

Pay Pool Administrator Advisory

2019-02

Issue Date: 31 January 2019

Topic: CMS Grievance Update Utility for Compensation Adjustment Form

Discussion: “2018 CMS Update Tool v1.xlsm” is available in [CAS2Net 1.0 Pay Pool Notices](#). This tool addressed Grievance Mode issues. The CMS Grievance Mode was not providing the correct “Alpha 2 Delta Y” in the 2018 Compensation Adjustment Form. The update utility fixes a cell reference issue in the Grievance section of the Part One generated by the “CMS Grievance”. The problem cannot be corrected by a new CMS release because import and export are disabled in grievance mode. This only affects you if you use the Grievance calculator for any of your employees

Solution: A small Excel utility spreadsheet has been created to modify an existing CMS. The CMS does not have to be in grievance mode for this tool to work. The utility is named “2018 CMS Update Tool v1.xlsm” and is available for download from pay pool notices in CAS2Net 1.0.

Action: Pay Pool Administrators: Please go into [CAS2Net 1.0](#) then Pay Pool Notices to download “2018 CMS Update Tool.xlsm” if you use the Grievance Calculator for any of your employees.

To Use:

- Save the file **2018 CMS Update Tool v1.xlsm** in the same folder as the 2018 CMSv3-Grievance.
- Open the Update Tool and click the button **Select CMS to Update**.
- Choose the 2018 CMSv3-Grievance to update and Click the **Open** button.
- The update tool will display a message box showing the file to be update and then a message box showing the update has been completed.
- The CMS will automatically save and the update tool and Excel will close.
- Open the updated CMSv3-Grievance, enable macros and generate the Part One’s.

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