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**Acquisition Workforce Demonstration Project (AcqDemo)**  
**Contribution-based Compensation and Appraisal System Software**  
**(CAS2Net)**



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**PAY POOL ANALYSIS TOOL (PAT) USER GUIDE**

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Prepared for:

United States Department of Defense (DoD)  
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# AcqDemo Pay Pool Analysis Tool (PAT) User Guide

**November 2022**

The Microsoft Excel workbook called *Pay Pool Analysis Tool 2022* contains nineteen visible tabbed worksheets. The PAT was created for AcqDemo to analyze the results of the pay pool process; it provides a view across multiple pay pools. AcqDemo Personnel Policy Boards may use this tool to analyze aggregated pay pool results. Individual pay pool managers may benefit by using the PAT to review results also as it offers an analysis that goes beyond the functions of the Compensation Management Spreadsheet (CMS). This user guide details how to use the functionalities of the PAT and describes the available reports. The nineteen tabbed worksheets are described in this document in the order in which they appear along the bottom of the workbook.

# Table of Contents

<b>Table of Changes</b> .....	<b>4</b>
<b>Getting Started</b> .....	<b>6</b>
Enable Macros.....	6
Add-Ins Menu Bar.....	6
<b>Instructions Worksheet</b> .....	<b>9</b>
Import.....	10
<b>Data Worksheet</b> .....	<b>12</b>
Wildcard Columns.....	12
Remove Name and ID.....	13
<b>Statistics Worksheet</b> .....	<b>15</b>
New Filtered Data Option.....	16
<b>Rating Statistics Worksheet</b> .....	<b>18</b>
<b>Distributions by Group Worksheet</b> .....	<b>19</b>
<b>Distribution Charts by Group Worksheet</b> .....	<b>21</b>
<b>Payout Statistics Worksheet</b> .....	<b>23</b>
<b>Payout Statistics by Group Worksheet</b> .....	<b>26</b>
<b>Payout Charts by Group Worksheet</b> .....	<b>27</b>
<b>Payout Charts by Wildcard Worksheet</b> .....	<b>29</b>
<b>Funding Statistics Worksheet</b> .....	<b>30</b>
<b>Funding Charts Worksheet</b> .....	<b>31</b>
<b>Net Draw Analysis Worksheet</b> .....	<b>32</b>
<b>Net Draw Charts Worksheet</b> .....	<b>32</b>
<b>Enhanced Flexibilities</b> .....	<b>34</b>
<b>CP-B Counts Worksheet</b> .....	<b>35</b>
<b>Salary Worksheet</b> .....	<b>36</b>
<b>Rail Report Worksheet</b> .....	<b>37</b>
<b>Sharing Information</b> .....	<b>38</b>
Generating an Aggregate Report.....	38
Copying and Pasting into PowerPoint and Excel.....	39
Copying Charts into PowerPoint.....	39

Copying Charts into Excel.....	40
Copying Data from Worksheets.....	42

## Table of Changes

Date of Change	Chapter(s)/ Section(s)	Topic	Remarks
Fall 2022	Instructions Worksheet	The link to any worksheet that includes wildcards statistics or charts will be indicated with a ^ following the sheet name.	Example <a href="#">Statistics ^</a> <a href="#">Rating Statistics</a>
Fall 2022	Data Worksheet	A new column (E) has been added to display the SubPanel	Added SubPanel as an option under the Wildcard Stats
Fall 2022	Data Worksheet	Modified the Wildcard stats form to include additional options of Sub Panel and Office Symbol in addition to wildcard columns	N/A
Fall 2022	Statistics, Rating Statistics, Distributions by Group, Payout Statistics, Payout Stats by Group, Net Draw Analysis, Enhanced Flexibilities	Added a checkbox at the top of each of these tabs.  <input type="checkbox"/> Only visible rows from Data tab  When checked, the data on the tab will reflect statistics using only the visible records on the Data tab. Unchecked will show statistics over the entire pertinent population.	Associated graphs will react to reflect the filtered data as well. Wildcard statistics are not affected by the checkbox.  If filtered data is used, the bars between affected sections of tables are light orange rather than yellow and bar charts are cross-hatched rather than solid.
Fall 2022	Distributions by Group	Added columns on the far right to tally Raw PAQL counts and their % of total	N/A
Fall 2022	Payout Charts by Group Payout Charts by Wildcard	Revised Average Salary Increase to Average CRI Increase and Average Total Award to Average CA Award	Accurately reflect the data within the charts

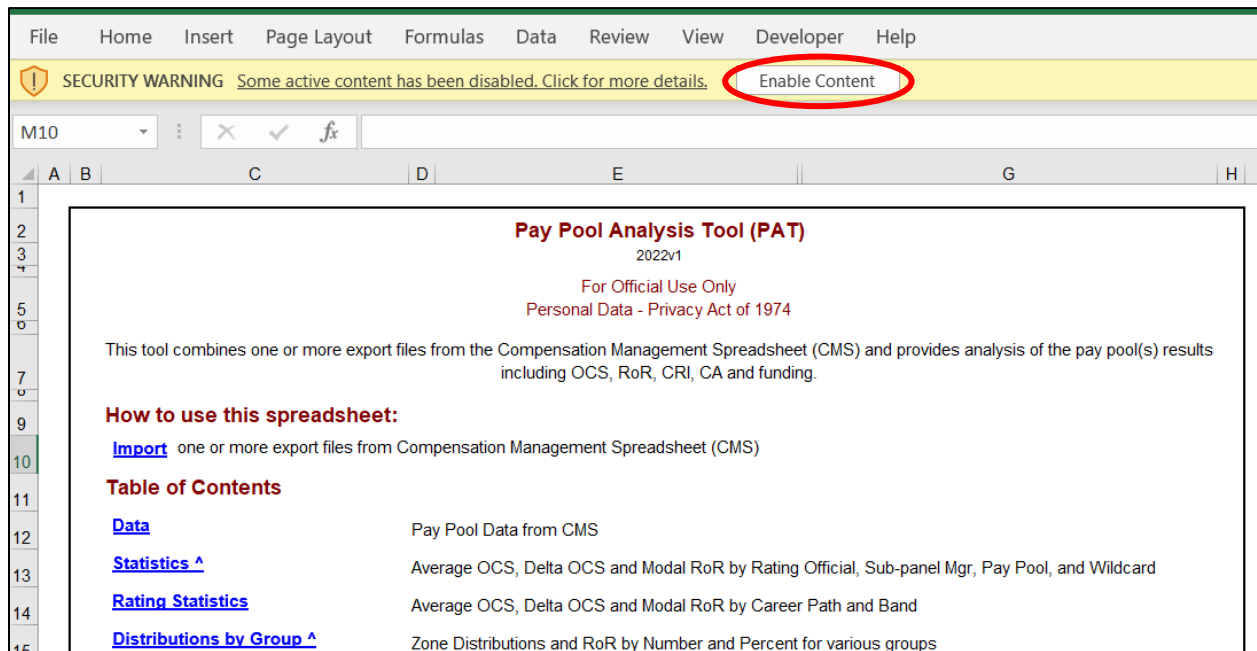


## Getting Started

The PAT spreadsheet is distributed using the Pay Pool Notices module of CAS2Net located at <https://cas2net.army.mil>. The spreadsheet initially comes “empty” and must be populated with data by importing one or more export files from CMS spreadsheets or files downloaded from CAS2Net Offline Interface then select Download PAT or CAS2Net Reports to select a previous fiscal year then Download PAT File(s).

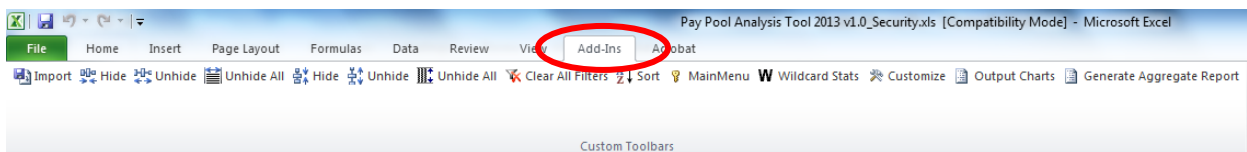
### Enable Macros

The macros must be enabled each time you open the spreadsheet in order for the functions to operate correctly. When opening the spreadsheet, you will likely receive a Security Warning. Select “Enable Content” to enable the macros. It is possible that you may be asked this twice. Click “Enable Content” in all cases.



### Add-Ins Menu Bar

The PAT has a custom tool bar that appears at the top of each worksheet. Click on the “Add-ins” tab on the menu to view the options for displaying, organizing, and printing data.



**Import** – Import data using this button or the “Import” link on the **Instructions** worksheet.

**Hide Column** – Users may hide columns from view by selecting any cell in the columns to be hidden and then clicking on this button. Single columns are selected by clicking on any cell in the column. Multiple columns are selected by holding down the <Ctrl> key while clicking on any cells in the columns, or a range of columns is selected by clicking and dragging across any row of cells in the range of columns. The first two columns (A and B) cannot be hidden by this method.

**Unhide Column** – Clicking this button will unhide columns you have just hidden *as long as you have not moved the cursor*. You can also unhide a specific column or range of columns by selecting cells in the columns on either side of the hidden column or range of columns, and then clicking this button.

**Unhide All Columns** – This button restores to view all hidden columns.

**Hide Row** – The user may hide rows from view by selecting any cell in the row or rows to be hidden and then clicking on this button. A single row is selected by clicking on any cell in the row. Multiple rows are selected by holding down the <Ctrl> key while clicking on any cells in the rows. A range of rows is selected by clicking and dragging up or down any column of cells.

**Unhide Row** – Clicking this button will unhide rows you have just hidden *as long as you have not moved the cursor*. You can also unhide a specific row or range of rows by highlighting cells in the rows on either side of the hidden rows or range of rows, and then clicking this button.

**Unhide All Rows** – This button restores to view all hidden rows.

**Clear All Filters** – This button clears all filters you have set, including filters on worksheets other than the one you are currently on. You cannot import data into the workbook with filters set. When you click the “Import” link on the **Instructions** worksheet, all filters are automatically cleared.

**Sort** – Allows the user to sort the rows in the worksheet by any combination of up to three columns. Sorts may be in either ascending or descending order. The sorts are specified using the standard Excel sort function.

**Main Menu** – This takes you to the **Instructions** worksheet with quick links to the worksheets.

**Wildcard Stats** – A window appears allowing you to select the Wildcard columns to be used in statistical reports. The Wildcard values are pulled from the **Data** worksheet columns title cells with dark green background. **Note:** Wildcard titles can be changed to meaningful titles.

**Customize** – You can reorder and rename pay pools with this button. You can also move Wildcard values into desired order.

**Output Charts** – Brings up a user form that allows output of any/all chart into Excel or PowerPoint format. Charts are exported as images only.

**Generate Aggregate Report**– Pay pools provide summary feedback to the workforce. This button generates a report that displays aggregate data for rail zones, OCS, delta OCS, salary increases and awards.



# Instructions Worksheet

The **Instructions** worksheet (shown below) is the first sheet in the PAT. It provides a brief description of the spreadsheet, its purpose, and contents. The Import function to upload the data to be analyzed is initiated on this sheet. The Table of Contents lists the worksheets that are available to aid in your analysis. You may navigate to each worksheet by clicking on the name in the Table of Contents list or by using the tabs at the bottom of the workbook. New in 2022, any tab with a ^ at the end contains wildcard statistics or charts.

**Pay Pool Analysis Tool (PAT)**  
2022v1  
For Official Use Only  
Personal Data - Privacy Act of 1974

This tool combines one or more export files from the Compensation Management Spreadsheet (CMS) and provides analysis of the pay pool(s) results including OCS, RoR, CRI, CA and funding.

**How to use this spreadsheet:**  
[Import](#) one or more export files from Compensation Management Spreadsheet (CMS)

**Table of Contents**

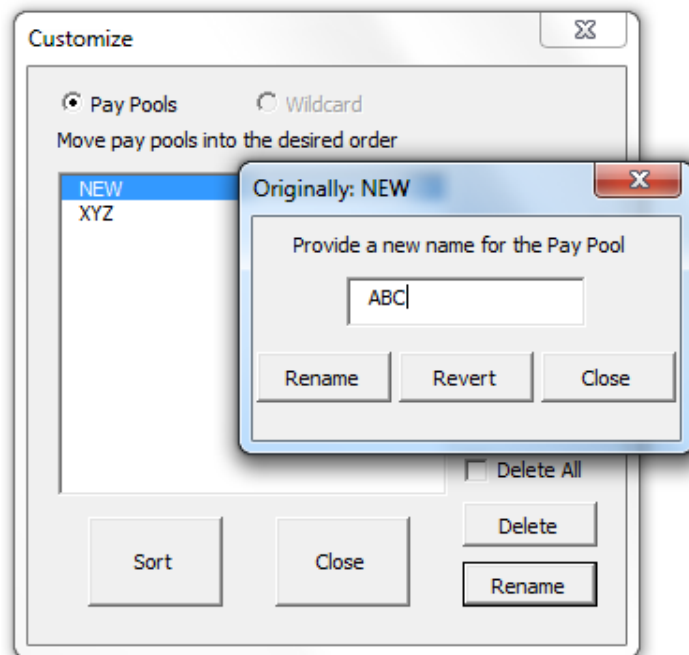
<a href="#">Data</a>	Pay Pool Data from CMS
<a href="#">Statistics ^</a>	Average OCS, Delta OCS and Modal RoR by Rating Official, Sub-panel Mgr, Pay Pool, and Wildcard
<a href="#">Rating Statistics</a>	Average OCS, Delta OCS and Modal RoR by Career Path and Band
<a href="#">Distributions by Group ^</a>	Zone Distributions and RoR by Number and Percent for various groups
<a href="#">Distribution Charts by Group ^</a>	Distribution Charts by Pay Pool and Wildcard
<a href="#">Payout Statistics</a>	Statistics on Salary Increase and Award (\$ and %) and Supv Diff by Pay Pool
<a href="#">Payout Charts</a>	Above Statistics in Chart Form
<a href="#">Payout Stats by Group ^</a>	Statistics on Salary Increase and Award (\$ and %) by various groups and wildcard
<a href="#">Payout Charts by Group</a>	Above Statistics in Chart Form
<a href="#">Payout Charts by Wildcard ^</a>	Above Wildcard Statistics in Chart Form
<a href="#">Funding Statistics</a>	Statistics on Funding Amounts Budgeted and Allocated by Pay Pool
<a href="#">Funding Charts</a>	Above Statistics in Chart Form
<a href="#">Net Draw Analysis ^</a>	Summary of Net Draw Statistics by Career Path, Band, and Wildcard
<a href="#">Net Draw Charts ^</a>	Above Statistics in Chart Form
<a href="#">Enhanced Flexibilities ^</a>	Time-Off, Proration, and Salary Split Usage by Career Path and Band Combinations
<a href="#">CP-B Counts</a>	Counts by Career Path and Band Combinations
<a href="#">Salary</a>	Average Salary by Career Path and Band Combinations
<a href="#">Rail Report</a>	Report of Rail Zone and OCS Chart for Aggregate Report

Tabs with ^ include wildcard information

Scroll down the **Instructions** worksheet and you'll find status information for the data contained in your workbook, including the last Wildcard analyzed and the names (and alias if assigned) of the pay pools currently loaded into the PAT.

32	<b>Last analyzed Wildcard:</b>	
33	Wildcard 1	
34	<b>Pay Pools present in the PAT</b>	
35	<b>Pay Pool</b>	<b>Alias Name</b>
36		
37		
38	1001	ASAALT
39	1012	PEO Aviation
40		

The pay pool alias name is an option you may use if you are interested in giving your pay pools more meaningful names. Go to the Add-ins menu bar and select the “Customize” button. Use the “Rename” feature to assign an alias name.

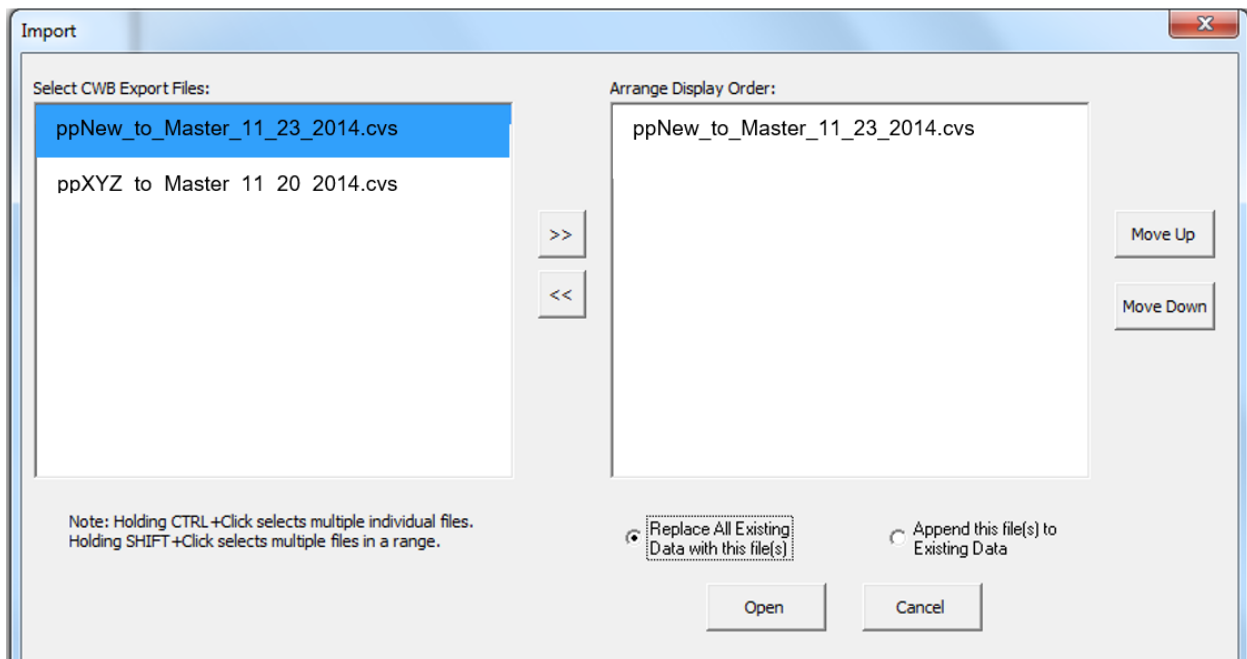


## Import

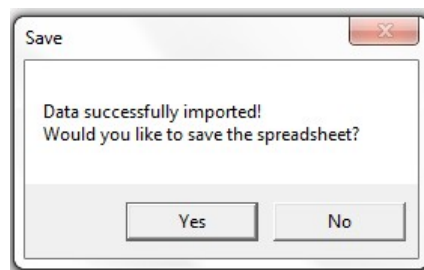
The PAT initially comes “empty” and must be populated with data by importing one or more export files from CMS spreadsheets or files downloaded from CAS2Net. You may import more than one file at the same time. As a reminder, all files you want to import must be in the same folder as the PAT.

Use the following steps to import data:

1. Open the PAT and enable the macros.
2. Ensure the CMS export files you want to import are in the same folder as the PAT.
3. Select the Import function on the **Instructions** worksheet or Add-Ins menu.
4. See the available files listed in the left-hand box in the Import window.
5. Double click on the file you want to import or use the double-right facing arrow. This moves the file to the right-hand box for import. Repeat for each file you want to import.
6. Use the “Move up” and “Move down” buttons to reorder your selections. Order the pay pool files here as you would like to see them displayed in the PAT worksheets.
7. Use the radio buttons under the second box to indicate if you want the imported data to *replace* all existing data or if you want to *append* (add) the import file(s) to existing data.  
NOTE: It is not possible to append the same pay pool if it’s data already exists in the tool. You would need to delete the old data first or choose to replace.
8. Select the “Open” button to import the selected files to the PAT.
9. A pop-up box will appear letting you know the import was successful. Select “Yes” to save the spreadsheet.



Once you have selected the files, it will take the workbook up to several minutes (depending on the size of your file(s)) to import the data and run the many macros required to generate statistics, charts, and format it properly.



## Data Worksheet

The **Data** worksheet contains pay pool data from the CMS. There are 72 visible columns in the worksheet. The columns contain data such as ratings, salary increases and awards that were calculated during the pay pool process using the CMS. Columns are read-only with the exception of the Wildcard columns. Cells E1 and E2 displays the number of paypools and employees loaded in the PAT.

### Wildcard Columns

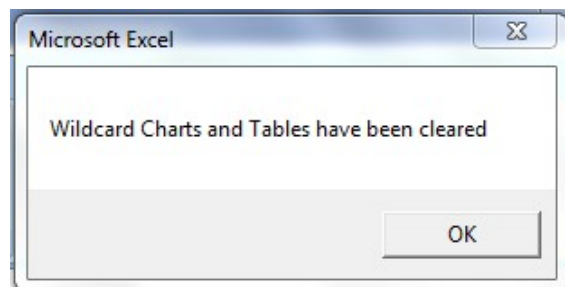
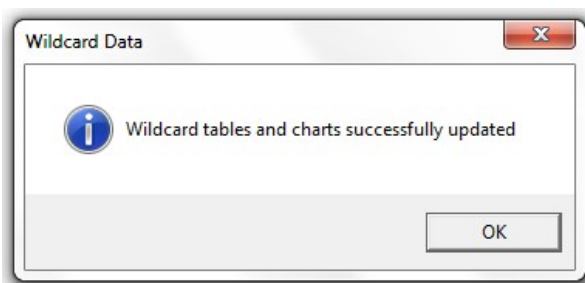
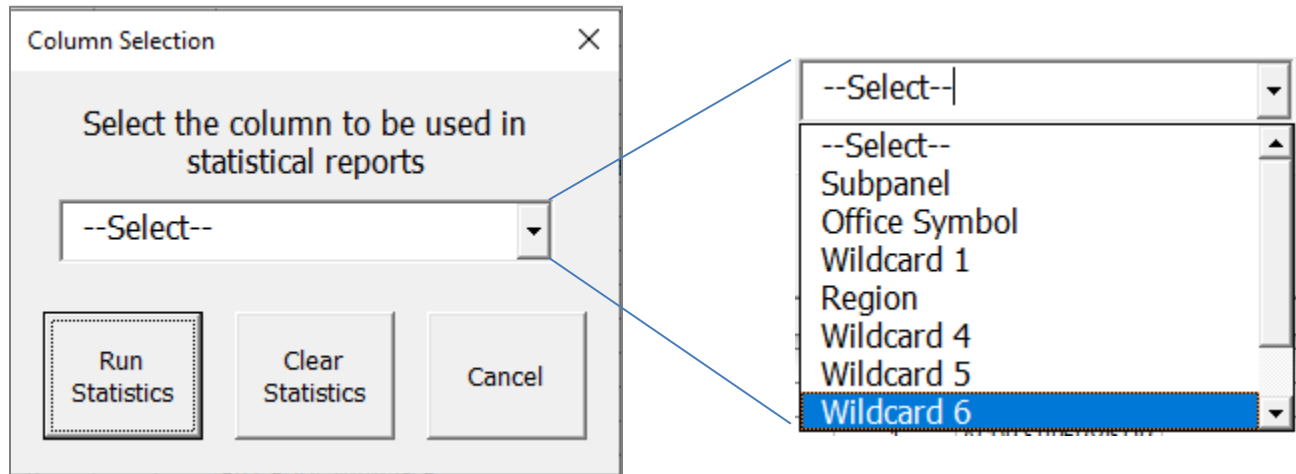
There are 8 Wildcard columns spaced across the worksheet and they are open for editing. Wildcards may be used to review subsets of data to aid in your analysis. You may want to review the results by geographic regions, work teams, or some other criteria not defined by an existing column on the spreadsheet. Wildcard data that existed in the CMS files you imported will be available in the PAT.

The screenshot shows an Excel spreadsheet with the following data table:

	A	B	C	D	E	F	G	H	I	J	K	L
1			Remove Name and ID	Paypools: 2								
2				Employees: 100		Wildcard 1	Presumptive Status?	Retained Pay?	Career Path	Broadband Level	Occ Series	End Cycle Base Salary
3	Last Name	First Name	CAS2Net ID	Paypool	Office Symbol							
5	Appleton	Adam	2612	NEW	NEW/A	Region 1	0	0	NH	3	1550	\$65,311
6	Arndt	Aaron	43	NEW	NEW/T	Region 1	3	0	NK	2	0322	\$35,010
7	Artis	Amy	19	NEW	NEW/L	Region 1	0	0	NH	2	0318	\$54,459
8	Babbitt	Chris	15	NEW	NEW/A	Region 1	0	0	NH	3	0803	\$62,551
9	Burns	Barry	1843	NEW	NEW/T	Region 1	0	0	NH	2	1515	\$30,798
10	Butler	Bryce	44	NEW	NEW/L	HQ	0	0	NH	4	0025	\$92,351
11	Cavasos	Carmen	45	NEW	NEW/A	Region 1	0	0	NH	2	0246	\$62,329
12	Celon	Connie	21	NEW	NEW/T	Region 1	0	0	NH	3	0334	\$70,832
13	Curtiss	Dan	4	NEW	NEW/L	Region 1	0	0	NH	4	0830	\$98,850
14	Dancy	Dyanne	46	NEW	NEW/A	Region 1	0	0	NK	1	0322	\$22,543
15	Donaldson	Dennis	22	NEW	NEW/T	Region 1	0	0	NK	2	0318	\$37,519
16	Emerson	Erica	47	NEW	NEW/L	Region 2	3	0	NH	2	0341	\$29,180
17	Evans	Francis	5	NEW	NEW/A	Region 2	0	0	NH	4	0830	\$103,144
18	Evans	Erin	23	NEW	NEW/T	HQ	0	0	NH	3	0830	\$78,771

You can change the wildcard groupings used in the PAT by selecting the “Wildcard Stats” button on the Add-ins menu bar (see above). New in 2022, the pop-up form that opens will utilize a picklist control that includes two new choices, the Sub Panel column, and the Office Symbol column in addition to any Wildcard column that contains data in the rows. Pick the column to be used and then click the button titled “Run Statistics.” You will receive a message indicating the

action was successful. Clicking the button titled “Clear Statistics” will clear any previously generated wildcard statistics. A useful feature is that the dark green column labels over the Wildcard Column on the Data tab can be renamed and will show up with those labels. NOTE: in the figure below the Wildcard 2 column has been renamed Region. This will provide more meaningful titled statistics and charts for dissemination.



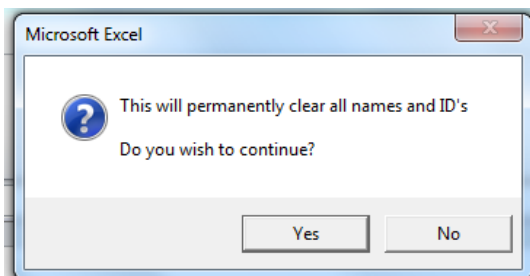
### Remove Name and ID

You may elect to keep your analysis at the summary level. If so, then names and IDs of individuals may not be required. You can permanently hide names and IDs by selecting the “Remove Name and ID” button.

The screenshot shows an Excel spreadsheet with a data table. The table has columns for Last Name, First Name, CAS2Net ID, Paypool, Office Symbol, Wildcard 1, Presumptive Status?, Retained Pay?, Career Path, Broadband Level, Occ Series, and End Cycle Base Salary. A red circle highlights a button labeled "Remove Name and ID" in cell C2. The spreadsheet also shows a ribbon with various tabs and a status bar at the bottom.

	A	B	C	D	E	F	G	H	I	J	K	L
1			Remove Name and ID	Paypools: 2								
2				Employees: 100								
	Last Name	First Name	CAS2Net ID	Paypool	Office Symbol	Wildcard 1	Presumptive Status?	Retained Pay?	Career Path	Broadband Level	Occ Series	End Cycle Base Salary
3												
4												
5	Appleton	Adam	2612	NEW	NEW/A	Region 1	0	0	NH	3	1550	\$65,311
6	Arndt	Aaron	43	NEW	NEW/T	Region 1	3	0	NK	2	0322	\$35,010
7	Artis	Amy	19	NEW	NEW/L	Region 1	0	0	NH	2	0318	\$54,459
8	Babbitt	Chris	15	NEW	NEW/A	Region 1	0	0	NH	3	0803	\$62,551
9	Burns	Barry	1843	NEW	NEW/T	Region 1	0	0	NH	2	1515	\$30,798
10	Butler	Bryce	44	NEW	NEW/L	HQ	0	0	NH	4	0025	\$92,351
11	Cavasos	Carmen	45	NEW	NEW/A	Region 1	0	0	NH	2	0246	\$62,329
12	Celon	Connie	21	NEW	NEW/T	Region 1	0	0	NH	3	0334	\$70,832
13	Curtiss	Dan	4	NEW	NEW/L	Region 1	0	0	NH	4	0830	\$98,850
14	Dancy	Dyanne	46	NEW	NEW/A	Region 1	0	0	NK	1	0322	\$22,543
15	Donaldson	Dennis	22	NEW	NEW/T	Region 1	0	0	NK	2	0318	\$37,519
16	Emerson	Erica	47	NEW	NEW/L	Region 2	3	0	NH	2	0341	\$29,180
17	Evans	Francis	5	NEW	NEW/A	Region 2	0	0	NH	4	0830	\$103,144
18	Evans	Erin	23	NEW	NEW/T	HQ	0	0	NH	3	0830	\$78,771
19	Farnsworth	Fred	24	NEW	NEW/L	Field	0	0	NH	2	0830	\$42,235
20	Fites	George	17	NEW	NEW/A	Field	0	0	NH	3	0896	\$60,469
21	Freeman	Francis	2	NEW	NEW/T	Field	0	1	NK	2	0318	\$53,000
22	Garfield	George	3	NEW	NEW/L	Field	0	0	NJ	4	0856	\$78,770
23	Gonzalez	Helen	6	NEW	NEW/A	Field	0	0	NH	4	0340	\$95,535
24	Grimes	Garth	25	NEW	NEW/T	Field	0	0	NH	2	0850	\$33,576
25	Hansen	Ike	18	NEW	NEW/L	Field	0	0	NH	3	0830	\$92,787
26	Harris	Henry	26	NEW	NEW/A	Field	0	0	NH	2	0830	\$57,983
27	Hoang	Danielle	2572	NEW	NEW/T	Field	0	0	NH	3	0025	\$63,655
28	Hoang	Andrew	2571	NEW	NEW/L	Field	0	0	NJ	1	0019	\$20,367
29	Hoang	Eric	2574	NEW	NEW/A	Field	0	0	NJ	1	0332	\$21,203
30	Hummer	Hershel	2611	NEW	NEW/T	Field	0	0	NH	3	0893	\$69,618
31	Irniski	Ivan	27	NEW	NEW/L	Field	0	0	NK	3	0085	\$49,462

A warning pop-up window will ask if you want to continue. Clicking “Yes” will *permanently* hide columns A, B and C from the PAT. A box will appear in the upper left-side corner of the **Data** worksheet to confirm the names and IDs are securely hidden.



The screenshot shows the same Excel spreadsheet as above, but with columns A, B, and C hidden. A button labeled "Secured" is visible in cell D2. The table structure is similar to the previous one, but with the first three columns missing.

	D	E	F	G
1	Secured	Paypools: 2		
2		Employees: 100		
	Paypool	Office Symbol	Wildcard 1	Presumptive Status?
3				
4				

## Statistics Worksheet

The **Statistics** worksheet provides the average rating, average delta OCS, modal rating of record, number of employees and number of employees rated by supervisor, sub-panel manager, pay pool and Wildcard (in this case, Office Symbol was chosen from the Wildcard form) if this option was selected.

A	B	C	D	E	F	G	H	I	J
<input type="checkbox"/> Only visible rows from Data tab									
<b>Composite Pay Pool Statistics</b>									
				Average Rating	Average Delta OCS	Modal RoR	Number of Employees	Employees Rated	
<b>Entire Population</b>				76.6	-0.4	3	20	16	
<b>Pay Pool</b>									
4001				76.6	-0.4	3	20	16	
<b>Sub-Panel</b>									
A				72.9	-0.8	3	14	11	
B				84.6	0.4	5	6	5	
<b>Rating Official</b>									
ACDP SUPERVISOR				59.5	0.3	3	7	4	
AMERICAN ROBIN				79.2	1.0	5	5	5	
DEWEY WOODPECKER				74.8	-4.3	3	5	4	
PAY POOL MANAGER				97.3	1.3	3	3	3	
<b>Office Symbol</b>									
Div 1				78.0	1.0	3,5	4	4	
Div 2				74.8	-4.3	3	4	4	
Div 3				59.5	0.3	3	4	4	
HO				94.0	1.3	3	4	4	
<div style="display: flex; justify-content: space-between; border-top: 1px solid black; padding-top: 5px;"> <span>Instructions</span> <span style="background-color: red; color: white; padding: 2px 5px;">Data</span> <span style="border-bottom: 1px solid green; padding: 2px 5px;">Statistics</span> <span>Rating Statistics</span> <span>Distributions by Group</span> <span>Distributi</span> </div>									

Number of Employees reflects the count of all employees in the Data worksheet regardless of presumptive status. All other statistics on this page exclude Presumptive Due to Time employees.

## New Filtered Data Option

The “Statistics” tab is the first encountered with the new 2022 feature. Notice at the top left corner, the red circled checkbox labeled “Only visible rows from Data tab” If this box is checked then the data on the sheet will give results from only the visible rows on the data tab. The colored highlight rows change color from yellow to pale orange to reflect the data results are from filtered data. This functionality exists on 6 other tabs as well and on their associated graphs. Tabs listed here with an \* have graphs on different tabs then the data. Rating Statistics, Distributions by Group \*, Payout Statistics \*, Payout Stats by Group \*, Net Draw Analysis \*, Enhanced Flexibilities

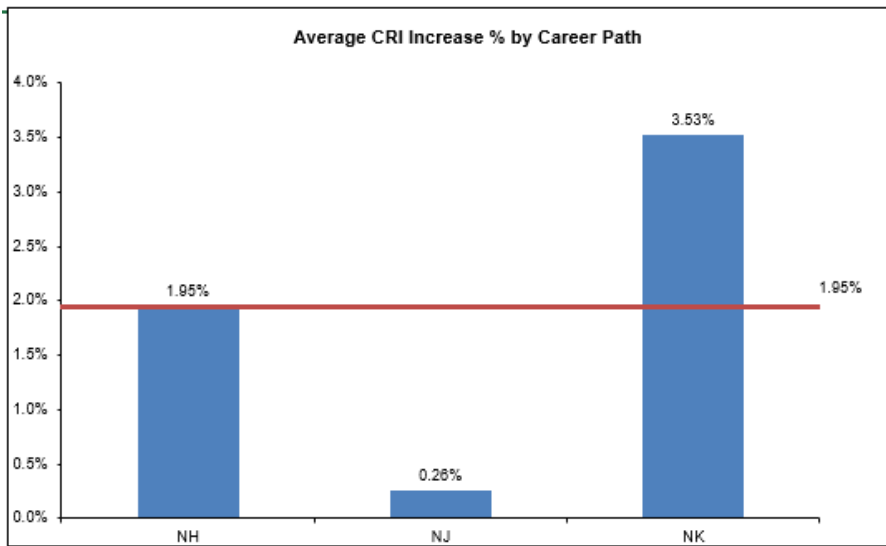
The screenshot shows an Excel spreadsheet with the following elements:

- Column headers: A, B, C, D, E, F, G, H, I, J
- A red circle highlights a checkbox labeled "Only visible rows from Data tab" which is checked.
- The main title of the data is "Composite Pay Pool Statistics".
- The table below has the following structure:
 

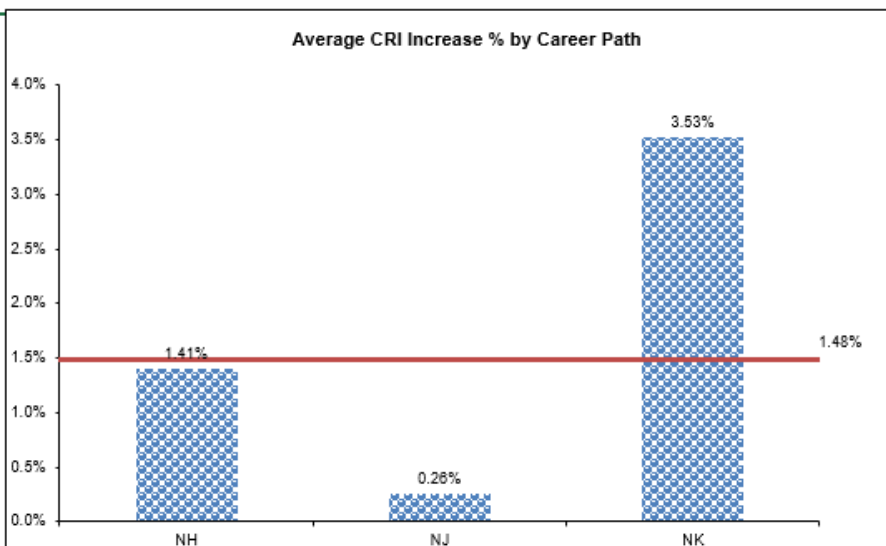
	Average Rating	Average Delta OCS	Modal RoR	Number of Employees	Employees Rated
<b>Entire Population</b>	48.1	-0.9	3	20	16
<b>Pay Pool</b>					
4001	77.0	-1.5	3	13	10
<b>Sub-Panel</b>					
A	77.6	-2.0	3	9	7
B	75.7	-0.3	5	4	3
<b>Rating Official</b>					
ACDP SUPERVISOR	78.5	-1.0	3,5	4	2
AMERICAN ROBIN	79.2	1.0	5	5	5
DEWEY WOODPECKER	72.3	-6.0	3	4	3
PAY POOL MANAGER				0	0
<b>Office Symbol</b>					
Div 1	78.0	1.0	3,5	4	4
Div 2	74.8	-4.3	3	4	4
Div 3	59.5	0.3	3	4	4
HO	94.0	1.3	3	4	4
- At the bottom, there is a navigation bar with tabs: "Instructions", "Data" (highlighted in red), "Statistics" (highlighted in green), "Rating Statistics", "Distributions by Group", and "Distribut".



Below is an illustration of the change in graphs affected by the new feature. The top graph uses solid bars that signify all data is included in these values. The second graph shows partially colored bars to signify that the data uses only the filtered data.



**Full Color**  
= All Data (no Filter)



**Partial Color**  
= Filtered Data

## Rating Statistics Worksheet

The **Rating Statistics** worksheet displays average OCS, average delta OCS and Modal Rating of Record for each career path and broadband level. The Overall column shows the combined averages for all imported pay pools and columns to the right show averages for each pay pool. **Employees in a Presumptive Due to Time are not included.**

	A	B	C	D	E	F
1	<input type="checkbox"/> Only visible rows from Data tab <b>Rating Statistics</b> <b>Analyzed Population does not include Presumptives Due to Time</b>					
2				Overall		4001
3						
4	<b>Analyzed Population</b>			16		16
5	<b>Average OCS</b>			76.6		76.6
6	NH-1					
7	NH-2					
8	NH-3			76.3		76.3
9	NH-4			93.5		93.5
10	NJ-1					
11	NJ-2			36.0		36.0
12	NJ-3			83.0		83.0
13	NJ-4					
14	NK-1					
15	NK-2			45.0		45.0
16	NK-3					
17	<b>Average Delta OCS</b>			-0.4		-0.4
18	NH-1					
19	NH-2					
20	NH-3			-1.7		-1.7
21	NH-4			1.3		1.3
22	NJ-1					
23	NJ-2			1.0		1.0
24	NJ-3			0.0		0.0
25	NJ-4					
26	NK-1					
27	NK-2			2.0		2.0
28	NK-3					
29	<b>Modal Rating of Record</b>			3		3
30	NH-1					
31	NH-2					
32	NH-3			3,5		3,5
33	NH-4			3		3

## Distributions by Group Worksheet

The **Distributions by Group** worksheet now provides three sets of distribution tallies. It shows counts and percentages of employees by rail position, by performance rating, and new in 2022 by raw average PAQL across a variety of groups. Modal Rating for these groups is presented also. Distributions are shown by pay pool, career path, broadband, career path/band, Wildcard, and the entire population. All statistics on this worksheet exclude Presumptive Due to Time.

	B	E	F	G	H	I	J	K	L	M	
1	<input type="checkbox"/> Only visible rows from Data tab						<b>Zone Distribution by Group</b>				
2	Does not include presumptive due to time										
3		Number of Employees Not Rated	Zone Distribution								
4			A	C1	C2	B	A	C1	C2	B	
5											
6	Entire Population:	4	1	2	13	0	6.3%	12.5%	81.3%	0.0%	
7											
8	<b>Pay Pool</b>										
9											
10	4001	4	1	2	13	0	6.3%	12.5%	81.3%	0.0%	
11											
12	<b>Career Path</b>										
13											
14	NH	1	1	1	11	0	7.7%	7.7%	84.6%	0.0%	
15	NJ	2	0	1	1	0	0.0%	50.0%	50.0%	0.0%	
16	NK	1	0	0	1	0	0.0%	0.0%	100.0%	0.0%	
17											
18	<b>Band</b>										
19											
20	2	1	0	0	2	0	0.0%	0.0%	100.0%	0.0%	
21	3	3	1	2	7	0	10.0%	20.0%	70.0%	0.0%	
22	4	0	0	0	4	0	0.0%	0.0%	100.0%	0.0%	
23											
24	<b>Career Path/Band</b>										
25											
26	NH-3	1	1	1	7	0	11.1%	11.1%	77.8%	0.0%	
27	NH-4	0	0	0	4	0	0.0%	0.0%	100.0%	0.0%	
28	NJ-2	0	0	0	1	0	0.0%	0.0%	100.0%	0.0%	
29	NJ-3	2	0	1	0	0	0.0%	100.0%	0.0%	0.0%	
30	NK-2	1	0	0	1	0	0.0%	0.0%	100.0%	0.0%	
31											
32	<b>Office Symbol</b>										
33											
34	Div 1	0	0	1	3	0	0.0%	25.0%	75.0%	0.0%	
35	Div 2	0	1	0	2	0	25.0%	0.0%	75.0%	0.0%	

### Rail Positions

A = above the upper rail

B = below the lower rail

C1 = above the standard pay line but below the upper rail

C2 = on or below the standard pay line but above the lower rail

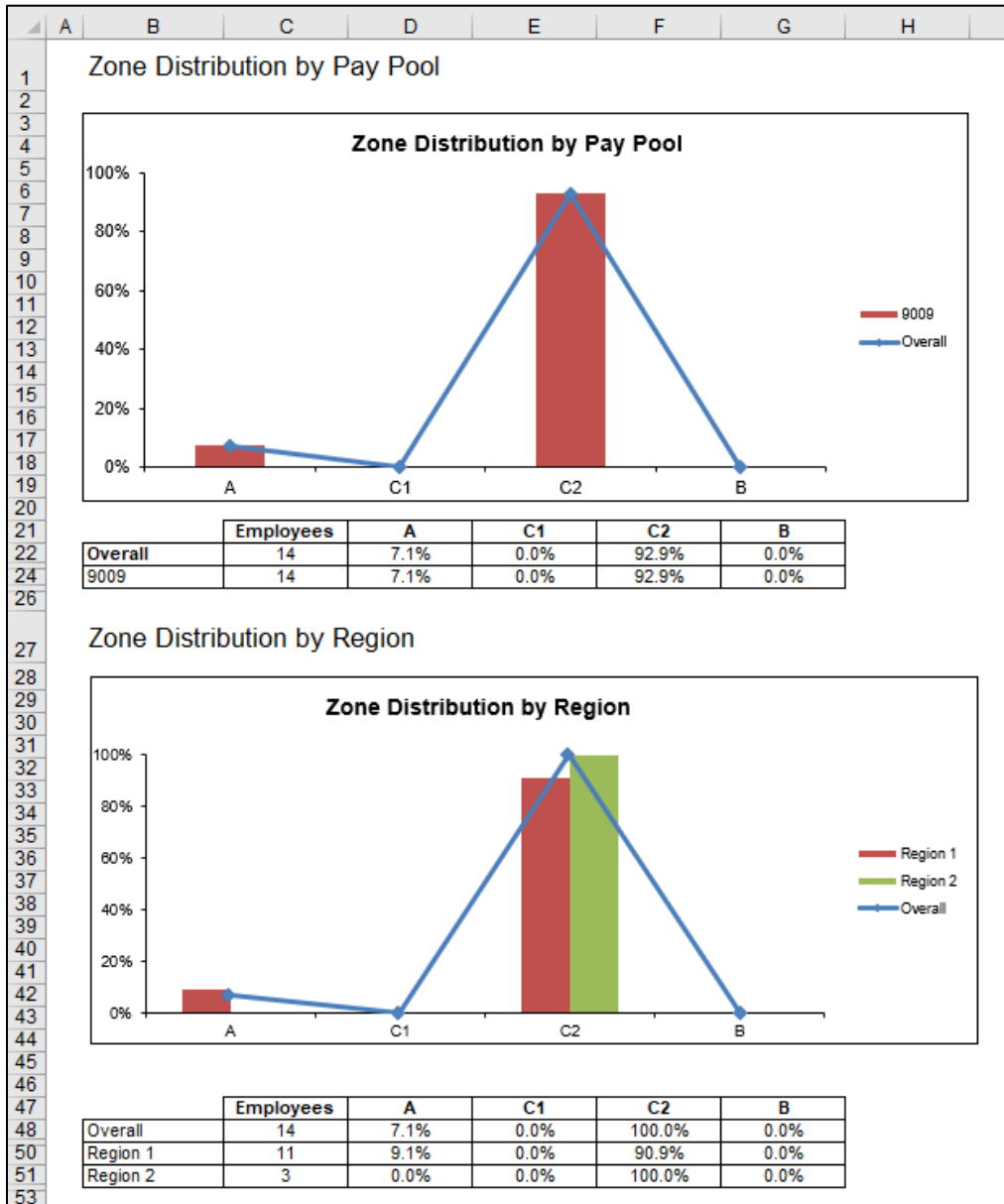
	B	E	N	O	P	Q	R	S	T
1	<input type="checkbox"/> Only visible rows from Data								
2									
3		<b>Number of Employees Not Rated</b>	<b>Rating of Record Distribution</b>						
4			<b>1</b>	<b>3</b>	<b>5</b>	<b>1</b>	<b>3</b>	<b>5</b>	<b>Modal RoR</b>
5									
6	<b>Entire Population:</b>	<b>4</b>	<b>1</b>	<b>11</b>	<b>4</b>	<b>6.3%</b>	<b>68.8%</b>	<b>25.0%</b>	<b>3</b>
7									
8	<b>Pay Pool</b>								
9									
10	4001	4	1	11	4	6.3%	68.8%	25.0%	3
11									
12	<b>Career Path</b>								
13									

Above is the distribution of Rating of Record and the Modal Rating. And below shows the new columns added in Fall 2022. These additional columns tally the raw average PAQL. Distributions and their corresponding percentage of the population.

	B	E	U	V	W	X	Y	Z	AA	AB	AC	AD
1	<input type="checkbox"/> Only visible rows from Data											
2												
3		<b>Number of Employees Not Rated</b>	<b>Raw Average PAQL Distribution</b>									
4			<b>1.0</b>	<b>3.0</b>	<b>3.7</b>	<b>4.3</b>	<b>5.0</b>	<b>1.0</b>	<b>3.0</b>	<b>3.7</b>	<b>4.3</b>	<b>5.0</b>
5												
6	<b>Entire Population:</b>	<b>4</b>	<b>0</b>	<b>11</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>0.0%</b>	<b>68.8%</b>	<b>6.3%</b>	<b>12.5%</b>	<b>12.5%</b>
7												
8	<b>Pay Pool</b>											
9												
10	4001	4	0	11	1	2	2	0.0%	68.8%	6.3%	12.5%	12.5%
11												
12	<b>Career Path</b>											
13												
14	NH	1	0	8	1	2	2	0.0%	61.5%	7.7%	15.4%	15.4%

## Distribution Charts by Group Worksheet

The **Distribution Charts by Group** worksheet displays zone and rating of record distribution by pay pool and wildcard. The top chart is a bar graph displaying zone distributions overall and by each pay pool loaded in the PAT. The bottom chart shows the distribution by the Wildcard groupings. Both charts have a trend line showing the average across the groupings.



### Rail Positions

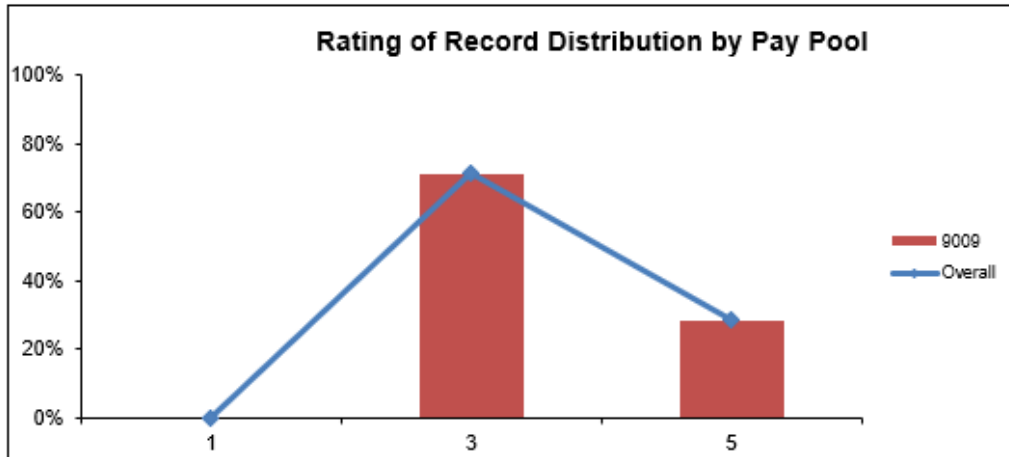
A = above the upper rail

B = below the lower rail

C1 = above the standard pay line but below the upper rail

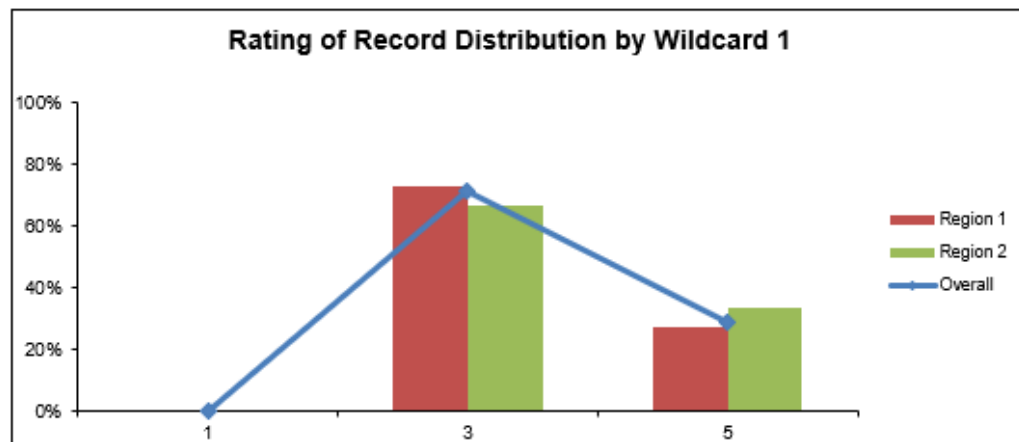
C2 = on or below the standard pay line but above the lower rail

### Rating of Record Distribution by Pay Pool



	Employees	1	3	5
Overall	14	0.0%	71.4%	28.6%
9009	14	0.0%	71.4%	28.6%

### Rating of Record Distribution by Region



	Employees	1	3	5
	14	0.0%	71.4%	28.6%
Region 1	11	0.0%	72.7%	27.3%
Region 2	3	0.0%	66.7%	33.3%

## Payout Statistics Worksheet

The **Payout Statistics** worksheet provides statistics on salary increases, awards and related data across all pay pools and by each pay pool. The majority of the worksheet provides the minimum, average, median, and maximum in terms of dollar amounts and percentages for salary increases and awards. Specifically, the following data elements are provided: Presumptive Due to Time employees are not included.

- Analyzed Population – Overall and by each individual pay pool loaded in the PAT
- Average OCS
- Average Delta OCS
- Alpha 1 (CRI) – Percent applied to delta salary to buy back the difference between employees' current salaries and the target salaries for CRI
- Alpha 2 (CA) – Percent applied to delta salary to buy back the difference between employees' current salaries and the target salaries for CA
- Salary Increase \$ - Minimum (non-zero), Average, Median, Maximum
- Salary Increase % of Basic Pay - Minimum (non-zero), Average, Median, Maximum
- Supervisor Differential – Number receiving and old and new average %
- Flags – Override CRI, Override CA, Disable Rollover, Force Rollover
- Control Points – Number with Control Points Entered, Number Stopped at Control Point
- CRI Split to Salary
- Carryover Award \$ – Number of Carryover Awards, Minimum (non-zero), Average, Median, Maximum
- Carryover Award % - Minimum (non-zero), Average, Median, Maximum
- CA Award \$ - Minimum (non-zero), Average, Median, Maximum
- CA Award % of Total Pay- Minimum (non-zero), Average, Median, Maximum
- Award (Carryover + CA) Total - Minimum (non-zero), Average, Median, Maximum
- Award Total % of Total Pay- Minimum (non-zero), Average, Median, Maximum

Note: Carryover statistics only include employees receiving a carryover award. Salary increases and CA awards are based on all employees except Presumptive Due to Time.

The following page visualizes the statistics found in this page.

	A	B	C	D	F	H
1	<input type="checkbox"/> Only visible rows from Data tab <b>Payout Statistics</b> Analyzed population excludes Presumptive Due to Time					
2				Overall		
3					4001	
4	Analyzed Population			16	16	
5	Average OCS			76.6	76.6	
6	Average Delta OCS			-0.4	-0.4	
7	Alpha 1 (CRI)			1.0000	1.0000	
8	Alpha 2 (CA)			0.2839	0.2839	
9	Salary Increase \$					
10	Min (non-zero)			\$85	\$85	
11	Average			\$1,215	\$1,215	
12	Median			\$698	\$698	
13	Max			\$6,491	\$6,491	
14	Salary Increase % of Basic Pay					
15	Min (non-zero)			0.10%	0.10%	
16	Average			1.26%	1.26%	
17	Median			0.73%	0.73%	
18	Max			5.20%	5.20%	
19	Supervisor Differential					
20	Number Receiving			1	1	
21	old % Average *			10.00%	10.00%	
22	new % Average *			10.00%	10.00%	

<b>Flags</b>
Override CRI
Override CA
Disable Rollover (0)
Force Rollover (2)
<b>Control Points</b>
# with CP Entered
# Stopped At CP
<b>CRI Split to Salary</b>
# with Split Entered
Average Split % Entered
<b>Carryover Award \$</b>
# Carry Over Awards
Min (non-zero)
Average*
Median*
Max
<b>Carryover Award % of Base Pay</b>
Min (non-zero)
Average*
Median*
Max

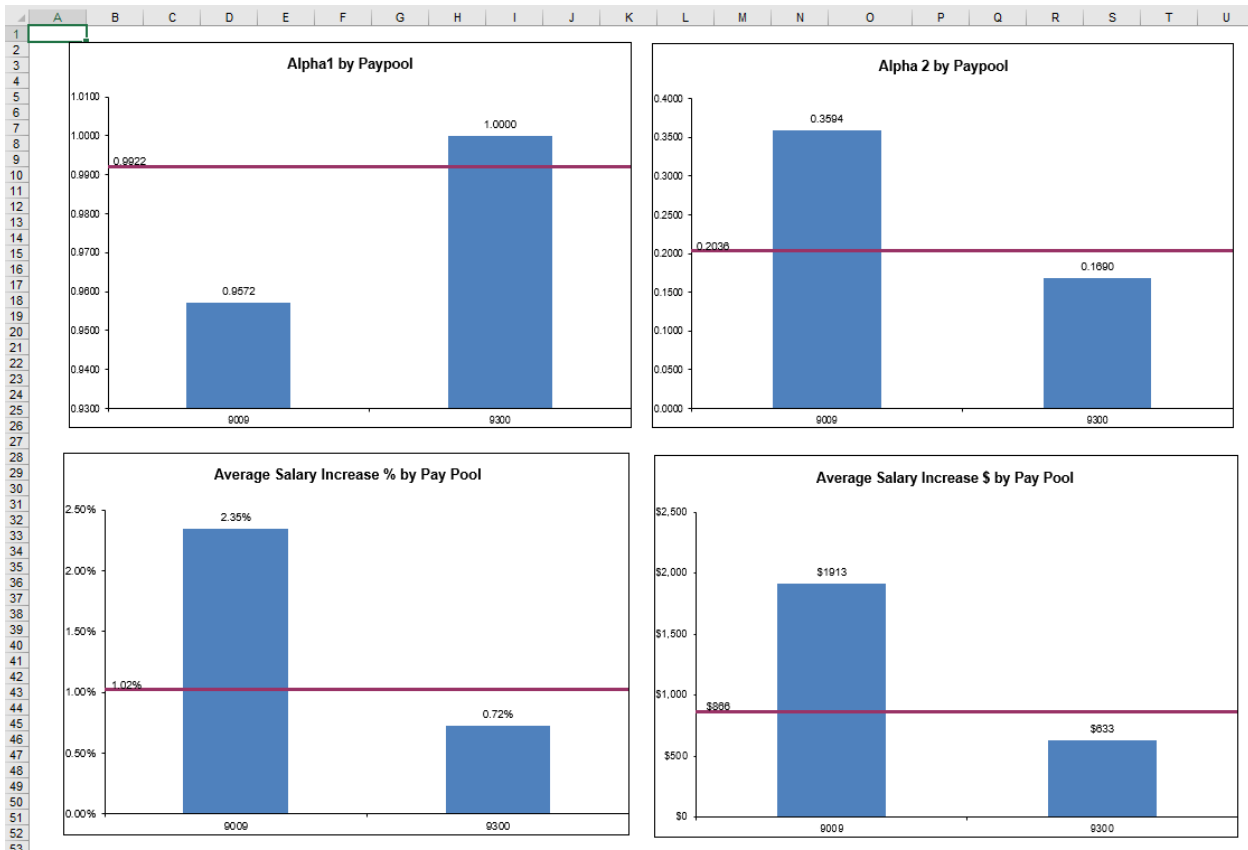
<b>CA Award \$</b>
Min (non-zero)
Average
Median
Max
<b>CA Award % of Total Pay</b>
Min (non-zero)
Average
Median
Max
<b>Award Total \$</b>
Min (non-zero)
Average
Median
Max
<b>Award Total % of Total Pay</b>
Min (non-zero)
Average
Median
Max



## Payout Charts Worksheet

The **Payout Charts** worksheet displays the payout statistics provided in the **Payout Statistics** worksheet in chart form. The charts are bar graphs showing average percent and average dollar amount by pay pool. A trend line shows the average across pay pools. This worksheet contains the following charts:

- Alpha 1 (for CRI)
- Alpha 2 (for CA)
- Average Salary Increase
- Average Carryover Award
- Average Contribution Award
- Average Total Award



## Payout Statistics by Group Worksheet

The **Payout Statistics by Group** worksheet provides statistics on salary increase and award, both dollar amount and percent, by various groups and Wildcard. Statistics are shown for the entire population and by pay pool, career path, broadband, career path/band, and Wildcard. Statistics are averaged across those receiving and then by the entire population (exclusive of Presumptive Due to Time)

Payout Statistics by Group (Presumptive due to time excluded)													
----- Averaged Across Only Those Receiving the Payment -----													
	Number of Employees Analyzed	Average OCS		Average CRI (Salary) Increase <sup>1</sup>			Average Carryover <sup>1</sup>			Average CA Award <sup>2</sup>			
		Average OCS	Average Delta OCS	Number Receiving	\$	%	Number Receiving	\$	%	Number Receiving	\$	%	
Entire Population:	16	76.6	-0.4	11	\$1,767	1.95%	5	\$1,215	1.34%	15	\$2,297	2.06%	
<b>Career Path</b>													
NH	13	81.6	-0.8	9	\$1,968	1.95%	4	\$1,442	1.40%	12	\$2,453	2.02%	
NJ	2	59.5	0.5	1	\$102	0.26%	1	\$309	0.77%	2	\$1,612	1.94%	
NK	1	45.0	2.0	1	\$1,625	3.53%	0	\$0	0.00%	1	\$1,798	3.36%	
<b>Band</b>													
2	2	40.5	1.5	2	\$864	2.01%	1	\$309	0.77%	2	\$1,465	2.94%	
3	10	77.0	-1.5	6	\$1,158	1.25%	3	\$1,828	1.90%	9	\$2,122	1.91%	
4	4	93.5	1.3	3	\$3,588	3.04%	1	\$283	0.23%	4	\$3,107	2.16%	
<b>Career Path/Band</b>													
NH-3	9	76.3	-1.7	6	\$1,158	1.25%	3	\$1,828	1.90%	8	\$2,126	1.93%	

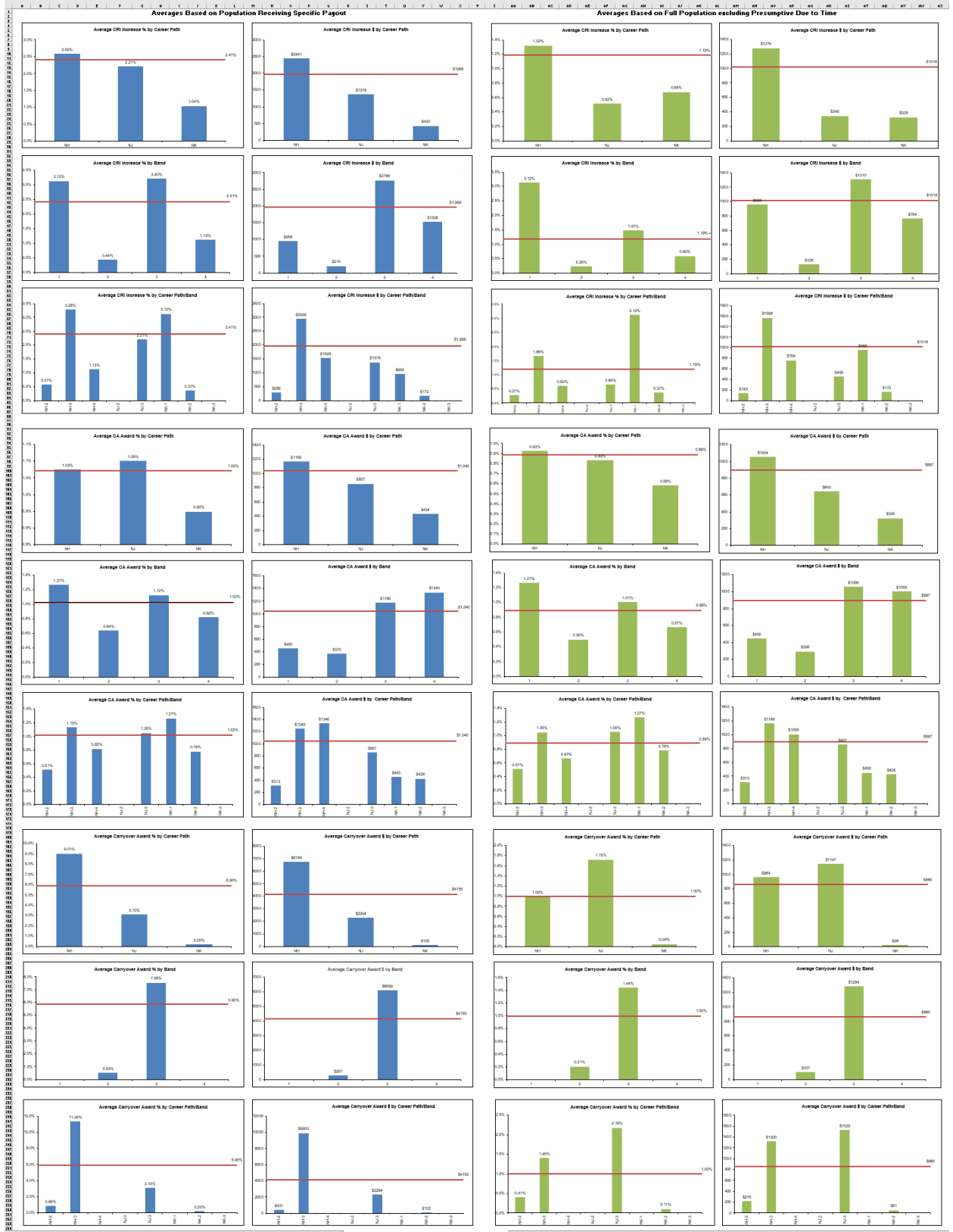
----- Averaged Across the Whole Analyzed Population -----											
	Number of Employees Analyzed	Average CRI (Salary) Increase <sup>3</sup>			Average Carryover <sup>3</sup>			Average CA Award <sup>4</sup>			
		Number Receiving	\$	%	Number Receiving	\$	%	Number Receiving	\$	%	
Entire Population:	16	11	\$1,215	1.27%	5	\$380	0.40%	15	\$2,153	1.94%	
<b>Career Path</b>											
NH	13	9	\$1,362	1.33%	4	\$444	0.43%	12	\$2,264	1.89%	
NJ	2	1	\$51	0.07%	1	\$155	0.22%	2	\$1,612	1.94%	
NK	1	1	\$1,625	3.53%	0	\$0	0.00%	1	\$1,798	3.36%	
<b>Band</b>											
2	2	2	\$864	2.01%	1	\$155	0.36%	2	\$1,465	2.94%	
3	10	6	\$695	0.74%	3	\$548	0.58%	9	\$1,910	1.73%	
4	4	3	\$2,691	2.16%	1	\$71	0.06%	4	\$3,107	2.16%	
<b>Career Path/Band</b>											
NH-3	9	6	\$772	0.83%	3	\$609	0.65%	8	\$1,889	1.73%	

## Payout Charts by Group Worksheet

The **Payout Charts by Group** displays bar charts of the statistics (\$ and %) provided by **Payout Statistics by Group** worksheet. A trend line shows the average across pay pools. This worksheet contains the following charts:

- Average CRI Increase by Career Path
- Average CRI Increase by Band
- Average CRI Increase by Career Path/Band
- Average CA Award by Career Path
- Average CA Award by Band
- Average CA Award by Career Path/Band
- Average Carryover Award by Career Path
- Average Carryover Award by Band
- Average Carryover Award by Career Path/Band

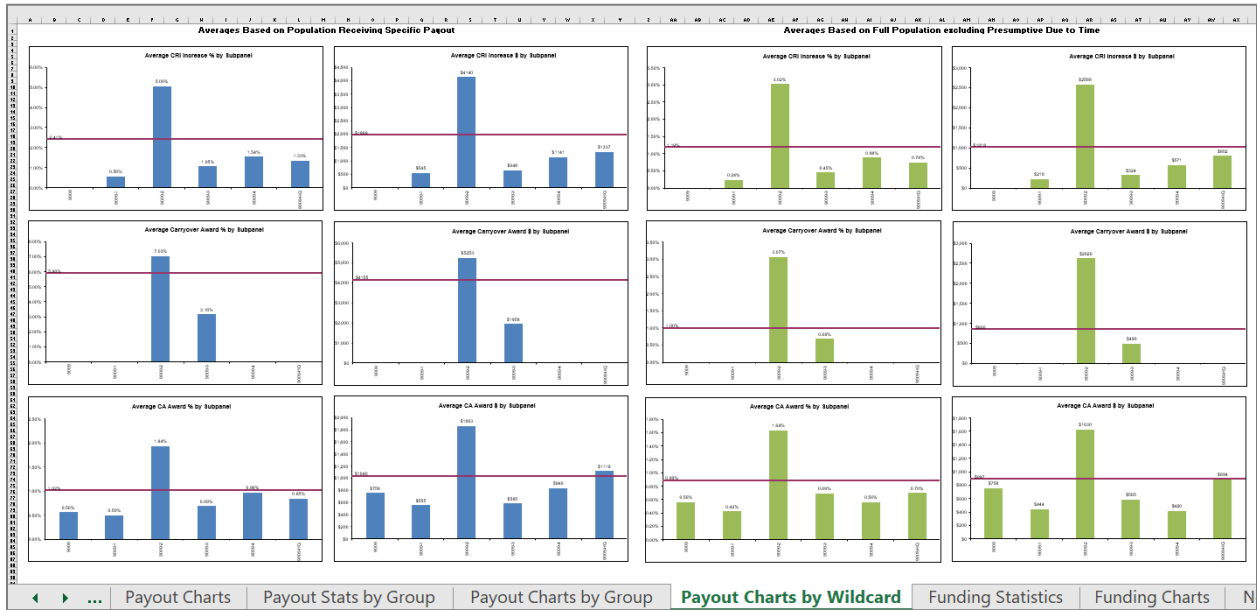
The blue bar charts reflect the statistics that are dependent on population receiving. The green bar charts (on the following page) reflect the statistics across the whole population (except Presumptive Due to Time).



## Payout Charts by Wildcard Worksheet

The **Payout Charts by Wildcard** worksheet displays bar charts of the statistics (\$) and (%) for the Wildcard selected for analysis on the **Payout Statistics by Group** worksheet. A trend line shows the average across groups. Similar to the Payout Charts by Group, there are blue bar charts dependent on receiving the increase vs green bar charts for the entire population. This worksheet contains the following charts:

- Average CRI Increase by Wildcard
- Average Carryover Award by Wildcard
- Average CA Award by Wildcard



## Funding Statistics Worksheet

The **Funding Statistics** worksheet provides statistics on funding amounts budgeted and allocated through the pay pool process. The budget is represented in the Inputs section and the allocations are represented in the Outputs section. Data is provided across pay pools and by individual pay pool.

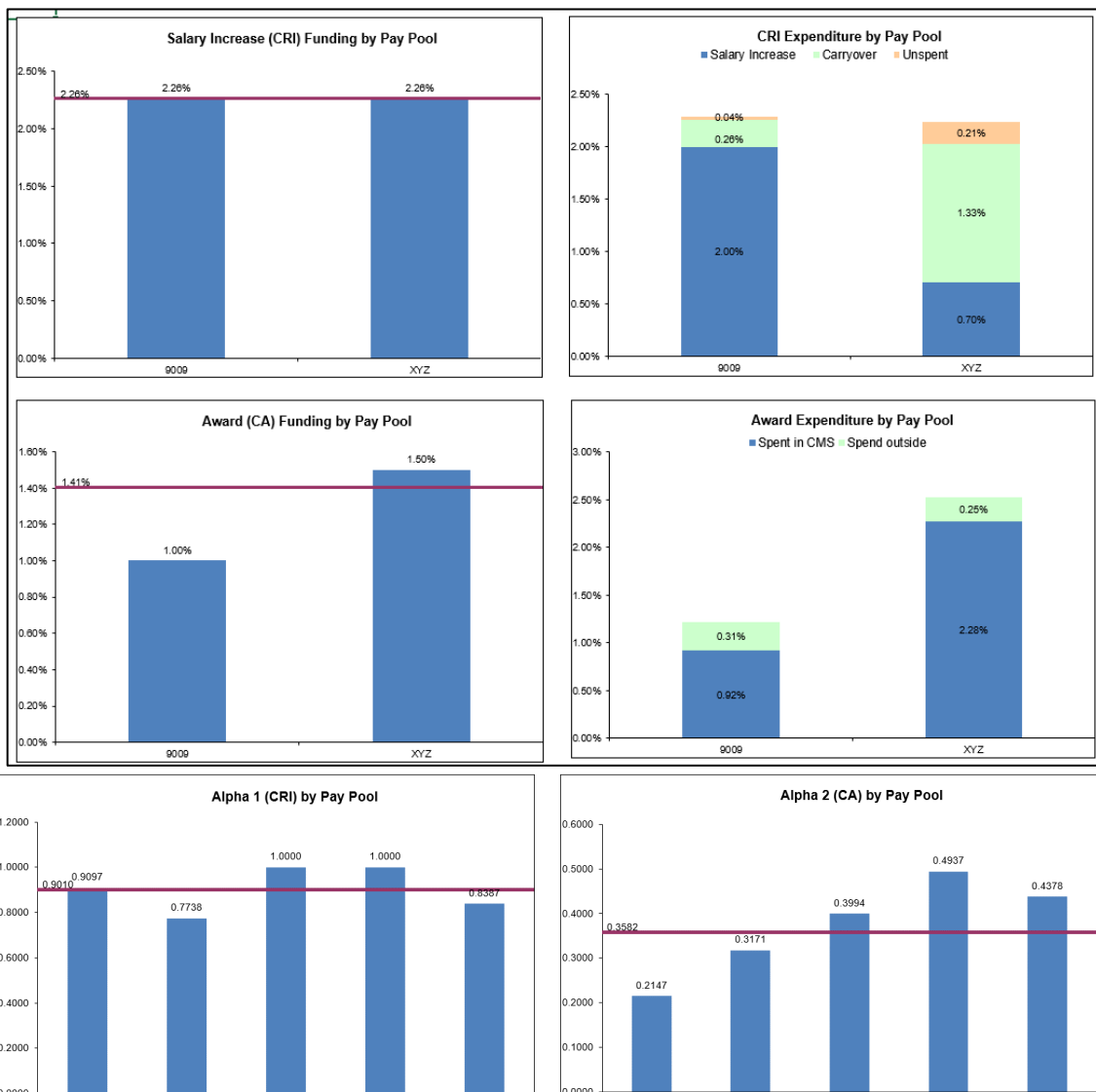
Number of employees and total salaries (basic and adjusted) are presented at the top of the sheet. Flags indicating usage of the new proration or time off capabilities are present as well. Inputs include the dollar amount and percent budgeted for salary increases and awards. Outputs include the approved salary increases/awards totals and the difference between the budgeted amount and the amount allocated. This section also provides the percent of total basic salary spent on salary increases and carryover and the percent of adjusted salary spent on awards.

Funding Statistics				
	Overall	9009	9999	
Total Employees	30	15	15	
- Retained Employees	0	0	0	
- Presumptive SPL	2	1	1	
Sum of Base Salary (limit to band max)	\$2,815,914	\$1,407,957	\$1,407,957	
Sum of Adjusted Base Salary (cap EXIV)	\$3,265,054	\$1,632,527	\$1,632,527	
First AcqDemo Cycle		0	0	
Use OCS based Control Points		No	No	
OCS Control Point Target				
Proration Plan		non-CCAS	Discretion	
Time Off Plan		non-CCAS	non-CCAS	
<b>Inputs</b>				
Salary Increase (CRI)	2.26%	2.26%	2.26%	
CRI Set-aside (% of total)	1.38%	1.38%	1.38%	
% Budgeted Award (CA)	2.50%	2.50%	2.50%	
% Award Spending in CCAS		75%	75%	
Award Set-aside (% of total)	2.45%	3.27%	3.27%	
Salary Increase (CRI)	\$72,212	\$36,106	\$36,106	
CRI Set-aside	\$1,000	\$500	\$500	
\$ Budgeted Award (CA)	\$81,626	\$40,813	\$40,813	
\$ Award Spending in CCAS	\$61,220	\$30,610	\$30,610	
Award Set-aside	\$2,000	\$1,000	\$1,000	
Beta 1 (CRI Target)		0.	0.	
Beta 2 (CA Target)		1.	1.	
<b>Outputs</b>				
Alpha 1	0.6139	0.6139	0.6139	
Alpha 2	0.2013	0.2013	0.2013	
Approved CRI	\$22,610	\$11,305	\$11,305	
Carryover to Award	\$48,590	\$24,295	\$24,295	
Spent CRI	\$71,200	\$35,600	\$35,600	
Remainder CRI	\$1,012	\$506	\$506	
CA Awards	\$56,368	\$28,084	\$28,284	
Total Awards	\$104,958	\$52,379	\$52,579	
Remainder Award	\$1,859	\$804	\$1,055	
Non-CCAS CA Spending	\$25,258	\$12,729	\$12,529	
CRI % of Base Salary spent on Salary Increase	0.80%	0.80%	0.80%	
% of Base Salary spent on Carryover	1.73%	1.73%	1.73%	
% of Base Salary unspent	0.04%	0.04%	0.04%	
CA % of Adj Salary Spent in CMS	1.73%	1.72%	1.73%	
% of Adj Salary for outside CMS	0.77%	0.78%	0.77%	

## Funding Charts Worksheet

The **Funding Charts** worksheet displays bar charts of the statistics (%) provided by the **Funding Statistics** worksheet. A trend line shows the average across pay pools. This worksheet contains the following charts by pay pool:

- Salary Increase (CRI) Funding
- CRI Expenditure – carryover amount identified
- Award (CA) Funding
- Award Expenditure
- Alpha 1 (CRI)
- Alpha 2 (CA)



## Net Draw Analysis Worksheet

The Net Draw Analysis worksheet provides a summary of net draw statistics by career path/band, career path, broadband, Wildcard, and the entire population. This analysis considers the difference between the amount of an employee’s payout and the dollar amount that was contributed to the pay pool fund based on the employee’s basic salary, adjusted salary, and the funding levels. The formula is as follows:

$$\text{Net Draw \%} = (\text{Received} - \text{Contributed}) / \text{Basic Pay}$$

If an employee receives a payout greater than the dollar amount that was contributed to the pay pool fund as a percent of their basic salary, then the net draw is a positive percent. The net draw percent is a negative if the employee receives a lesser amount in a payout than what was contributed to the pay pool fund as a percent of their basic salary.

### Example

An employee earns \$60,000 as a basic salary with \$5,000 locality pay. The pay pool funds CRI at 2% and CA at 1.5%. The employee therefore contributed \$2,175 (60,000\*0.02+65,000\*0.015). The employee received a \$2,500 (CRI increase plus carryover plus award) payout resulting in a positive net draw – she received a greater payout than what she contributed to the pay pool fund. Had the employee received a \$1,000 payout, her net draw would be a negative.

	A	B	C	D	E	F	G	H	I
1	<input type="checkbox"/> Only visible rows from Data tab		<b>Net Draw Analysis</b>						
2	Net Draw is a measure used to compare the payouts between groups of employees. Net Draw % = (Received – Contributed) / Basic Pay*								
3	*Basic Pay is limited to band max for retained pay employees								
4	Analyzed Population excludes presumptives due to time								
5					Number of Employees Analyzed	Received	Contributed	Basic Pay	Net Draw %
6									
7		Entire Population:			16	\$ 59,966	\$ 67,825	\$ 1,524,742	-0.52%
8									
9		<b>Career Path</b>							
10									
11		NH			13	\$ 52,909	\$ 59,432	\$ 1,335,436	-0.49%
12		NJ			2	\$ 3,634	\$ 6,351	\$ 143,222	-1.90%
13		NK			1	\$ 3,423	\$ 2,043	\$ 46,084	2.99%
14									
15		<b>Band</b>							
16									
17		2			2	\$ 4,966	\$ 3,813	\$ 85,997	1.34%
18		3			10	\$ 31,525	\$ 41,962	\$ 941,449	-1.11%
19		4			4	\$ 23,475	\$ 22,050	\$ 497,296	0.29%
20									
21		<b>Career Path/Band</b>							
22									
23		NH-3			9	\$ 29,434	\$ 37,381	\$ 838,140	-0.95%
24		NH-4			4	\$ 23,475	\$ 22,050	\$ 497,296	0.29%
25		NJ-2			1	\$ 1,543	\$ 1,770	\$ 39,913	-0.57%
26		NJ-3			1	\$ 2,091	\$ 4,581	\$ 103,309	-2.41%
27		NK-2			1	\$ 3,423	\$ 2,043	\$ 46,084	2.99%
28									
29		<b>Office Symbol</b>							
30									
31		Div 1			4	\$ 14,603	\$ 16,205	\$ 365,474	-0.44%

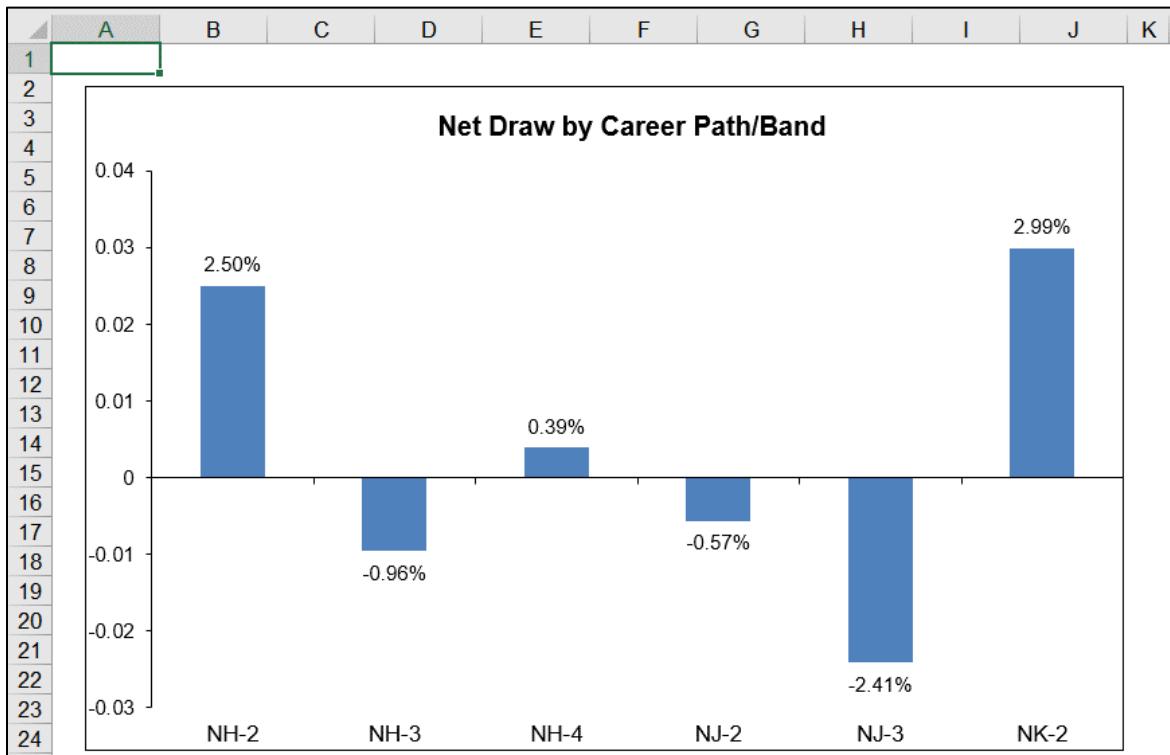


## Net Draw Charts Worksheet

The **Net Draw Charts** worksheet displays bar charts of the statistics (%) provided by the **Net Draw Analysis** worksheet. This worksheet contains the following charts:

- Net Draw by Career Path/Band
- Net Draw by Career Path
- Net Draw by Band
- Net Draw by Wildcard

The bars above the axis are groups that have contributed less than they received in payouts. Groups with bars below the axis contributed more than they received in payouts.



## Enhanced Flexibilities

A number of new flexibilities were added during the 2020 and 2021 cycle to allow pay pools more options in the distribution of CA Funds and the split of CRI money. This worksheet informs the user as to the extent of usage for these new flexibilities

<input type="checkbox"/> Only visible Data tab rows									
<b>Enhanced Flexibilities</b>									
		<b>Time-Off Awards</b>				<b>Proration</b>		<b>Salary Split</b>	
	Number of Employees	No. Receiving Time-Off	% Receiving Time-Off	Total Time-Off Hours	Average Time-Off Hours*	Number Prorated	Average Pct Proration*	Number Split	Average Split*
<b>Entire Population:</b>	16	3	18.8%	78	26.0	1	99.8%	1	25.0%
<b>Pay Pool</b>									
4001	16	3	18.8%	78	26.0	1	99.8%	1	25.0%
<b>Career Path</b>									
NH	13	3	23.1%	78	26.0	1	99.8%	0	
NJ	2	0	0.0%	0		0		1	25.0%
NK	1	0	0.0%	0		0		0	
<b>Band</b>									
2	2	0	0.0%	0		0		1	25.0%
3	10	2	20.0%	44	22.0	1	99.8%	0	
4	4	1	25.0%	34	34.0	0		0	
<b>Career Path/Band</b>									
NH-3	9	2	22.2%	44	22.0	1	99.8%	0	
NH-4	4	1	25.0%	34	34.0	0		0	
NJ-2	1	0	0.0%	0		0		1	25.0%
NJ-3	1	0	0.0%	0		0		0	
NK-2	1	0	0.0%	0		0		0	

# CP-B Counts Worksheet

The **CP-B Counts** worksheet displays counts by career path and broadband combinations overall and by pay pool.

Counts by Career Path and Broadband			
	Overall	ABC	XYZ
<b>Number of Employees</b>	100	50	50
<b>Count of Employees by Career Path and Band</b>			
NH-1	0	0	0
NH-2	20	10	10
NH-3	40	20	20
NH-4	12	6	6
<b>NH Total</b>	<b>72</b>	<b>36</b>	<b>36</b>
NJ-1	4	2	2
NJ-2	0	0	0
NJ-3	4	2	2
NJ-4	6	3	3
<b>NJ Total</b>	<b>14</b>	<b>7</b>	<b>7</b>
NK-1	2	1	1
NK-2	10	5	5
NK-3	2	1	1
<b>NK Total</b>	<b>14</b>	<b>7</b>	<b>7</b>

Navigation tabs: Funding Statistics | Funding Charts | Net Draw Analysis | Net Draw Charts | Enhanced Flexibilities | **CP-B Counts** | Salary | RailReport

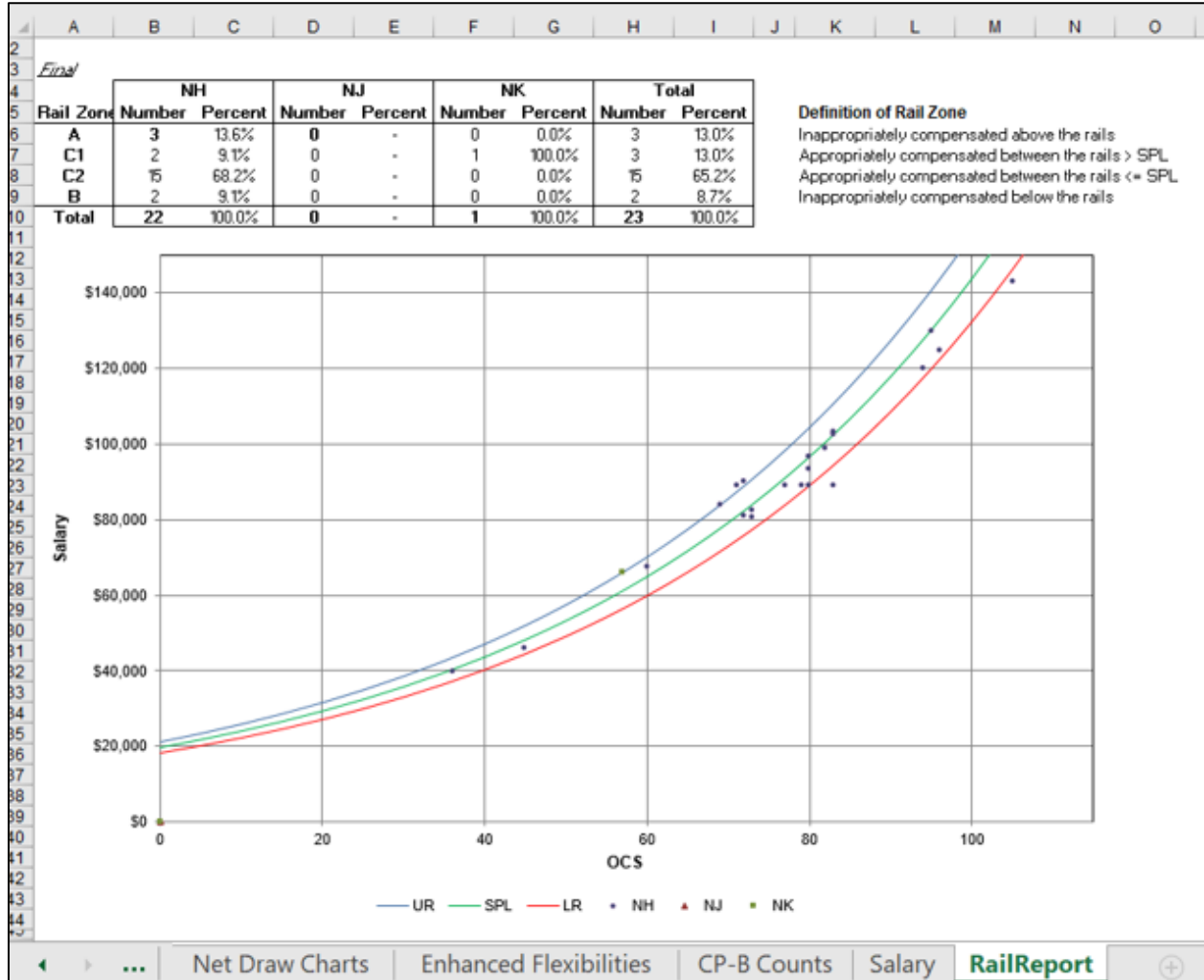
## Salary Worksheet

The **Salary** worksheet provides the average salary by career path and broadband for the entire population and for each pay pool.

Average Base Salary by Career Path and Broadband			
Retained Rate Employee Base Salary includes locality pay			
	Overall	11	XYZ
<b>Number of Employees</b>	79	15	64
<b>Average Base Salary for New Pay Year</b>			
NH-1			
NH-2	\$53,976	\$44,723	\$72,482
NH-3	\$87,397	\$93,608	\$86,126
NH-4	\$116,616	\$128,508	\$113,818
<b>NH Total</b>	<b>\$94,063</b>	<b>\$96,397</b>	<b>\$93,499</b>
NJ-1			
NJ-2			
NJ-3			
NJ-4			
<b>NJ Total</b>			
NK-1			
NK-2	\$49,523		\$49,523
NK-3			
<b>NK Total</b>	<b>\$49,523</b>		<b>\$49,523</b>
<b>Average Base Salary for Current Pay Year</b>			
NH-1			
NH-2	\$52,587	\$42,999	\$71,764
NH-3	\$85,880	\$91,696	\$84,690
NH-4	\$114,219	\$124,175	\$111,876
<b>NH Total</b>	<b>\$92,311</b>	<b>\$93,864</b>	<b>\$91,936</b>
NJ-1			
NJ-2			
NJ-3			
NJ-4			
<b>NJ Total</b>			
NK-1			
NK-2	\$48,488		\$48,488
NK-3			
<b>NK Total</b>	<b>\$48,488</b>		<b>\$48,488</b>
<b>Percent Change in Average Base Salary</b>			
NH-1			
NH-2	2.6%	4.0%	1.0%
NH-3	1.8%	2.1%	1.7%
NH-4	2.1%	3.5%	1.7%
<b>NH Total</b>	<b>1.9%</b>	<b>2.7%</b>	<b>1.7%</b>
NJ-1			
NJ-2			
NJ-3			
NJ-4			
<b>NJ Total</b>			
NK-1			
NK-2	2.1%		2.1%
NK-3			
<b>NK Total</b>	<b>2.1%</b>		<b>2.1%</b>

## Rail Report Worksheet

The Rail Report Worksheet displays a report of rail zones and an OCS chart that is used for the Aggregate Report generated from the Add-Ins menu bar.

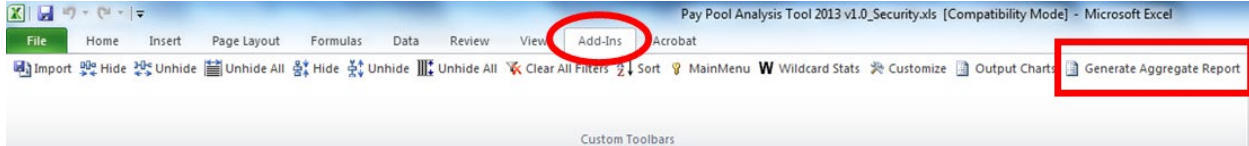


You may take a glance at the OCS chart and rail zone distribution on this worksheet for your information, but it is recommended that you use the Generate Aggregate Report function in the Add-Ins menu bar to create the summary charts to present aggregate data. Retained employees are plotted at their pay band maximum salary.

# Sharing Information

## Generating an Aggregate Report

The Generate Aggregate Report button in the Add-Ins menu bar creates a report that displays aggregate data for rail zones, OCS, delta OCS, salary increases and awards. When you select this button, a PowerPoint file opens, and you receive a prompt to name and save the file. The charts are imported into PowerPoint as pictures.



### AcqDemo Results FY22

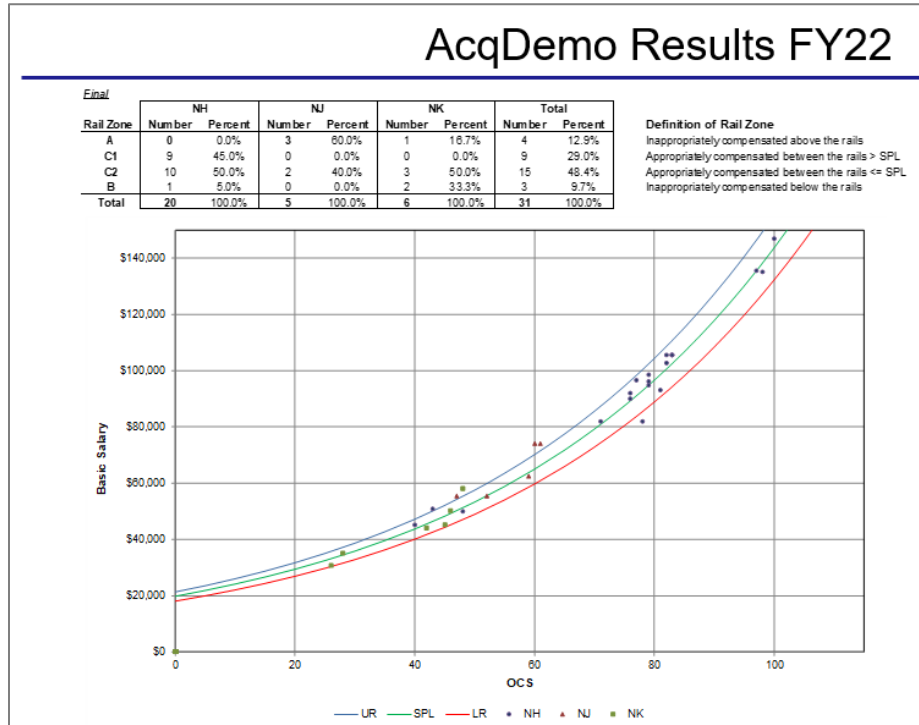
Only visible rows from Data tab

#### Payout Statistics by Group (Presumptive due to time excluded)

----- Averaged Across Only Those Receiving the Payment -----

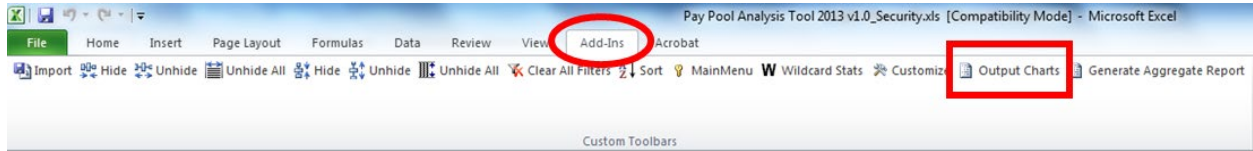
	Number of Employees Analyzed	Average OCS		Average CRI (Salary) Increase <sup>1</sup>			Average Carryover <sup>1</sup>			Average CA Award <sup>2</sup>		
		Average OCS	Average Delta OCS	Number Receiving	\$	%	Number Receiving	\$	%	Number Receiving	\$	%
Entire Population:	29	68.3	0.2	19	\$2,111	2.62%	11	\$1,481	1.68%	25	\$984	0.97%
Career Path/Band												
NH-2	2	45.5	-0.5	2	\$928	1.84%	0	\$0	0.00%	2	\$442	0.76%
NH-3	11	79.2	1.0	7	\$2,765	3.06%	5	\$1,502	1.46%	11	\$1,093	0.96%
NH-4	6	88.8	0.2	5	\$2,416	2.14%	2	\$2,290	1.89%	6	\$1,238	0.90%
NJ-2	2	49.5	-1.5	0	\$0	0.00%	1	\$1,999	3.61%	1	\$714	1.10%
NJ-3	3	60.0	-3.0	1	\$1,486	2.38%	1	\$91	0.95%	1	\$494	0.68%
NK-1	1	25.0	5.0	1	\$1,548	5.95%	0	\$0	0.00%	1	\$737	2.07%
NK-2	3	44.3	2.7	3	\$1,261	2.72%	2	\$84	1.69%	3	\$776	1.44%
NK-3	1	48.0	-5.0	0	\$0	0.00%	0	\$0	0.00%	0	\$0	0.00%

**NOTES:**  
 1 average based on those receiving, % weighted by basic pay (capped at band max) to include employees on retained pay  
 2 average based on those receiving, % weighted by adjusted basic pay (capped at EX-IV cap) and may include awards of employees covered by bargaining unit agreements



## Copying and Pasting into PowerPoint and Excel

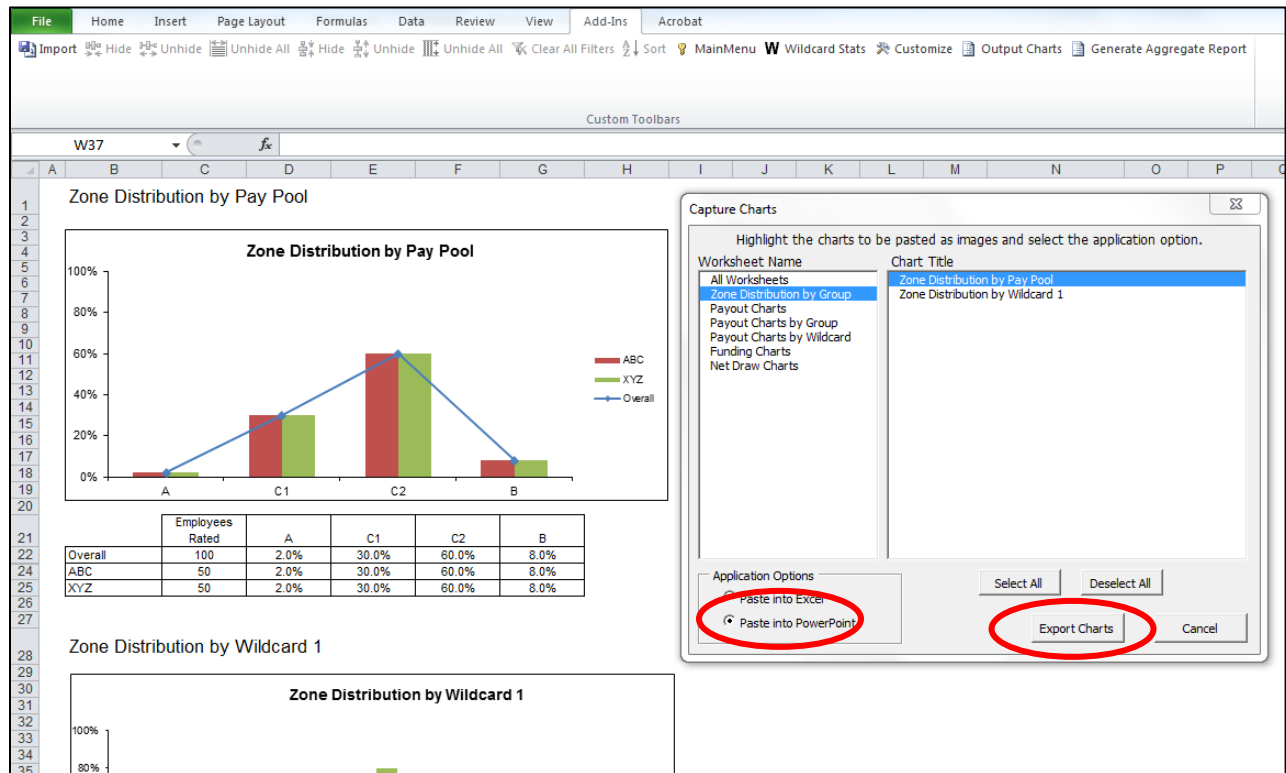
You can output charts directly from the PAT into PowerPoint presentations and into Excel. There is an Output Charts function in the Add-Ins menu bar. Using this function ensures charts placed into the applications are minus the underlying data.



## Copying Charts into PowerPoint

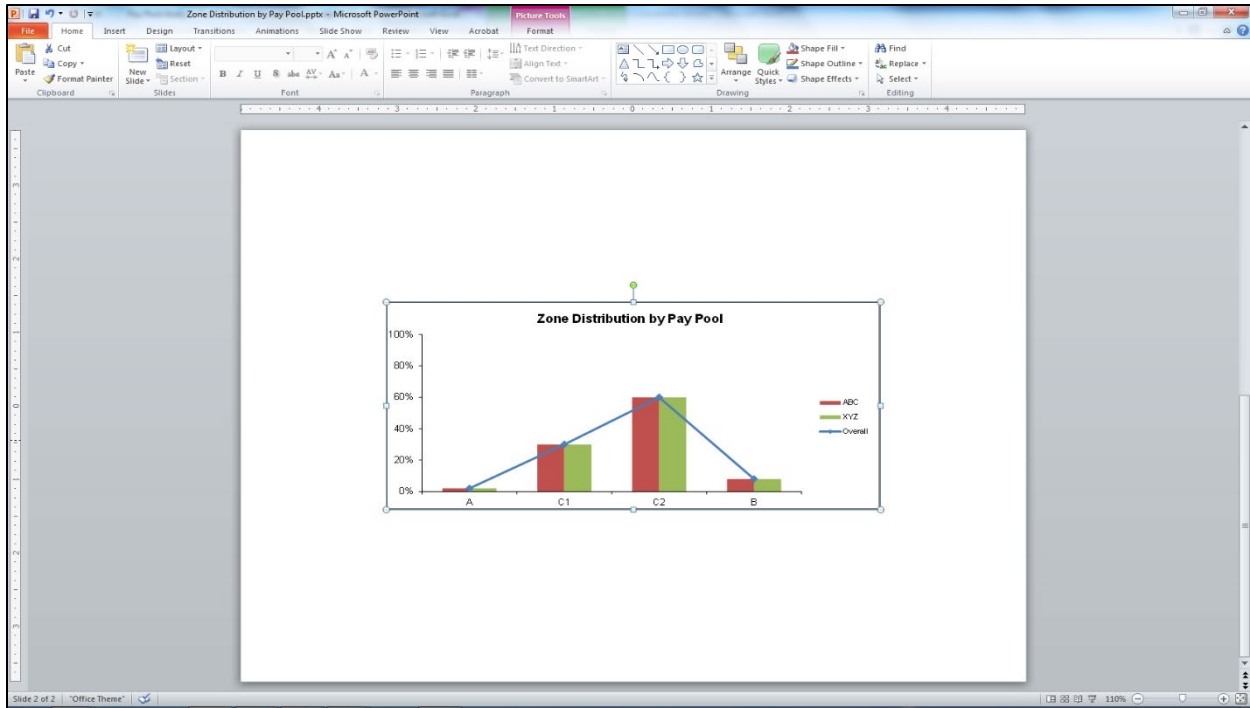
To copy charts from the PAT into PowerPoint:

1. Click on the “Output Charts” button in the Add-Ins menu bar. This opens a selection window listing the available worksheets and charts.
2. Select the worksheet and the specific chart(s) you want to capture.
3. Under Applications Options, select the radio button for “Paste into PowerPoint.”
4. Select the “Export Charts” button. This opens a new PowerPoint file with your selected charts and a prompt to name and save the file. Charts are imported into PowerPoint as pictures.

A screenshot of the Microsoft Excel interface showing a chart titled "Zone Distribution by Pay Pool" and a data table. The chart is a grouped bar chart with a line series. The data table below the chart shows the following data:

	Employees Rated	A	C1	C2	B
Overall	100	2.0%	30.0%	60.0%	8.0%
ABC	50	2.0%	30.0%	60.0%	8.0%
XYZ	50	2.0%	30.0%	60.0%	8.0%

The "Capture Charts" dialog box is open, showing the chart selected and the "Paste into PowerPoint" option chosen. The "Export Charts" button is also highlighted with a red circle.



## Copying Charts into Excel

To copy charts from the PAT into Excel:

1. Click on the “Output Charts” button in the Add-Ins menu bar. This opens a selection window listing the available worksheets and charts.
2. Select the worksheet and the specific chart(s) you want to capture.
3. Under Applications Options, select the radio button for “Paste into Excel.”
4. Select the “Export Charts” button. This opens an Excel file with your selected charts and a prompt to name and save the file. Charts are imported into Excel as pictures.



Import Hide Unhide Unhide All Hide Unhide Unhide All Clear All Filters Sort MainMenu Wildcard Stats Customize Output Charts

Custom Toolbars

U15

Zone Distribution by Pay Pool

Employees	Rated	A	C1	C2	B
Overall	114	8.8%	18.4%	64.0%	8.8%
901	39	2.6%	23.1%	61.5%	12.8%
902	75	12.0%	16.0%	65.3%	6.7%

Zone Distribution by Wildcard 1

Zone Distribution by Wildcard 1

Capture Charts

Highlight the charts to be pasted as images and select the application option.

Worksheet Name: Zone Distribution by Group  
Chart Title: Zone Distribution by Pay Pool

Application Options:  
 Paste into Excel  
 Paste into PowerPoint

Select All Deselect All  
Export Charts Cancel

Zone Distribution by Pay Pool.pptx - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Acrobat

Calibri 11 A A

Clipboard Font Alignment Number Styles

Normal Bad Good  
Calculation Check Cell Explanatory

P23

Zone Distribution by Pay Pool

100%  
80%  
60%  
40%  
20%  
0%

A C1 C2 B

ABC XYZ Overall

Zone Distribution by Group

## Copying Data from Worksheets

You can copy and paste data from the PAT to another Excel file to conduct additional analysis or to create additional views.

To copy selected data to a new spreadsheet:

1. Select the cells you want to copy.
2. Select “Copy” from the Home menu bar or right click and select “Copy.”
3. Open the spreadsheet you want to copy the data into.
4. Select “Paste Special” from the Home menu bar or right click and select “Paste Special.”
5. Select the “Values” radio button under Paste in the Paste Special window and click “OK.”  
The data will be pasted as it exists in the PAT worksheet including any hidden columns.
6. As an extra step to allow the data to look more presentable in the new location, immediately select “Paste Special” again and select “Formats.”
- 7.

