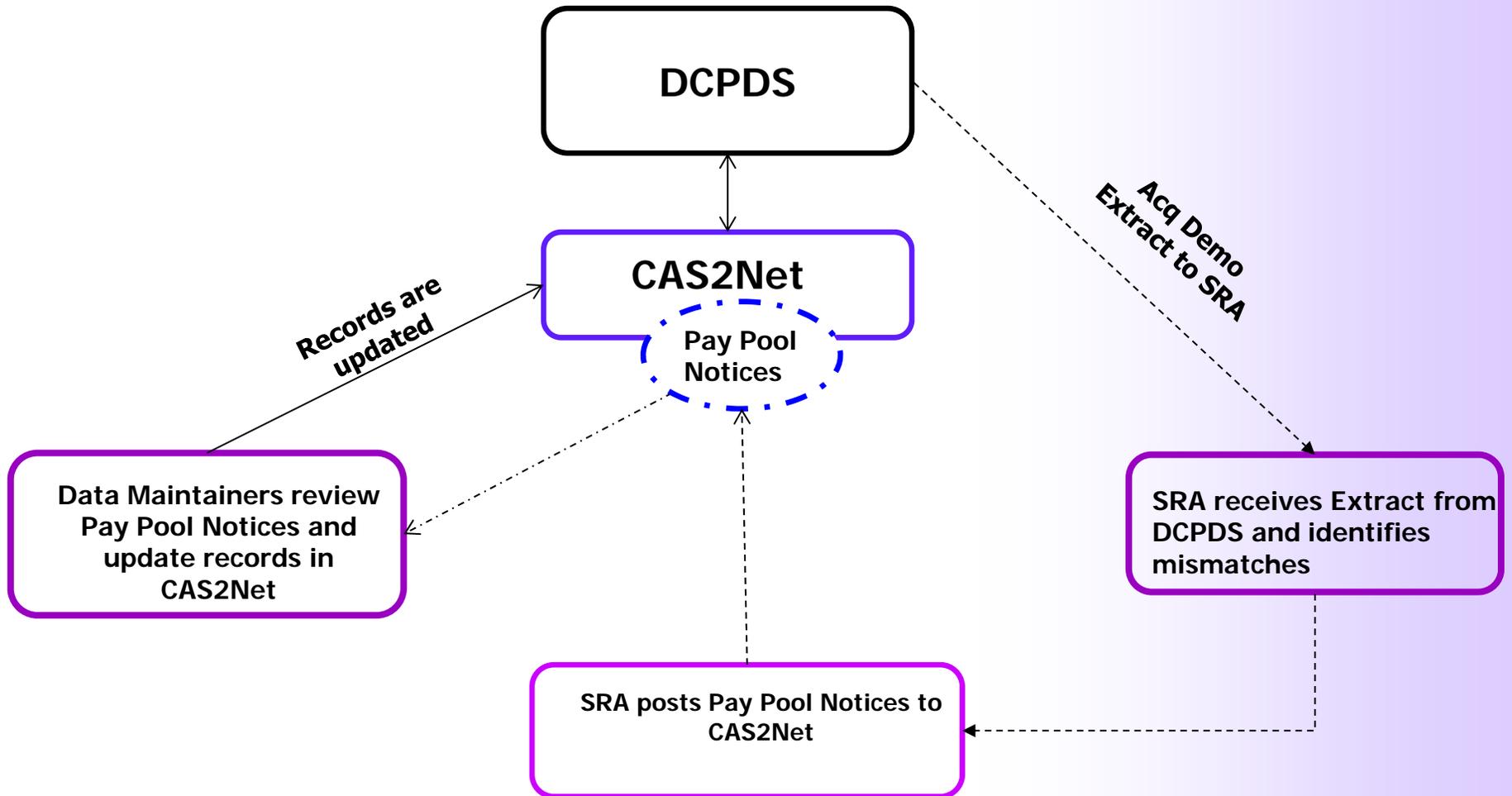
CCAS Data Processing for Pay Pool Meetings



- Use CAS2Net to download and upload data adjustments without compromising changes made during the pay pool
- Use CCAS Software functionality to import and export the CSV file (Text File)

- If a SW issue is discovered during the pay pools, you will receive a new spreadsheet in Pay Pool Notices;
 - If currently using a spreadsheet, do an Export and Upload; download the new Spreadsheet, do a Download and Import and continue working
 - If data was already uploaded, perform the same steps starting with download the new Spreadsheet

Monthly Data Refresh Process



- If an error is discovered during a pay pool regarding a salary for example, you cannot change the salary in the spreadsheet
 - Export and upload to CAS2Net to keep any recent changes you made
 - Make the salary change in CAS2Net
 - Download and import to Spreadsheet
 - Continue your pay pool work

- In any CMS or Sub Panel Spreadsheet, a yellow-colored cell in a dataset conventionally means it can be edited. White cells are either downloaded or computed
- Values entered or computed in a “Wildcard” cell will be saved in any export back to CAS2Net, and will be returned to this worksheet in subsequent imports
- Formulas entered in this column will not be preserved through subsequent export-import cycles **unless the formula is also entered in the yellow cell immediately below the wide gray line after the last person's record**
- The formula is only saved if you import back into the same spreadsheet you used to do the export
- You can change the column heading by clicking in the cell immediately above the heading, using the down arrow to enter the cell, and changing the heading in the formula bar

Loading Sub-Panel or CMS Tools for a Sub Pay Pool or Pay Pool

- From CAS2Net Menu, select “Offline Interface”
- Select the pay pool from the picklist you wish to work with (in case you are responsible for several pay pools)
- Click “Download Employee Data” button
- Select applicable file
 - Entire pay pool (“CMS”)
 - Sub pay pools (shows sub panel manager’s name)

Civilian Acquisition Workforce Personnel Demonstration Project, Department of Defense (DOD)

- Employee Menu**
- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Closeout Self-Assessment
- Reports
- Full Access User Menu**
- Welcome
- Reports
- Data Maintenance
- Session Maintenance
- Offline Interface**
- Paypool Notices
- Demo Reset
- RT Database Maintenance

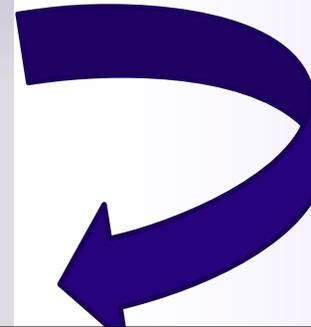
Offline Interface

Offline Interface Menu

Pay Pool:

Download:
 Last completed download: None

Upload:
 Last completed upload: None



Offline Interface - Download Employee Data

Download Instructions

NOTE: Files are dynamically generated and the server may take several minutes before download starts. Please be patient and do not repeatedly request a download file which will cause the server to slow down further and may generate duplicate appraisal records. To save a linked file to your computer, use a right mouse button click on the link and choose "Save Target As..."

Sub-Panel Meeting choices without hot links for the files have been locked. Contact your pay pool administrator if you need to unlock a meeting.

Paypool	File Name	File Description
AMC/LH	ppAMCLH_to_CMS.csv	Paypool: AMC/LH
	ppAMCLH_to_Sub-Panel_Chris_Babbitt.csv	Sub-Panel Manager: Chris Babbitt
	ppAMCLH_to_Sub-Panel_Francis_Freeman.csv	Sub-Panel Manager: Francis Freeman
	ppAMCLH_to_Sub-Panel_Nancy_Michelson.csv	Sub-Panel Manager: Nancy Michelson
	ppAMCLH_to_Sub-Panel_(No_Sub-Panel).csv	Sub-Panel Manager: None Assigned
	ppAMCLH_to_Sub-Panel_Tony_Hoang.csv	Sub-Panel Manager: Tony Hoang

[Return to Offline Interface Main Menu]

- The naming convention for CSV files helps identify the data source and the file function
 - Pay Pool import file from CAS2net to CMS Spreadsheet:
 - pp(Pay Pool Name)_to_CMS.csv
 - Example: **ppAMCLH_to_CMS.csv** where AMCLH is Pay Pool Name
 - Sub-Pay Pool import file from CAS2Net to Sub-Panel Spreadsheet:
 - pp(Pay Pool Name)_to_Sub-Panel_(Sub Panel Manager Name).csv
 - Example: **ppAMCLH_to_Sub-Panel_Bob_Arnold.csv** where Bob Arnold is the sub panel manager's name
 - Pay Pool export file from CMS Spreadsheet:
 - pp(Pay Pool Name) to Master.csv
 - Example: **ppAMCLH_to_Master.csv**
 - Sub-Pay Pool export file from Sub-Panel Spreadsheet:
 - Pp(Pay Pool Name)_Sub-Panel_(*)_to_Master_(Sub Panel Manager Name).csv
 - Example: **ppAMCLH_to_Master_Bob_Arnold.csv**
- Sub-panel managers and pay pool managers can access their own files for download

Cycle	CRI%	CRI Set-A	Awd%	Awd Set-A	Beta 1 (CR	Beta 2 (CA	Minimum	Min CRI C	Min CA ar	Type	Pay Cap 2	Pay Cap 2(Use CA			
2014	2	0	1	2	1	1	0	0	0	PAY	157100	155500	1			
G	SPLStep1	SPLbase	NH1	NH2	NH3	NH4	NJ1	NJ2	NJ3	NJ4	NK1	NK2	NK3	Locality Cr	AK	AT
1	17981	1.020043	32510	66687	95049	132118	32510	49904	66687	95049	32510	45061	60699	Locality R	24.69	19.29
Last Name	First Name	Middle Ini	Suffix	ID	Paypool	Office Syn	WildCard	Presumpt	Retained	Career Pa	Broadban	Occ Series	Starting B	Locality Cr	Previous C	Start Date
Freeman	Francis			2	AMC/LH	AMC/LH		0	0	NH		2	318	58000	WA	61 25-Jan-99
Garfield	George			3	AMC/LH	AMC/LHAA		0	0	NH		3	856	79000	WA	68 #####
CURTISS	Dan			4	AMC/LH	AMC/LHA		0	0	NH		4	830	106600	WA	100 18-Jul-01
Gonzalez	Helena			6	AMC/LH	AMC/LHB		0	0	NH		4	340	111400	LA	100 25-Jan-99
Olson	Peter			10	AMC/LH	AMC/LHBA		0	1	NH		4	850	163275	LA	103 25-Jan-99
Quarles	Richard			11	AMC/LH	AMC/LHBA		0	0	NH		4	830	118000	ZX	100 25-Jan-99
Stewart	Tammy			12	AMC/LH	AMC/LHBB		0	0	NH		4	830	120000	SD	100 25-Jan-99
Udell	Vincent			13	AMC/LH	AMC/LHBB		0	0	NH		3	850	89900	LA	83 25-Jan-99
Yates	Zane			14	AMC/LH	AMC/LHBB		0	0	NJ		4	802	88300	LA	83 25-Jan-99
Artis	Amy			19	AMC/LH			0	0	NK		2	318	43500	WA	45 19-Jan-99
Burns	Barry			20	AMC/LH	AMC/LHAA		0	0	NH		3	340	82597	LA	77 25-Jul-11
Donaldson	Dennis			22	AMC/LH	AMC/LHAA		0	0	NK		2	318	44000	LA	46 25-Jan-99
Evans	Erin			23	AMC/LH	AMC/LHAB		0	0	NH		3	830	78000	LA	78 25-Jan-99
Grimes	Garth			25	AMC/LH	AMC/LHAA		0	0	NH		3	343	55800	LA	65 25-Jan-99

- The result of the download is a text file that
 - holds employee data
 - is formatted for importing into the Sub-Panel or CMS tools (note that the formats are different and the tool will generate a warning message if you try to import the wrong type of file)

Enable Content when opening the CMS to allow the macros to function properly

The screenshot shows a spreadsheet application window. At the top, a yellow banner displays a security warning: "Security Warning Some active content has been disabled. Click for more details. Enable Content". Below this, the spreadsheet title is "Compensation Management Spreadsheet". The main content area includes a "Pay Pool Data" section with "Import", "View", and "Export" buttons. A large yellow text box is overlaid on the spreadsheet, containing the text: "Macros have not been enabled for the CMS." The spreadsheet also contains various instructions and data entry fields, such as "Appraisal Score Entry" and "Data Upload".

Compensation Management Spreadsheet

Cycle: 2015 Version: PR 02

The purpose of this spreadsheet is to record appraisal scores and set basic pay rates and contribution-based financial awards.

Data/Spreadsheet Download -- Download the data file from the CAS²Net, then click on Import to load the file into this spreadsheet.

Appraisal Score Entry -- Once the file has been loaded, assign categorical and final scores for each factor, and view reports and graphs.

Score Normalization -- Compare score distributions to look for anomalies and scale differences. Run preliminary pay adjustment scenarios. Set CRI and CA parameters and assign pay outs to employees.

Data Maintenance -- All additions, deletions, and modifications must be done in the central database. All columns except for data entry and "wild-card" are locked. To preserve your work, export the data from this spreadsheet and upload to CAS²Net before changing any information in CAS²Net.

Final "G" Setting -- This spreadsheet comes with a best estimate of "G." Once you have been notified that "G" is set, make a final round trip to CAS²Net. The final "G" value and related parameters will be included in the download of your paypool data.

Final Compensation Setting -- After the final round trip to update "G", finalize the pay adjustments and awards for your pay pool.

Data Upload -- Use Export to create a file for uploading the results from your pay pool to CAS²Net.

Generate Part 1's -- First use the filters to select employees; sort data by preferred order; then click on the Generate Part I to generate Part I of the Appraisal Form for each selected employee.

Pay Pool Data Last Import: 8/19/2015 (11:16:36 AM)(CDT)

[Import](#) [View](#) [Export](#) Last Export:

Last Modified:

Parameters

[Set CRI and CA Parameters](#)

Summary Reports

[Rails Report](#)

[Career Path Factor Matrices ranked by Final Score](#)

[Summary Statistics of Delta OCS](#)

[Distribution of Delta OCS](#)

[Customizable Summary](#)

Scatter-plots of OCS Score by Salary

[Current Pay & 2015 SPL](#) [New Pay & 2016 SPL](#)

Part 1 of Appraisal Forms

[Open Existing Evaluation](#)

Validate Data, then use the filters to select individuals and use sort to put the data in preferred order.

[Generate Part 1 of Appraisal Forms](#)

[Contents](#) [Parameters](#) [Data](#) [Matrix](#) [Rails](#) [Delta Stats](#) [Delta Plot](#) [Cur OCS](#) [New OCS](#) [Summary](#)

Importing CSV and Clear Wildcard

Compensation Management Spreadsheet

Cycle: 2015 Version: PR 02

The purpose of this spreadsheet is to record appraisal scores and set basic pay rates and contribution-based financial awards.

Data/Spreadsheet Download -- Download the data file from the CAS²Net, then click on Import to load the file into this spreadsheet.

Appraisal Score Entry -- Once the file has been loaded, assign categorical and final scores for each factor, and view reports and graphs.

Score Normalization -- Compare score distributions to look for anomalies and scale differences. Run preliminary pay adjustment scenarios. Set CRI and CA parameters and assign pay outs to employees.

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Final "G" Setting -- This spreadsheet comes with a best estimate of "G." Once you have been notified that "G" is set, make a final round trip to CAS²Net. The final "G" value and related parameters will be included in the download of your payroll data.

Final Compensation Setting -- After the final round trip to update "G", finalize the pay adjustments and awards for your pay pool.

Data Upload -- Use Export to create a file for uploading the results from your pay pool to CAS²Net.

Generate Part 1's -- First use the filters to select employees; sort data by preferred order; then click on the Generate Part I to generate Part I of the Appraisal Form for each selected employee.

Pay Pool Data
[Import](#) [View](#) [Export](#)
 Last Import: _____
 Last Export: _____
 Last Modified:

Parameters
[Set CRI and CA Parameters](#)

Clear Wildcard Data?

Since this is the first time you are importing to this CMS, would you like to clear the Wildcard column data? You will have to make a round trip for this to take affect in CAS²Net.

Scatter-plots of OCS Score by Salary
[Current Pay & 2015 SPL](#) [New Pay & 2016 SPL](#)

Part 1 of Appraisal Forms
[Open Existing Evaluation](#)

Validate Data, then use the filters to select individuals and use sort to put the data in preferred order.

[Generate Part 1 of Appraisal Forms](#)

Contents Parameters Data Matrix Rails Delta Stats Delta Plot Cur OCS New OCS Summary

"Import Complete" indicates the CSV file has imported correctly

The screenshot displays a web browser window with a spreadsheet application. The main content area is titled "Compensation Management Spreadsheet" in a red header. Below the header, there is a navigation menu with tabs: Contents, Parameters, Data, Matrix, Rails, Delta Stats, Delta Plot, Cur OCS, New OCS, and Summary. The main content area is divided into several sections:

- Data/Spreadsheet Download**: Download the data file from the CAS²Net, then click on Import to load the file into this spreadsheet.
- Appraisal Score Entry**: Once the file has been loaded, assign categorical and final scores for each factor, and view reports and graphs.
- Score Normalization**: Compare score distributions to look for anomalies and scale differences. Run preliminary pay adjustment scenarios and CA parameters and assign pay outs to employees.
- Data Maintenance**: All additions, deletions, and modifications must be done in the central database. All columns except for data entry and "card" are locked. To preserve your work, export the data from this spreadsheet and upload to CAS²Net before changing any information in CAS²Net.
- Final "G" Setting**: This spreadsheet comes with a best estimate of "G". Once you have been notified that "G" is set, make a final round trip to CAS²Net. The final "G" value and related parameters will be included in the download of your payroll data.
- Final Compensation Setting**: After the final round trip to update "G", finalize the pay adjustments and awards for your pay pool.
- Data Upload**: Use Export to create a file for uploading the results from your pay pool to CAS²Net.
- Generate Part 1's**: First use the filters to select employees; sort data by preferred order; then click on the Generate Part 1 to generate Part 1 of the Appraisal Form for each selected employee.

On the right side of the interface, there are sections for "Pay Pool Data" (with links for Import, View, Export), "Parameters", and "Last Import: 8/19/2015 (2:16:59 PM)(CDT)". A yellow dialog box titled "Import" is overlaid on the center of the screen, displaying the message "Import Complete!" with "Save" and "OK" buttons. The spreadsheet grid is visible in the background, with columns labeled A through R and rows numbered 1 through 34.

Using the Sub Pay Pool Spreadsheet For a Sub Pay Pool

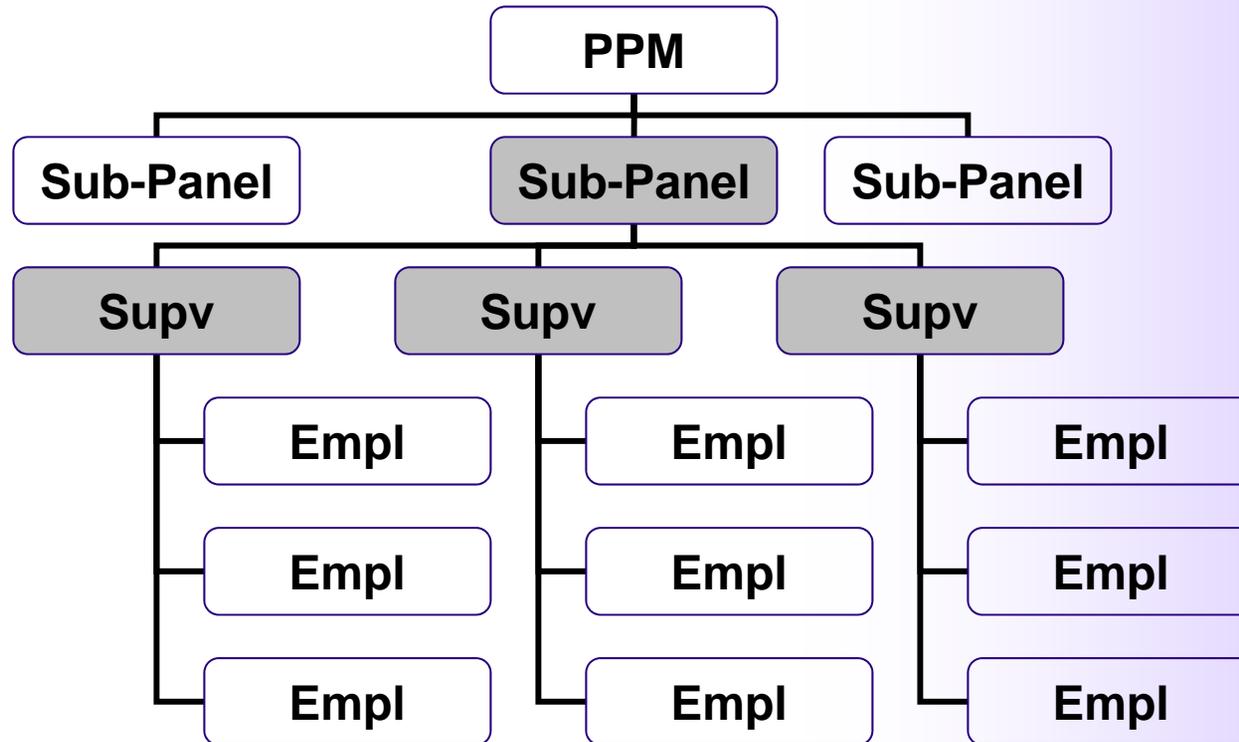
- On-line with CAS2Net
 - Must have done part IIs on line
 - Sub-panel module facilitates the leveling process
- Off-line, sub-panel spreadsheet support
 - Download the spreadsheet from CAS2Net
 - Download a data file from CAS2Net
 - Import the data file into the spreadsheet
 - Use file naming convention to identify the correct file

Note: the Sub Panel spreadsheet offers a “rack and stack” capability through the “Group into Categories” link of the “Contents” tab

- By the end of October all AcqDemo employees should have completed their self-assessments and all supervisors should have completed Part II of the Appraisal Form containing category scores on each of the six factors, along with supporting narrative comments for each employee
- By early to mid-November second-level supervisors should conduct sub-panel meetings, if applicable. This can be accomplished either using the online assessment module in CAS2Net or offline, using the sub-panel spreadsheet
- First-level supervisors usually participate in the sub-panel meetings

- You are ready for your sub-panel meeting if:
 - The CAS2Net database reflects the status of your pay pool on 30 Sept 2014
 - All employees have completed their Part IIIs
 - All first-level supervisors have completed their Part IIs (on or off line)
- Even if the Part IIs were done on-line, supervisors should take paper copies to the sub-panel meeting
 - Other documentation on employee contributions should also be taken to the meeting (e.g., letters of appreciation, awards, commendations, publications)

- Save your spreadsheet as an .xlsm file



- The meeting is held as soon as all employees have received category scores on all six factors from their first level supervisor, usually early November
- The purpose of the meeting is to normalize recommended category scores across supervisors and assign integer scores
- Note: Pay adjustments are not discussed at a sub-panel meeting

NH – Problem Solving

<u>2H</u>	<u>3L</u>	<u>3M</u>	<u>3H</u>	<u>4L</u>
Jane Doe (65) Harry Smith (63)	Bill Davis (66) Sally Brown (64) John Jones (62)	Mary Cox (70)	Jeff Green (82) Fred Cantu (80)	Ruth Lopez (83) Dan Johnson (79)

For each career path and each factor

1. Put each employee in the contribution matrix based on the first-level supervisor's recommendation
2. By discussing and comparing contributions, move employees between categories
3. Rank order employees within each category
4. Assign integer scores

This is called "normalizing" or "leveling" scores

Sub-Panel Meeting Spreadsheet

Cycle: 2015 Version: PR 01

The purpose of this spreadsheet is to assign preliminary and final contribution scores to employees.

Data/Spreadsheet Download -- Download the offline managers meeting data file from CAS2Net and save it to your hard drive, then click on Import to load the file into this spreadsheet.

Appraisal Score Entry -- Once the file has been loaded, click *View* to go directly to the Data tab to enter preliminary and final scores. To assign scores using an interface that is similar to the on-line Managers Meeting, click the *Group into Categories* link. This form filters employees by Career Path, Factor, and Score Level. For each score level (1 through 4) selected there will be between four and seven list boxes representing the available preliminary scores for that level plus boxes representing the upper and lower limits of the preceding and next levels, respectively. Employees without a preliminary score will show up in the *Unrated* listbox. Employees can be moved around in listboxes (left, right, up and down) and to/from the *Unrated* listbox using the buttons on the form. To assign a final score, double-click the employee's name.

Data Maintenance -- All additions, deletions, and modifications must be done in CAS2Net. All columns except for data entry and "wild-card" are locked. To preserve your work, export the data from this spreadsheet and upload to CAS2Net before changing any information in the database.

Data Upload -- Use Export to create a file for uploading the results from your pay pool to CAS2Net.

Paypool Data Last Import: 8/19/2015 (1:07:56 PM)(CDT)
[Import](#) [View](#) [Export](#) Last Export:
 Last Modified:

Scores **Click here** ←

[Group into Categories](#)

Summary Reports

- [Rails Report](#)
- [Career Path Factor Matrices ranked by Final Score](#)
- [Summary Statistics of Delta OCS](#)
- [Distribution of Delta OCS](#)

Scatter-plots of OCS Score by Salary

- [Current Pay & 2015 SPL](#)

Contents Data Matrix Rails Delta Stats Delta Plot Cur OCS

Group into Categories

Career Path
 NH NJ NK

Factor
 Problem Solving
 Teamwork
 Customer Relations
 Leadership
 Communications
 Resource Management

Level
 1
 2
 3
 4

Employee Movement
Up
Left Right
Down
Move to Unrated
Move from Unrated

Unrated
Garfield George (3)
Grimes Garth (3)
Harris Henry (2)

1L (0 - 5) 1M (6 - 23)

This screen emulates the CAS2Net Preliminary Score Module (see next slide)

CAS2Net Preliminary Score Module

The screenshot illustrates the workflow for entering preliminary scores. It starts with a 'Sub-Panel Meeting' window where the 'Preliminary (Categorical) Score Module' is selected. This leads to a 'Preliminary Score Module' window for 'Dan Curtiss' in the 'Business Management and Technical Management Professional (NH)' career path. The interface includes a sidebar menu, a main content area with 'Scoring Modules By Career Path' and 'Scoring Review Modules', and a detailed 'Preliminary Score Module' window with various controls and data tables.

Sub-Panel Meeting

Scoring Modules By Career Path

- Business Management and Technical Management Professional (NH)
- Technical Management Support (NJ)
- Administrative Support (NK)

Preliminary (Categorical) Score Module

Integer (Range) Score Module

Scoring Review Modules

Composite Score Module

Preliminary Score Module

Commence Sub-Panel Meeting

[List of Scores]

Close Window

Preliminary Score Module

Sub-Panel Meeting for Dan Curtiss - Career Path: Business Management and Technical Management Professional (NH)

Double-click the name to assign the Integer score.

FACTOR:	Level:	Employee Movement:	UNRATED-----
<ul style="list-style-type: none"> Problem Solving Teamwork/Cooperation Customer Relations Leadership/Supervision Communication Resource Management 	<input checked="" type="radio"/> I <input type="radio"/> II <input type="radio"/> III <input type="radio"/> IV	Up Left Deselect Right Down Move to Unrated	Hoang, Danielle (3) 9 Hummer, Hershel (3) 79 Mucker, Mark (3) 81 Quarles, Richard (3) 78 Udell, Vincent (3) 85

Factor Description

Save Changes Save & Close

1L (0 - 5)-----

1M (6 - 23)-----

1H (24 - 29)-----

2L (22 - 29)-----

Edit Comments

Close Window

Group into Categories

Career Path
 NH NJ NK

Factor
 Problem Solving
 Teamwork
 Customer Relations
 Leadership
 Communications
 Resource Management

Level
 1
 2
 3
 4

Employee Movement
Up
Down
Left
Right
Move to Unrated
Move from Unrated

Unrated
Garfield George (3)
Grimes Garth (3)
Harris Henry (2)

2H (62 - 66) 3L (61 - 66) 3M (67 - 78)

Based on panel discussion, select employee to move into category; in this example, panel wants to move “George Garfield” to 3M; to do so, click on the “Move from Unrated” button

Group into Categories

Group into Categories

Career Path
 NH NJ NK

Factor
 Problem Solving
 Teamwork
 Customer Relations
 Leadership
 Communications
 Resource Management

Level
 1
 2
 3
 4

Employee Movement
 Up
 Left Right
 Down
 Move to Unrated
 Move from Unrated

Unrated
 Garfield George (3)
 Grimes Garth (3)
 Harris Henry (2)

2H (62 - 66) 3L (61 - 66) 3M (67 - 78)

Assign Categorical ...
 Name: Garfield George (3)
 Score: 3M
 Apply Cancel

- The “Assign Categorical Score” interface appears
- Click on drop down list and select “3M”
- Click on the “Apply” button

Group into Categories

Career Path
 NH NJ NK

Factor
 Problem Solving
 Teamwork
 Customer Relations
 Leadership
 Communications
 Resource Management

Level
 1
 2
 3
 4

Employee Movement
 Left Up Right
 Down
 Move to Unrated
 Move from Unrated

Unrated
 Grimes Garth (3)
 Harris Henry (2)

2H (62 - 66) 3L (61 - 66) 3M (67 - 78)
 Garfield George (3)

- Employee appears in 3M column
- As panel discussions continue, you may further move employee using the “Employee Movement” buttons
- To move employee to a lower level, highlight employee’s name and click “Left”

Career Path
 NH NJ NK

Factor
 Problem Solving
 Teamwork
 Customer Relations
 Leadership
 Communications
 Resource Management

Level
 1
 2
 3
 4

Employee Movement
Up
Left
Right
Down
Move to Unrated
Move from Unrated

Unrated
Grimes Garth (3)
Harris Henry (2)

2H (62 - 66)	3L (61 - 66)	3M (67 - 78)
	Garfield George (1)	

Employee is now in the "3L" column

Career Path

NH NJ NK

Level

1
 2
 3
 4

Apply

Close

Employee Movement

Up

Left Right

Down

Move to Unrated

Move from Unrated

Unrated

2H (62 - 66)	3L (61 - 66)	3M (67 - 71)
	Garfield George (3) Grimes Garth (3) Harris Henry (2)	

- For each factor, use “Up” or “Down” buttons to move employees within a category to an appropriate order, as directed by panel discussion
- You can group by Pay Schedule, Broadband rating level, and Factor

Assign Integer Score

The screenshot shows the 'Group into Categories' application interface. At the top, there are controls for Career Path (NH, NJ, NK), Level (1, 2, 3, 4), and Employee Movement (Up, Down, Left, Right). Below these are buttons for 'Apply', 'Close', 'Move to Unrated', and 'Move from Unrated'. A large empty box labeled 'Unrated' is on the right. The main area is divided into three columns: '2H (62 - 66)', '3L (61 - 66)', and '3M (67 - 78)'. The '3L (61 - 66)' column contains a list of employees: 'Garfield George (3)', 'Grimes Garth (3)', and 'Harris Henry (2)'. An 'Assign Integer Score' dialog box is open over the '3M (67 - 78)' column. The dialog box contains the following information: Name: Garfield George (3), Category: Problem Solving, Pre-Score: 3L, and Final Score: 1. The 'Final Score' dropdown is circled in red. The dialog box has 'Apply' and 'Cancel' buttons.

- To assign a score, double click on employee's name
- Select a score from the drop down list of the "Assign Integer Score" interface

Display of Integer Score

Group into Categories

Career Path
 NH NJ NK

Factor
 Problem Solving
 Teamwork
 Customer Relations
 Leadership
 Communications
 Resource Management

Level
 1
 2
 3
 4

Employee Movement

Unrated

2H (62 - 66)	3L (61 - 66)	3M (67 - 72)
	Garfield George (3) 63	
	Grimes Garth (3) 62	
	Harris Henry (2) 64	

George has an integer score of 63
 Note that the preliminary and numerical score changes show up in the data tab

[Return to Main Menu](#)
[Return to Data](#)

Factor Matrix
[All](#) [NH](#) [NJ](#) [NK](#)

Each list gives the name and integer score on the factor. Use the buttons to rank order the lists by integer score.

Rank Order
Lowest to Highest

Rank Order
Highest to Lowest

Rank Order
Lowest to Highest
by Broadband

Rank Order
Highest to Lowest
by Broadband

All Career Paths					NH Career Path				
2013 OCS					prb solving		team wk		
NK Freeman Francis	2	46			Burns Barry	2	30	Burns Barry	2
NK Donaldson Dennis	2	5			Michelson Nancy	4	80	Michelson Nancy	4
NK Irinski Ivan	3	51			Curtiss Dan	4	86	Curtiss Dan	4
NK Karnes Keith	2	31			Evans Francis	4	89	Evans Francis	4
NK Williams Wilson	2	43			Gonzalez Helen	4	85	Gonzalez Helen	4
NK Arndt Aaron	2	36			Iverson John	4	84	Iverson John	4
NK Dancy Dyanne	1	12			Quarles Richard	3	67	Quarles Richard	3
NJ Garfield George	4	77			Stewart Tammy	3	73	Stewart Tammy	3
NJ Yatey Zane	4	78			Udell Vincent	3	68	Udell Vincent	3
NJ O'Connor Olive	4	69			Babbitt Chris	3	63	Babbitt Chris	3
NJ Parsons Patricia	3	60			Fites George	3	62	Fites George	3
NJ Rhone Ronald	3	46			Hansen Ike	3	83	Hansen Ike	3
NJ Hoang Andrew	1	12			Artis Amy	2	58	Artis Amy	2
NJ Hoang Eric	1	12			Celon Connie	3	70	Celon Connie	3
NH Burns Barry	2	30			Evans Erin	3	75	Evans Erin	3
NH Michelson Nancy	4	80			Farnsworth Fred	2	54	Farnsworth Fred	2
NH Curtiss Dan	4	86			Grimes Garth	2	32	Grimes Garth	2
NH Evans Francis	4	89			Harris Henry	2	60	Harris Henry	2
NH Gonzalez Helen	4	85			Jerris Jane	3	66	Jerris Jane	3
NH Iverson John	4	84			Lawrence Lance	3	62	Lawrence Lance	3
NH Quarles Richard	3	67			Martinez Mary	3	69	Martinez Mary	3
NH Stewart Tammy	3	73			Nance Nolan	3		Nance Nolan	3
NH Udell Vincent	3	68			Sorenson Sarah	3	75	Sorenson Sarah	3
NH Babbitt Chris	3	63			Tarman Timothy	3	79	Tarman Timothy	3
NH Fites George	3	62			Ulanov Uli	2	42	Ulanov Uli	2
NH Hansen Ike	3	83			Vinson Violet	3	74	Vinson Violet	3
NH Artis Amy	2	58			Yeakley Yolanda	3	82	Yeakley Yolanda	3
NH Celon Connie	3	70			Zurbrigg Zack	2	68	Zurbrigg Zack	2
NH Evans Erin	3	75			Butler Bryce	4	83	Butler Bryce	4
NH Farnsworth Fred	2	54			Cavasos Carmen	2	63	Cavasos Carmen	2
NH Grimes Garth	2	32			Emerson Erica	2		Emerson Erica	2
NH Harris Henry	2	60			Mucker Mark	3	76	Mucker Mark	3
NH Jerris Jane	3	66			Hoang Danielle	3	65	Hoang Danielle	3
NH Lawrence Lance	3	62			Appleton Adam	3	65	Appleton Adam	3

◀ Contents Parameters **Matrix** Reports Delta Stats Delta Plot Cur OCS New OCS Summary ▶

- Use the “Matrix” worksheet to compare score distributions by Career Path and Broadband
- Review score distribution by Factor by Career Path

Return to Main Menu

Rails Report

Final

Rail Zone	NH		NJ		NK		Total	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
A	0	0.0%	0	N/A	0	0.0%	0	0.0%
C1	1	16.7%	0	N/A	1	100.0%	2	28.6%
C2	5	83.3%	0	N/A	0	0.0%	5	71.4%
B	0	0.0%	0	N/A	0	0.0%	0	0.0%
Total	6	100.0%	0	N/A	1	100.0%	7	100.0%

Definition of Rail Zone

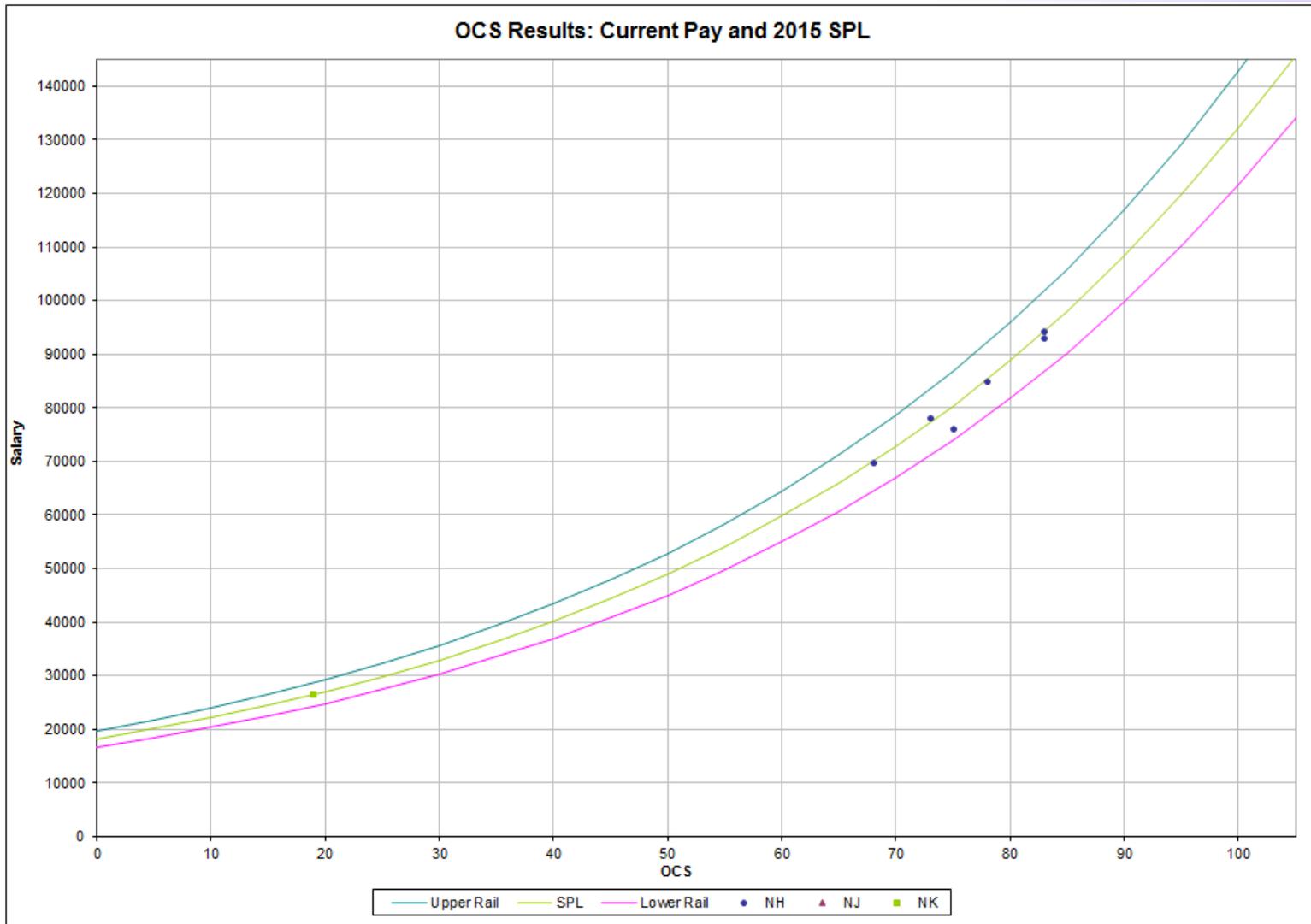
- Inappropriately compensated above the rails
- Appropriately compensated between the rails > SPL
- Appropriately compensated between the rails <= SPL
- Inappropriately compensated below the rails

Upper and Lower Rails

	GS-1 Step 1	SPL base		CCS	Upper Rail	Lower Rail	SPL
2015	\$18,161	1.0200427	min	1.00	\$20,007	\$17,043	\$18,525
			max	115.00	\$192,165	\$163,696	\$177,930

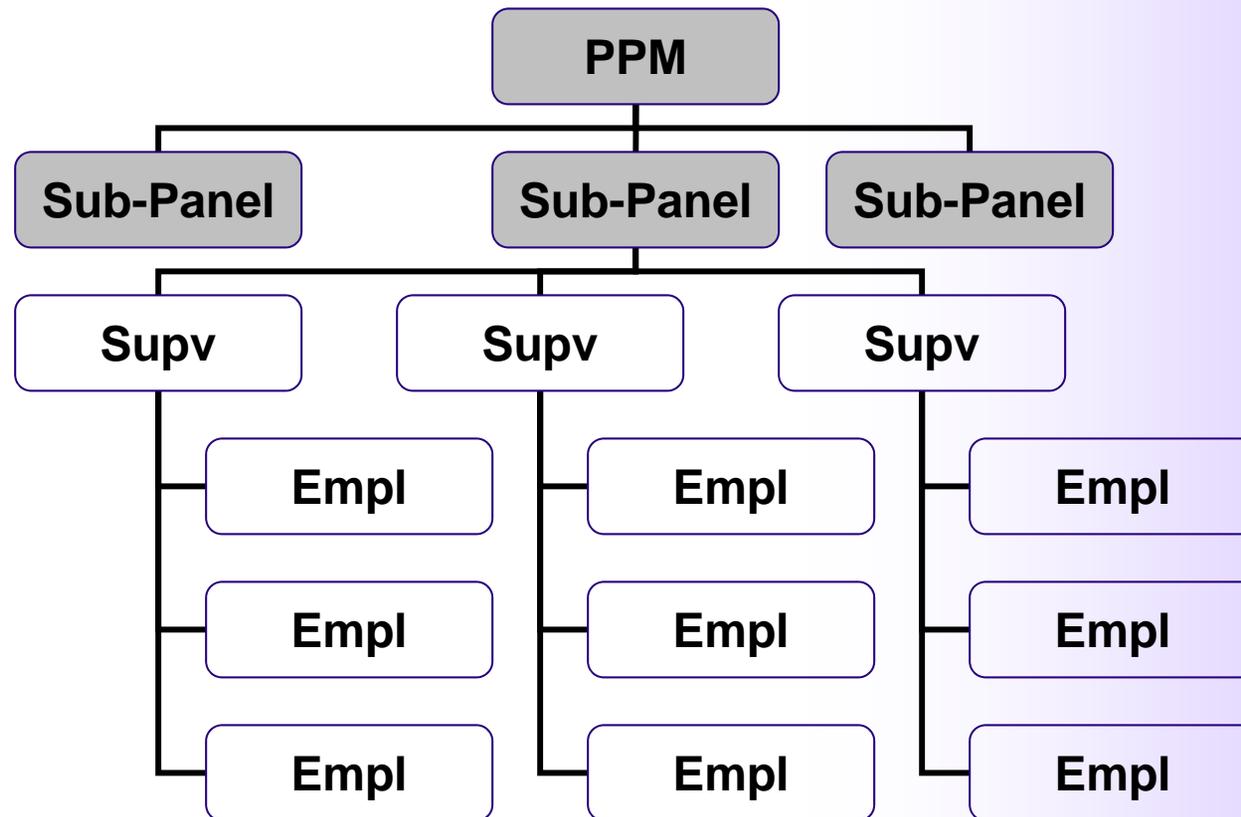
Contents Data Matrix **Rails** Delta Stats Delta Plot Cur OCS

- Calculates how employees' scores (as a Count and a Percent) map to the different rail zones (A, C1, C2, B)
 - C1 is above the SPL and on or below the upper rail
 - C2 is on or below the SPL and on or above the lower rail
- Shows Inferred and Final reports



- Visualize overall current pay vs OCS

Using the CMS Spreadsheet for a Pay Pool



- The meeting is held as soon as all sub-panel meeting are over, usually early December
- The purpose of the meeting is to review and normalize scores across sub-panels and assist the PPM with pay adjustments and awards

Conducting a Pay Pool Panel Meeting

- Meeting must be done off-line, there are no on-line support tools; computations are done in the CMS only
- Download the CMS spreadsheet from CAS2Net
- Download the entire pay pool data file from CAS2Net
- Import the data file into the CMS Spreadsheet
- Importing a Pay Pool data file is the same as importing a Sub-Panel data file; remember the file naming convention to help you select the correct file

Pay Pool Meeting: Importing Snapshot

Offline Interface - Download Em

NOTE: Files are dynamically generated and the server ma
Please be patient and do not repeatedly request a downlo
To save a linked file to your computer, use a right mouse
Sub-Panel Meeting choices without hot links for the files h
Contact your pay pool administrator if you need to unlock

Paypool	File N
AMC/LH	ppAMCLH_to_CMS.csv
	ppAMCLH_to_Sub-Panel_Chris_Babbi
	ppAMCLH_to_Sub-Panel_Francis_Fre
	ppAMCLH_to_Sub-Panel_Nancy_Mich
	ppAMCLH_to_Sub-Panel_(No_Sub-Pa
	ppAMCLH_to_Sub-Panel_Tony_Hoan

Compensation Management Spreadsheet

Cycle: 2015 Version: PR 02

The purpose of this spreadsheet is to record appraisal scores and set basic pay rates and contribution-based financial awards.

Data/Spreadsheet Download -- Download the data file from the CAS²Net, then click on Import to load the file into this spreadsheet.

Appraisal Score Entry -- Once the file has been loaded, assign categorical and final scores for each factor, and view reports and graphs.

Score Normalization -- Compare score distributions to look for anomalies and scale differences. Run preliminary pay adjustment scenarios. Set CRI and CA parameters and assign pay outs to employees.

Data Maintenance -- All additions, deletions, and modifications must be done in the central database. All columns except for data entry and "wild-card" are locked. To preserve your work, export the data from this spreadsheet and upload to CAS²Net before changing any information in CAS²Net.

Final "G" Setting -- This spreadsheet comes with a best estimate of "G." Once you have been notified that "G" is set, make a final round trip to CAS²Net. The final "G" value and related parameters will be included in the download of your paypool data.

Final Compensation Setting -- After the final round trip to update "G", finalize the pay adjustments and awards for your pay pool.

Data Upload -- Use Export to create a file for uploading the results from your pay pool to CAS²Net.

Generate Part 1's -- First use the filters to select employees; sort data by preferred order; then click on the Generate Part 1 to generate Part 1 of the Appraisal Form for each selected employee.

Pay Pool Data

[Import](#) [View](#) [Export](#)

Last Import: 8/19/2015 (2:16:59 PM)(CDT)

Last Export:

Last Modified:

Parameters

[Set CRI and CA Parameters](#)

Summary Reports

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Scatter-plots of OCS Score by Salary

[Current Pay & 2015 SPL](#) [New Pay & 2016 SPL](#)

Part 1 of Appraisal Forms

[Open Existing Evaluation](#)

Validate Data, then use the filters to select individuals and use sort to put the data in preferred order.

[Generate Part 1 of Appraisal Forms](#)

Cycle	CRI%	CRI Set-Az	Awd%	Awd Set-	Beta 1	CR Beta 2 (CA Minimum)	Min CRI C	Min CA ar	Type	Pay Cap 2	Pay Cap 2(Use CA								
2014	2	0	1	2	1	1	0	0	PAY	157100	155500								
G	SPLstep1	SPLbase	NH1	NH2	NH3	NH4	NJ1	NJ2	NJ3	NJ4	NK1	NK2	NK3	Locality Cr	AK	AT			
1	17981	1.020043	32510	66687	95049	132118	32510	49904	66687	95049	32510	45061	60699	Locality R	24.69	19.29			
Last Name	First Nam	Middle In	Suffix	ID	Paypool	Office Syn	WildCard	Presumpt	Retained	Career Pai	Broadbani	Occ Series	Starting B	Locality C	Previous	Start Date			
Freeman	Francis			2	AMC/LH	AMC/LH		0	0	NH	2	318	58000	WA		61	25-Jan-99		
Garfield	Ge			3	AMC/LH	AMC/LHAA		0	0	NH	3	856	79000	WA		68	#####		
				4	AMC/LH	AMC/LHA		0	0	NH	4	830	106600	WA		100	18-Jul-01		
				6	AMC/LH	AMC/LHB		0	0	NH	4	340	111400	LA		100	25-Jan-99		
				10	AMC/LH	AMC/LHBA		0	1	NH	4	850	163275	LA		103	25-Jan-99		
				11	AMC/LH	AMC/LHBA		0	0	NH	4	830	118000	ZK		100	25-Jan-99		
				12	AMC/LH	AMC/LHBB		0	0	NH	4	830	120000	SD		100	25-Jan-99		
Stewart	Vi			13	AMC/LH	AMC/LHBB		0	0	NH	3	850	89900	LA		83	25-Jan-99		
Udell	Vi			14	AMC/LH	AMC/LHBB		0	0	NJ		802	88300	LA		83	25-Jan-99		
Yates	Za			19	AMC/LH			0	0	NK		318	43500	WA		45	19-Jan-99		
Artis	Amy			20	AMC/LH	AMC/LHAA		0	0	NH		340	82597	LA		77	25-Jul-11		
Burns	Barry			22	AMC/LH	AMC/LHAA		0	0	NK			44000	LA		46	25-Jan-99		
Donaldson	Dennis			23	AMC/LH	AMC/LHAB		0	0	NH			78000	LA		78	25-Jan-99		
Evans	Erin			25	AMC/LH	AMC/LHAA		0	0	NH				LA		65	25-Jan-99		
Grimes	Garth																		

CMS Spreadsheet "Parameters" Tab

Return to Main Menu Reset to Default Values

Return to Data

You may set any parameters in Yellow

Scenario Summary

GPI (G)%	1.00		
GS-1/step1 pay (16)	\$ 18,343		
GS-1/step1 pay (15)	\$ 18,161	Cash Amount	Plus Unused GPI
CRI%	2.260000%	\$71,379	\$71,379
CRI Set-Aside	0.000000%	\$0	
Award%	0.000000%	\$0	
Award Set-Aside	0.000000%	\$0	
Beta 1 (CRI)	0		
Beta 2 (Award)	1		
Minimum CRI Dollar Amount	\$0		
Minimum CRI Carryover Amt	\$0		
Minimum Award Dollar Amount	\$0		
GPI (G) Carry Over	\$ -		
CRI Remainder	\$ 69,287		
Award Remainder	\$ -		
Alpha 1	1.0000		
Alpha 2	-		
Minimum CRI Budget %	2.0		
Minimum Award Budget %	1.000000		

Beta 1 and 2
1= Upper Rail
0= SPL
-1= Lower Rail

Use Control Points
 Use Awards

Start with little or no CRI and CA set-aside and increase it gradually. If you reduce the set-aside after allocating your discretionary funds, your remainder will go negative and you will have to delete all or some of your allocations and start over again. Setaside may change if rollover amount changes. The cash award amount is 90% of the total award budget.

Check box if this is your organization's first cycle in AcqDemo

Check Use Awards if your organization has received written approval, from the Deputy Assistant Secretary of Defense for Civilian Personnel Policy, to pay CCAS Payout Awards.

Contents Parameters Data Matrix Rails Delta Stats Delta Plot Cur OCS New OCS Summary

Start Date	CRI Override?	CA Override?	Rollover CRI to CA?	1st Level Sup Name	Sub-Panel Managers Meeting	Pay Pool Manager Name
25-Jan-99	0	0	1	Barry Burns	Bob Arnold	Bob Arnold
25-Aug-05	0	0	1	Bob Arnold	Dan CURTISS	Bob Arnold
18-Jul-01	0	0	1	Barry Burns	Barry Burns	Bob Arnold
25-Jan-99	0	0	1	Barry Burns	Bob Arnold	Bob Arnold
25-Jan-99	0	0	1	Jane Jerris	Helena Gonzalez	Bob Arnold

- CRI Override set to 1 means the employee does not receive a CRI payout from the CRI computation algorithm
- The supervisory hierarchy comes from CAS2Net

Data Sheet: Enter Part I Form Data

- Use the columns shown to enter names that will be shown under the signature block on the Part I Form for each employee.
- Use this if you want to display the rater's name – may be useful if signature is not easy to read.
- Also, enter optional remarks for the Part I Form for each employee.

AA	AB
Part 1: Optional Signature	Part 1: Remarks
▼	

Data Sheet: CRI Section

- Gray highlighting means the employee is not eligible for discretionary CRI
- Yellow highlighting means they are eligible
- Note that the spreadsheet enforces the several pay caps that apply – there are more than just the top of the pay band (see table below)

CI	CJ	CK	CL	CM	CN	CO	CP	CQ	CR
Set CRI 2.00%		Total CRI Default= \$38,842 Discretionary= -\$60 Computed = \$38,782		G carry-over= \$0.00 CRI Budget = \$38,852.00 CRI Set Aside = \$0.00 Alpha1= 0.195777					
	Available Balance=	\$70.00							
	(Default CRI) Alpha1DeltaY	(PPM Input) Discretionary CRI	Computed CRI \$	Computed CRI %	Computed Base Pay 2015	Max Allowable CRI %	Allow to exceed 20% limit	CY2015 UR Pay	CY2015 LR Pay
	\$1,274	\$0	\$1,274	2.20%	\$59,854	6.00%	0	\$65,156	\$55,503
	\$880	\$0	\$880	1.11%	\$80,670	6.00%	0	\$84,331	\$71,838
	\$1,586	\$0	\$1,586	1.49%	\$109,252	6.00%	0	\$115,846	\$98,684
	\$2,501	-\$10	\$2,491	2.24%	\$115,005	6.00%	0	\$125,417	\$106,836
	\$1,775	\$0	\$1,775	1.09%	\$165,850	6.00%	0	\$141,275	\$120,345
	\$2,193	-\$50	\$2,143	1.82%	\$121,323	6.00%	0	\$130,494	\$111,162
	\$3,353	\$0	\$3,353	2.79%	\$124,553	6.00%	0	\$138,499	\$117,980
	\$0	\$0	\$0	0.00%	\$90,799	0.00%	0	\$84,331	\$71,838
	\$176	\$0	\$176	0.21%	\$83,599	6.00%	0	\$84,331	\$71,838
	\$1,076	\$0	\$1,076	1.38%	\$79,856	6.00%	0	\$84,331	\$71,838

Category	General Pay Increase	Contribution Rating Increase	Contribution Award	Locality Pay Basic Pay plus locality pay may not exceed Executive Level IV basic pay.
Inappropriately Compensated -A	Could be reduced or denied	NO	NO	YES
Appropriately Compensated -C	YES	YES— Up to 6% May not exceed upper rail of NPR for employee's OCS or maximum salary for current broadband level.	YES Pay pool manager approves up to \$10,000. Amounts exceeding \$10,000 require local commander's approval.	YES
Inappropriately Compensated -B	YES	YES— Up to 20% Over 20% requires local commander's approval. May not exceed 6% above the lower rail or the maximum salary for current broadband level.	YES	YES

Control points can be set for each employee

Computed Base Pay 2015	Max Allowable CRI %	Allow to exceed 20% limit	CY2015 UR Pay	CY2015 LR Pay	Control Point	Allow Over Control Point?	Max Base Pay 2015	Approved CRI \$	New Base Pay 2015
\$59,854	6.00%	0	\$65,156	\$55,503	\$82,000	0	\$62,060	\$1,274	\$59,854
\$80,670	6.00%	0	\$84,331	\$71,838	\$82,000	0	\$82,000	\$880	\$80,670
\$109,252	6.00%	0	\$115,846	\$98,684	\$82,000	0	\$114,062	\$1,586	\$109,252
\$115,005	6.00%	0	\$125,417	\$105,936	\$82,000	0	\$114,062	\$2,401	\$115,005

- Business Rules as published in, *“Fiscal Year 2015 Rating Cycle Pay Pool Funding for the Department of Defense Civilian Acquisition Workforce Personnel Demonstration Project (Change 1)”* memorandum on 7 August 2015
 - Award funding is available for this year
 - Extra CRI funding does not rollover to fund CA
 - Carry-Over award money for those on retained pay or who hit a demo pay cap cannot be redistributed to other employees
 - Carry-Over award money due to control points can be redistributed – use Column U on the data tab (see slide 88) to not include the person in the CRI algorithm, set discretionary set aside to a large enough amount to cover the payout up to the control point, and use discretionary CRI in column CK (see slide 91) to give the employee the increase up to the control point

Award Funding for the 2015 Cycle

GPI (G)%	1.00		
GS-1/step1 pay (16)	\$ 18,343		
GS-1/step1 pay (15)	\$ 18,161	Cash Amount	Plus Unused GPI
CRI%	2.260000%	\$71,379	\$71,379
CRI Set-Aside <input type="radio"/> % <input type="radio"/> \$	0.000000%	\$0	
Award%	1.000000%	\$35,060	
Award Set-Aside <input type="radio"/> % <input type="radio"/> \$	0.000000%	\$0	
Beta 1 (CRI)	0		
Beta 2 (Award)	1		
Minimum CRI Dollar Amount	\$0		
Minimum CRI Carryover Amt	\$0		
Minimum Award Dollar Amount	\$0		
GPI (G) Carry Over	\$ -		
CRI Remainder	\$ 69,287		
Award Remainder	\$ 20,205		
Alpha 1	1.0000		
Alpha 2	1.0000		
Minimum CRI Budget %	2.0		
Minimum Award Budget %	1.000000		

Start with little or no CRI and CA set-aside and increase it gradually. If you reduce the set-aside after allocating your discretionary funds, your remainder will go negative and you will have to delete all or some of your allocations and start over again. Setaside may change if rollover amount changes. The cash award amount is 90% of the total award budget.

Check box if this is your organization's first cycle in AcqDemo

Beta 1 and 2
 1= Upper Rail
 0= SPL
 -1= Lower Rail

- Use Control Points
- Use Awards

Check Use Awards if your organization has received written approval, from the Deputy Assistant Secretary of Defense for Civilian Personnel Policy, to pay CCAS Payout Awards.



AcqDemo Implementation of Carry-Over Award Business Rules

- CMS spreadsheet allows to set award % and set aside in the Parameter tab
- Note the you are permitted to hold employees out of the algorithm who are going to retire or move out of AcqDemo before the start of the new pay year
 - In the past, many pay pools converted CRI for these employees to carry-over awards
 - Because that is not possible this year, the person can be held out of the algorithm, which means their payout is redistributed across all other eligible employees

***The PMO will check CMS results to ensure that pay pools have followed the rules limiting the redistribution of carry-over awards**

Carry-Over Awards

- Note that Carry-Over Awards are shown in column DG
- Column DK shows the sum of any Carryover Award, Computed Award and/or Discretionary Award
- A cell near the top of columns DI show the total of carry-over awards

DF	DG	DH	DI	DJ	DK	DL	DM	
Set Award 1.00%	Total Carryover Award =		\$2,106	Available Award Dollars = \$21,852.00				
	Total CA Pos Delta Y =		\$198,450	Discretionary Set-Aside = \$437				
	Total Default Award =		\$21,404	Alpha2 = 0.107911				
	Total Discretionary Award =		\$399					
	Total Award =		\$23,909					
	Remainder =			\$49.00				
	Carryover Award	CA Pos Delta Y	Computed Award	(PPM Input) Discretionary Award	Total Award	WildCard 6	Award > \$10K?	
	\$0	\$6,511	\$702	\$99	\$801	new 6		
	\$0	\$4,498	\$485	\$0	\$485	new 6		
	\$0	\$8,101	\$874	\$0	\$874	new 6		
\$0	\$12,777	\$1,378	\$0	\$1,378	new 6			
\$1,775	\$9,069	\$978	\$0	\$2,753	new 6			
\$0	\$11,205	\$1,209	\$0	\$1,209	new 6			
\$0	\$17,130	\$1,848	\$0	\$1,848	new 6			
\$0	\$0	\$0	\$0	\$0	new 6			
\$0	\$901	\$97	\$0	\$97	new 6			
\$0	\$5,498	\$593	\$0	\$593	new 6			
\$0	\$27,698	\$2,988	\$300	\$3,288	new 6			

Pay Pool Meeting: Check Delta Stats Scores

A	B	C	D	E
Return to Main Menu	Delta Plot Grouping <input checked="" type="radio"/> Supervisor <input type="button" value="Refresh"/> <input type="button" value="Show All"/> <input type="button" value="Hide with only one employee"/> <input type="radio"/> Office Symbol <input type="radio"/> Wildcard Col # <input type="text" value="4"/>			
View Delta OCS Distribution				

Summary Statistics of Delta OCS Score

	Average Delta OCS Score	Standard Deviation
Overall	0.79	5.80
NH	1.35	6.21
NJ	-2.00	7.81
NK	0.50	1.29

	Average Delta OCS Score	Standard Deviation	Total
NH			
Barry Burns	4.75	7.54	4
Bob Arnold	7.00	11.31	2
Dan CURTISS	-1.50	2.12	2
Erin Evans	0.00	N/A	1
Helena Gonzalez	-2.50	7.78	2
Jane Jerris	0.75	1.26	4
Mary Martinez	-2.50	7.78	2
NJ			
Jane Jerris	2.00	N/A	1
Mary Martinez	-4.00	9.90	2
NK			
Barry Burns	1.00	N/A	1
Dan CURTISS	-1.00	N/A	1
Erin Evans	1.00	1.41	2
Overall			
Barry Burns	4.00	6.75	5
Bob Arnold	7.00	11.31	2
Dan CURTISS	-1.33	1.53	3
Erin Evans	0.67	1.15	3
Helena Gonzalez	-2.50	7.78	2
Jane Jerris	1.00	1.22	5
Mary Martinez	-3.25	7.32	4

Look for extreme or unusual average delta OCS values by supervisor

Pay Pool Meeting: Check Rank Ordered Data

Return to Main Menu
Return to Data

Factor Matrix
All NH NJ NK

Each list gives the name and integer score on the factor. Use the buttons to rank order the lists by integer score.

Rank Order Lowest to Highest

Rank Order Highest to Lowest

Rank Order Lowest to Highest by Broadband

Rank Order Highest to Lowest by Broadband

All Career Paths

2014 OCS				
NH Olson Peter	4	100		
NH Stewart Tammy	4	99		
NH Quarles Richard	4	96		
NH Gonzalez Helena	4	94		
NH CURTISS Dan	4	90		
NH Jerris Jane	4	90		
NH O'Connor Olive	4	89		
NH Nance Nolan	3	79		
NH Martinez Mary	3	78		
NH Garfield George	3	74		
NH Udell Vincent	3	74		
NH Burns Barry	3	74		
NH Evans Erin	3	74		
NH Grimes Garth	3	74		
NH Harris Henry	2	74		
NJ Yates Zane	4	70		
NH Lawrence Lance	3	70		
NJ Rhone Ronald	3	65		
NJ Parsons Patricia	3	62		
NH Freeman Francis	2	61		
NK Irinski Ivan	3	59		
NK Donaldson Dennis	2	47		
NK Artis Amy	2	44		
NK Karnes Keith	2	44		

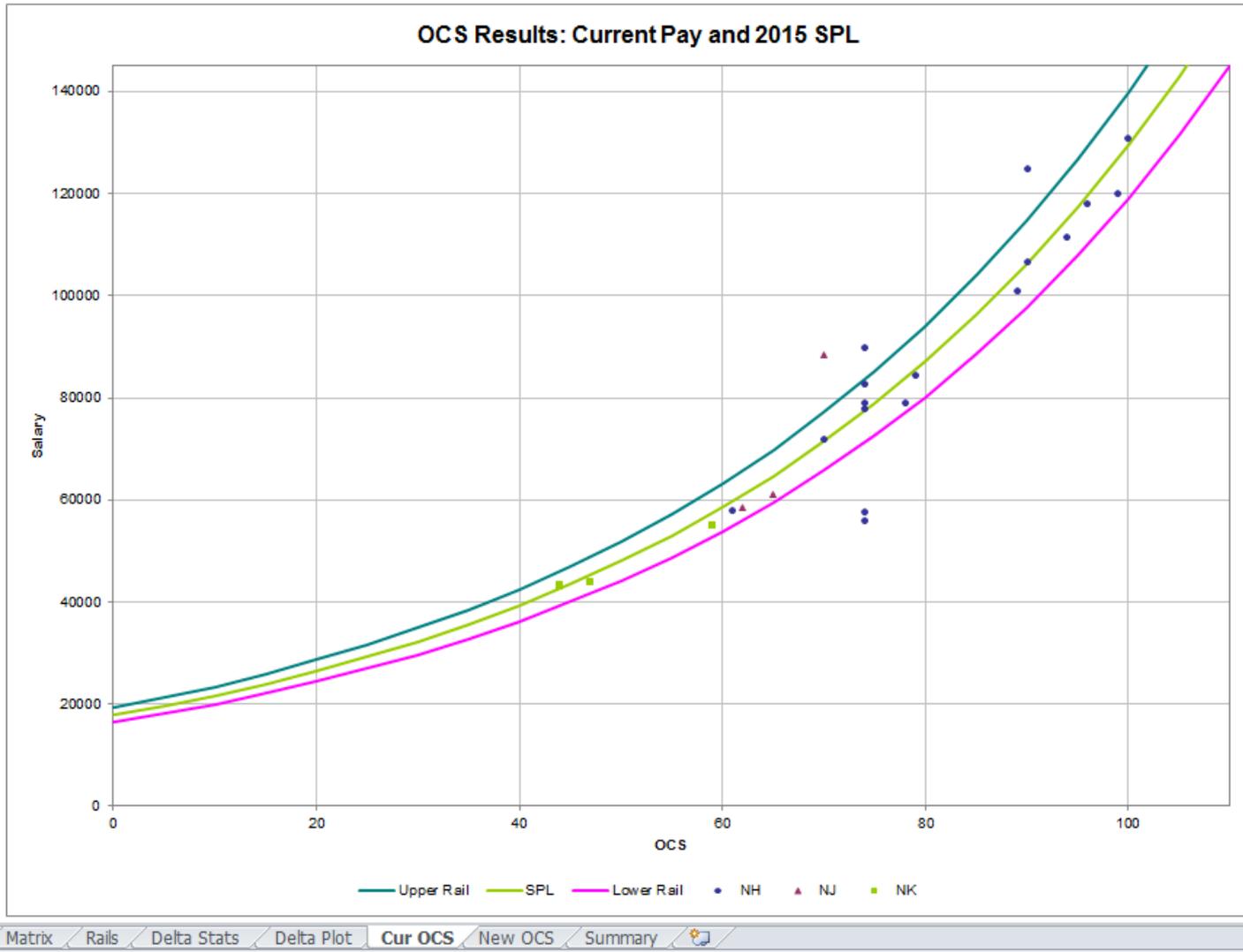
NH Career Path

prb solving		team wk	
Lawrence Lance	3	Lawrence Lance	3
Olson Peter	4	100 Stewart Tammy	4
Stewart Tammy	4	96 Olson Peter	4
Quarles Richard	4	95 Quarles Richard	4
Gonzalez Helena	4	92 Gonzalez Helena	4
CURTISS Dan	4	90 CURTISS Dan	4
Jerris Jane	4	90 Jerris Jane	4
O'Connor Olive	4	89 O'Connor Olive	4
Martinez Mary	3	80 Nance Nolan	3
Garfield George	3	79 Martinez Mary	3
Udell Vincent	3	79 Garfield George	3
Burns Barry	3	79 Udell Vincent	3
Evans Erin	3	79 Burns Barry	3
Grimes Garth	3	79 Evans Erin	3
Harris Henry	2	79 Grimes Garth	3
Nance Nolan	3	79 Harris Henry	2
Freeman Francis	2	61 Freeman Francis	2

Contents Parameters Data **Matrix** Rails Delta Stats Delta Plot Cur OCS New OCS Summ

In the Matrix worksheet, check scores by career path and factor

Pay Pool Meeting: Check Current OCS Results



Check where overall contribution scores for current pay plot against new upper rail, lower rail and SPL

If there are fewer than 255 employees in the pay pool, hovering the mouse over the dot will display the employee's name

Pay Pool Meeting: Change Scores

AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO
Set Scores	Categorical Scores						Final Scores					
	prb solving	team wk	cust rftns	leadership	comm	rsrc mgmt	prb solving	team wk	cust rftns	leadership	comm	rsrc mgmt
	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼
	2MH	2MH	2MH	2MH	2MH	2MH	61	61	61	61	61	61
	3H	3M	3M	3M	3M	3M	79	73	73	73	73	73
	4M	4M	4M	4M	4M	4M	90	90	90	90	90	90
	4M	4M	4H	4H	4M	4M	92	92	99	99	92	92
	4H	4H	4H	4H	4H	4H	100	100	100	100	100	100
4M	4H	4M	4H	4M	4M	95	98	95	100	95	95	

- Change scores directly on the Data worksheet
- If Categorical Scores are used, change them first and then use the drop down list to change the numerical score

Uploading Data Back to CAS2Net

Compensation Management Spreadsheet

Cycle: 2015 Version: PR 02

The purpose of this spreadsheet is to record appraisal scores and set basic pay rates and contribution-based financial awards.

Data/Spreadsheet Download -- Download the data file from the CAS²Net, then click on Import to load the file into this spreadsheet.

Appraisal Score Entry -- Once the file has been loaded, assign categorical and final scores for each factor, and view reports and graphs.

Score Normalization -- Compare score distributions to look for anomalies and scale differences. Run preliminary pay adjustment scenarios. Set CRI and CA parameters and assign pay outs to employees.

Data Maintenance -- All additions, deletions, and modifications must be done in the central database. All columns except for data entry and "wild-card" are locked. To preserve your work, export the data from this spreadsheet and upload to CAS²Net before changing any information in CAS²Net.

Final "G" Setting -- This spreadsheet comes with a best estimate of "G." Once you have been notified that "G" is set, make a final round trip to CAS²Net. The final "G" value and related parameters will be included in the download of your paypool data.

Final Compensation Setting -- After the final round trip to update "G", finalize the pay adjustments and awards for your pay pool.

Data Upload -- Use Export to create a file for uploading the results from your pay pool to CAS²Net.

Generate Part 1's -- First use the filters to select employees; sort data by preferred order; then click on the Generate Part 1 to generate Part 1 of the Appraisal Form for each selected employee.

Pay Pool Data
[Import](#) [View](#) [Export](#) Last Import: 8/19/2015 (2:16:59 PM)(CDT)
 Last Export: Last Modified:

Parameters
[Set CRI and CA Parameters](#)

Summary Reports
[Rails Report](#)
[Career Path Factor Matrices ranked by Final Score](#)
[Summary Statistics of Delta OCS](#)
[Distribution of Delta OCS](#)
[Customizable Summary](#)

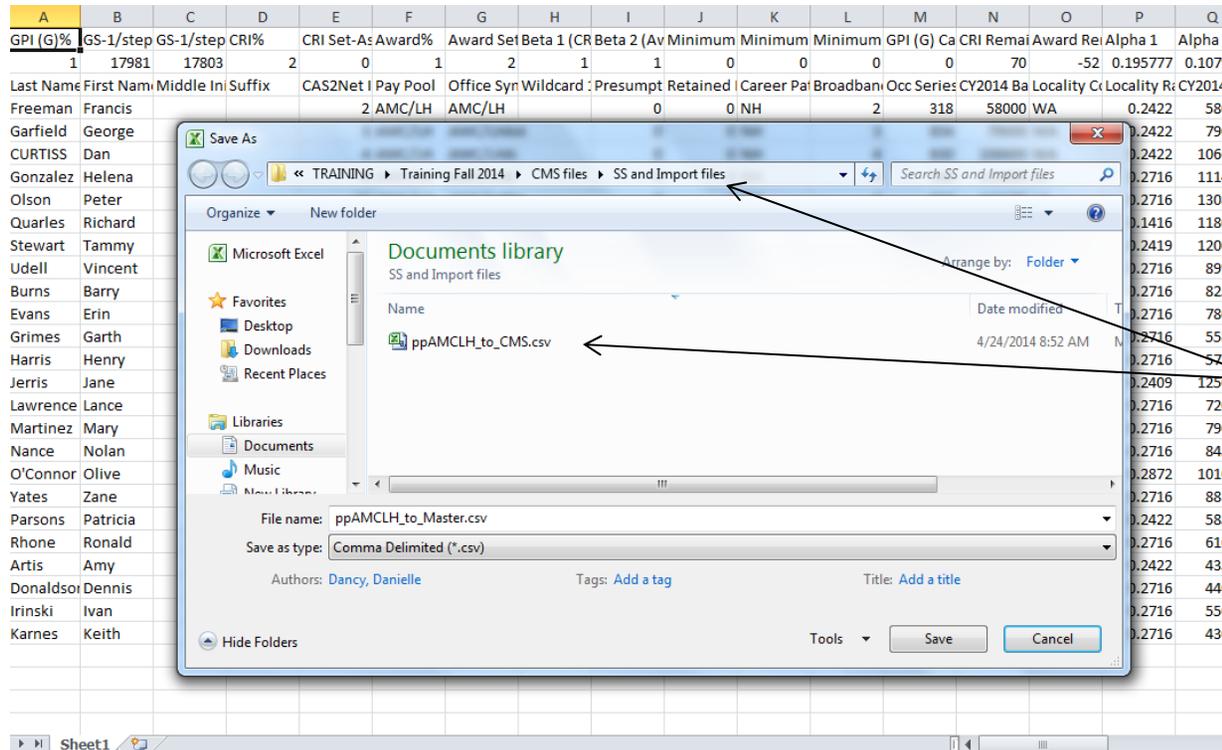
Scatter-plots of OCS Score by Salary
[Current Pay & 2015 SPL](#) [New Pay & 2016 SPL](#)

Part 1 of Appraisal Forms
[Open Existing Evaluation](#)
Validate Data, then use the filters to select individuals and use sort to put the data in preferred order.
[Generate Part 1 of Appraisal Forms](#)

Contents Parameters Data Matrix Rails Delta Stats Delta Plot Cur OCS New OCS Summary

From the Contents worksheet, click on the Export button to create an export CSV file

Save CSV File



- Save the CSV file in a protected folder

Note: CMS Spreadsheet applies built-in naming convention functionality to generate filename

Civilian Acquisition Workforce Personnel Demonstration Project, Department of Defense (DOD)

Acq Demo

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Closeout Self-Assessment
- Reports

Full Access User Menu

- Welcome
- Reports
- Data Maintenance
- Session Maintenance
- Offline Interface**
- Paypool Notices
- Demo Reset
- RT Database Maintenance

Offline Interface

Offline Interface Menu

Pay Pool: AMC/LH

Download: Download Employee Data
Last completed download: None

Upload: Upload Employee Data
Last completed upload: None

Civilian Acquisition Workforce Personnel Administration Project, Department of Defense (DOD)

Acq
Demo

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Closeout Self-Assessment
- Reports

Full Access User Menu

- Welcome
- Reports
- Data Maintenance
- Session Maintenance
- Offline Interface**
- Paypool Notices
- Demo Reset
- RT Database Maintenance

Offline Interface - Upload Employee Data

Upload Form

Specify AMC/LH upload file: **Browse...**

Command:

Select saved CSV file and Upload to complete the process

Make sure you organize the records in the data tab in the order you want them printed

Compensation Management Spreadsheet

Cycle: 2015 Version: PR 02

The purpose of this spreadsheet is to record appraisal scores and set basic pay rates and contribution-based financial awards.

Data/Spreadsheet Download -- Download the data file from the CAS²Net, then click on Import to load the file into this spreadsheet.

Appraisal Score Entry -- Once the file has been loaded, assign categorical and final scores for each factor, and view reports and graphs.

Score Normalization -- Compare score distributions to look for anomalies and scale differences. Run preliminary pay adjustment scenarios. Set CRI and CA parameters and assign pay outs to employees.

Data Maintenance -- All additions, deletions, and modifications must be done in the central database. All columns except for data entry and "wild-card" are locked. To preserve your work, export the data from this spreadsheet and upload to CAS²Net before changing any information in CAS²Net.

Final "G" Setting -- This spreadsheet comes with a best estimate of "G." Once you have been notified that "G" is set, make a final round trip to CAS²Net. The final "G" value and related parameters will be included in the download of your paypool data.

Final Compensation Setting -- After the final round trip to update "G", finalize the pay adjustments and awards for your pay pool.

Data Upload -- Use Export to create a file for uploading the results from your pay pool to CAS²Net.

Generate Part 1's -- First use the filters to select employees; sort data by preferred order; then click on the Generate Part I to generate Part I of the Appraisal Form for each selected employee.

Pay Pool Data Last Import: 8/19/2015 (2:16:59 PM)(CDT)
[Import](#) [View](#) [Export](#) Last Export:
 Last Modified:

Parameters
[Set CRI and CA Parameters](#)

Summary Reports
[Rails Report](#)
[Career Path Factor Matrices ranked by Final Score](#)
[Summary Statistics of Delta OCS](#)
[Distribution of Delta OCS](#)
[Customizable Summary](#)

Scatter-plots of OCS Score by Salary
[Current Pay & 2015 SPL](#) [New Pay & 2016 SPL](#)

Part 1 of Appraisal Forms
[Open Existing Evaluation](#)

Validate Data, then use the filters to select individuals and use sort to put the data in preferred order.
[Generate Part 1 of Appraisal Forms](#)

Contents Parameters Data Matrix Rails Delta Stats Delta Plot Cur OCS New OCS Summary

BACKUP

- **CRI %** - The pay pool's overall CRI budget, expressed as a percent of total annual base pay in the pay pool as of 30 September 2005. This value must be at least 2.0 percent, which is also the default value. The two cells to the right of the percent show the dollar amount of the resulting CRI budget, and the enhanced CRI budget including unspent GPI money.
-
- **CRI Set-Aside** - The percent of the pay pool's overall CRI budget that is set aside for discretionary allocation by the pay pool manager. The default is 0.0 percent. You have the option of entering this value as a percent or dollar amount. The default algorithm built into the spreadsheet allocates the remaining budget.
-
- **Awd %** - The pay pool's overall CA budget, expressed as a percent of total annual base pay in the pay pool as of 30 September 2005. This value must be at least 1.0 percent, which is also the default value. In accordance with the AcqDemo **Federal Register** announcement, the value specified here is automatically multiplied by .9 to establish the CCAS award budget used in the workbook. The other 10 percent of the award funding is reserved for non-CCAS awards throughout the year. The two cells to the right of the percent show the dollar amount of the resulting CCAS CA budget, and the enhanced CA budget including unspent CRI money.
-
- **Awd Set-Aside** - The percent of the pay pool's overall CA budget that is set aside for discretionary allocation by the pay pool manager. The default is 0.0 percent. You have the option of entering this value as a percent or dollar amount. The default algorithm built into the spreadsheet allocates the remaining budget.
-
- **Beta 1 (CRI)** – Establishes target pay for CRI allocation as follows:
 - 1 = upper rail
 - 0 = SPL (default value)
 - -1 = lower rail
-
- **Beta 2 (CA)** – Establishes target pay for CA allocation as follows:
 - 1 = upper rail
 - 0 = SPL (default value)
 - -1 = lower rail
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- **Minimum CRI Dollar Amount** – Any calculated CRI amounts below this minimum will be set to zero and the money added to the discretionary CRI remainder for allocation to other employees. The default is \$0.
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- **Minimum CA Dollar Amount** – Any calculated CA amounts below this minimum will be set to zero and the money added to the discretionary CA remainder for allocation to other employees. The default is \$0.