Welcome to the Fall 2018 AcqDemo Spreadsheet training.

This training describes how to use the SubPanel Spreadsheet, the Compensation Management Spreadsheet (or CMS) and the Pay Pool Analysis Tool (or PAT) in support of the AcqDemo appraisal process.

This training has been refreshed for Fiscal Year 2018.
As you complete this course, you will understand how the latest Federal Register changes have affected the spreadsheets.

Besides changes from last year’s spreadsheets, we’ll review some of their main functionalities and understand how they are structured – we’ll go over each tab and describe their individual functions.

We’ll also go over the role of the pay pool administrator and learn the concept of a round trip, which refers to the relationship between the spreadsheets and the online tool.

Most of you will be using the spreadsheets to support a subpanel or pay pool panel meeting. We’ll describe how they should be used during these meetings.

Finally we’ll go over the PAT and the many statistical reports it can generate for one or several pay pools.
Besides reducing the number of factors from 6 to 3, FRN changes introduce additional values for Very High Scores, Performance Appraisal Quality Levels (PAQL) and revised handling of Temporary Promotions.

These changes are implemented in the spreadsheets.
With the latest Federal Register, organizations can recognize employees above the 100 score limit, depending on their career path and level, for each of the 3 factors.

For example, an NH4 could be assigned a categorical score of VH-L on Job Achievement and/or Innovation. The related numerical score is 105.

As a pay pool administrator, you need to capture the decisions from the pay pool panel members and first enter the desired categorical score from the drop down list, then select the related numerical or “Final” score.

See the reference table indicating the available categorical score by career path and by level.

This functionality is available in the subpanel spreadsheet and the CMS.

As before, use the Validate function from the Add-ins to confirm the categorical and final scores align properly.
The latest Federal Register introduces the concept of quality of performance into AcqDemo.

For each of the 3 factors, organizations select a Performance Appraisal Quality Level (also knows as PAQL and pronounced Pay Quill) after assessing employees’ performance in achieving their expected contribution results.

The available values are Level 1 – Unacceptable; Level 3– Fully Successful and Level 5 – Outstanding.

These values are available as drop down options in the CMS and SubPanel Spreadsheets and will be averaged to calculate the employee’s annual rating of record.
The latest Federal Register changes introduce a new concept on handling handle temporary promotion salary adjustments, where such adjustments to salaries while on a ratable temporary promotion assignment will be applied to the temporary salary not the employee’s permanent position salary.

As a Pay Pool Administrator, use CAS2Net to setup the Temporary Promotion status for an employee. Once that setup is made in CAS2Net, the import file into the CMS and the Subpanel, will have a “Yes” or “No” flag indicator., where yes is used only for ratable temporary promotions.

In the CMS, the Temporary Promotion flag gets downloaded to Col O
In the SubPanel Spreadsheet, the Temporary Promotion flag gets downloaded to Col P.

Employees on ratable temporary promotions should be in the CMS of the pay pool for their temporary promotion. All others should be in the CMS for the pay pool of their permanent position.
Let’s discuss the role of the Pay Pool Administrator
The Pay Pool Administrator or PPA is responsible for the accuracy of the personnel data in CAS2Net.

A few recommendations:

• Stay abreast of all pay pool advisories sent by the PMO, which share information about any system bugs, software updates, and other emerging issues that may impact your pay pool activities.

• Check the status of your organization’s progress using CAS2Net status reports. Become familiar with your organizations’ CCAS timeline to ensure all meetings happen on a timely basis and that you are prepared to support those meetings.

• Learn how to use the software (both CAS2Net and Spreadsheets) and be ready to produce reports that will support the decision making of your pay pool and sub pay pool panel members.

• Go to Pay Pool Notices in CAS2Net to find your bi-weekly Discrepancy Report. Posted on or about the Friday after the start of each pay period. Verify any discrepancies noted by correcting CAS2Net data or confer with personnel.
Ask to see your organizations business rules then become familiar with them. For example, while most first level supervisors are limited to assigning categorical scores, some organizations encourage supervisors to assign integer scores as well. As a PPA, you need to know what is the business rule for your organization.

The result of the sub-panel meeting is that every employee should have integer factor scores for all three factors.

Support your panel members during the meetings: For example, start with one employee’s record and review it carefully. Review and discuss the employee’s self-appraisal and the supervisor’s appraisal.

Refer to the descriptors and discriminators to help panel members reach a decision on a factor score. Support the discussion and capture the decisions into the CMS or the Sub Panel spreadsheet.
CAS2Net gets some of its data from DCPDS, such as names, salaries, position. The PPA adds and/or corrects information such as adding the supervisory structure and pay pool information.

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 of data.
A round trip happens when data gets downloaded and uploaded between the Spreadsheets and CAS2Net. The Spreadsheets are sometimes called the offline tools, because they allow organizations to capture and store decisions from pay pools without having to login to CAS2Net, the online tool.

When the data entered into a spreadsheet during a pay pool meeting is uploaded into CAS2Net using the export file, it writes over what was in CAS2Net with the new pay pool decisions.

Data can also be downloaded from CAS2Net into the Spreadsheets using the import file.
Sometimes, a new version of a spreadsheet is published because it needs a software fix.

The new spreadsheet is made available for download from CAS2Net Pay Pool Notices.

One application of a round trip is that the PPA can safely replace the existing spreadsheet with the new one and keep any data already stored in the existing spreadsheet:

First, the PPA exports the data from the spreadsheet for upload to CAS2Net using the Export function

After downloading the new spreadsheet, the PPA simply downloads and imports the stored data from CAS2Net into the new, fixed spreadsheet, without having to re-enter any data.

Always remember that the data must be uploaded to CAS2Net to start the process.
To ensure CAS2Net data records are up to date, Pay Pool Administrators access the CAS2Net Pay Pool Notices module to download and review discrepancy reports that identify mismatches between what is in CAS2Net and what is in DCPDS. PPAs update the CAS2Net records if the discrepancy is confirmed.

It is important for PPAs to access Pay Pool Notices and review these discrepancy reports. Otherwise, the pay pool work will need to be redone when the data is finally corrected.
Keeping the records up to date gets done in CAS2Net. Remember that only some of the data fields that can be edited in the spreadsheets, including scores, control point decisions and discretionary awards.

All other fields such as salaries, names, locality, etc must be corrected in CAS2Net using the Data Maintenance module.

If you discover a salary error during a pay pool, for example, do a round trip: export and upload your existing data into CAS2Net, correct the record in CAS2Net Data Maintenance, download and import back into the Spreadsheet.
In the spreadsheet, cells are protected (that’s why you need to do a round trip to correct that data in CAS2Net) but some cells are editable. You can tell you can edit a cell if it is yellow. White cells are protected while grey cells are not applicable.

The Spreadsheets have a number of “wildcard” columns that can be used to record data, provide information, store formulas and other entries that would be helpful to support a pay pool. For example, you can use wildcard to establish categories within your pay pool (such as “HQ” and “Field”) simply by filling out the wildcard cell for each record. Note that you can then create your own statistical categories based on the ones you have defined for your organization.

Note that formulas won’t be kept through a round trip unless you enter that formula in the yellow cell at the bottom of your list of records, below the wide gray line after the last person’s record.
Let's discuss how to prepare for a sub panel or pay pool panel session
Preparing for a panel meeting starts in CAS2Net.
Login to CAS2Net as a PPA, and select “Offline Interface” from your PPA menu

This is when you must download records stored in CAS2Net. The way to do that is to use the “Download Employee Data” button which will generate an import file for your CMS or Sub Panel spreadsheet.

Make sure to select the correct pay pool from the picklist and choose the file you need
From the OFFLINE INTERFACE, select the pay pool for which you are preparing your spreadsheet

Click DOWNLOAD button

CAS2net displays the files that are available for download

Click on the selected file to download
To ensure you select the correct file, CAS2Net uses a naming convention that helps identify whether the file is a CMS import file or Sub Pay Pool import file.

An “Import file” downloads data from CAS2Net to CMS or Sub Panel
An “Export file” uploads data from CMS or Sub Panel spreadsheet back to CAS2Net, which is considered to be the “Master”
Both Import and Export files are text files, which means their extension is “CSV”

When you download from CAS2Net to the CMS, look for the one that shows the pay pool name followed by “to_CMS”.

When you download from CAS2Net to the SubPanel spreadsheet, look for the one that shows the pay pool name followed by “to_SubPanel”; for SubPanel import files, the name of the Sub Pay Pool manager is added to the file name.

When you are ready to upload your meeting data back to CAS2Net, use the “Export” button on either the SubPanel or CMS and generate an export file.
The Export filename from CMS shows the pay pool name followed by “to_Master” and the extension .csv

The Export filename from a Sub Panel spreadsheet shows the pay pool name followed by “to_Master”, the name of the Sub Panel Manager and the extension “CSV”
This is an example of what a CSV file looks like.

It is a dataset formatted to support the Import or Export function between CAS2Net and the spreadsheets.

Do not attempt to edit the text files manually, because that may cause your spreadsheets to malfunction or even crash.
After you download the latest version of the CMS from CASNet, save it in a folder on your computer or laptop.

Download the Import file from CAS2Net and save it in the same folder where you saved your CMS file. This is very important: the CMS import function will not work if the files are not in the same folder.

The CMS and SubPanel run multiple macros in the background to process the data and perform calculations. These macros need to be enabled in order for your CMS or Subpanel spreadsheet to work properly. Click on the “Enable Content” button to initiate the spreadsheet macros.
After you enable the macros, it’s time to import your records into the CMS using the “Import” button. Remember to have the “import” file saved in the same folder as your CMS.
If you are working in a Cloud environment, you may experience a problem trying to import your text file into your spreadsheet.

This may affect the CMS, the SubPanel and the PAT

If the import does not work, you should save both your import file and your spreadsheet to a local drive, such as your hard drive that is not linked to a network resource.

Make sure your spreadsheet and it import file are both in the same folder.
The add-in function is available on each tab at the top of your toolbar. Add-ins offer functionalities such as copy, export, hide, unhide, etc. that may not be available in Excel in the CMS.

Click on “Add-in” to reveal the options available for the tab you are working in. Each tab has its own set of options. For example, the Contents tab offers “copy”, “Import”, “Export”, “Output Charts” and also “Grievance” giving you access to the Grievance Calculator.

The Data tab has many options to help you display records during your pay pool panel meeting including hide, unhide, filter, sort, highlight, column width, as well as Validate your records and clear circles.
The first time you import your data records for the new cycle, you may have picked up some wildcard data from last year or some remarks you had entered for your Part I.

Entering “yes” clears it all so you can start from scratch for the new cycle.

Entering “no” keeps it and you can re-use old formulas and remarks from last year.

Once you do a round-trip, whatever is uploaded with the spreadsheet will overwrite what was in CAS2Net last year, including all wildcards.
As you start importing your data, the Import function displays a blue indicator that shows the progress of the import.

This may take while, so do not press anything until the “Import Complete” message comes up and you click “OK”
Let see how to use the Sub pay pool spreadsheet for a sub pay pool session
As you do for the CMS, you must first download the latest version of the Sub Panel Spreadsheet from CAS2Net and save it in a folder on your computer.

You must also download an Import file for your subpanel and save it in the same folder where you saved your Sub panel Spreadsheet.

Remember the naming convention: look for a file with the pay pool name, followed by “to_Subpanel” and the name of the Sub Panel manager. All import files will have a ‘CSV” extension.
It is important to set aside some time to prepare for the subpanel meetings. By the end of October, as the PPA, check with the supervisors that all employees have completed their self-appraisals and that the supervisors have completed their appraisals.

You can run a status report from CAS2Net. You can also generate the Part II and Part III reports as read aheads to help pay pool panel members get ready to the meeting.

The supervisors should have assigned categorical scores for each of the 3 factors and also the Performance Appraisal Quality Level scores (PAQL) that they want to recommend to the sub panel members.
Use this short checklist to see if you are ready!

For the Subpanel:
- Make sure all records are up to date in CAS2Net by October 1
- Confirm all self appraisals and supervisor appraisals have been done

You may want to print the Part II and Part III and bring them to the meeting or send as read-ahead

Make sure you apply all PII protection measures when printing reports
To maintain all Macros in your spreadsheet functional, save it as an “xlsm” which is Excel with Macros.

Not saving the macros will cause your spreadsheet to malfunction or crash next time you want to open it.

As a matter of process, it is a good idea to “export” all data records after each meeting, save it on your computer and upload it to CAS2Net.

If something happens to your spreadsheet because you did not save it as a .xlsm, you can always download a fresh copy and download your saved data from CAS2Net (doing a round trip)

Saving the data and having an organized file naming and folder structure are the key to not losing data!
A sub panel meeting is held to normalize scores across your organization

This ensures that supervisors who tend to score too high or too low are brought in line with the rest of the sub-panel. The Meeting helps supervisors get a shared understanding of the meaning of each score; Most supervisors assign a categorical or preliminary score (such as 2L or 3H) before the sub panel meeting, in CAS2Net. However, some organizations expect supervisors to also assign a numeric score and a performance score. Refer to your organization's business rules to find out what is expected from your supervisors.

It is important to remember that the Sub Panel meeting is expected to normalize scores. It does not discuss any salary or award decisions

For the organization pictured, there would be 4 sub-panels: one for each sub-panel manager to review the employees under the supervisors, and one run by the PPM to rate the supervisors.

The sub-panel managers are direct reports to the PPM and do not go to a sub-panel; however, the PPM reviews the scores of the direct reports with his or her supervisor.
Scores need to be consistent across employees based on the factors descriptors and discriminators.

You can use the "Group into Categories" functionality to achieve the normalization of your sub panel's employees scores.

You can visualize your employee's names by category and rank order them to help assign integer scores.

Note that the PAQLs are entered into the spreadsheet data tab directly. The PAQLs are assigned based on the descriptors, not from rank ordering.
From the “Contents” tab, click on “Group into Categories”
Use this screen to group employees into categories based on their contributions

Do this for career path, factor, scoring level
Look at the list of names. During the subpanel meeting, you may get the direction to move people around, whether to rank order them in one category, or to move them to different categorical score, lower or higher level.

In this example, Lance Lawrence is still unrated. Note that you can move any employee to the “Unrated” section if the panel has a difficult time making a decision. You may consider the “Unrated” section as a parking lot until the panel is ready to make a decision.

Let’s say that the panel wants to assign a “3M” to Lance. Click on his name and then click the button that says “Move from Unrated”
Use the Assign categorical score interface to assign the categorical score that gets decided by the sub panel members
Make sure the click on the “apply” button
Another way to assign scores is to move the name of the employee to another column.

In this example, let’s assume that the sub panel members now decide to change Lance Lawrence’s score to a 3L.

Locate the Employee Movement interface (top middle). All you need to do is highlight the name of the employee and click on the "left" button to move the employee to the “3L” column –
This screen confirms that Lance Lawrence has been assigned to the “3L” category.
The Employee Movement interface is available for moving employees to a higher category (right), a lower category (left), and also to rack and stack employees within a category, with up or down buttons.

As seen earlier, use the “move to unrated” if the sub panel members cannot make an immediate decision on a score for any employee. Once they are ready to decide on a score, use the “move from unrated” to assign the score.

Other functions include grouping by career path, by factor and by level.
Once the sub panel members are satisfied that employees are similar in their contribution within each category, it is time to start assigning integer or numeric scores.

Double click on an employee's name to display the “assign integer score” interface. From the drop down list, select the integer score decided by the sub panel members.

Note that the list of available scores will be limited to the scores aligned with the categorical score that was assigned to the employee.
In our example, Lance Lawrence was assigned a numerical score of 63.

The numerical score is displayed next to the employee’s name; the score will also be reflected in the data tab and other applicable tabs after you hit the apply button. You do not have to re-enter the numeric score in the data tab.
This is the main data entry section of the Data Tab. Note that data entered using group into categories will appear in columns Y to AD.
The Rank Order interface gives you a way to sort employees based on their score and also group them by factor and/or career path. It sorts the scores from highest to lowest or lowest to highest by career path.

This functionality is available from the Matrix tab of the Sub Panel Spreadsheet.
The rails report is available from the Rails tab of the Sub Panel spreadsheet.

The definition of the various Rails is displayed on the right side of the screen.

This report allows pay pool panel members to see the distribution of employees in the A zone (above the upper rail), the B zone (below the lower rail), C1 zone which is above the SPL but on or below the upper rail, and C2 zone, which is on or below the SPL but on or above the lower rail.
The rails report displays both counts and percentages by zone

Rails Report

- 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
The OCS Results current pay and 2018 SPL shows the distribution of current pay to OCS for each employee, represented by a dot.

This is a good visual for sub pay panel members to look at, to assess how their workforce is distributed across the zones.

If there are less than 256 people in the subpanel, the name of each employee and their current salary is displayed if you hover the mouse over the dot.

Note that a different shape and color of dot is used for each career path.
We are now going to review how to use the Compensation Management Spreadsheet for a pay pool panel meeting.
The pay pool meeting usually is held following the completion of all sub pay pool panel meetings.

While sub pay pool meetings were focused on normalizing and assigning numeric scores, the pay pool meeting focuses on normalizing scores across all subpanels and also making decisions on pay adjustments and awards. Recall that money decisions are not made in sub panel meetings.
Before starting your pay pool panel meeting, make sure that you have downloaded the latest CMS from CAS2Net pay pool notices.

Import your pay pool data into the CMS from the Import file, which you downloaded from CAS2Net

When selecting the import file from CAS2Net, make sure you select the one that says “to cms” in the filename, not the sub pay pool import file
Let review the import process for the CMS

Start with CAS2Net and select your import file. Download and save to your computer, in the same folder where you have saved your CMS

Open your CMS and enable macros. Click on Import from the Content tab to view and select your import file.
The Parameter tab allows you to tailor your pay pool parameters based on your business rules. The standard funding ceiling for FY18 is 2.26% for CRI and 1% for CA.

You can edit the pre-populated yellow cells as required by your pay pool.

For example, you can enter a CRI set aside, either % or $, that your pay pool can distribute as a discretionary CRI.

Refer to the 2018 Funding Guidance Letter from the PMO for guidelines.
In the Data Sheet, use the Override options to tailor the way you want to calculate employees’ pay and/or award.

For example, for someone who is retiring, override their CRI (set to 1) since they won’t be receiving future paychecks; same for CA; the Override function removes the employee’s from the algorithm.

You also have a way to rollover to CA automatically to get the whole payout as an award: just select “1” in the “Rollover CRI to CA” column.

The CMS will automatically roll over to a carry-over award any CRI money that cannot be earned due to hitting a pay cap, hitting control point, or being on retained pay.
In the Data sheet, you can optionally enter the name of the supervisor and additional comments or remarks, which will be displayed in the Part I form.
The CMS color convention is the same as the Sub Panel Spreadsheet. Grey means it is not applicable, yellow means you can edit the content of a cell; white is not editable.

The Data sheet CRI section includes a column to enter any discretionary amounts – note that Discretionary CRI that can be negative or positive this but cannot be
If negative, the unspent amount goes into the pot and gets recovered to others

The CMS enforces pay caps, such as the ones displayed in the table by Zone.
The CMS lets you set Control points to support your organization’s business rules.

The PPAs enter the control point amount into the “Control Point” point for each affected employee. Once entered, PPA can specify whether the control point can be overridden by entering “1” in that cell.

For example, entering 1 next to “$129,641” would bypass the effect of the control point. The employee’s pay would be capped at “$129,641” if the cell remains “0”, which would activate the control point.
In the CA section, the pay pool panel members can see any carryover award in column CT; the sum of all carryover awards is displayed in column CV, at the top.

The pay pool can decide on discretionary awards. The PPA enters the communicated dollar amounts in column CW.
Anytime during the pay pool meeting, it is a good idea to check the Delta Stats tab for unusual OCS values.

While it is not necessarily wrong, it may indicate that the normalization of the scores has not been completed.
The CMS Matrix is similar to the Sub Panel Spreadsheet Matrix tab. The PPA can check scores by career path and factor and display the results to the pay pool panel members for further assessment.
The Current OCS tab shows the distribution of employees across the zones (A, B, and C).

If you hover over a point, you will see the employee’s name and scores.

Note that if you have more than 255 employees in your pay pool, you need to go back to data sheet to see the data.
The CMS does not have a “GROUP into CATEGORIES” functionality such as in the Sub Panel Spreadsheet.
You need to enter changes to scores and PAQL directly into the data tab.

If you change a numerical score, you need to adjust the categorical score first and make sure that the selected numerical score is within the range for that categorical score.

Enter PAQL by selecting from the drop down list, as explained earlier in this course:
For each of the 3 factors, organizations select a Performance Appraisal Quality Level (also known as PAQL and pronounced P-qual) after assessing employees’ performance in achieving their expected contribution results.
The available values are Level 1 – Unacceptable; Level 2 – Fully Successful and Level 3 – Outstanding.
These values will be averaged to calculate the employee’s annual rating of record.
At the end of your pay pool meeting, you need to upload your data from the CMS back into CASNet.

The next slides will review that process, which is in essence the reverse of the Import process.
After validating your data, (from the Add-ins at the top of your spreadsheet), use the CMS Content tab “export “button to initiate the export process.
The Export function will generate an Export text file that you will need to save onto your computer, in the same folder where your CMS is saved. The Export function also assigns the filename, generated based on the naming convention for an export file (in this case, the file will show “to Master” in its name).
To upload your export file to CAS2Net, login to CAS2Net and click on “Offline Interface”

Look for the “upload” button and click on “Upload Employee data”
At this point, you will need to specify the location of your export file, on your computer.

Click on “Browse” and select your saved Export file (the one that shows “to Master” in the filename)
You can generate an Appraisal Form from the Content tab of the CMS. At the end of the pay pool meeting, after validation, click on Generate Part I of Appraisal Forms.
This is an example of a Part I

It can also be generated as a report from CAS2Net –

You can limit and order the selection of records by filtering and sorting the data records in the Data tab prior to generating the Part I – the CMS will only generate a Part I for those records that have not been filtered out (are displayed on the data tab).

This is important to remember because generating hundreds of Part I can take a while.
The Summary tab is the last tab in the CMS

It is a ready to print summary of your pay pool results

You can tailor the headers by selecting the desired data column from the available drop down list
The Pay Pool Analysis Tool is used to combine the results of one or several pay pools (CMS) and produce analytical graphs and statistics.

Pay pools can quickly generate graphs and tables that can be used in PowerPoint presentations or other reports.
Instead of uploading the CMS export file to CAS2Net, you can first import it into the PAT if you wish to generate statistical views of your pay pool results.

Follow the same directions as we just went over to Export a file from the CMS and then save the export to your computer, where your PAT resides.
When you first open the PAT, you will see a long list of hot links that help you navigate the spreadsheet. Each hot link under “Table of Content” links to a tab in the PAT.
The Statistical Tables view shows statistics overall and by Pay pool. If you have several pay pools to analyze, the Overall will show the results for all your pay pools. In this case, only one pay pool is being analyzed, therefore the Overall and by Pay Pool results are identical.
This is an example of a Sample Chart: Rating of Record distribution by pay pool and overall

It displays the number of employees being rated in each pay pool and shows their distribution across 3 Rating of Record levels (1, 3, and 5)
The Net Draw analysis reveals how a group has contributed funding to the pay pool and how that group drew funding from the CRI and CA funding pots.

In this example, it shows that PP801 drew more funding than it contributed (net draw is positive) – PP1102 on the other hand, drew less funding than it contributed (net draw is negative)
The PAT allows organizations to create briefing slides where any graph or table is a picture to protect the backup data from becoming visible.

To create charts, click on the “output charts” button from the Add-Ins tab.
The PAT offers various ways to generate the charts:

First select the worksheet that you are interested in including in your briefing. 
Next, select the Chart you are interested to see being generated, for example, the “Zone Distribution by Pay Pool” chart
Select whether you want the output to be in Excel or PowerPoint, then click “export Charts”