



Data Maintenance Advisory

2011- 11

Issue Date: December 2011

Topic: Removing “Draft” from Part II

Discussion: “Draft” appears on the Part II during the pay pool process to alert those viewing it that the assessment is preliminary until scores are finalized by the pay pool manager. As part of the closeout procedures for the CCAS process, data maintainers need to lock the appraisals for the entire paypool in CAS2Net. This action prevents any score changes and triggers the removal of “Draft” from the printed Part IIs.

Action: Under the Data Maintainer Menu, select Appraisal Status and Lock. Click the “Lock Entire Paypool” button. Final Appraisal Form Part IIs will print from the Reports menu for CAS2Net users with access to this type of report.