

## Pay Pool Administrator Advisory 2019-06

## Issue Date: 1 May 2019

**Topic:** Instruction for using the CMS Update Tool Version 2 for the CMS Grievance Mode.

**Discussion:** The 2018 CMS v3 did not have the 2019 GPI and in the grievance mode was generating an erroneous Alpha 2 Delta Y on the Compensation Adjustment Form. This Compensation Adjustment Form is used to update the payout in the employee's History in CAS2Net. Note: The employee's History in CAS2Net can only be updated by your Component Superusers and the DoD AcqDemo Program Office.

The new CMS Update Tool Version 2 can be downloaded from CAS2Net 2.0 > Pay Pool Notices.

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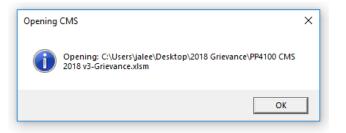
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NOTE: The updated CMS will need to be re-opened and macros enabled.



You will need to re-open Excel and the updated PP#### CMS 2018 v3-Grievance

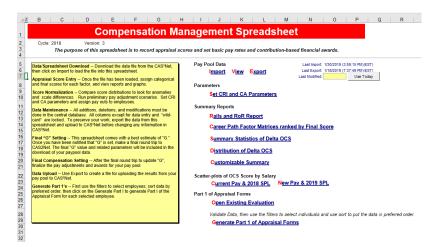
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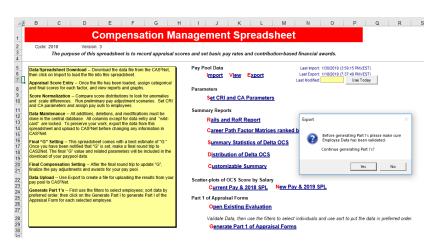
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Part I: CCAS Salary Appraisal Form and Compensation Adjustment Form, click Tab with Employee's Name to open the Part I.

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The revised Part I: CCAS Salary Appraisal Form is the source document for the personnel actions required to correct the CRI, base salary and locality (NOAC 891), CA (NOAC 886), and if applicable, CRI Carryover (885).

The Compensation Adjustment Form is the source document for the Administrators with CAS2Net User Profile History edit access to update the History files in CAS2Net with the changes due to the grievance. Administrators who do not have access to edit the History files should contact their Group/Component Superuser or the PMO.

Action: Please inform your Administrators on this 2019 Retro GPI updated CMS tool to the CMS Grievance Mode.

**Note**: If you have any questions please email the AcqDemo Program Office, <u>AcqDemo.Contact@hci.mil</u>.