



# Pay Pool Administrator Advisory

2019-28

Issue Date: December 13, 2019

**Topic:** Resolve Remaining AcqDemo Discrepancies PRIOR TO EOY Processing

**Discussion:** As we approach the end of the FY2019 CCAS Pay Pool Processing period (the deadline for the Initial/Final upload of the CMS), administrators should be alerted to the numerous discrepancies we are still seeing across the AcqDemo Pay Pools. This is a bit alarming since we are so close to the end of the processing period and many of the errors will cause the employee pay transactions to fail which will require manual processing and may result in a delay in the employee pay increase. The AcqDemo Program Office is working diligently with Component/Agency Program Offices to resolve many of the errors. Thank you to all representatives and administrators for responding in a quick and timely manner.

However, errors reported in the Discrepancy Report (over 2,000 across all AcqDemo Pay Pools) are unresolved. A new Discrepancy Report dated 11 December 2019 (posted in CAS2Net Pay Pool Notices) highlights the following errors/discrepancies that remain. Pay Pool Administrators need to take action and review/correct the errors according to your components suspense date or NLT 27 December 2019. Here's a summary of what we're seeing.

Category (Name Of Tab In Discrepancy Report)	Example	Number of Discrepancies (All AcqDemo)
Internal	Data in CAS2Net is incorrect or missing. We know these records are incorrect and they need to be corrected. These are incorrect/incomplete records in the "Current" User Profile.	91
Internal_PrevCycle	Similar to above, but these are errors/incomplete records in the "Previous Cycle" User Profile.	40
Not in DCPDS	Missing/incorrect EDIPI (DoD ID) or Demo Locator Code is incorrect. AcqDemo records in DCPDS should be documented as Demo Locator Code "Q".	563
Bad DCPDS Data	DCPDS data is incorrect.	63
Mismatches	Mismatch between DCPDS and data in CAS2Net. This is a review of records in	538

	the "Current" user profile compared to the DCPDS record.	
Promotions	Comparison of DCPDS records to CAS2Net.	210
No Supv 1	Informational only, not required for pay processing, but needed for CAS2Net Routing, Reporting, etc.	33
Internal Promotions	Comparison between records in Previous cycle, Current cycle, and Post cycle activity. Make sure post-cycle promotion data is correct.	185
Losses	Informational only. Employees that have left AcqDemo (transfer or retired). Informational only, these records are sent in a separate file to the Regional HR offices at time of Pay processing in January. These should be reviewed to ensure the records are correct.	398

**Action:** To ensure correct and timely processing of the pay transactions in early January, review the issues identified in the most recent Discrepancy Report dated 11 December 2019 and correct the problems according to your components suspense date or NLT 27 December 2019. Thank you for your attention to this matter.

**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)