

## AcqDemo CCAS Process 2012 Cycle Closeout Checklist for Pay Pool Administrators

- All personnel data on all paypool employees are complete and accurate as of 30 Sept 2012.
  - All identified discrepancies between the paypool file and DCPDS have been reconciled.
  - ~~The new CY2012 GPI-related numbers, including locality pay rates, have been loaded in CAS2Net. You MUST make a round trip to CAS2Net NOW to update the data in your spreadsheet and to upload your parameter settings, scores, and pay-outs so SRA can check them for problems. Instructions on how to complete the round trip are included at the end of this document. Not applicable this year~~
  - All employees who were away from their primary jobs for extended periods are coded presumptive due to circumstances, and the paypool manager has approved the method for determining their presumptive OCS (OCS from SPL or OCS from last year).
  - All employees whose 2012 base pay exceeded the maximum for their broadband and career path are coded as being on retained pay. No other employees should be coded as being on retained pay. All retained pay employees should have had their base pay increased in both CAS2Net and DCPDS to include their locality pay.
  - All employees who joined AcqDemo between 1 Oct 2012 and 12 Jan 2013 (inclusive) have been identified in CAS2Net as post-cycle joiners. These employees have been added to CAS2Net with the correct name, SSN, start date, base pay, CCPO, Service, broadband, career path, and occupational series. These employees should not appear in the spreadsheet.
  - All employees who left AcqDemo between 1 Oct 2012 and 12 Jan 2013 (inclusive) have been identified in CAS2Net as post-cycle leavers. These employees should have the appropriate end date in their employee detail record. They should appear in the spreadsheet. Since the employee will not actually receive CRI (because they are no longer in AcqDemo), the pay pool manager may elect to do any of the following:
    - Use the CRI override so that the spreadsheet does not calculate any CRI for that employee, automatically redistributing their CRI throughout the pay pool
    - Roll any CRI money over to their award
    - Leave it alone (the employee's CRI money is essentially left unspent)
- Note that employees transferring to another AcqDemo pay pool during this period should NOT be identified as post-cycle leavers – they are still in the demo and will receive whatever CRI and CA your pay pool gives them. If they received a promotion to a higher band in conjunction with the move, they should be identified as a post-cycle promotion (see the next item). It is important when employees leave to another paypool that CAS2Net is updated with the CCPO code for their new location, and if a promotion or increase in pay occurred that it is reflected in the post-cycle data section.
- All employees who were permanently or temporarily promoted (with a NTE date after 12 Jan 2013) into an AcqDemo position from a non-AcqDemo position during the post-cycle period should be treated as a post-cycle joiner. They will have a start date equal to the promotion effective date. And the new AcqDemo information (new broadband, career path, and base pay) is to be entered into the employee detail of the CAS2Net record. No information should be entered in the post-cycle activities section of the employee detail

record. These employees will not appear in the spreadsheet. They will not receive a pay transaction due to 0% GPI this year.

- Employees who are temporarily promoted into an AcqDemo position from a non-AcqDemo position with an effective date prior to 1 Oct 2012 and a NTE date after 12 Jan 2013 should have their promotion information entered into the employee detail of the CAS2Net record. No information should be entered into the promotion (post-cycle) area of the employee detail area. These employees will appear in the spreadsheet and be part of the payout process. Pay pool managers may elect to treat these employees specially by using CRI Override to prevent CRI money from being distributed to the promotee or CRI rollover to move CRI money to an award instead.
- All employees who received a permanent promotion or demotion between 1 Oct 2012 and 12 Jan 2013 (inclusive) have been identified in CAS2Net as post-cycle permanent promotions or demotions, with the correct effective date, new broadband, career path, and base pay. This information is entered via the post cycle activities section in the employee detail record. These employees should appear in the spreadsheet with their old (pre-promotion/demotion) salary and broadband. Special attention should be paid to post cycle promotions if their promotion pay plus GPI is higher than they will receive via CCAS. For example, assume an employee received a 6% promotion raise in December, while in the spreadsheet he is getting a 4% CRI. Since we upload only the higher of the two salaries, the CRI money for this employee will essentially go unspent. The pay pool manager may elect to:
  - Roll the CRI over to the employee's award
  - Use the CRI override to prevent the employee from receiving CRI, thus redistributing it among the other employees in the pay pool.
- All employees who will be on a temporary promotion as of 13 Jan 2013 (regardless of when the temporary promotion started) have been identified in the database as post-cycle temporary promotions, with the correct start and end dates, broadband, career path, and base pay. These employees should appear in the spreadsheet with their PERMANENT broadband and base pay, not their temporary broadband and base pay. They should NOT be coded CRI or CA override, nor should their CRI be rolled over to their CA; this ensures that the employee has an appropriate permanent base pay to come back to once the temporary promotion ends. Note that in the unlikely event that the CCAS process results in a new permanent base pay that is actually larger than the temporary promotion base pay (plus GPI), SRA will upload the new permanent base pay.
- All employees in the spreadsheet have a valid OCS. This is the rating of record that will appear on Part I of the employee's appraisal form. Be sure the paypool manager has reviewed and approved every OCS. Please **validate** your spreadsheets before you finalize your data; you should not see any red circles!
- ~~The paypool manager has reviewed every employee in Zone A (above the upper rail) and has decided to withhold GPI or give discretionary GPI. This determination should be consistently applied to all Region A personnel in the paypool.~~ **Not applicable this year.**
- All parameter settings in the spreadsheet are consistent with AcqDemo, service, local command, and paypool policies and guidance. Once the data are uploaded to CAS2Net, changing the parameters in the spreadsheet will have no effect on 2013 compensation.

- CRI and CA remainders in the spreadsheet are both positive (green) and small. If CRI is not fully spent, CA set aside should be set equal to the remainder and not spent in order to avoid exceeding the pay cap on award
- If discretionary CRI and CA are used, the amounts should be rational, consistent, and justifiable.
- Notify the AcqDemo Program Office of any employees your paypool manager wants to give a CRI greater than 20%.
- Check column DP in the spreadsheet to see if there are any awards greater than \$10,000. If so, these must be approved by the local commander.
- Check column DV in the spreadsheet to see if there are any mandatory Contribution Improvement Plans (CIPs) required in your paypool. If so, notify the paypool manager immediately so he or she can take action to have the plans prepared.
- Be sure that columns AA, AB, and AC in the spreadsheet contain the appropriate names and remarks that your paypool manager wants printed on the Part Is. Remember that you can copy and paste the names of the 1<sup>st</sup> level supervisors and sub-panel managers from columns X and Y into AA and AB if you want those names to appear on the Part Is. Remember also that however you have the data tab filtered or sorted is how the Part Is will generate.

To complete the **round trip** and certify your final upload:

1. Export a file from your most current spreadsheet and upload it to CAS2Net. Be sure there are no rejects or errors during the upload.
2. ~~Download your data and import it into your spreadsheet. The spreadsheet will now have the correct GPI and locality amounts.~~
3. ~~Double check that everything is the way the pay pool manager wants it!~~
4. ~~Export a file from the spreadsheet and upload it to CAS2Net. Be sure there are no rejects or errors during the upload.~~ **Not applicable this year.**
5. Check the “Confirm if Final Upload” check box, or simply press the “Certify Final Upload” button in Offline Interface so SRA knows you are finished. **Complete this step not later than close of business on Monday, 7 January 2013.** If you make a mistake and need to decertify, just click the decertify button on offline interface and you will be able to download your file again.
6. Using CAS2Net, generate final Salary Appraisal Forms following Final Upload confirmation/certification and distribute to your supervisors for signature and discussion with employees.

Once all pay pools have certified their final uploads, CAS2Net will be shut down for about a week while SRA pulls the data for upload to DCPDS and for the post-cycle analysis.

### **Salary Appraisal Forms**

The Salary Appraisal Form consists of three parts: Part I (Compensation and Appraisal Detail), Part II (Contribution Plan and Supervisor Assessment) and Part III (Employee Self-Assessment). Beginning this year Part I of the Salary Appraisal Forms may be generated through the CAS2Net Reports module, or generated as before from the CMS spreadsheet. If your pay pool used the online Contribution Planning and Annual Appraisal modules in CAS2Net, Parts II and III of the Salary Appraisal Forms must be printed from the Reports module in CAS2Net, not from the CMS spreadsheet.

The Reports module allows you to generate interim Salary Appraisal Forms for appraisal review discussions prior to final upload certification. The signature and salary change blocks will not appear on the interim forms. The determination of if and when to generate interim Salary Appraisal Forms is up to you and your pay pool. Appraisal scores should be final and not likely to change, and be uploaded to CAS2Net if working from the CMS spreadsheet.

The options for generating the Salary Appraisal Forms from the Reports module include Part I, only, combined Parts II and III or combined Parts I, II and III, either for individual employees or for groups of employees by supervisor and role. Printing in smaller groups than the entire pay pool is highly recommended for larger pay pools. If printing Part Is from the CMS spreadsheet, do a **validation first** and then sort and filter the spreadsheet to create the Part I batches you want to print, and then print the forms.

Note that in some high labor cost areas, locality pay for some employees may be capped so their total pay does not exceed the Executive Level IV pay cap (see the AcqDemo Federal Register, Table 6, footnote #1).

### **End of Cycle Processing**

For those of you who will still be in AcqDemo next year, SRA will automatically update the database to show the new 2013 base pay for each employee, and new broadbands, career paths, and pay for post-cycle promotions. Employees who were presumptive due to time in 2012 will have the presumptive flag removed for 2013, and the 2012 OCS scores for all employees will be moved to the "previous OCS" data field. You will be notified when CAS2Net is open for data maintenance. At that point you can begin adding new employees to the data base, deleting employees who leave, and updating any other changes (such as promotions) to prepare for the 2013 cycle. The movement of employees from one pay pool to another (including those that occurred during the post-cycle period) should also be accomplished at this time using the (transfer) pay pool. Note that YOU are responsible for maintenance of the database -- DCPDS does not automatically update information in CAS2Net. Even though you process a promotion action in DCPDS for one of your employees, you still must also update the employee's record in CAS2Net.