



# *Data Maintenance Advisory*

2012- 2

Issue Date: January 2012

**Topic:** Procedures to Update Appraisals and Compensation Following a Grievance Decision

**Discussion:** The final decision rendered on a grievance may result in the need to change the appraisal scores, narratives and/or resulting compensation. Data Maintainers and supervisors no longer have access to the necessary CAS2Net modules to make changes to cycle 2011 data. From this point on, Data Maintainers need to forward requests for changes directly to SRA, who will make the changes in the database for the affected employees.

**Action:** Send the following information to Karl Boehm, SRA, at [karl\\_boehm@sra.com](mailto:karl_boehm@sra.com) in a document or email for expediting a request to change appraisal scores, narratives, salary (CRI) and award (CA) increases:

- 1) Name of individual
- 2) Pay Pool ID
- 3) CAS2Net ID
- 4) Details of the changes of appraisal factor scores, and new OCS
- 5) Changes to appraisal narratives to include the complete text with changes for copying directly into the CAS2Net database
- 6) If applicable, resulting changes to pay increases and awards, and new salary