

Pay Pool Administrator Advisory

2013- 2

Issue Date: January 14, 2013

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. Pay Pool Administrators and supervisors no longer have access to the necessary CAS2Net modules to make changes to cycle 2012 data. From this point on, Pay Pool Administrators 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 SRA at CAS2NetSupport@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

Note: You must work with your servicing personnel office to make any changes in DCPDS that results from the grievance decision. This includes changes to the adjective rating, pay, carryover bonus, and CA.