DoD Civilian Acquisition Workforce Personnel Demonstration Project
Program Office

Pay Pool Administrator Advisory
2019-27

Topic: CMS v5 and 2019 _**UPDATED**_ End-of-Cycle CAS2Net and CMS Checklists

Discussion: This is an updated to the Pay Pool Administrator Advisory (PPAA) 2019-22. References to PPAA 2019-22 are provided if detailed information is needed. Updates are underlined.

1. Correction to Cycle Year on the Part 1 Generated from the CMS

2019 CMS Versions 1 - 4	2019 CMS Version 5
2018 Performance Detail	**2019** Performance Detail
2018 Contribution Detail	**2019** Contribution Detail
2019 Expected Contribution Level	**2020** Expected Contribution Level

Results: The CMS v5 corrects the cycle year on the Part 1 generated from the CMS.

Solution: The new version of the CMS v5 is available for download from pay pool notices.

2. CAS2Net End-of-Cycle Checklist

☐ Discrepancy Reports: review and resolve discrepancies (PPAA 2019-22, page 5).
  ☐ There is a new informational tab in the Discrepancy Report labeled "Please Read" that provides specific instructions on how to enter permanent/demotion, temporary promotion, and ACDP pay changes.
☐ Unclaimed Records Reports: review and claim records (PPAA 2019-22, page 5).
☐ Ensure all AcqDemo employees have a User Profile (PPAA 2019-22, page 5).
☐ Archive AcqDemo employees who left AcqDemo 1 Oct or later. And IAW PPAA 2019-22, see page 7, the archived employee's Previous Cycle Data record will be included in the pay pool.
☐ AcqDemo employees moving to another AcqDemo pay pool **after 30 Sep** must be placed into transfer for the gaining pay pool.
  ☐ The losing pay pool must retain the Previous Cycle Data Record.
  ☐ The gaining pay pool should update the User Profile as required to include updating the HRSO and locality code. The gaining pay pool will not be able to add this post-cycle transfer to their Previous Cycle Data.
☐ AcqDemo employees moving to another AcqDemo pay pool **before 30** Sep must be placed into transfer for the gaining pay pool.
  ☐ If there is a Previous Cycle Data record, the losing pay pool must delete the Previous Cycle Data Record.
  ☐ The gaining pay pool should update the User Profile as required to include updating the HRSO and locality code. For this User Profile, the gaining pay pool must add to the Previous Cycle Data.

- ☐ Ensure all AcqDemo employees with a start date of 30 Sep or earlier are included in the Previous Cycle Data List Users for Previous Cycle (PPAA 2019-22, page 8).
- ☐ Create 2019 CCAS Folder in your computer (for CCAS spreadsheets and CAS2Net download and upload files).
- ☐ Use the latest version of the spreadsheets from CAS2Net > Pay Pool Notices.
  - ☐ Sub-Panel Meeting Spreadsheet <u>Version 4</u>
  - ☐ Compensation Management Spreadsheet (CMS) <u>Version 5</u>
  - ☐ Pay Pool Analysis Tool (PAT) <u>Version 4</u>
- ☐ Ensure Presumptive Statuses are correct (PPAA 2019-22, page 8).
- ☐ <u>Post Cycle is the time period after the end of the rating period, e.g., 2019 rating period ended 30 Sep 2019. The post cycle is 1 Oct 2019 to 4 Jan 2020.</u>
- ☐ <u>Post-Cycle Activity is a personnel action, i.e., permanent promotion, temporary promotion and change to lower band level that took place between 1 Oct and the beginning of the first full period in January. A new post-cycle activity for 2019 is the ACDP basic pay increase.</u>
- ☐ Check Promotions.
  - ☐ <u>Permanent Promotions</u>
    - ☐ <u>On or prior to 30 Sep</u>
    - ☐ <u>No post-cycle promotion needs to be entered</u>
    - ☐ <u>Previous Cycle Data should match User Profile new pay</u>
    - ☐ <u>After 30 Sep</u>
    - ☐ <u>In the User Profile, add a Post Cycle Activity - Promotion</u>
    - ☐ <u>User Profile should reflect new promotion info</u>
    - ☐ <u>Previous Cycle Data should reflect 30 Sep information (before the promotion)</u>
  - ☐ Fully Ratable Temporary Promotions started on or before 3 Jul and extending beyond 5 Jan 2020
    - ☐ <u>In the User Profile, add a Post Cycle Activity - Temporary Promotion</u>
    - ☐ <u>User Profile should reflect the permanent 30 Sep data</u>
    - ☐ <u>Previous Cycle Data record should reflect the temporary promotion information</u>
    - ☐ See exception at PPAA 2019-22, page 10
  - ☐ Temporary Promotions started after 3 Jul but ending on or before 5 Jan 2020
    - ☐ Post-Cycle Activity NOT required
    - ☐ <u>User Profile should reflect the permanent 30 Sep data</u>
    - ☐ <u>Previous Cycle Data record should reflect the permanent 30 Sep data</u>
    - ☐ <u>Previous Cycle Data must match User Profile data</u>
  - ☐ Temporary Promotions started after 3 Jul and extending beyond 5 Jan 2020
    - ☐ <u>In the User Profile, add a Post Cycle Activity - Temporary Promotion</u>
    - ☐ <u>User Profile should reflect the permanent 30 Sep data</u>
    - ☐ <u>Previous Cycle Data record should reflect the permanent 30 Sep data</u>
    - ☐ <u>Previous Cycle Data must match User Profile data</u>
  - ☐ Temporary Promotions ending before 5 Jan 2020
    - ☐ Post-Cycle Activity NOT required
    - ☐ <u>No promotion should be entered in CAS2Net</u>

- ☐ Previous Cycle Data should reflect 30 Sep information
- ☐ Previous Cycle Data must match User Profile data
- ☐ ACDP (Accelerated Compensation for Developmental Position) Basic Pay Increase
  - ☐ ACDP Basic Pay Increase **on or prior to 30 Sep**
    - ☐ No post-cycle activity - "promotion" needs to be entered
    - ☐ Previous Cycle Data should match User Profile pay
  - ☐ ACDP Basic Pay Increase **after 30 Sep**
    - ☐ In the User Profile, add a Post Cycle Activity - Promotion to same band with increased pay
    - ☐ User Profile should reflect new ACDP Pay
    - ☐ Previous Cycle Data record should reflect 30 Sep information
- ☐ Ensure Retained Pay coded employees have a correct pay rate determinant (PRD) (PPAA 2019-22, page 11).
- ☐ Run the "Previous Cycle vs Current Profile" report (Reports module > Current Settings Reports for inconsistencies between the two profiles (PPAA 2019-22, page 12).
- ☐ Check status of annual appraisals, go to Administrator > Reports and ensure Fiscal Year is 2019 then select "Appraisal Status" or select "Employee Data"(PPAA 2019-22, page 13).
- ☐ Use Administrator > Appraisal Status
  - ☐ To check Appraisal Started and Appraisal Completed
  - ☐ To Lock Narratives
  - ☐ To Lock Scores
  - ☐ To Lock Sub-Panel (drill down to lock supervisors)
  - ☐ To Lock CMS
- ☐ Download from CAS2Net Offline Interface, downloaded file will be "pp####_to_CMS.csv". This file is imported to the CMS.
- ☐ For the upload file to CAS2Net, in the CMS Content tab click Export. Export file is "pp####_to_Master.csv" that should be the file to upload in CAS2Net Offline Interface.

3. Finalize upload to CAS2Net.

- ☐ Administrators will not be able to finalize until a decision is made on the 2020 GPI and applicable locality area pay rates.
- ☐ CAS2Net and the CMS set the 2020 GPI at 2.6% with the same 2019 locality rates. If there is a change to the GPI-related and locality rates, the AcqDemo Program Office will notify Administrators that it will be necessary to complete a roundtrip and finalize a final upload to capture the approved GPI and locality rate data.
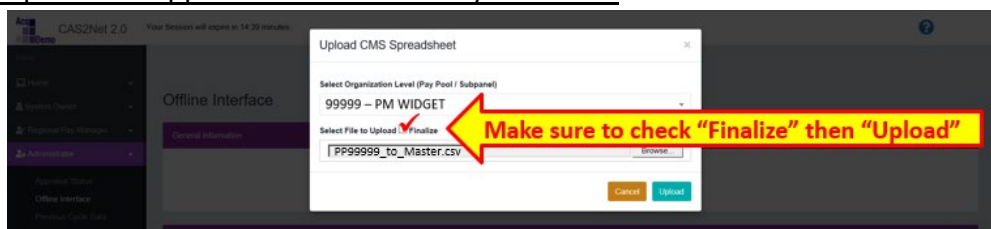
☐ Review all warnings and errors from upload. Correct in the CMS or Previous Cycle Data then again export from the CMS and upload to CAS2Net Offline Interface. If Previous Cycle Data was corrected, must do another download first.

4. Compensation Management Spreadsheet (CMS) Checklist

☐ All parameter settings in the spreadsheet are consistent with AcqDemo, service, local command, and pay pool policies and guidance. Please do an initial export from the CMS and upload to CAS2Net IAW Component/Group guidance, or NLT 13 December 2019, so that your parameter settings can be checked.

☐ **Parameters:** CRI Remainder and Award Remainders are both positive. The CRI Remainder may be large due to no rollover to the Award pot. If discretionary CRI and CA are used, the amounts should be rational, consistent, and justifiable.
　　☐ Setting Beta 1 (CRI)
　　☐ Setting Beta 2 (Award)

☐ **Data:** In the Tool Bar, select "Add-Ins" then click "Validate". All employees in the spreadsheet must have a valid OCS and Rating of Record (RoR). Please validate your spreadsheets before you finalize and upload your data; you should not see any red circles! These ratings will appear on Part I of the employee's appraisal form. Be sure the pay pool manager has reviewed and approved every OCS and RoR.

☐ **Data:** Check Column Y (Rollover CRI to CA?) to ensure this is consistent with local business rules (see PPAA 2019-24).
　　☐ 0 = no CRI rollover to Carryover Award
　　☐ 1 = Enable/allow rollover of CRI to Award for employees at a pay cap
　　☐ 2 = Enable/allow rollover of CRI to Award for employees not at a pay cap

☐ **Data:** Check Column BD ("Rail Pos (Final)" for any employees with an "A". Ensure the pay pool manager has reviewed every employee in Rail Zone A (above the upper rail/Overcompensated Region) and has decided to deny, reduce, or give in full the GPI. [NOTE: The CMS will automatically give appropriate GPI to employees on retained pay, but the pay pool can withhold some or all of it if the retained pay employee plots in Rail Zone A. The determination regarding whether some or all of the GPI will be granted to non-retained pay and retained pay employees should be consistently applied across the pay pool and mentioned in your organization's business rules.

☐ **Data:** Check Column CG (Control Point Used in Calculations) and Column CH (Allow Over Control Point?). If Column CG is red and Column CH is gray and the Pay Pool Manager approves the Computed CRI (Column BX) as a Carryover Award (Column CY) then the Administrator must go to Column Y (Rollover CRI to CA?) to change the "1" to "2".

☐ **Data:** Check Column DE ("Award > $10K") in the CMS to see if there are any awards greater than $10,000. If so, these must be approved by the Head of the Participating Organization.

☐ **Data:** Check Column DF ("Rating of Record") in the CMS to see if there are any employees with a RoR of 1 Unacceptable will be reviewed for mandatory CIP consideration. If so, notify the pay pool manager immediately so he or she can take action to have the plans prepared.

☐ **Data:** Check column DK ("Mandatory CIP") in the CMS to see if there are any mandatory Contribution Improvement Plans (CIPs) required in your pay pool. If so, notify the pay pool manager immediately so he or she can take action to have the plans prepared. OCS above the upper rail (in Zone A) will be reviewed for mandatory CIP consideration.

☐ **Data:** Be sure that column AC (Part 1: Optional Signature) in the CMS contains the appropriate names that your pay pool manager wants printed on the Part I's. You have the choice of selecting either the first level supervisor name by clicking on the "Copy to Opt Sig" in Column Z or the sub-panel manager name by clicking on the "Copy to Opt Sig" in Column AA. Remember also that the way you have the data tab filtered or sorted is how the Part I's will generate from the CMS. The filters and sorting will not affect reports generated from CAS2Net.

☐ **Data:** Be sure that column AD (Part 1: Remarks) in the CMS contains the appropriate remarks that your pay pool manager wants printed on the Part I's. Remember also that the way you have the data tab filtered or sorted is how the Part I's will generate from the CMS. The filters and sorting will not affect reports generated from CAS2Net.

☐ **Data:** In the Tool Bar, select Add-Ins then click Validate. Resolve all validation issues then click Validate again before Exporting.

Note: If you have any questions, please contact your local AcqDemo POC or Component POC first and if the issue is system-related, email the AcqDemo Program Office, AcqDemo.Contact@hci.mil