

# **Pay Pool Administrator Advisory**

**2019-24**

**Issue Date: November 20, 2019**

**Topic:** CMS v4, Sub-Panel v4 and PAT v3

**Discussion:** Changes are driving new releases of the spreadsheets.

**1. CRITICAL ACTION REQUIRED:** Please review your CMS Data Tab Column Y “Rollover CRI to CA?”. Column Y may have “0” meaning no CRI rollover to Carryover Award in Column CY. In previous years, the initial download from CAS2Net and import to the CMS, Column Y was set at “1” and then change in accordance with local business rules to “0” or “2”.      0 = Disable/not allow CRI rollover to Award

1 = Enable/allow rollover of CRI to Award for employees at a pay cap

2 = Enable/allow rollover of CRI to Award for employees not at a pay cap

W	X	Y
CRI Override?	CA Override?	Rollover CRI to CA?
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0

Administrators can either change each “0” to “1” or change the first “0” to “1” then copy that “1” and paste down. Next review each employee if he/she should be “0” or “2”.

The Program Office is researching why this did not happen this year.

## **2. Changes to the CMS and Sub-Panel Spreadsheets**

If an employee has a Presumptive Status of 3 and has been assigned PAQL ratings, the CMS v4 and the Sub-Panel v4 will calculate the Rating of Record based on the PAQL scores. If an employee has a Presumptive Status of 3 but no assigned PAQL ratings, the CMS v4 and the Sub-Panel v4 will use the previous Rating of Record as the new Rating of Record.

- In the example below, Erica Emerson has a Presumptive Status of 3, and was assigned PAQL ratings 3, 3, 3. Therefore, the CMS calculates the Rating of Record (RoR =3)
- Aaron Arndt has a Presumptive Status of 3, was not assigned any PAQL ratings, and has a previous Rating of Record of 1. Therefore, the CMS uses the previous Rating of Record (RoR = 1)

Last Name	First Name	Middle Initial	Suffix	CAS2Net ID	Presumptive Status?	Previous Rating of Record	Job Achievement and/or Innovation	Communication and/or Teamwork	Mission Support	Raw/Average Rating	Rating of Record
Zurbriggen	Zack			42	3		3	3	3	3.0	3
Ulanov	Uli			38	3	5				5.0	5
Emerson	Erica			47	3	5	3	3	3	3.0	3
Arndt	Aaron			43	3	1				1.0	1

### 3. Changes to the PAT

Some of the formulas caused display errors in the Rating Statistics sheet (#VALUE, #DIV/0). The PAT v3 corrects the formatting of cells affected by division by zero.

The PAT v3 corrects runtime errors for the Payout statistics and charts. This error was only for pay pools that had no carry-over awards in their import file.

#### Results:

- For Presumptive Status 3 in CMS v4 and Sub-Panel v4:
  - CMS v4 and Sub-Panel v4 calculate the RoR based on PAQL ratings if assigned
  - CMS v4 and Sub-Panel v4 use the previous Rating of Record as the new Rating of Record if PAQL ratings are not assigned
- PAT v3 corrects formatting errors in the Rating Statistics sheet and runtime errors when the pay pool uses no carryover

**Solution:** The new versions of the Spreadsheets are CMS v4, Sub-Panel v4 and PAT v3 are available for download from pay pool notices.

**Action:** Pay Pool Administrators: Please go into the pay pool notices module located in CAS2Net, to download “**CMS v4.xlsx**”, “**Sub-Panel v4.xlsx**” and “**PAT v3.xlsx**”. You will use the newer version of the appropriate tool the next time you do a download from Offline Interface.

**Note:** If you have any questions, please contact your local AcqDemo POC or Component POC first and if the issue is system-related, email the AcqDemo Program Office,

[AcqDemo.Contact@hci.mil](mailto:AcqDemo.Contact@hci.mil)