

**DoD Civilian Acquisition Workforce
Personnel Demonstration Project
(AcqDemo)**

**Contribution-based Compensation and
Appraisal System (CCAS) Spreadsheet
Training for Data Maintainers
With Illustrative Exercises**

**Presented by AcqDemo Program Office
Fall 2011**

- Housekeeping, Expectations and Parking Lot
- Course Objectives
- Course Agenda



At the completion of this course, participants will be able to

- Summarize the main functionalities of the Contribution-based Compensation and Appraisal System Software for the Internet (CAS2Net) and the CCAS spreadsheets
- Understand the structure of the CCAS spreadsheets
- Understand the overall role of a Data Maintainer
- Know when and how to make a “round trip” between CCAS Spreadsheet and CAS2Net
- Understand how to use the CCAS spreadsheets when supporting a pay pool or a sub-pay pool

1300-1315

CAS2Net and CCAS/Sub Panel Spreadsheets Overview

1315-1330

Tool Architecture

1330-1400

Structure of the CCAS and Sub-Panel Spreadsheets

1400-1415

Role of the Data Maintainer

1415-1500

Using the Spreadsheets

Overview of CAS2Net and CCAS Spreadsheet

- Oracle application called **CAS²Net**
 - Online @ <https://acqdemoii.army.mil>

Master Database

- Used to update and maintain all pay pool personnel data, add and delete records, and record post-cycle activities
- Used to generate data files for import into the spreadsheet
- Used to generate transaction files to update DCPDS and data files for post-cycle analysis

Appraisal and Sub-Panel Meeting Modules

- Used by first level supervisors to set scores and to input factor comments
- Used by second level supervisors in concert with first level supervisors to review scores (sub-panel meetings)
 - This can also be done in the Sub-Panel or CCAS spreadsheet
- Used to print forms

Contribution-based Compensation and Appraisal System Software
CAS²Net

Employee Menu
[Contribution Planning](#)
[Mid-Point Review Self-Assessment](#)
[Annual Appraisal Self-Assessment](#)
[Reports](#)

Data Maintainer Menu
[Appraisal Status and Lock](#)
View and lock employee appraisals
[Reports](#)
View or print reports in PDF format
[Data Maintenance](#)
Maintain employee data
[Password Maintenance](#)
Change your password
[Offline Interface](#)
Offline Interface
[Paypool Notices](#)
Important information for your paypool
[Logout](#)
Exit CAS2Net
[Session Maintenance](#)
Assume the role of another user

Employee Maintenance Menu
[Modify/Delete employee record using query form](#)
[Modify/Delete employee record using quick pick list](#)
[Insert New Employee Record](#)
[Assign Supervisors to an Employee](#)
[Assign Employees to a Supervisor](#)
[Replace Supervisor Assignments](#)
[Internal DOA](#)

Session Info
User: Francis Freeman
Role: Data Maintainer
[Revert](#)

Appraisal Status and Lock, Offline Interface and Pay Pool Notices are the main modules we will discuss today

- The spreadsheet is a Microsoft Excel workbook called **CCAS 2011 v1.0.xls** (Excel 2003) **or CCAS 2011v1.0.xlsm** (Excel 2007 and higher) consisting of 10 tabbed worksheets*
 - The workbook may be downloaded from the Pay Pool Notices section of CAS2Net located at <https://acqdemoii.army.mil>. The workbook initially comes “empty” and must be populated with data by importing a file
 - CAS2Net, a database application written in Oracle, creates the import files. ***Any time a file is imported into the workbook, all existing data are cleared and replaced with data from the imported file***
- * Note that there is a version for Sub-Panels that will be introduced later

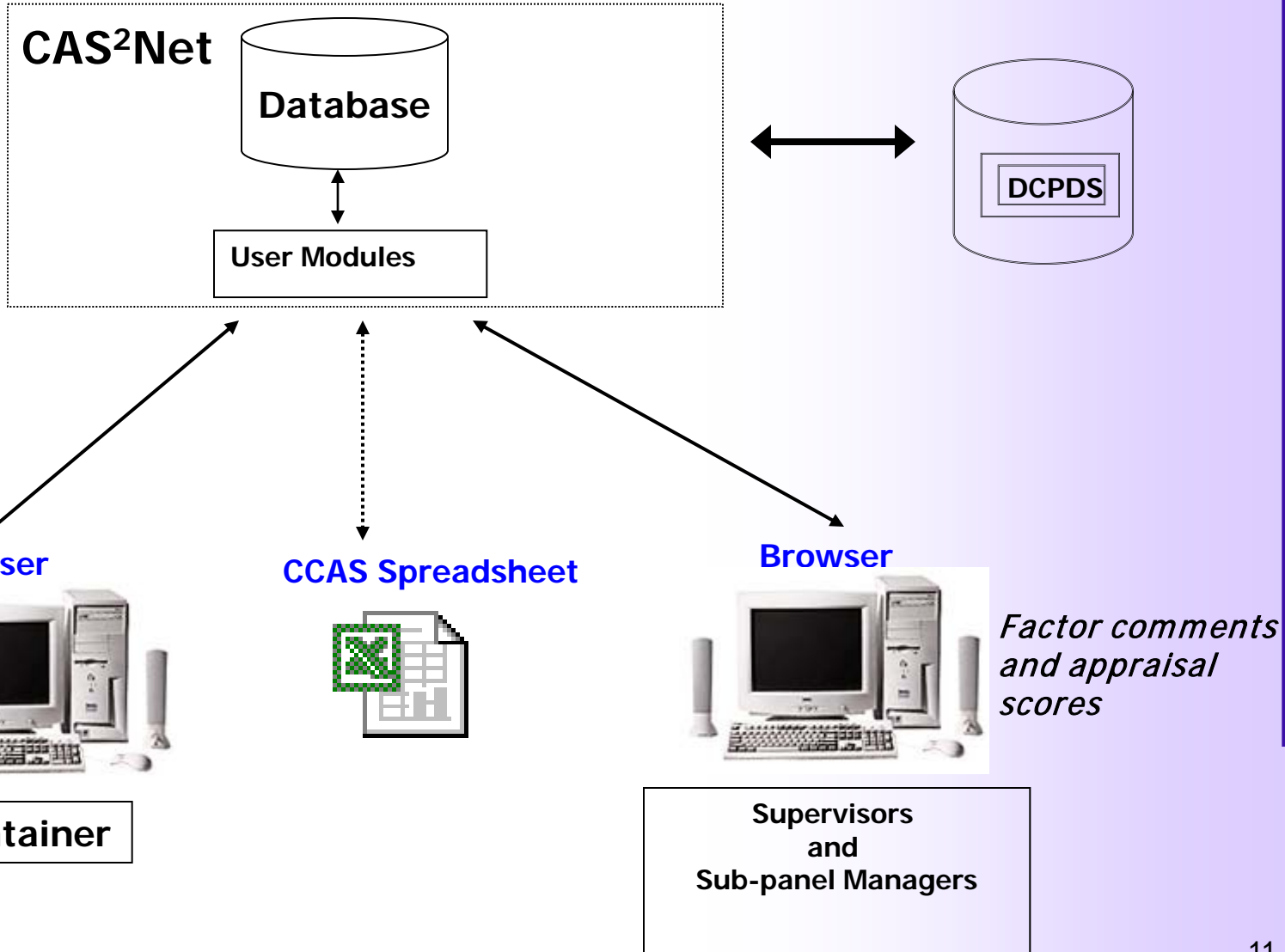
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Contribution-based Compensation and Appraisal																
2	Cycle: 2011																
3	<i>The purpose of this spreadsheet is to record appraisal scores and set basic pay rates and contribution-based financial awards.</i>																
4																	
5	<p>Data/Spreadsheet Download -- Download the data file from the website, then click on Import to load the file into this spreadsheet.</p> <p>Appraisal Score Entry -- Once the file has been loaded, assign categorical and final scores for each factor, and view reports and graphs.</p> <p>Score Normalization -- Compare score distributions to look for anomalies and scale differences. Run preliminary pay adjustment scenarios. Set CRI and CA parameters and assign pay outs to employees.</p> <p>Data Maintenance -- All additions, deletions, and modifications must be done in the central database. All columns except for data entry and "wild-card" are locked. To preserve your work, export the data from this spreadsheet and upload to the central database before changing any information in the database.</p> <p>Final "G" Setting -- This spreadsheet comes with a best estimate of "G." Once you have been notified that "G" is set, make a final round trip to CAS2Net. The final "G" value and related parameters will be included in the download of your payroll data.</p> <p>Final Compensation Setting -- After the final round trip to update "G", finalize the pay adjustments and awards for your payroll.</p> <p>Data Upload -- Use Export to create a file for uploading the results from your pay pool to the central database on the website.</p> <p>Generate Part 1's -- First use the filters to select employees; sort data by preferred order; then click on the Generate Part I to generate Part I of the Appraisal Form for each selected employee.</p>										<p>Paypool Data</p> <p>Import View Export</p> <p>Last Import: _____ Last Export: _____ Last Modified: <input type="text" value=""/> <input type="button" value="Use Today"/></p> <p>Parameters</p> <p>Set CRI and CA Parameters</p> <p>Summary Reports</p> <p>Rails Report</p> <p>Career Path Factor Matrices ranked by Final Score</p> <p>Summary Statistics of Delta OCS</p> <p>Distribution of Delta OCS</p> <p>Scatter-plots of OCS Score by Salary</p> <p>Current Pay & 2011 SPL Inferred New Pay & 2012 SPL</p> <p>Part 1 of Appraisal Forms</p> <p>Open Existing Evaluation</p> <p>Generate Part 1 of Appraisal Form for selected individuals by sort order Use the filters to select individuals then sort data by preferred order</p> <p>Generate Part 1 of Appraisal Forms</p>						
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- **Sub-Panel Meeting Spreadsheet (MS Excel application)**
 - Offline alternative for sub-panel to review/set scores for sub-panel
 - Spreadsheet is called Sub-Panel Meeting 2011 v1.0.xls (Excel 2003) and Sub-Panel Meeting 2011 v1.0.xlsm (Excel 2007 and higher)

- **CCAS Spreadsheet (MS Excel application)**
 - Review scores of entire pay pool
 - Used to set General Pay Increase (GPI), Contribution Rating Increase (CRI), and Contribution Award (CA) compensation adjustments
 - Used to generate Part I of each employee's appraisal form

- **Comma-delimited text files (.csv)**
 - Used to pass data between the database and the two spreadsheets

CCAS Software Architecture



Sub-Panel Spreadsheet Structure

What it is:

- The sub-panel spreadsheet is a Microsoft Excel workbook called **Sub-Panel Meeting 2011 v1.0.xls** (Excel 2003) and **Sub-Panel Meeting 2001 v1.0.xlsm** (Excel 2007 and higher)
- It is a tool to help supervisors rate their employees
- The sub-panel spreadsheet duplicates some of the functionality of the online assessment module

What it is not:

- It is not used to determine compensation
- It does not generate Appraisal Forms

The Sub-Panel Spreadsheet Tabs

Tab	Description
1. Contents	Provides a brief description of the workbook, its purpose, and contents
2. Data	Is the main worksheet in the workbook
3. Matrix	Rank orders employees by individual factor score and by OCS
4. Rails	Provides counts and percentages of employees by rail position
5. Delta Stats	Displays Delta OCS averages and standard deviations
6. Delta Plot	Displays the data from the previous tab in graphical form
7. Cur OCS	Shows OCS vs. current base pay (top of the band pay for those on retained pay) on a graph with the CY2011 SPL and rails
8. Inf OCS	Is identical to the previous one, except that inferred OCS is plotted instead of final numerical OCS

Sub-Panel Spreadsheet "Contents" Tab

Sub-Panel Meeting Spreadsheet

Cycle: 2011

The purpose of this spreadsheet is to assign preliminary and final contribution scores to employees.

Data/Spreadsheet Download -- Download the offline managers meeting data file from CAS2Net and save it to your hard drive, then click on Import to load the file into this spreadsheet.

Appraisal Score Entry -- Once the file has been loaded, click *View* to go directly to the Data tab to enter preliminary and final scores. To assign scores using an interface that is similar to the on-line Managers Meeting, click the *Group into Categories* link. This form filters employees by Career Path, Factor, and Score Level. For each score level (1 through 4) selected there will be between four and seven list boxes representing the available preliminary scores for that level plus boxes representing the upper and lower limits of the preceding and next levels, respectively. Employees without a preliminary score will show up in the *Unrated* listbox. Employees can be moved around in listboxes (left, right, up and down) and to/from the *Unrated* listbox using the buttons on the form. To assign a final score, double-click the employee's name.

Data Maintenance -- All additions, deletions, and modifications must be done in CAS2Net. All columns except for data entry and "wild-card" are locked. To preserve your work, export the data from this spreadsheet and upload to CAS2Net before changing any information in the database.

Data Upload -- Use Export to create a file for uploading the results from your pay pool to CAS2Net.

Paypool Data

[Import](#)

[View](#)

[Export](#)

Last Import: 9/6/2011 (9:02:13 AM)(CDT)

Last Export:

Last Modified:

Scores

[Group into Categories](#)

Summary Reports

[Rails Report](#)

[Career Path Factor Matrices ranked by Final Score](#)

[Summary Statistics of Delta OCS](#)

[Distribution of Delta OCS](#)

Scatter-plots of OCS Score by Salary

[Current Pay & 2011 SPL](#)

[Inferred](#)

- Provides a brief description of the workbook, its purpose and contents
- Appears first as you open the workbook and activates the macros
- Allows to import and export files, navigate around the workbook, and generate reports
- Displays the cycle year in the upper left corner just below the red title bar. The date and time of the last import and export of files into and out of the workbook are shown in the upper right corner

Sub-Panel Spreadsheet "Data" Tab

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	Return to Main Menu																	
2																		
3																		
4	Goto Scores																	
5																		
6																		
7	Blue arrows indicate fields set to filter the data.																	
8																		
9	Last Name	First Name	Middle Initial	Suffix	CASANet ID	Paypool	Office Symbol	Wildcard 1	Presumptive Status?	Retained Pay?	Career Path	Broadband Level	Occ Series	CY2011 Base Pay	Locality Code	Previous OCS	Start Date	
114	Sonnie	Bodeville			112003936	AMC/LH			0	0	NK	2	0318	\$31,103	LA		25-Jan-1	
115	Sabina	Schmielman			112003896	AMC/LH			0	0	NK	2	0318	\$34,746	LA		25-Jan-1	
116	Rosanne	Hastings			112003876	AMC/LH			0	0	NK	3	0303	\$38,542	LA		25-Jan-1	
117	Rosanna	Laltness			112003856	AMC/LH			0	0	NK	2	0318	\$34,301	LA		25-Jan-1	
118	Romy	Sullivans			112003836	AMC/LH			0	0	NK	3	0318	\$47,683	LA		25-Jan-1	
119	Prince	Wiseman			112003736	AMC/LH			0	0	NK	2	0986	\$28,529	LA		25-Jan-1	
120	Peregrine	Gleper			112003716	AMC/LH			0	0	NK	2	0318	\$42,222	LA		25-Jan-1	
121	Monday	Kooser			112003616	AMC/LH			0	0	NK	2	0318	\$29,189	LA		25-Jan-1	
122	Milford	Errett			112003596	AMC/LH			0	0	NK	2	0318	\$36,388	LA		25-Jan-1	
123	Kat	Cady			112003256	AMC/LH			0	0	NK	3	0319	\$55,588	LA		25-Jan-1	
124	Kaelea	Loewentsein			112003216	AMC/LH			0	0	NK	2	0318	\$28,066	LA		25-Jan-1	
125	Hiram	Lear			112002996	AMC/LH			0	0	NK	3	0318	\$42,862	LA		25-Jan-1	
126	Herbert	Treeby			112002976	AMC/LH			0	0	NK	2	0318	\$38,246	LA		25-Jan-1	
127	Gyles	Morland			112002936	AMC/LH			0	0	NK	2	0318	\$26,709	LA		25-Jan-1	
128	Godfrey	Kimmons			112002916	AMC/LH			0	0	NK	2	0318	\$30,999	LA		25-Jan-1	
129	Frannie	Bauerle			112002876	AMC/LH			0	0	NK	2	0318	\$36,508	LA		25-Jan-1	
130	Emersons	Warrick			112002796	AMC/LH			0	0	NK	2	0303	\$41,738	LA		25-Jan-1	
131	Elliott	Enderly			112002756	AMC/LH			0	0	NK	3	0318	\$48,874	LA		25-Jan-1	
132	Earnestine	Bridger			112002736	AMC/LH			0	1	NK	2	0361	\$54,936	LA		25-Jan-1	

Total CY 11 Base Pay = \$8,573,357

Headings for wildcards.
Select cell above heading,
arrow down, and edit heading
in formula bar.

- Contains all of the data
- Is where individual contribution factor scores are recorded
- Has 3 yellow-colored “Wildcard” columns that let you enter your own data, formulas, etc.
- Includes built-in “Add-ins” to support functionalities such as Validate, Clear Circles, Highlight, Hide/Unhide, Clear All Filters and Sort
- Has 2 links in the upper left corner: one to return to the Main Menu (Contents) and one to go to the Scores section of the Data tab (further right in the worksheet)

Sub-Panel Spreadsheet "Matrix" Tab

	A	B	C	D	E	G	H	I	J	K	M	N	O	P	R	S	T	U	W	X	Y	Z
1	Return to Main Menu																					
2																						
3	Return to Data																					
4	Factor Matrix																					
5	All NH NJ NK																					
6																						
7	<i>Each list gives the name</i>	All Career Paths				NH Career Path																
8	<i>and integer score on the</i>																					
9	<i>factor. Use the buttons to</i>																					
10	<i>rank order the lists by</i>																					
11	<i>integer score.</i>																					
12																						
13																						
14	Rank Order																					
15	Lowest to Highest																					
16																						
17	Rank Order																					
18	Highest to Lowest																					
19																						
20	Rank Order																					
21	Lowest to Highest																					
22	by Broadband																					
23																						
24	Rank Order																					
25	Highest to Lowest																					
26	by Broadband																					
27																						
28																						
29																						
30																						
31																						
32																						

- Rank orders employees by individual factor score and by OCS. Employees are identified by career path, last name, first name, and broadband
- Includes a sort order on scores (low to high or high to low) that may be done by broadband or across all broadbands
 - The order can be selected with the four buttons on the left
- Can be printed by using the Excel print function
 - The all career path matrix is printed on one page
 - Each career path matrix is printed on a separate page
- Has links in the upper left corner to return to the Main Menu (Contents) worksheet or the Data worksheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
--	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

1 [Return to Main Menu](#)

Rails Report

Inferred

Rail Zone	NH		NJ		NK		Total	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
A	39	41.9%	3	37.5%	3	8.8%	45	33.3%
C1	12	12.9%	2	25.0%	3	8.8%	17	12.6%
C2	21	22.6%	1	12.5%	4	11.8%	26	19.3%
B	21	22.6%	2	25.0%	24	70.6%	47	34.8%
Total	93	100.0%	8	100.0%	34	100.0%	135	100.0%

Definition of Rail Zone

Inappropriately compensated above the rails
 Appropriately compensated between the rails > SPL
 Appropriately compensated between the rails <= SPL
 Inappropriately compensated below the rails

Final

Rail Zone	NH		NJ		NK		Total	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
A	37	39.8%	1	12.5%	0	0.0%	38	28.1%
C1	14	15.1%	0	0.0%	0	0.0%	14	10.4%
C2	19	20.4%	1	12.5%	0	0.0%	20	14.8%
B	23	24.7%	6	75.0%	34	100.0%	63	46.7%
Total	93	100.0%	8	100.0%	34	100.0%	135	100.0%

Definition of Rail Zone

Inappropriately compensated above the rails
 Appropriately compensated between the rails > SPL
 Appropriately compensated between the rails <= SPL
 Inappropriately compensated below the rails

Upper and Lower Rails

	GS-1 Step 1	SPL base		CCS	Upper Rail	Lower Rail	SPL
2011	\$17,963	1.0200429	min	1.00	\$19,789	\$16,857	\$18,323
			max	115.00	\$190,074	\$161,915	\$175,995

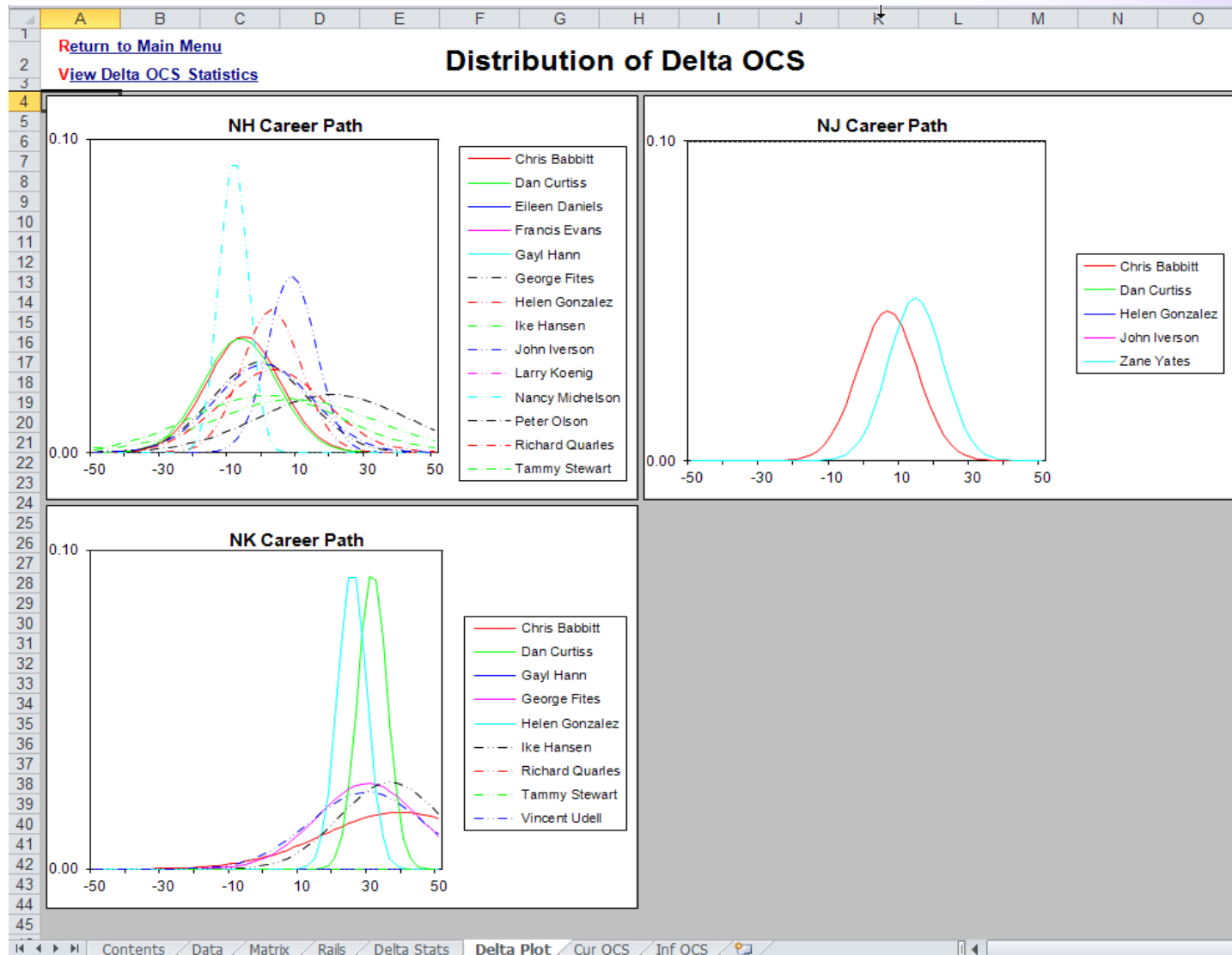
- Provides counts and percentages of employees by rail position
 - The first table shows rail position by career path based on **inferred** OCS, which is estimated from category scores
 - The second table shows rail position by career path based on **final, numerical** OCS
- Includes a link to the Main Menu (Contents) worksheet in the upper left corner
- Prints reports using the Excel print function

Sub-Panel Spreadsheet "Delta Stats" Tab

	A	B	C	D	E	F
1	Return to Main Menu	Delta Plot Grouping <input checked="" type="radio"/> Supervisor <input type="button" value="Refresh"/>		<input type="button" value="Show all"/>		<input type="button" value="Hide with only one employee"/>
2	View Delta OCS Distribution	<input type="radio"/> Wildcard 1				
3	Summary Statistics of Delta OCS Score					
4			Average Delta OCS Score	Standard Deviation		
5		Overall	8.09	20.21		
6		NH	-0.86	15.07		
7		NJ	10.88	15.23		
8		NK	31.91	12.82		
9						
11		NH			Total	
13		Chris Babbitt	-6.00	10.80	16	
14		Dan Curtiss	-6.94	10.97	18	
15		Eileen Daniels	-8.00	N/A	1	
16		Francis Evans	-21.00	N/A	1	
17		Gayl Hann	-19.00	N/A	1	
18		George Fites	-1.25	13.82	4	
19		Helen Gonzalez	2.08	8.77	12	
20		Ike Hansen	8.75	23.69	12	
21		John Iverson	8.00	7.07	2	
22		Larry Koenig	-1.00	N/A	1	
23		Nancy Michelson	-9.00	4.24	2	
24		Peter Olson	20.00	21.66	3	
25		Richard Quarles	2.67	15.18	3	
26		Tammy Stewart	0.50	21.92	2	
27		Vincent Udell	-0.13	14.22	15	
28						
30		NJ				
32		Chris Babbitt	6.00	8.49	2	
33		Dan Curtiss	-15.00	N/A	1	
34		Helen Gonzalez	37.00	N/A	1	
35		John Iverson	11.00	N/A	1	
36		Zane Yates	14.00	7.81	3	
37						
39		NK				
41		Chris Babbitt	39.00	22.32	4	
42		Dan Curtiss	20.00	4.20	0	

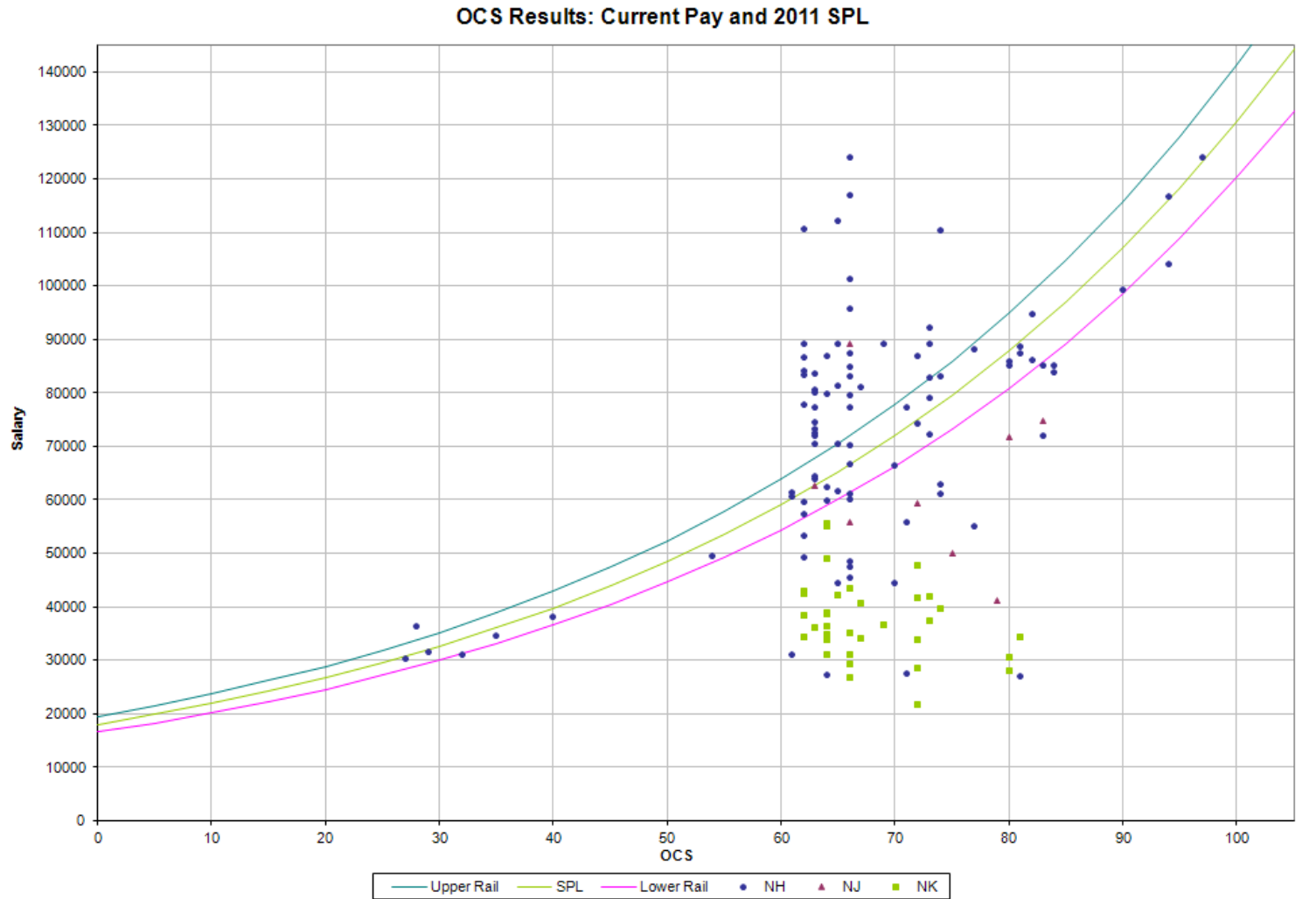
- Displays Delta OCS averages and standard deviations
 - The top of the worksheet shows statistics by career path and overall
 - The bottom of the worksheet shows statistics for groups of employees within each career path
 - The groups can be defined by either first level supervisor (column T on the main data sheet), or any other grouping scheme entered into the first Wildcard column (H) on the main data sheet
- Filters out groups with only one employee (N/A for Standard Deviation)
 - Click on the button labeled "Hide with only 1 employee" at the top of the worksheet
 - Click on the "Show all" button to restore the display
- Can be printed by using the Excel print function
- Has links to go back to the Main Menu (Contents) worksheet, and to the Delta OCS distribution plots

Sub-Panel Spreadsheet "Delta Plots" Tab



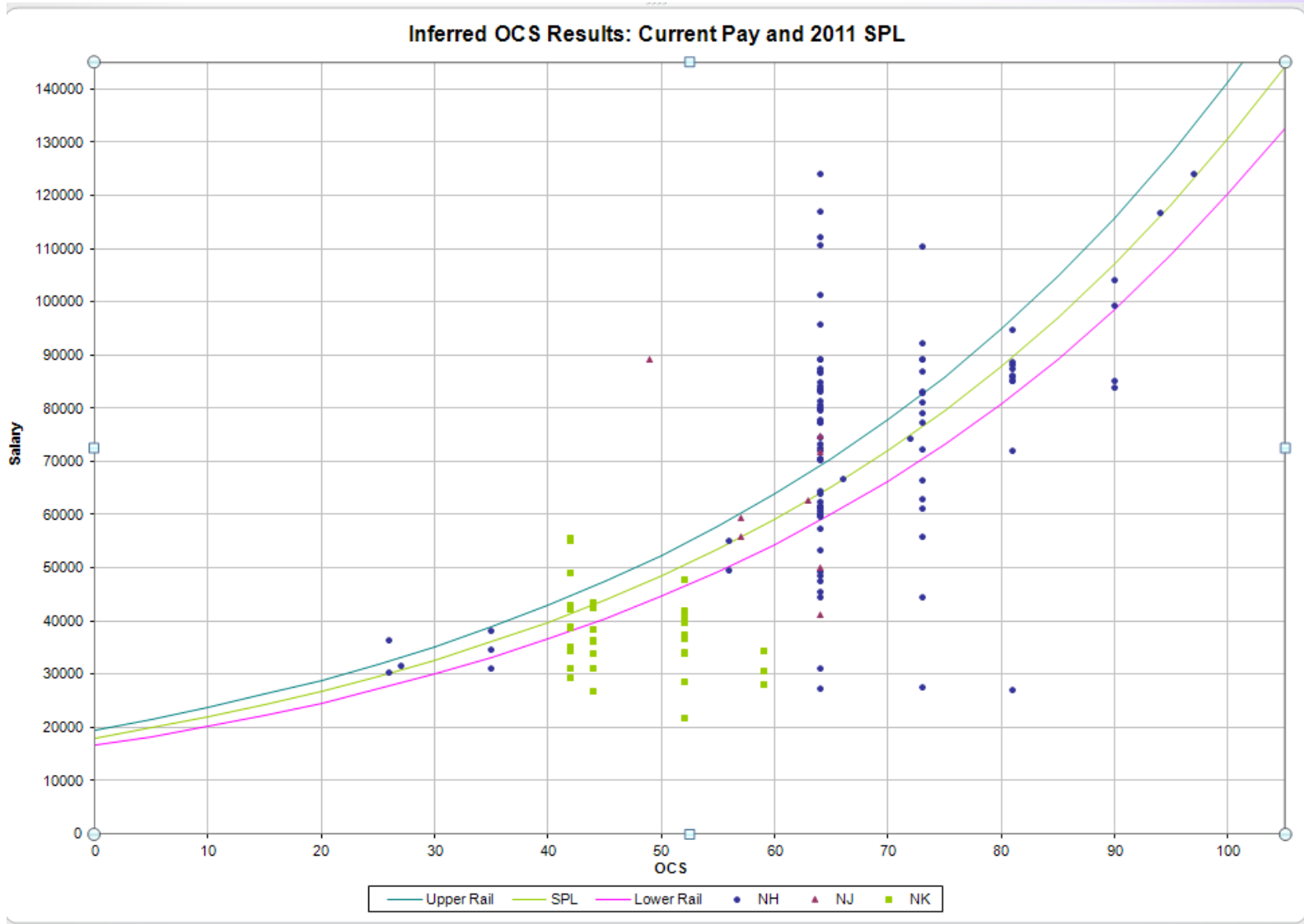
- Displays the data from the “Delta Stats” worksheet (assumes ratings are distributed according to the normal distribution (bell-shaped curve))
- Has links to go back to the Main Menu (Contents) and the Delta OCS Statistics worksheets

Sub-Panel Spreadsheet "Cur OCS" Tab



- Shows, for each career path, how employee pay and contribution compare to the SPL and rails for a given year
 - To preclude employees from appearing on the scatterplots, filter or hide rows for those employees on the Data tab
 - To identify the specific values associated with a dot on the graph, place the mouse pointer on the dot (only works if there are fewer than 255 people in the sub-panel)
 - Note that the vertical line pattern is due to OCS being rounded to integer scores

Sub-Panel Spreadsheet "Inf OCS" Tab



- Is identical to the “Cur OCS” worksheet except that inferred OCS is plotted instead of current OCS
 - Inferred OCS is computed from category factor scores by taking the midpoint of the numerical score range associated with each category score
 - Can be used to visualize the results of category score assignments prior to proceeding on to numerical score assignment
 - To preclude employees from appearing on the scatterplots, filter or hide rows for those employees on the Data tab
 - To identify the specific values associated with a dot on the graph, place the mouse pointer on the dot
 - The vertical line effect is even more prominent in this graph because only the mid-point of each category is a possible numeric score
- You can adjust the size of the plot markers using the “Format” icon on the custom toolbar

CCAS Spreadsheet Structure

Tab	Description
1. Contents	Provides a brief description of the workbook, its purpose, and contents
2. Parameters	Is where the pay pool manager sets the parameters that define the pay adjustment scenario for the pay pool
3. Data	Is the main worksheet in the workbook
4. Matrix	Rank orders employees by individual factor score and by OCS
5. Rails	Provides counts and percentages of employees by rail position
6. Delta Stats	Displays Delta OCS averages and standard deviations
7. Delta Plot	Displays the data from the previous tab in graphical form
8. Cur OCS	Shows OCS vs. current base pay (top of the band pay for those on retained pay) on a graph with the CY2011 SPL and rails
9. Inf OCS	Is identical to the previous one, except that inferred OCS is plotted instead of final numerical OCS
10. New OCS	Is identical to the previous two, except that OCS is plotted with new (adjusted) base pay against the 2012 SPL and rails

Contribution-based Compensation and Appraisal

Cycle: 2011

The purpose of this spreadsheet is to record appraisal scores and set basic pay rates and contribution-based financial awards.

Data/Spreadsheet Download -- Download the data file from the website, then click on Import to load the file into this spreadsheet.

Appraisal Score Entry -- Once the file has been loaded, assign categorical and final scores for each factor, and view reports and graphs.

Score Normalization -- Compare score distributions to look for anomalies and scale differences. Run preliminary pay adjustment scenarios. Set CRI and CA parameters and assign pay outs to employees.

Data Maintenance -- All additions, deletions, and modifications must be done in the central database. All columns except for data entry and "wild-card" are locked. To preserve your work, export the data from this spreadsheet and upload to the central database before changing any information in the database.

Final "G" Setting -- This spreadsheet comes with a best estimate of "G." Once you have been notified that "G" is set, make a final round trip to CAS2Net. The final "G" value and related parameters will be included in the download of your payroll data.

Final Compensation Setting -- After the final round trip to update "G", finalize the pay adjustments and awards for your payroll.

Data Upload -- Use Export to create a file for uploading the results from your pay pool to the central database on the website.

Generate Part 1's -- First use the filters to select employees; sort data by preferred order; then click on the Generate Part 1 to generate Part 1 of the Appraisal Form for each selected employee.

Paypool Data

[Import](#) [View](#) [Export](#)

Last Import: 9/1/2011 (1:21:42 PM)(CDT)

Last Export:

Last Modified:

Parameters

[Set CRI and CA Parameters](#)

Summary Reports

[Rails Report](#)

[Career Path Factor Matrices ranked by Final Score](#)

[Summary Statistics of Delta OCS](#)

[Distribution of Delta OCS](#)

Scatter-plots of OCS Score by Salary

[Current Pay & 2011 SPL](#) [Inferred](#) [New Pay & 2012 SPL](#)

Part 1 of Appraisal Forms

[Open Existing Evaluation](#)

Generate Part 1 of Appraisal Form for selected individuals by sort order
Use the filters to select individuals then sort data by preferred order

[Generate Part 1 of Appraisal Forms](#)

- Provides a brief description of the workbook, its purpose and contents
- Appears first as you open the workbook and activates the macros
- Allows to import and export files, navigate around the workbook, and generate Part I of the Appraisal Forms
- Displays the cycle year in the upper left corner just below the red title bar. The date and time of the last import and export of files into and out of the workbook are shown in the upper right corner

CCAS Spreadsheet "Parameters" Tab

[Return to Main Menu](#)

[Return to Data](#)

Reset to
Default Values

You may set any parameters in Yellow

Scenario Summary

G%	-		
GS-1/step1 pay (12)	\$ 17,803		
GS-1/step1 pay (11)	\$ 17,803	Cash Amount	Plus Unused GPI
CRI%	2.000000%	\$55,104	\$55,104
CRI Set-Aside <input type="radio"/> % <input checked="" type="radio"/> \$	0.000000%	\$0	
Awd%	1.000000%	\$24,797	\$24,811
Awd Set-Aside <input checked="" type="radio"/> % <input type="radio"/> \$	0.000000%	\$0	
Beta 1 (CRI)	0	Award Funding Limitation	
Beta 2 (CA)	1		
Minimum CRI dollar amount	\$0	1.2247	
Minimum CA dollar amount	\$0		
G carry over	\$ -		
CRI remainder	\$ 14		
Awd remainder	\$ 19		
Alpha 1	0.6549		
Alpha 2	0.0812		
Minimum CRI Budget %	2.0		
Minimum Awd Budget %	1.0		

Start with little or no CRI and CA set-aside and increase it gradually. If you reduce the set-aside after allocating your discretionary funds, your remainder will go negative and you will have to delete all or some of your allocations and start over again. Set aside may change if rollover amount changes. The cash award amount is 90% of the total award budget plus CRI remainder.

Use Control Points

Beta 1 and 2

1 = Upper Rail
0 = SPL
-1 = Lower Rail

- Is where the pay pool manager sets the parameters that define the pay adjustment scenario for the pay pool
 - Only yellow-colored cells can be edited
- Shows the first three and the last seven lines in the table in white to notify you they are for information only and are not adjustable by the pay pool manager

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Return to Main Menu	Edit Parameters																			
2																					
3																					
4	Goto Scores GPI																				
5	CRI Awards																				
6																					
7																					
8																					
9																					
10																					
11	Burns	Barry			1843	AMC/LH	AMC/LHACA		0	0	NH	2	1515	\$55,000	LA	27.16%	\$55,000	\$69,938		12-Aug-01	0
12	Michelson	Nancy			1472	AMC/LH	AMC/LHXT		0	0	NH	4	0830	\$87,000		0.00%	\$87,000	\$87,000		29-Sep-00	0
13	Curtiss	Dan			4	AMC/LH	AMC/LHA		0	0	NH	4	0830	\$87,000	LA	27.16%	\$87,000	\$110,629		1-Feb-99	0
14	Evans	Francis			5	AMC/LH	AMC/LHX		0	0	NH	4	0830	\$92,000	LA	27.16%	\$92,000	\$116,987		1-Feb-99	0
15	Gonzalez	Helen			6	AMC/LH	AMC/LHAC		0	1	NH	4	0340	\$150,000	LA	27.16%	\$129,517	\$150,000		15-May-03	0
16	Iverson	John			7	AMC/LH	AMC/LHAD		0	1	NH	4	0830	\$160,000	LA	27.16%	\$129,517	\$155,500		1-Feb-99	0
17	Quarles	Richard			11	AMC/LH	AMC/LHACB		0	0	NH	3	0830	\$93,100		0.00%	\$93,100	\$93,100		1-Feb-99	0
18	Stewart	Tammy			12	AMC/LH	AMC/LHADA		0	0	NH	3	0830	\$61,000		0.00%	\$61,000	\$61,000		1-Feb-99	0
19	Udell	Vincent			13	AMC/LH	AMC/LHADB		0	0	NH	3	0850	\$78,000	LA	27.16%	\$78,000	\$99,185		1-Feb-99	0
20	Babbitt	Chris			15	AMC/LH	AMC/LHXSA		0	0	NH	3	0803	\$62,000	ZZ	0.00%	\$62,000	\$62,000		25-Oct-00	0
21	Fites	George			17	AMC/LH	AMC/LHXTA		0	0	NH	3	0896	\$62,000	LA	27.16%	\$62,000	\$78,839		1-Feb-99	0
22	Hansen	Ike			18	AMC/LH	AMC/LHXTB		0	0	NH	3	0830	\$64,300	LA	27.16%	\$64,300	\$81,764		1-Feb-99	0
23	Artis	Amy			19	AMC/LH	AMC/LHACA		0	0	NH	2	0318	\$29,000		0.00%	\$29,000	\$29,000		1-Feb-99	0
24	Celon	Connie			21	AMC/LH	AMC/LHACA		0	0	NH	3	0334	\$71,000	LA	27.16%	\$71,000	\$90,284		1-Aug-03	0
25	Evans	Erin			23	AMC/LH	AMC/LHACB		0	0	NH	3	0830	\$64,000	LA	27.16%	\$64,000	\$81,382		1-Feb-99	0
26	Farnsworth	Fred			24	AMC/LH	AMC/LHACB		0	0	NH	2	0830	\$53,500	LA	27.16%	\$53,500	\$68,031		1-Feb-99	0
27	Grimes	Garth			25	AMC/LH	AMC/LHACB		0	0	NH	2	0850	\$53,000	LA	27.16%	\$53,000	\$67,395		1-Feb-99	0
28	Harris	Henry			26	AMC/LH	AMC/LHADA		0	0	NH	2	0830	\$30,000		0.00%	\$30,000	\$30,000		1-Feb-99	0
29	Jerris	Jane			28	AMC/LH	AMC/LHADA		0	0	NH	3	0830	\$66,000	LA	27.16%	\$66,000	\$83,926		1-Feb-99	0
30	Lawrence	Lance			30	AMC/LH	AMC/LHADB		2	0	NH	3	0830	\$67,000	LA	27.16%	\$67,000	\$85,197		1-Feb-99	0
31	Martinez	Mary			31	AMC/LH	AMC/LHADB		0	0	NH	3	0830	\$67,000	LA	27.16%	\$67,000	\$85,197		1-Feb-99	0
32	Nance	Nolan			32	AMC/LH	AMC/LHADB		0	0	NH	3	0850	\$69,000	LA	27.16%	\$69,000	\$87,740		1-Feb-99	0
33	Sorenson	Sarah			36	AMC/LH	AMC/LHXSA		0	0	NH	3	1515	\$72,000	LA	27.16%	\$72,000	\$91,555		1-Feb-99	0
34	Tarman	Timothy			37	AMC/LH	AMC/LHXSA		0	0	NH	3	0340	\$78,000	LA	27.16%	\$78,000	\$99,185		1-Feb-99	0
35	Ulanov	Uli			38	AMC/LH	AMC/LHXSA		0	0	NH	2	0334	\$52,000	LA	27.16%	\$52,000	\$66,123		1-Feb-99	0
36	Vinson	Violet			39	AMC/LH	AMC/LHXSB		0	0	NH	3	0343	\$75,000	LA	27.16%	\$75,000	\$95,370		1-Feb-99	0
37	Yeakley	Yolanda			41	AMC/LH	AMC/LHXSB		0	0	NH	3	0346	\$80,000	LA	27.16%	\$80,000	\$101,728		1-Feb-99	0
38	Zurbriggen	Zack			42	AMC/LH	AMC/LHXTA		0	0	NH	2	0346	\$54,000	LA	27.16%	\$54,000	\$68,666		1-Feb-99	0
39	Butler	Bryce			44	AMC/LH	AMC/LHXTA		0	0	NH	3	0025	\$73,000	LA	27.16%	\$73,000	\$92,827		1-Feb-99	0
40	Cavasos	Carmen			45	AMC/LH	AMC/LHXTB		0	0	NH	2	0246	\$49,000	LA	27.16%	\$49,000	\$62,308		1-Feb-99	0

Headings for wildcards.
Select cell above heading,
arrow down, and edit
heading in formula bar.

Total CY 11 Base Pay for Funding \$2,755,210
Total CY 11 Adjusted Base Pay \$3,374,299

- Contains all of the data
- Is where individual contribution factor scores and compensation adjustments are computed and recorded
- Has 8 yellow-colored “Wildcard” columns that let you enter your own data, formulas, etc.
- Includes built-in “Add-ins” support functionalities such as Validate, Clear Circles, Highlight, Hide/Unhide, Clear All Filters and Sort
- Has links in the upper left corner: (1) to Return to the Main Menu (Contents); (2) to Edit Parameters; (3) to Go To Scores, GPI, CRI and Awards within Data worksheet

	A	B	C	D	E	G	H	I	J	K	M	N	O	P	R	S	T	U	V	X	Y	Z	AA	AC	AD	AE	AH	AI	AJ	AM	AN	A			
1																																			
2																																			
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32																																			

- Rank orders employees by individual factor score and by OCS. Employees are identified by career path, last name, first name, and broadband
- Includes a sort order on scores (low to high or high to low) that may be done by broadband or across all broadbands
 - The order can be selected with the four buttons on the left
- Can be printed by clicking on the printer icon on the Excel toolbar.
 - The all career path matrix is printed on one page
 - Each career path matrix is printed on a separate page
- Has links in the upper left corner to return to the Main Menu (Contents) worksheet or the Data worksheet

A B C D E F G H I J K L M N O P

[Return to Main Menu](#)

Rails Report

Inferred

Rail Zone	NH		NJ		NK		Total	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
A	0	0.0%	0	N/A	0	N/A	0	0.0%
C1	1	50.0%	0	N/A	0	N/A	1	50.0%
C2	1	50.0%	0	N/A	0	N/A	1	50.0%
B	0	0.0%	0	N/A	0	N/A	0	0.0%
Total	2	100.0%	0	N/A	0	N/A	2	100.0%

Definition of Rail Zone

Inappropriately compensated above the rails
 Appropriately compensated between the rails > SPL
 Appropriately compensated between the rails <= SPL
 Inappropriately compensated below the rails

Final

Rail Zone	NH		NJ		NK		Total	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
A	3	11.5%	0	0.0%	0	0.0%	3	8.1%
C1	1	3.8%	1	20.0%	0	0.0%	2	5.4%
C2	21	80.8%	4	80.0%	6	100.0%	31	83.8%
B	1	3.8%	0	0.0%	0	0.0%	1	2.7%
Total	26	100.0%	5	100.0%	6	100.0%	37	100.0%

Definition of Rail Zone

Inappropriately compensated above the rails
 Appropriately compensated between the rails > SPL
 Appropriately compensated between the rails <= SPL
 Inappropriately compensated below the rails

Upper and Lower Rails

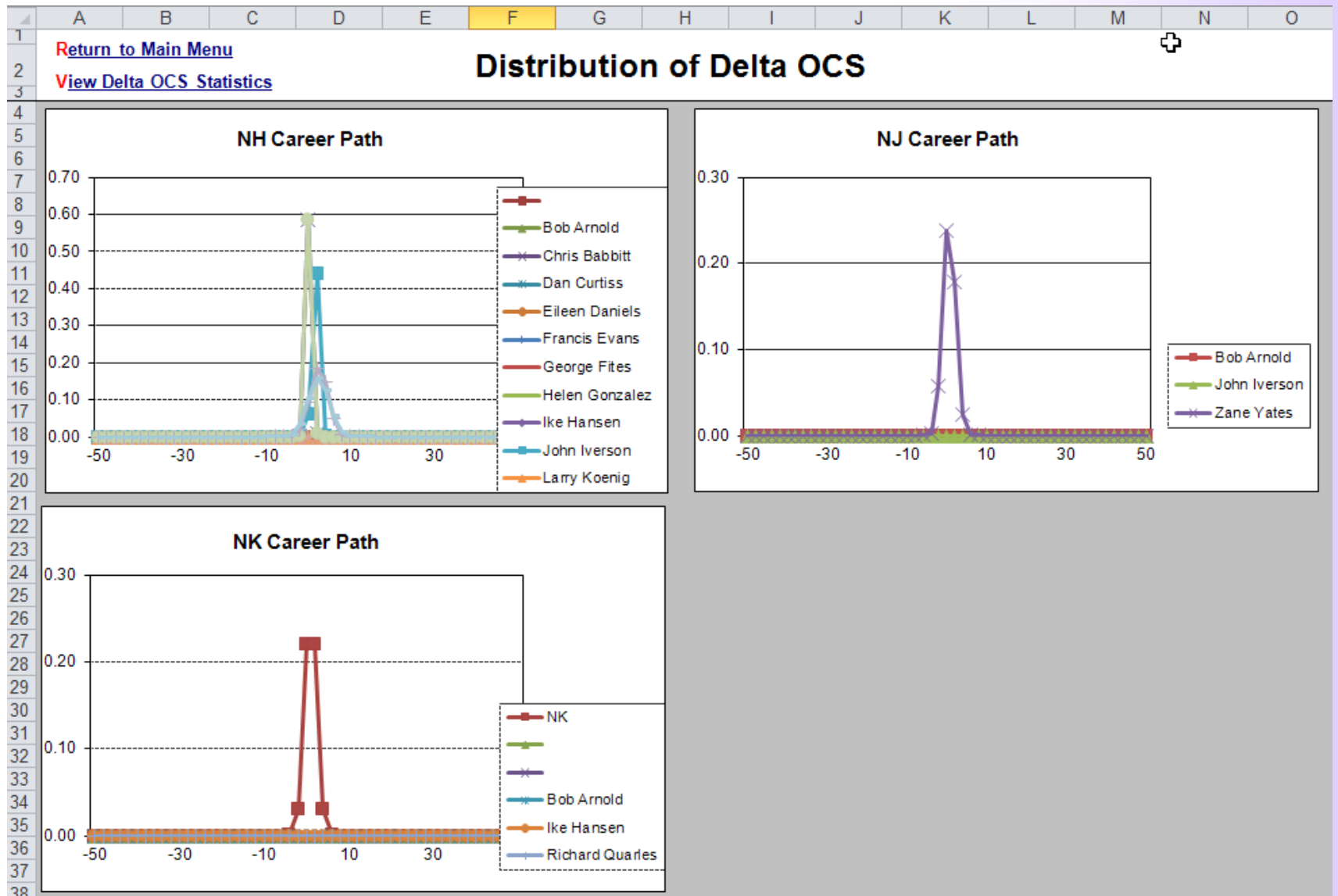
	GS-1 Step 1	SPL base		CCS	Upper Rail	Lower Rail	SPL
2011	\$17,803	1.0200427	min	1.00	\$19,613	\$16,707	\$18,160
			max	115.00	\$188,377	\$160,469	\$174,423
2012	\$17,803	1.0200427	min	1.00	\$19,613	\$16,707	\$18,160
			max	115.00	\$188,377	\$160,469	\$174,423

- Provides counts and percentages of employees by rail position
 - The first table shows rail position by career path based on **inferred** OCS, which is estimated from category scores
 - The second table shows rail position by career path based on **final, numerical** OCS
- Includes a link to the Main Menu (Contents) worksheet in the upper left corner
- Prints reports using the Excel print function

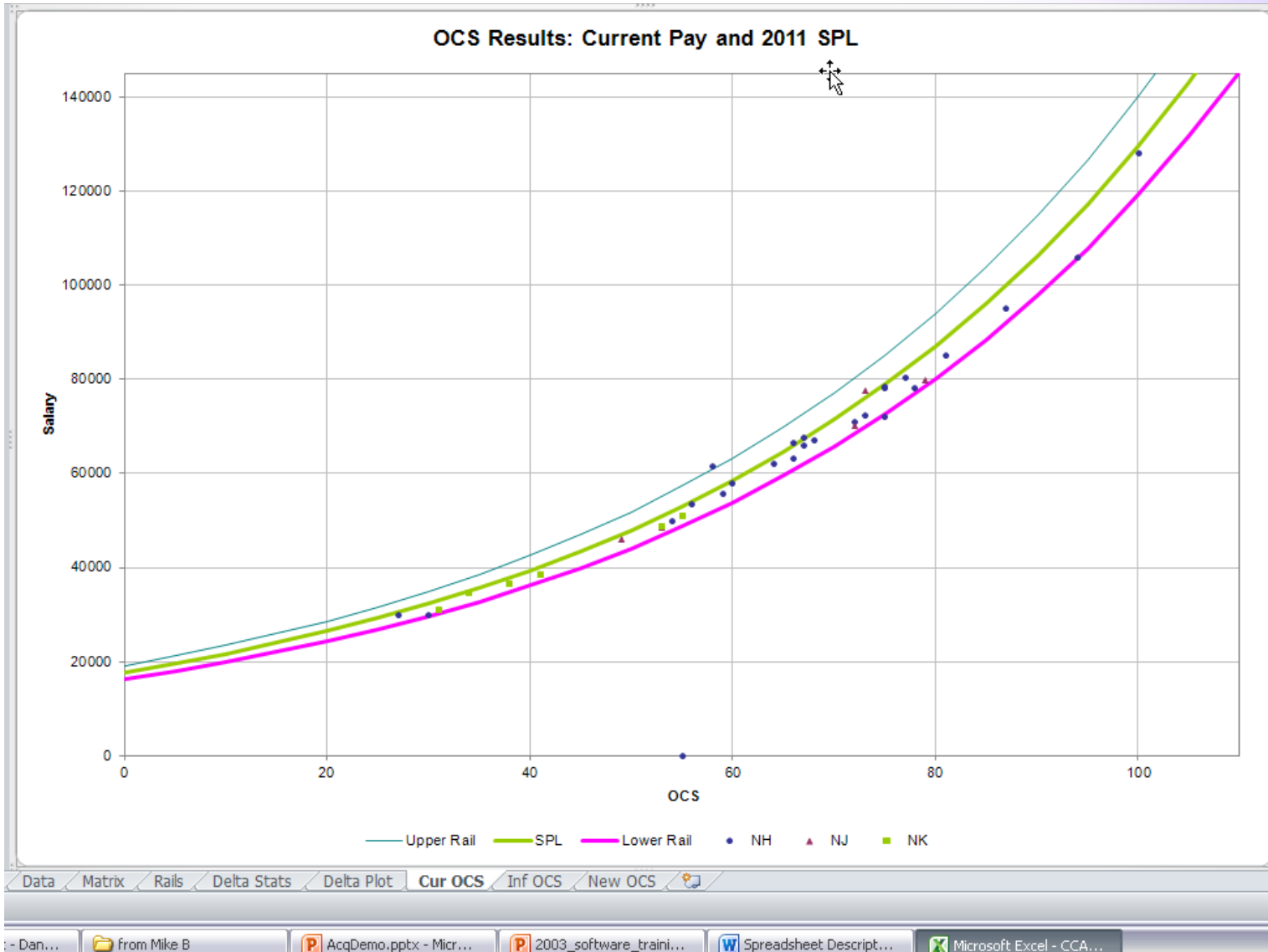
CCAS Spreadsheet "Delta Stats" Tab

	B	C	D	E	F	G	H	I	J	K	L	M	N
	Main Menu	Delta Plot Grouping											
	Delta OCS Distribution	<input checked="" type="radio"/> Supervisor	<input type="radio"/> Wildcard 1	<input type="button" value="Refresh"/>	<input type="button" value="Show All"/>	<input type="button" value="Hide with only one employee"/>							
1													
2	Summary Statistics of Delta OCS Score												
3													
4		Average Delta OCS Score	Standard Deviation										
5	Overall	1.41	4.06										
6	NH	1.04	4.66										
7	NJ	1.60	1.67										
8	NK	2.83	2.14										
9													
11	NH			Total								-50	-48
13		0	1.00	1.00	3								
14	Bob Arnold		3.00	N/A	1					Bob Arnold	N/A	N/A	
15	Chris Babbitt		0.33	0.58	3					Chris Babbitt	0.00	0.00	
16	Dan Curtiss		4.00	N/A	2					Dan Curtiss	N/A	N/A	
17	Eileen Daniels		-18.00	N/A	1					Eileen Daniels	N/A	N/A	
18	Francis Evans		2.00	N/A	1					Francis Evans	N/A	N/A	
19	George Fites		11.00	N/A	1					George Fites	N/A	N/A	
20	Helen Gonzalez		-4.00	N/A	1					Helen Gonzale	N/A	N/A	
21	Ike Hansen		1.00	N/A	1					Ike Hansen	N/A	N/A	
22	John Iverson		1.50	0.71	2					John Iverson	0.00	0.00	
23	Larry Koenig		4.00	N/A	1					Larry Koenig	N/A	N/A	
24	Nancy Michelson		1.00	0.00	2					Nancy Michelson	N/A	N/A	
25	Peter Olson		N/A	N/A	1					Peter Olson	N/A	N/A	
26	Richard Quarles		0.33	0.58	3					Richard Quarle	0.00	0.00	
27	Tammy Stewart		2.50	2.12	2					Tammy Stewart	0.00	0.00	
28	Vincent Udell		2.33	2.52	3					Vincent Udell	0.00	0.00	
29													
31	NJ											-50	-48
33	Bob Arnold		3.00	N/A	1					Bob Arnold	N/A	N/A	
34	John Iverson		3.00	N/A	1					John Iverson	N/A	N/A	
35	Zane Yates		0.67	1.53	3					Zane Yates	0.00	0.00	
37													
38	NK											-50	-48
40		0	1.00	1.41	1					NK	0.00	0.00	
41	Bob Arnold		7.00	N/A	1								
42	Ike Hansen		3.00	N/A	1								
43	Richard Quarles		1.00	N/A	1					Bob Arnold	N/A	N/A	
44	Tammy Stewart		2.00	N/A	1					Ike Hansen	N/A	N/A	
45	Vincent Udell		2.00	N/A	1					Richard Quarle	N/A	N/A	
47													

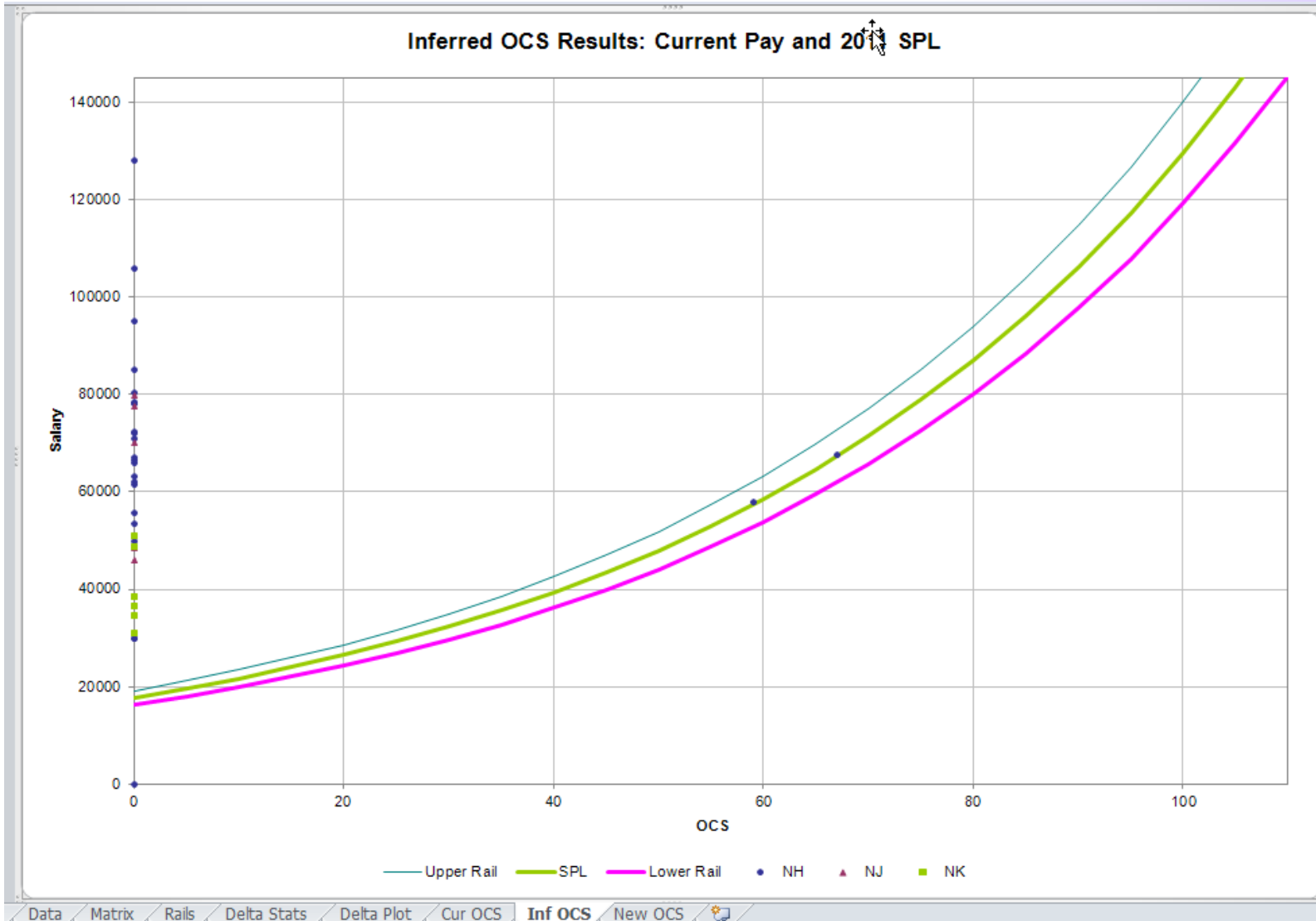
- Displays Delta OCS averages and standard deviations
 - The top of the worksheet shows statistics by career path and overall
 - The bottom of the worksheet shows statistics for groups of employees within each career path
 - The groups can be defined by either first level supervisor (column T on the main data sheet), or any other grouping scheme entered into the first Wildcard column (H) on the main data sheet
- Filters out groups with only one employee (N/A for Standard Deviation)
 - Click on the button labeled “Hide with only 1 employee” at the top of the worksheet
 - Click on the “Show all” button to restore the display
- Can be printed using the Excel print function
- Has links to go back to the Main Menu (Contents) worksheet, and to the Delta OCS distribution plots



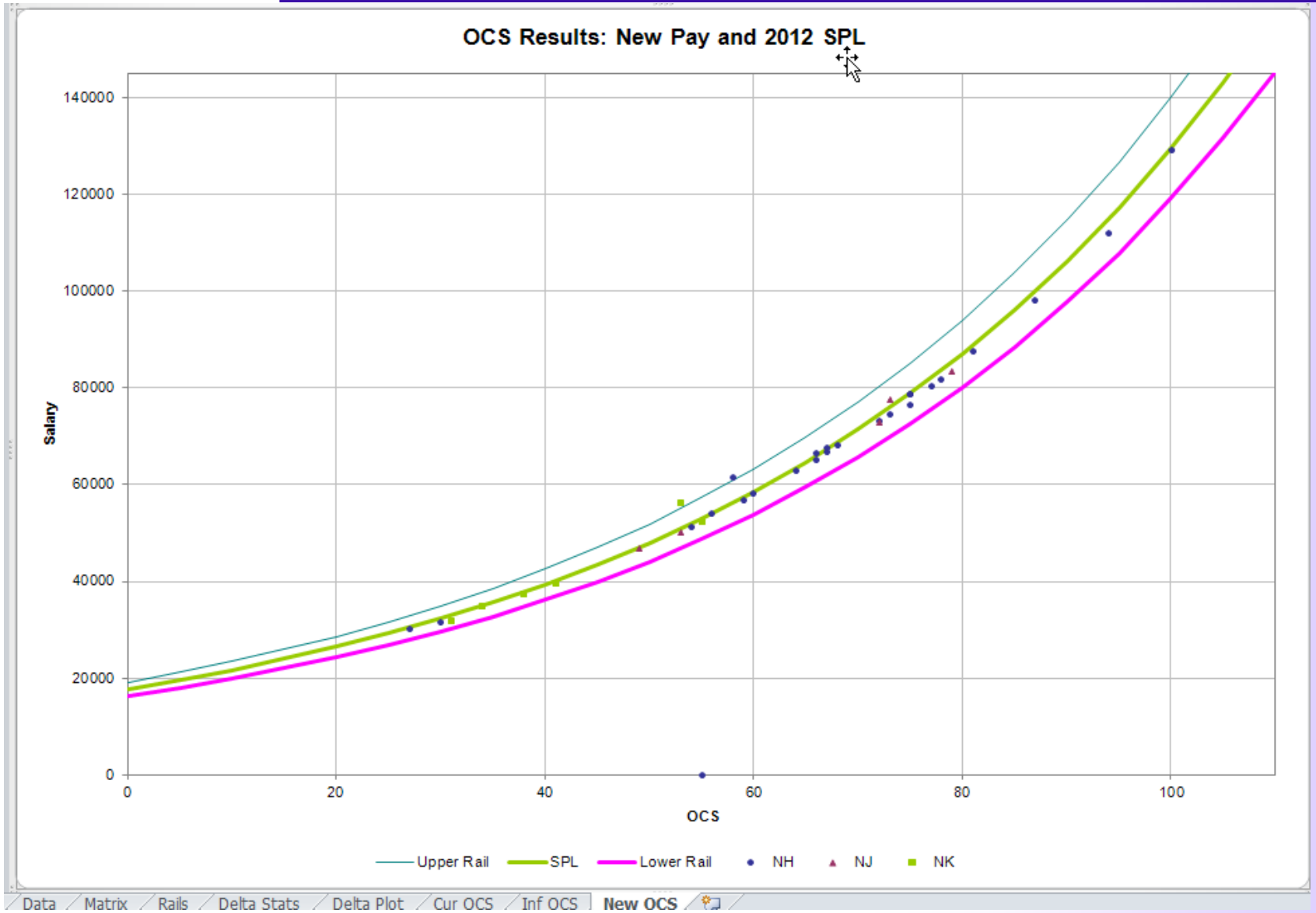
- Displays the data from the “Delta Stats” worksheet (assumes ratings are distributed according to the normal distribution (bell-shaped curve))
- Has links to go back to the Main Menu (Contents) and the Delta OCS Statistics worksheets



- Shows, for each career path, how employee pay and contribution compare to the SPL and rails for a given year
 - To preclude employees from appearing on the scatterplots, filter or hide rows for those employees on the Data tab
 - To identify the specific values associated with a dot on the graph, place the mouse pointer on the dot (only works when there are fewer than 255 people in the pay pool)



- Is identical to the “Cur OCS” worksheet except that inferred OCS is plotted instead of current OCS
 - Inferred OCS is computed from category factor scores by taking the midpoint of the numerical score range associated with each category score
 - Can be used to visualize the results of category score assignments prior to proceeding on to numerical score assignment
 - To preclude employees from appearing on the scatterplots, filter or hide rows for those employees on the Data tab
 - To identify the specific values associated with a dot on the graph, place the mouse pointer on the dot
- You can adjust the size of the plot markers using the “Format” icon on the custom toolbar



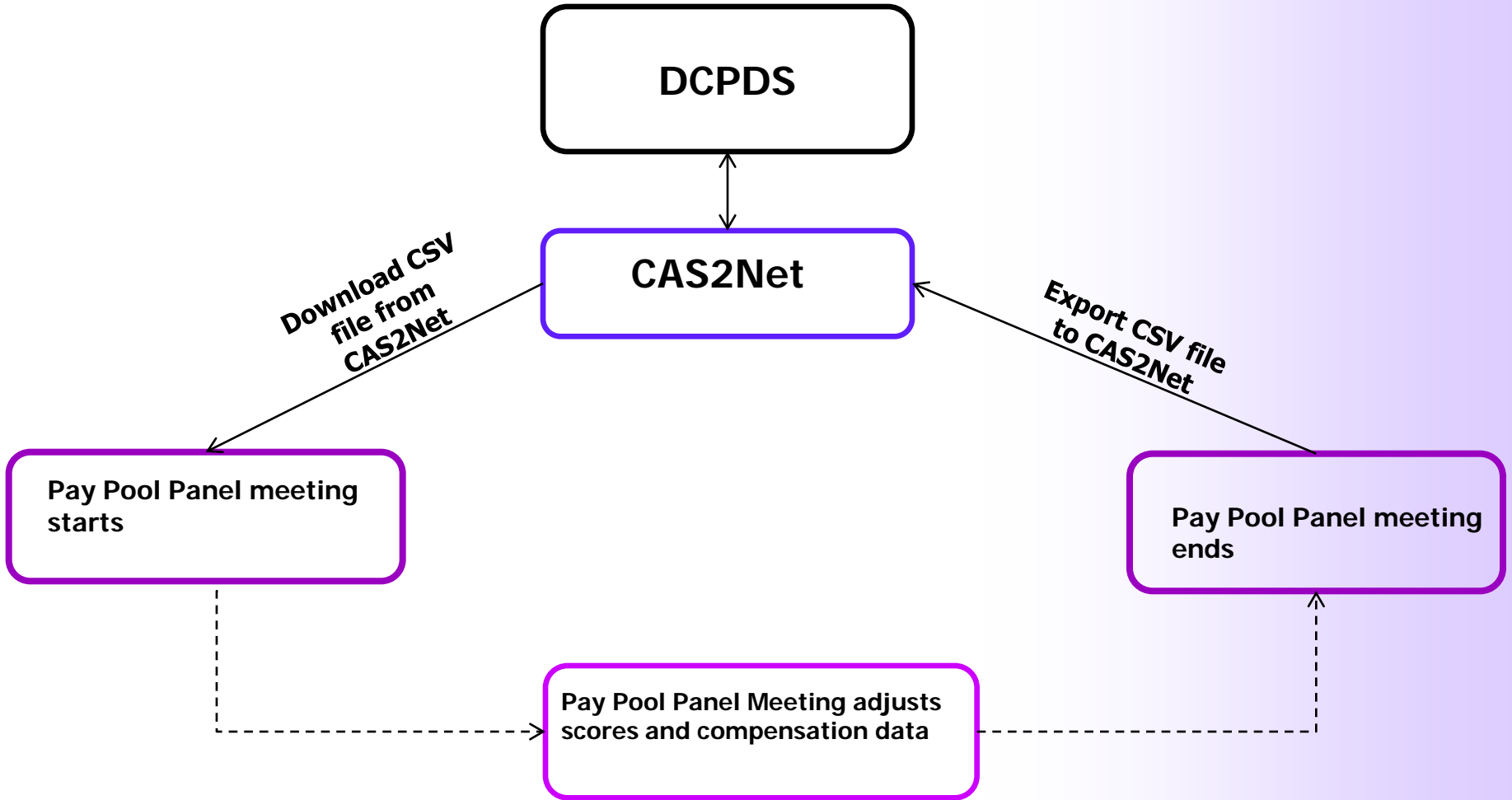
- Is identical to the “Cur OCS” and “Inf OCS” worksheets, except that OCS is plotted with new (adjusted) base pay against the new SPL (2012) and rails.
 - Provides an estimate of what the contribution vs. pay relationship in the paypool might look like next year if each employee contributes at the same level they did in last year
 - Comparing this plot with the current OCS/pay scatter plot shows the effect of the pay adjustments – hopefully, movement of employees toward the appropriately compensated zone (between the rails)

Role of the Data Maintainer

- Ensure personnel data are correct in CAS2Net
- Monitor the organization's progress in the CCAS process (scores, assessments, sub-panel meetings, etc)
 - Use the CAS2Net Status Report to check whether all employees have been rated
 - Work with the Pay Pool manager if employees still need to be rated (Note: employees that are not scored before the meeting will have to be scored during the pay pool meeting)
- Use the CCAS Software to present data that managers need in order to make informed and sound appraisal decisions
- Shortly after the 1st of the month (October through December), go to CAS2Net and check for Pay Pool Notices

- React to pay pool managers as they decide if first-level supervisors are going to recommend just category factor scores (i.e., 3M, 4L) or category and integer factor scores
 - Communicate with pay pool managers to become aware of decision
 - Use that knowledge when reviewing data downloaded to spreadsheets
- Remind pay pool managers that determining factor scores is a multi-step process
 - Employees describe their contributions on each factor
 - First level supervisors edit and expand on the descriptions
 - First level supervisors determine the contribution level (1-4) for each factor by comparing the contribution description to the standard AcqDemo descriptors and discriminators available at http://www.acq.osd.mil/dpap/ops/factor_descriptors_and_discriminators.html
 - First level supervisors recommend a category (H, M, L) and sometimes (MH and ML) within the level (and perhaps a specific integer score) for each factor

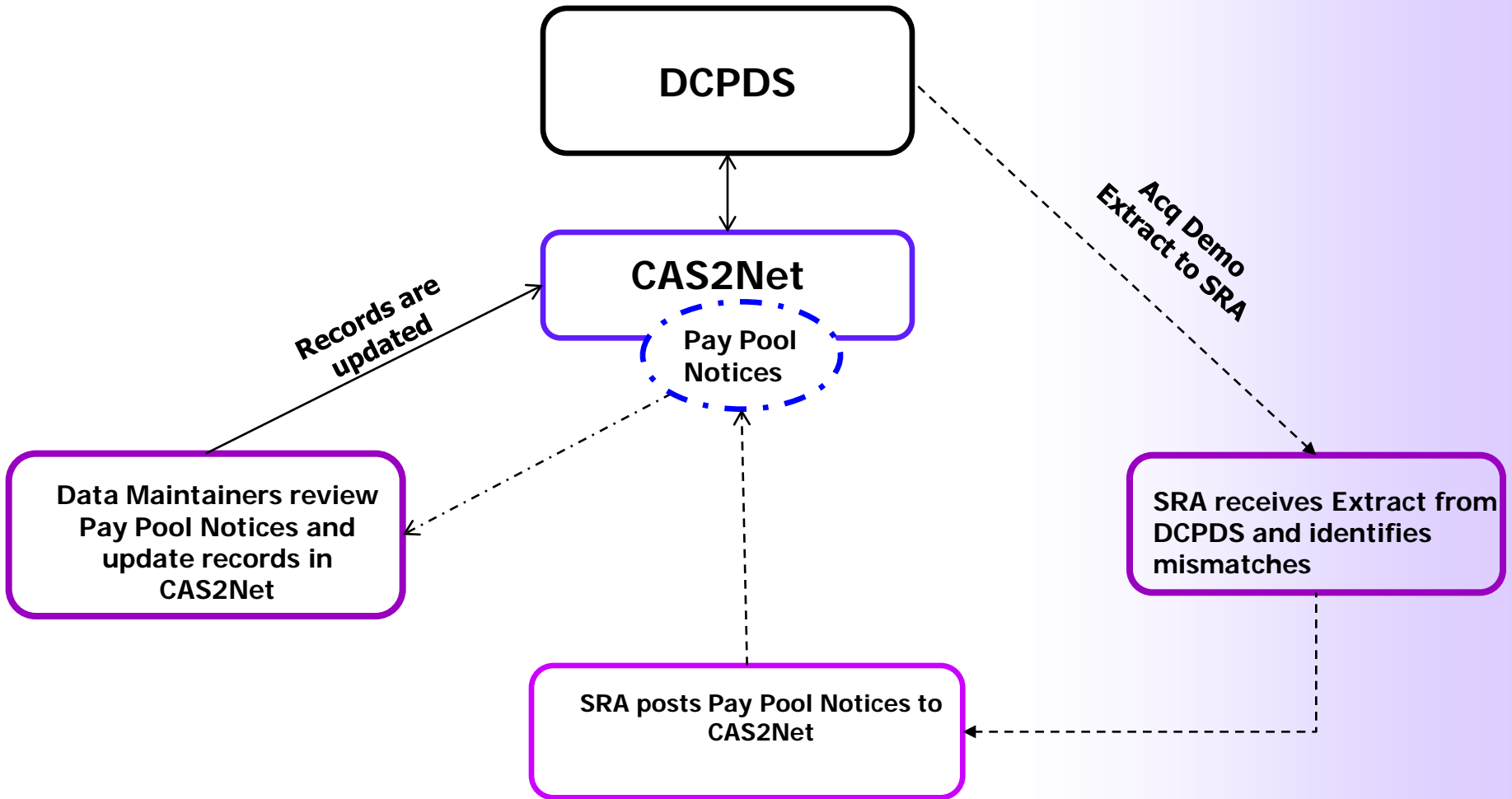
CCAS Data Processing for Pay Pool Meetings



- Use CAS2Net to download and upload data adjustments without compromising changes made during the pay pool
- Use CCAS functionality to import and export the CSV file (Text File)

- If a software issue is discovered during the pay pools, you will receive a new spreadsheet in Pay Pool Notices;
 - If currently using a spreadsheet, do an Export and Upload; download the new Spreadsheet, do a Download and Import and continue working
 - If data was already uploaded, perform the same steps starting with download the new Spreadsheet

Monthly Data Refresh Process



- If an error is discovered during a pay pool regarding a salary for example, you cannot change the salary in the spreadsheet
 - Export and upload to CAS2Net to keep any recent changes you made
 - Make the salary change in CAS2Net
 - Download and import to CCAS spreadsheet
 - Continue your pay pool work

- In any CCAS or Sub-Panel Spreadsheet, a yellow-colored cell in a dataset conventionally means it can be edited. White cells are either downloaded or computed.
- Values entered or computed in a “Wildcard” cell will be saved in any export back to CAS2Net, and will be returned to this worksheet in subsequent imports
- Formulas entered in this column will not be preserved through subsequent export-import cycles **unless the formula is also entered in the yellow cell immediately below the wide gray line after the last person's record**
- The formula is only saved if you import back into the same spreadsheet you used to do the export
- You can change the column heading by clicking in the cell immediately above the heading, using the down arrow to enter the cell, and changing the heading in the formula bar

Loading Data for a Pay Pool or Sub-Pay Pool

- From CAS2Net Data Maintainer Menu, select “Offline Interface”

- Click “Download Employee Data” button

- Select applicable files
 - Entire pay pool (“CCAS”)
 - Sub-pay pools (shows sub-panel manager’s name)

Acq Demo

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports

Data Maintainer Menu

- Appraisal Status and Lock
- View and lock employee appraisals
- Reports
- View or print reports in PDF format
- Data Maintenance
- Maintain employee data
- Password Maintenance
- Offline Interface
- Paypool Notices
- Important information for your paypool
- Logout
- Exit CAS2Net
- Session Maintenance
- Assume the role of another user

Contribution-based Compensation and Appraisal System Software CAS2Net

Offline Interface

Download Employee Data
Last completed download (Eastern Time): 31-AUG-2011 04:11:20 PM

Upload Employee Data
Last completed upload (Eastern Time): None

Acq Demo

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports

Superuser Menu

- Appraisal Status and Lock
- View and lock employee appraisals
- Reports
- View or print reports in PDF format
- Data Maintenance
- Maintain employee data
- Session Maintenance
- Assume the role of another user

Session Info

User: George Garfield
Role: Superuser

Contribution-based Compensation and Appraisal System Software CAS2Net

Offline Interface - Download Employee Data

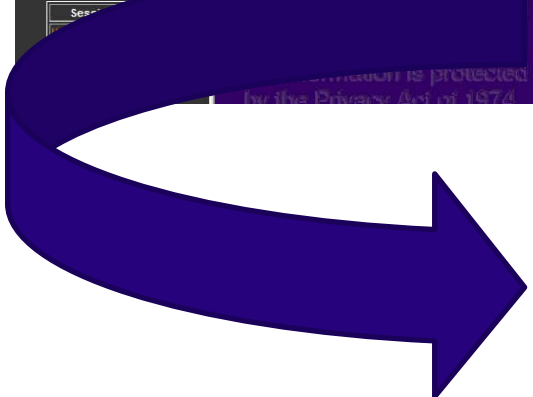
NOTE: Files are dynamically generated and the server may take several minutes before download starts. Please be patient and do not repeatedly request a download file which will cause the server to slow down further and may generate duplicate appraisal records.

To save a linked file to your computer, use a right mouse button click on the link and choose "Save Target As..."

Sub-Panel Meeting choices without hot links for the files have been locked. Contact your data maintainer if you need to unlock a meeting.

Paypool	File Name	File Description
AMC/LH	ppAMCLH to CCAS.csv	Paypool: AMC/LH
AMC/LH	ppAMCLH to Sub-Panel Bob Arnold.csv	Sub-Panel Manager: Bob Arnold
AMC/LH	ppAMCLH to Sub-Panel Dan Curtiss.csv	Sub-Panel Manager: Dan Curtiss
AMC/LH	ppAMCLH to Sub-Panel Francis Evans.csv	Sub-Panel Manager: Francis Evans
AMC/LH	ppAMCLH to Sub-Panel Helen Gonzalez.csv	Sub-Panel Manager: Helen Gonzalez
AMC/LH	ppAMCLH to Sub-Panel John Iverson.csv	Sub-Panel Manager: John Iverson
AMC/LH	ppAMCLH to Sub-Panel Larry Koenig.csv	Sub-Panel Manager: Larry Koenig
AMC/LH	ppAMCLH to Sub-Panel Nancy Michelson.csv	Sub-Panel Manager: Nancy Michelson
AMC/LH	ppAMCLH to Sub-Panel (No Sub-Panel).csv	Sub-Panel Manager: None Assigned

[Return to Offline Interface Main Menu]



- The CCAS naming convention for CSV files helps identify the data source and the file function
 - Pay Pool import file from CAS2net to CCAS Spreadsheet:
 - pp(Pay Pool Name)_to_CCAS.csv
 - Example: **ppAMCLH_to_CCAS.csv** where AMCLH is Pay Pool Name
 - Sub-Pay Pool import file from CAS2Net to Sub-Panel Spreadsheet:
 - pp(Pay Pool Name)_to_Sub-Panel_(Sub Panel Manager Name).csv
 - Example: **ppAMCLH_to_Sub-Panel_Bob_Arnold.csv** where Bob Arnold is the sub panel manager's name
 - Pay Pool export file from CCAS Spreadsheet:
 - pp(Pay Pool Name) to Master.csv
 - Example: **ppAMCLH_to_Master.csv**
 - Sub-Pay Pool export file from Sub-Panel Spreadsheet:
 - Pp(Pay Pool Name)_Sub-Panel_(Sub Panel Manager Name)_to_Master.csv
 - Example: **ppAMCLH_Sub-Panel_Bob_Arnold_to_Master.csv**
- Sub-panel managers and pay pool managers can access their own files for download

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
2	Cycle	CRI%	CRI Set-A	Awd%	Awd Set-A	Beta 1 (CF	Beta 2 (CA	Minimum C	Minimum	Type	Pay Cap	Pay Cap 2011						
3	2011	2	0	1	0	0	1	0	0	PAY	155500	155500						
4	G	SPLstep1	SPLbase	NH1	NH2	NH3	NH4	NJ1	NJ2	NJ3	NJ4	NK1	NK2	NK3	Locality C	AT	BO	
5	0	17803	1.020043	31871	65371	93175	129517	31871	48917	65371	93175	31871	44176	59505	Locality R		19.29	24.8
6	Last Name	First Name	Middle Initi	Suffix	ID	Paypool	Office Syrn	WildCard	Presumptiv	Retained F	Career Pat	Broadband	Occ Series	Starting B	Locality C	Previous C	Start Date	CRI Overric
7	Freeman	Francis			2	AMC/LH	AMC/LH		0	1	NK	2	318	35804	LA		1-Feb-99	0
8	Garfield	George			3	AMC/LH	AMC/LH		0	0	NJ	4	856	76725	LA		1-Feb-99	0
9	Curtiss	Dan			4	AMC/LH	AMC/LHA		0	0	NH	4	830	107107	LA		1-Feb-99	0
10	Evans	Francis			5	AMC/LH	AMC/LHX		0	0	NH	4	830	107107	LA		1-Feb-99	0
11	Gonzalez	Helen			6	AMC/LH	AMC/LHAC		0	0	NH	4	340	107107	LA		#####	0
12	Iverson	John			7	AMC/LH	AMC/LHAD		0	0	NH	4	830	107107	LA		1-Feb-99	0
13	Quarles	Richard			11	AMC/LH	AMC/LHACB		0	0	NH	3	830	76725	LA		1-Feb-99	0
14	Stewart	Tammy			12	AMC/LH	AMC/LHADA		0	0	NH	3	830	76725	LA		1-Feb-99	0
15	Udell	Vincent			13	AMC/LH	AMC/LHADB		0	0	NH	3	850	76725	LA		1-Feb-99	0
16	Yates	Zane			14	AMC/LH	AMC/LHADC		0	0	NJ	4	802	76725	LA		1-Feb-99	0
17	Babbitt	Chris			15	AMC/LH	AMC/LHXSA		0	0	NH	3	803	76725	ZZ		25-Oct-00	0
18	Fites	George			17	AMC/LH	AMC/LHXTA		0	0	NH	3	896	76725	LA		1-Feb-99	0
19	Hansen	Ike			18	AMC/LH	AMC/LHXTB		0	0	NH	3	830	76725	LA		1-Feb-99	0
20	Artis	Amy			19	AMC/LH	AMC/LHACA		0	0	NH	2	318	46401	LA		1-Feb-99	0
21	Celon	Connie			21	AMC/LH	AMC/LHACA		1	0	NH	3	334	76725	LA		1-Aug-03	0

- The result of the download is a text file that
 - contains employee data
 - is formatted for importing into the CCAS spreadsheet

Contribution-based Compensation and Appraisal

Cycle: 2011

The purpose of this spreadsheet is to record appraisal scores and set basic pay rates and contribution-based financial awards.

Data/Spreadsheet Download -- Download the data file from the website, then click on Import to load the file into this spreadsheet.

Appraisal Score Entry -- Once the file has been loaded, assign categorical and final scores for each factor, and view reports and graphs.

Score Normalization -- Compare score distributions to look for anomalies and scale differences. Run preliminary pay adjustment scenarios. Set CRI and CA parameters and assign pay outs to employees.

Data Maintenance -- All additions, deletions, and modifications must be done in the central database. All columns except for data entry and "wild-card" are locked. To preserve your work, export the data from this spreadsheet and upload to the central database before changing any information in the database.

Final "G" Setting -- This spreadsheet comes with a best estimate of "G." Once you have been notified that "G" is set, make a final round trip to CAS2Net. The final "G" value and related parameters will be included in the download of your payroll data.

Final Compensation Setting -- After the final round trip to update "G", finalize the pay adjustments and awards for your payroll.

Data Upload -- Use Export to create a file for uploading the results from your pay pool to the central database on the website.

Generate Part 1's -- First use the filters to select employees; sort data by preferred order; then click on the Generate Part I to generate Part I of the Appraisal Form for each selected employee.

Paypool Data

[Import](#) [View](#) [Export](#)

Last Import: 9/1/2011 (1:21:42 PM)(CDT)

Last Export:

Last Modified:

Use Today

Parameters

[Set C](#)

Summary Rep

[Rails](#)

[Caree](#)

[Summary Statistics of Delta OCS](#)

[Distribution of Delta OCS](#)

Scatter-plots of OCS Score by Salary

[Current Pay & 2011 SPL](#)

[Inferred](#)

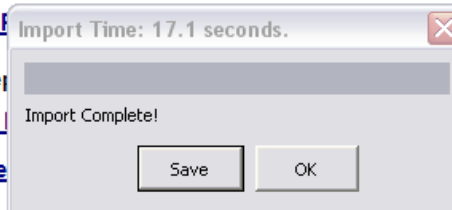
[New Pay & 2012 SPL](#)

Part 1 of Appraisal Forms

[Open Existing Evaluation](#)

Generate Part 1 of Appraisal Form for selected individuals by sort order
Use the filters to select individuals then sort data by preferred order

[Generate Part 1 of Appraisal Forms](#)



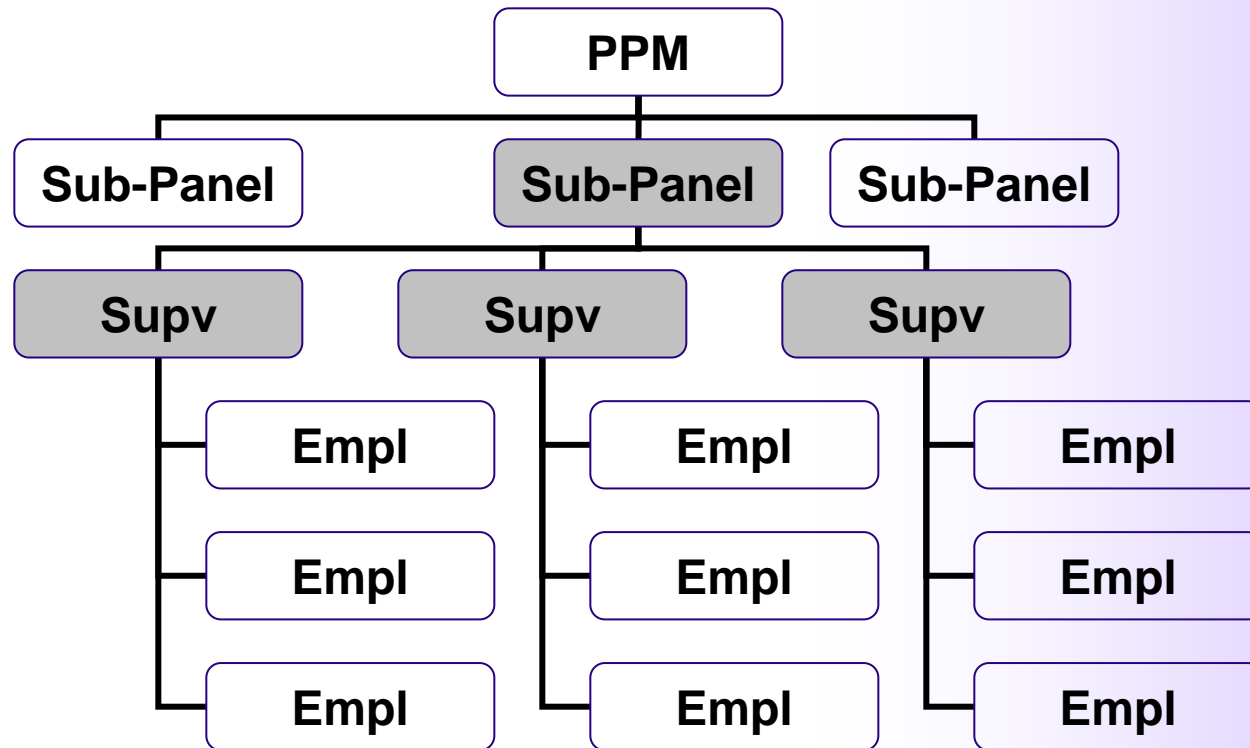
Using the CCAS Sub-Pay Pool Spreadsheet For a Sub-Pay Pool

- On-line with CAS2Net
 - Must have done part IIs on line
 - Sub-panel module facilitates the leveling process
- Off-line, sub-panel spreadsheet support
 - Download the spreadsheet from CAS2Net
 - Download a data file from CAS2Net
 - Import the data file into the spreadsheet
 - Spreadsheet facilitates the rating normalization or leveling process
 - Use file naming convention to identify the correct file

- By the end of October all AcqDemo employees should have completed their self-assessments and all supervisors should have completed Part II of the Appraisal Form containing category scores on each of the six factors, along with supporting narrative comments for each employee
- By early to mid-November second-level supervisors should conduct sub-panel meetings. This can be accomplished either using the online assessment module in CAS2Net or offline, using the sub-panel spreadsheet
- First-level supervisors usually participate in the sub-panel meetings

- You are ready for your sub-panel meeting if:
 - The CAS2Net database reflects the status of your pay pool on 30 Sept 2011
 - All employees have completed their Part IIIs
 - All first-level supervisors have completed their Part IIs (on or off line)
- Even if the Part IIs were done on-line, supervisors should take paper copies to the sub-panel meeting
 - Other documentation on employee contributions should also be taken to the meeting (e.g., letters of appreciation, awards, commendations, publications)

- If the Sub-Panel or CCAS spreadsheet is being saved in 2007 or 2010 format, it needs to be saved as a “Macros Enabled” .xlsm. If it is saved as an .xlsx the macros will be stripped of the file and nothing will work
- Make sure to set your spreadsheet to “Enable” macros



- The meeting is held as soon as all employees have received category scores on all six factors from their first level supervisor, usually early November
- The purpose of the meeting is to normalize recommended category scores across supervisors and assign integer scores
- Pay adjustments are not discussed at a sub-panel meeting!

Use of the “Appraisal Status and Lock” module to control the process

Acq Demo

Employee Menu

- [Contribution Planning](#)
- [Mid-Point Review Self-Assessment](#)
- [Annual Appraisal Self-Assessment](#)
- [Reports](#)
- [Data Maintainer Menu](#)**
 - [Appraisal Status and Lock](#)
 - [New and lock employee appraisals](#)
- [Reports](#)
- [Data Maintenance](#)
- [Password Maintenance](#)
- [Offline Interface](#)
- [Paypool Notices](#)
- [Logout](#)
- [Session Maintenance](#)

View or print reports in PDF format
 Maintain employee data
 Change your password
 Offline Interface
 Important information for your paypool
 Exit CAS2Net
 Assume the role of another user

Session Info

User: Francis Freeman
 Role: Data Maintainer
[Revert](#)

Appraisal Status and Lock

Grouped by Paypool Manager

Supervisor Name	Total Employees	Emp. with Complete Scr.	Average Delta OCS	Standard Deviation
Bob Arnold	46	4	13.0	31.77

There are employees with incomplete appraisals.

[Unlock Entire Paypool](#)

Grouped by Subpanel Manager

Supervisor Name	Total Employees	Emp. with Complete Scr.	Average Delta OCS	Standard Deviation	Subpanel Lock
(not specified)	4	0	N/A	N/A	Lock
Bob Arnold	3	0	N/A	N/A	Lock
Dan Curtiss	5	1	60.0	N/A	Lock
Francis Evans	3	0	N/A	N/A	Lock
Helen Gonzalez	7	2	-5.0	7.07	Lock
John Iverson	11	0	N/A	N/A	Lock
Larry Koenig	7	1	2.0	N/A	Lock
Nancy Michelson	6	0	N/A	N/A	Unlock

Grouped by First Level Supervisor

Supervisor Name	Total Employees	Emp. with Complete Scr.	Average Delta OCS	Standard Deviation
Bob Arnold	4	0	N/A	N/A
Chris Babbitt	4	2	31.0	41.01
Dan Curtiss	2	0	N/A	N/A
Eileen Daniels	4	0	N/A	N/A
Francis Evans	1	0	N/A	N/A

- Use the Data Maintainer menu in CAS2Net to lock employee records by sub panel
- Stabilizes data at a point in time
 - Ensures scores are not being changed while the sub panel meeting is underway but still allows editing of factor comments
- Choose to unlock sub-panel data by clicking the appropriate button

- The AcqDemo workforce is divided into 3 career paths and 4 broadbands with different OCS and pay ranges; OCS score ranges for a broadband are further broken out into preliminary score ranges

Broadband	Business and Technical Management Professional (NH)	Technical Management Support (NJ)	Administrative Support (NK)
I	OCS = 0-29 Pay = GS-1 to 4	OCS = 0-29 Pay = GS-1 to 4	OCS = 0-29 Pay = GS-1 to 4
II	OCS = 22-66 Pay = GS-5 to 11	OCS = 22-51 Pay = GS-5 to 8	OCS = 22-46 Pay = GS-5 to 7
III	OCS = 61-83 Pay = GS-12 to 13	OCS = 43-66 Pay = GS-9 to 11	OCS = 38-61 (70) Pay = GS-8 to 10
IV	OCS = 79-100 (115) Pay = GS-14 to 15	OCS = 61-83 (95) Pay = GS-12 to 13	N/A

- Contribution is measured on 6 factors
 - Problem Solving
 - Customer Relations
 - Communication
 - Teamwork and Cooperation
 - Leadership and Supervision
 - Resource Management
- Overall Contribution Score (OCS) is a weighted average of the 6 factor scores
 - For the first 13 cycles all weights have been set to 1.0

NH – Problem Solving

<u>2H</u>	<u>3L</u>	<u>3M</u>	<u>3H</u>	<u>4L</u>
Jane Doe (65) Harry Smith (63)	Bill Davis (66) Sally Brown (64) John Jones (62)	Mary Cox (70)	Jeff Green (82) Fred Cantu (80)	Ruth Lopez (83) Dan Johnson (79)

For each career path and each factor

1. If pay pool uses CAS2Net to do preliminary ratings, each employee will be displayed in the contribution matrix based on the first-level supervisor's recommendation
2. By discussing and comparing contributions, move employees between categories
3. Rank order employees within each category
4. Assign integer scores

This is called "normalizing" or "leveling" ratings

Sub-Panel Meeting Spreadsheet

Cycle: 2011

The purpose of this spreadsheet is to assign preliminary and final contribution scores to employees.

Data/Spreadsheet Download -- Download the offline managers meeting data file from CAS2Net and save it to your hard drive, then click on Import to load the file into this spreadsheet.

Appraisal Score Entry -- Once the file has been loaded, click *View* to go directly to the Data tab to enter preliminary and final scores. To assign scores using an interface that is similar to the on-line Managers Meeting, click the *Group into Categories* link. This form filters employees by Career Path, Factor, and Score Level. For each score level (1 through 4) selected there will be between four and seven list boxes representing the available preliminary scores for that level plus boxes representing the upper and lower limits of the preceding and next levels, respectively. Employees without a preliminary score will show up in the *Unrated* listbox. Employees can be moved around in listboxes (left, right, up and down) and to/from the *Unrated* listbox using the buttons on the form. To assign a final score, double-click the employee's name.

Data Maintenance -- All additions, deletions, and modifications must be done in CAS2Net. All columns except for data entry and "wild-card" are locked. To preserve your work, export the data from this spreadsheet and upload to CAS2Net before changing any information in the database.

Data Upload -- Use Export to create a file for uploading the results from your pay pool to CAS2Net.

Paypool Data

[Import](#)

[View](#)

[Export](#)

Last Import: 9/7/2011 (3:13:53 PM)(CDT)

Last Export:

Last Modified:

Scores

[Group into Categories](#)

Summary Reports

[Rails Report](#)

[Career Path Factor Matrices ranked by Final Score](#)

[Summary Statistics of Delta OCS](#)

[Distribution of Delta OCS](#)

Scatter-plots of OCS Score by Salary

[Current Pay & 2011 SPL](#) [Inferred](#)

Sub-Panel Meeting: Group into Categories

Group into Categories

Career Path: NH NJ NK
 Factor: Problem Solving Teamwork Customer Relations Leadership Communications Resource Management
 Level: 1 2 3 4
 Employee Movement:

Unrated
Aders Paul (3)

2H (62 - 66)	3L (61 - 66)	3M (67 - 71)	3H (79 - 83)
Alens Roman (3) 66	Bettie Oppenheimer (3) 66	Clara (3) 66	Nance (3) 79
Burns Barry (2) 66	Dellaha Apple (3) 66	Jo (3) 66	Stewa (3) 80
Curtiss Dan (4) 66	Evans Francis (4) 66	Jd (3) 66	Joels E (3) 81
Grimes Garth (2) 66	Jillie Baldwin (3) 66	Z (3) 66	Udell V (3) 82
Harris Henry (2) 66	Kelleh Marcotte (3) 66	W (3) 66	Cass H (3) 83
Michelson Nancy (4) 66	Kelley Reichard (3) 66	C (3) 66	Jolene (3) 84
Monroe Hujsak (3) 66	Lauren Mayers (3) 66	M (3) 66	Hylda (3) 85
Arterson Larry (3) 65	Yeakley Yolanda (3) 66	T (3) 66	Randi (3) 86
Calantha Graffen (2) 65	Butler Bryce (3) 65	Fr (3) 66	Rolf P (3) 87
Artis Amy (2) 64	Cal Bark (4) 65	Ul (3) 65	Jody T (3) 88
Bennie Wards (3) 64	Kegan Auman (4) 65	Fi (3) 65	
Isolda Mccullough (3) 64	Zurbriggen Zack (2) 65	Iv (3) 65	
Jerris Jane (3) 64	Delicman Edward (3) 64		
Babbitt Chris (3) 63	Dione Hoffhants (3) 63		
Britt Sutt (3) 63	Elsie Rockwell (3) 63		
Evans Erin (3) 63	Leann Fowler (3) 63		
Hansen Ike (3) 63	Sorenson Sarah (3) 63		
Honey Overholt (3) 63	Anjelic Harry (3) 62		
Jeffery Hynes (3) 63	Lorr Otis (2) 62		
Morgana Durstine (3) 63	Tarman Timothy (3) 62		
Bradd Hallman (4) 62	Tillie Polson (3) 62		
Matty Wint (3) 62	Vinson Violet (3) 62		
Mercia Gibs (3) 62	Dixie Zadovsky (2) 61		
Napier Johann (2) 62	Farnsworth Fred (2) 61		
Oralee Weldi (2) 62	Ulanov Uli (2) 61		
	Loul Wile (3) 61		
	Martinez Mary (3) 61		
	Marlena David (3) 61		

Assign Integer Score

Name: Martinez Mary (3)

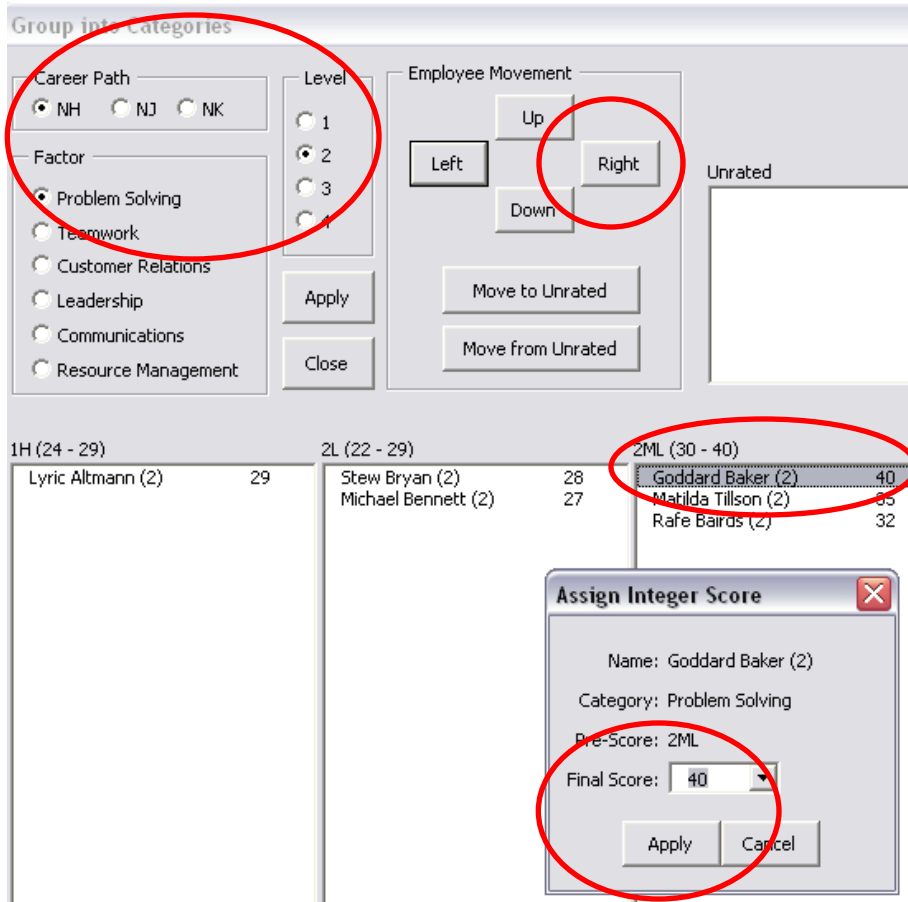
Category: Resource

Pre Score: 3L

Final Score:

- Use the “Group into Categories” worksheet to move employees to another category if needed and assign integer scores to employees who are unrated
- Select the group you want to review using radio buttons for Career Path, Broadband, and Factor

Exercise 1: Sub-Panel Spreadsheet: Change Individual Scores-1

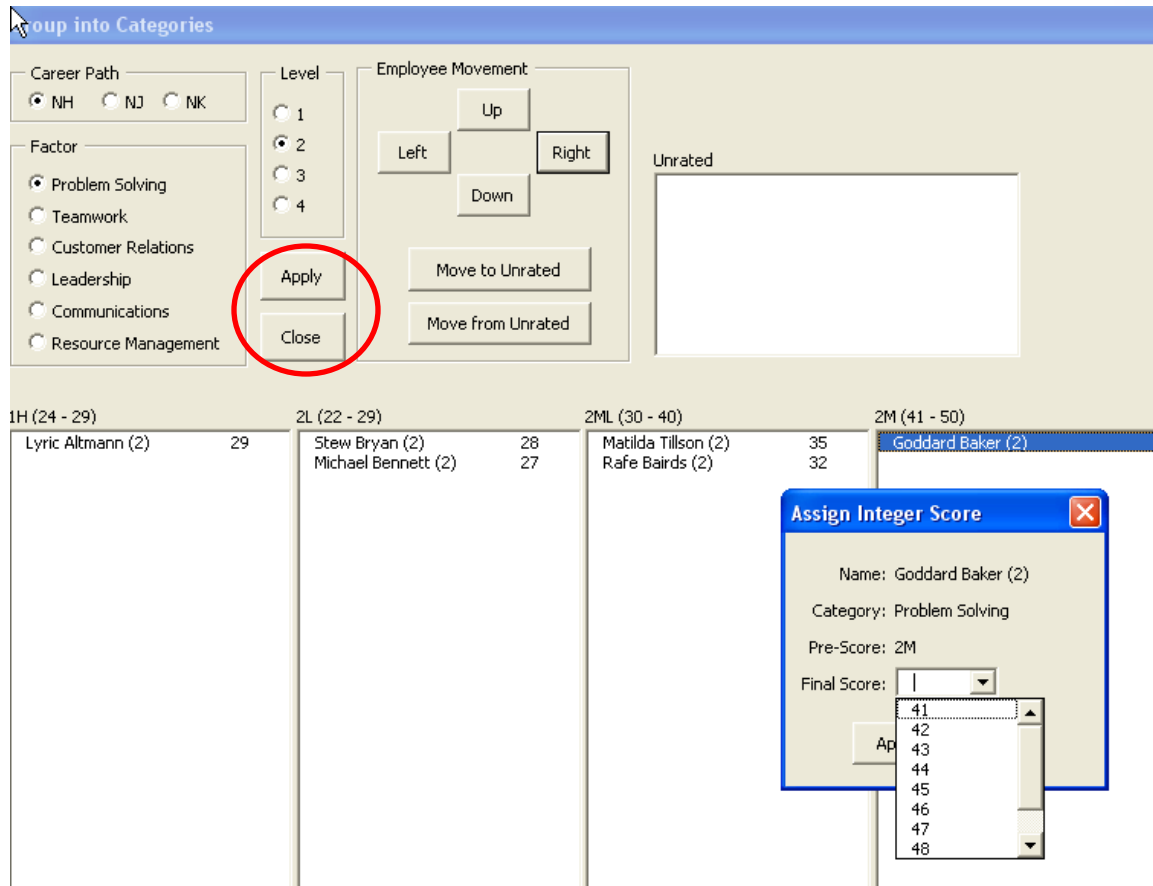


The screenshot shows the 'Group into Categories' interface. On the left, there are radio buttons for Career Path (NH, NJ, NK) and Factor (Problem Solving, Teamwork, Customer Relations, Leadership, Communications, Resource Management). In the center, there are Level radio buttons (1, 2, 3, 4) and an 'Employee Movement' panel with buttons for Up, Down, Left, Right, Move to Unrated, and Move from Unrated. Below this is a spreadsheet with columns for categories and scores. The '2ML (30 - 40)' column is circled in red, and the row for 'Goddard Baker (2)' is highlighted. An 'Assign Integer Score' dialog box is open, showing the employee's name, category, pre-score, and a final score of 40, which is also circled in red.

1H (24 - 29)	2L (22 - 29)	2ML (30 - 40)
Lyric Altmann (2) 29	Stew Bryan (2) 28	Goddard Baker (2) 40
	Michael Bennett (2) 27	Mabilda Tillson (2) 35
		Rafe Bairds (2) 32

- Setup Sub-Panel Spreadsheet:
 - Import CSV file by clicking the [Import](#) link in the Contents worksheet
 - Click on [Group into Categories](#) link
 - Choose NH and Level II employees
 - Ensure Problem Solving factor is selected
- Change Goddard, Baker's score from 40 to 41 for Problem Solving factor:
 - Double-click employee name "Goddard, Baker" to bring up "Assign Integer Score" interface
 - Click on down arrow next to Final Score
 - **Is 41 an option?**
 - Cancel the Assign Integer Score box and from "Employee Movement" options, click on "Right" button

Exercise 1: Sub-Panel Spreadsheet: Change Individual Scores-2



Group into Categories

Career Path: NH NJ NK

Factor: Problem Solving Teamwork Customer Relations Leadership Communications Resource Management

Level: 1 2 3 4

Employee Movement: Up, Down, Left, Right

Buttons: Apply, Close, Move to Unrated, Move from Unrated

Unrated: [Empty Box]

1H (24 - 29)	2L (22 - 29)	2ML (30 - 40)	2M (41 - 50)
Lyric Altmann (2) 29	Stew Bryan (2) 28 Michael Bennett (2) 27	Matilda Tillson (2) 35 Rafe Bairds (2) 32	Goddard Baker (2)

Assign Integer Score

Name: Goddard Baker (2)
Category: Problem Solving
Pre-Score: 2M
Final Score: 41

Buttons: Apply

- What happens after you click on the right button?
- With employee in "2M" category, apply a final score of 41 by following the same steps as in the previous slide
- Click "apply" and "close" to exit to "Contents" worksheet

Sub-Panel Meeting: Tool Bar Add-ins Functionalities

File Home Insert Page Layout Formulas Data Review View **Add-Ins**

Copy Copy Copy Import Export Capture Chart Images Validate Clear Circles Highlight Hide Unhide Unhide All Hide Unhide Unhide All Clear All Filters Sort

Menu Commands Toolbar Commands Custom Toolbars

F10

Return to Main Menu
Goto Scores
Blue arrows indicate fields set to filter the data.

Headings for wildcards. Select cell above heading, arrow down, and edit heading in formula bar.

Total CY 11 Base Pay = \$8,573,357

Last Name	First Name	Middle Initial	Suffix	CASANet ID	Paypool	Office Symbol	Wildcard 1	Presumptive Status ?	Retained Pay?	Career Path	Broadband Level	Occ Series	CY2011 Base Pay	Locality Code	Previous OCS	Start Date	1st Level S
11	Zakman	Biery		112004096	AMC/LH			0	0	NH	3	0343	\$72,227	LA		25-Jan-02	Dan Curtiss
12	Willow	Davis		112004076	AMC/LH			0	0	NH	3	0260	\$86,891	LA		25-Jan-02	Dan Curtiss
13	Ulric	Lucyly		112004036	AMC/LH			0	0	NH	3	0343	\$66,340	LA		25-Jan-02	Dan Curtiss
14	Trinity	Elsasman		112004016	AMC/LH			0	0	NH	3	0343	\$77,289	LA		25-Jan-02	Dan Curtiss
15	Tillie	Polson		112003996	AMC/LH			0	0	NH	3	1035	\$77,817	LA		25-Jan-02	Dan Curtiss
16	Tessie	Courtney		112003976	AMC/LH			0	0	NH	4	0301	\$104,029	LA		25-Jan-02	Dan Curtiss
17	Stew	Bryan		112003956	AMC/LH			0	0	NH	2	0301	\$36,424	LA		25-Jan-02	Dan Curtiss
18	Seamour	Wylie		112003916	AMC/LH			0	0	NH	3	0346	\$87,326	LA		25-Jan-02	Dan Curtiss
19	Rolf	Patterson		112003816	AMC/LH			0	0	NH	3	0343	\$88,049	LA		25-Jan-02	Dan Curtiss
20	Randi	Whitehead		112003776	AMC/LH			0	0	NH	3	0301	\$86,008	LA		25-Jan-02	Chris Babbit
21	Rafe	Bairds		112003756	AMC/LH			0	0	NH	2	0343	\$31,125	LA		25-Jan-02	Helen Gonzi
22	Oralee	Weldi		112003696	AMC/LH			0	0	NH	2	0301	\$57,233	LA		25-Jan-02	Helen Gonzi
23	Napier	Johann		112003676	AMC/LH			0	0	NH	2	0343	\$49,308	LA		25-Jan-02	Chris Babbit
24	Morgana	Durstine		112003656	AMC/LH			0	0	NH	3	0170	\$72,534	LA		25-Jan-02	Chris Babbit
25	Monroe	Hujak		112003636	AMC/LH			0	0	NH	3	0343	\$87,300	LA		25-Jan-02	Helen Gonzi
26	Michael	Bennett		112003576	AMC/LH			0	0	NH	2	0343	\$30,387	LA		25-Jan-02	Chris Babbit
27	Mercia	Gibs		112003556	AMC/LH			0	0	NH	3	0343	\$83,449	LA		25-Jan-02	Helen Gonzi
28	Matty	Wint		112003536	AMC/LH			0	0	NH	3	0801	\$84,179	LA		25-Jan-02	Chris Babbit
29	Matilda	Tillson		112003516	AMC/LH			0	0	NH	2	0170	\$34,493	LA		25-Jan-02	Helen Gonzi
30	Mariena	David		112003496	AMC/LH			0	0	NH	3	0301	\$62,998	LA		25-Jan-02	Chris Babbit
31	Malandra	Wein		112003476	AMC/LH			0	0	NH	4	0801	\$99,291	LA		25-Jan-02	Helen Gonzi
32	Malach	Brook		112003456	AMC/LH			0	0	NH	2	0343	\$55,760	LA		25-Jan-02	Helen Gonzi
33	Lyric	Altmann		112003436	AMC/LH			0	0	NH	2	0343	\$31,516	LA		25-Jan-02	Helen Gonzi
34	Loul	Wile		112003416	AMC/LH			0	0	NH	3	0343	\$61,037	LA		25-Jan-02	Helen Gonzi
35	Lorr	Otis		112003396	AMC/LH			0	0	NH	2	0260	\$53,174	LA		25-Jan-02	Helen Gonzi
36	Lorene	Wiggins		112003376	AMC/LH			0	0	NH	3	0018	\$85,220	LA		25-Jan-02	Helen Gonzi
37	Leann	Fowler		112003356	AMC/LH			0	0	NH	3	0301	\$72,096	LA		25-Jan-02	Ike Hansen
38	Lauren	Mayers		112003336	AMC/LH			0	0	NH	3	0343	\$79,571	LA		15-Sep-04	George Fite
39	Kelleh	Marcotte		112003316	AMC/LH			0	0	NH	3	0301	\$60,145	LA		25-Jan-02	Ike Hansen
40	Kelley	Reichard		112003296	AMC/LH			0	0	NH	3	0301	\$84,981	LA		25-Jan-02	Ike Hansen

Contents Data Matrix Rails Delta Stats Delta Plot Cur OCS Inf OCS

Exercise 2: Sub-Panel Spreadsheet: Control Records Display with Add-ins

Use the spreadsheet's functionalities built-in to the Add-ins

- **Hide columns:** Select columns C through G and click on the Hide (columns) button-
 - Did you notice the new sequence of column header letters?
- **Unhide columns:** Select columns B and H and click on the Unhide (columns) button
 - When should you use Unhide versus Unhide All?
- **Filter rows:** Filter for NJ Career Path, Broadband 3 by clicking the down arrow in the appropriate columns header
 - What happens to the down arrows?
- **Clear All Filters:** Un-filter using the Clear All Filters button
 - When would you filter/un-filter records during a sub pay pool?

The screenshot shows the Excel 'Add-Ins' ribbon with the following buttons circled in red: 'Hide', 'Unhide', and 'Clear All Filters'. The spreadsheet below displays a table with the following data:

Last Name	First Name	Middle Initial	Suffix	CASANet ID	Paypool	Office Symbol	Wildcard 1	Presumptive Status?	Retained Pay?	Career Path	Broadband Level	Occ Series	CY2011 Base Pay	Locality Code	Previous OCS	Start Date
Aders	Paul			112002256	AMC/LH			0	0	NH	3	0343	\$89,215	LA		25-Jan-02
Alens	Roman			112002276	AMC/LH			0	0	NH	3	1101	\$61,047	LA		25-Jan-02
Anjelic	Harry			112002296	AMC/LH			0	0	NH	3	0801	\$89,215	WA		25-Jan-02

Return to Main Menu
Return to Data
Factor Matrix
All NH NJ NK

Each list gives the name and integer score on the factor. Use the buttons to rank order the lists by integer score.

All Career Paths

NH Career Path

Rank Order Lowest to Highest

Rank Order Highest to Lowest

Rank Order Lowest to Highest by Broadband

Rank Order Highest to Lowest by Broadband

2011 OCS			
NH Lyric Altmann	2		
NH Michael Bennett	2	27	
NH Stew Bryan	2	28	
NH Rafe Bairds	2	32	
NH Matilda Tillson	2	35	
NH Goddard Baker	2	40	
NH Evie Kuster	2	54	
NH Dixie Zadovsky	2	61	
NH Ulanov Uli	2	61	
NH Farnsworth Fred	2	61	
NH Oralee Weldi	2	62	
NH Napier Johann	2	62	
NH Lorr Otis	2	62	
NH Artis Amy	2	64	
NH Calentha Graffen	2	65	
NH Zurbriggen Zack	2	65	
NH Harris Henry	2	66	
NH Grimes Garth	2	66	
NH Burns Barry	2	66	
NH Fran Fryer	2	70	
NH Malach Brook	2	71	
NH Cavasos Carmen	2	71	
NH Emerson Erica	2	77	
NH Jolene Baker	2	81	

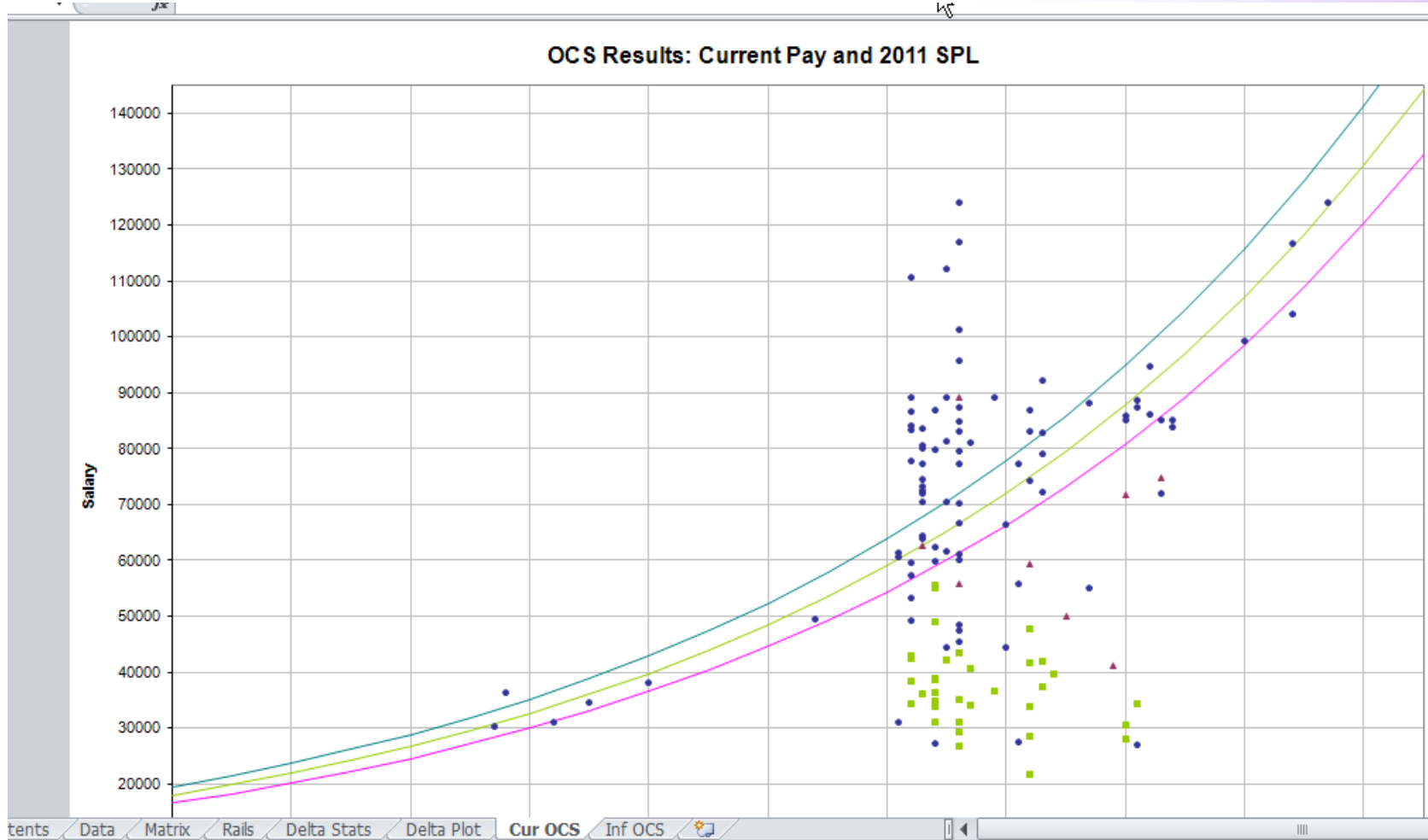
prb solving		team wk		cust ritns	
Michael Bennett	2 27	Michael Bennett	2 27	Stew Bryan	
Stew Bryan	2 28	Stew Bryan	2 28	Michael Bennett	
Lyric Altmann	2 29	Lyric Altmann	2 29	Lyric Altmann	
Rafe Bairds	2 32	Rafe Bairds	2 32	Rafe Bairds	
Matilda Tillson	2 35	Matilda Tillson	2 36	Matilda Tillson	
Goddard Baker	2 40	Goddard Baker	2 40	Goddard Baker	
Evie Kuster	2 54	Evie Kuster	2 54	Evie Kuster	
Dixie Zadovsky	2 61	Dixie Zadovsky	2 61	Dixie Zadovsky	
Ulanov Uli	2 61	Ulanov Uli	2 61	Ulanov Uli	
Farnsworth Fred	2 61	Farnsworth Fred	2 61	Farnsworth Fred	
Oralee Weldi	2 62	Oralee Weldi	2 62	Oralee Weldi	
Napier Johann	2 62	Napier Johann	2 62	Napier Johann	
Lorr Otis	2 62	Lorr Otis	2 62	Lorr Otis	
Artis Amy	2 64	Artis Amy	2 64	Artis Amy	
Calentha Graffen	2 65	Calentha Graffen	2 65	Calentha Graffen	
Zurbriggen Zack	2 65	Zurbriggen Zack	2 65	Zurbriggen Zack	
Harris Henry	2 66	Harris Henry	2 66	Harris Henry	
Grimes Garth	2 66	Grimes Garth	2 66	Grimes Garth	
Burns Barry	2 66	Burns Barry	2 66	Burns Barry	
Fran Fryer	2 70	Fran Fryer	2 70	Fran Fryer	
Malach Brook	2 71	Malach Brook	2 71	Malach Brook	
Cavasos Carmen	2 71	Cavasos Carmen	2 71	Cavasos Carmen	
Jolene Baker	2 81	Jolene Baker	2 81	Jolene Baker	
Emerson Erica	2	Emerson Erica	2	Emerson Erica	

Contents Data Matrix Rails Delta Stats Delta Plot Cur OCS Inf OCS

- Use the “Matrix” worksheet to compare score distributions by Career Path and Broadband
- Review score distribution by Factor by Career Path

	A	B	C	D	E	F	G	H	I	J	
1	Return to Main Menu										
2											
3	Rails Report										
4	<hr/>										
5	<i>Inferred</i>										
6		NH		NJ		NK		Total			
7	Rail Zone	Number	Percent	Number	Percent	Number	Percent	Number	Percent		
8	A	39	41.9%	3	37.5%	3	8.8%	45	33.3%		
9	C1	12	12.9%	2	25.0%	3	8.8%	17	12.6%		
10	C2	21	22.6%	1	12.5%	4	11.8%	26	19.3%		
11	B	21	22.6%	2	25.0%	24	70.6%	47	34.8%		
12	Total	93	100.0%	8	100.0%	34	100.0%	135	100.0%		
13	<hr/>										
14	<i>Final</i>										
15		NH		NJ		NK		Total			
16	Rail Zone	Number	Percent	Number	Percent	Number	Percent	Number	Percent		
17	A	36	40.9%	1	12.5%	0	0.0%	37	28.5%		
18	C1	13	14.8%	0	0.0%	0	0.0%	13	10.0%		
19	C2	18	20.5%	1	12.5%	0	0.0%	19	14.6%		
20	B	21	23.9%	6	75.0%	34	100.0%	61	46.9%		
21	Total	88	100.0%	8	100.0%	34	100.0%	130	100.0%		
22	<hr/>										
23											
24											
25	Upper and Lower Rails										
26	<hr/>										
27		GS-1 Step 1	SPL base		CCS	Upper Rail	Lower Rail	SPL			
28	2011	\$17,963	1.0200429	min	1.00	\$19,789	\$16,857	\$18,323			
29				max	115.00	\$190,074	\$161,915	\$175,995			
30	<hr/>										

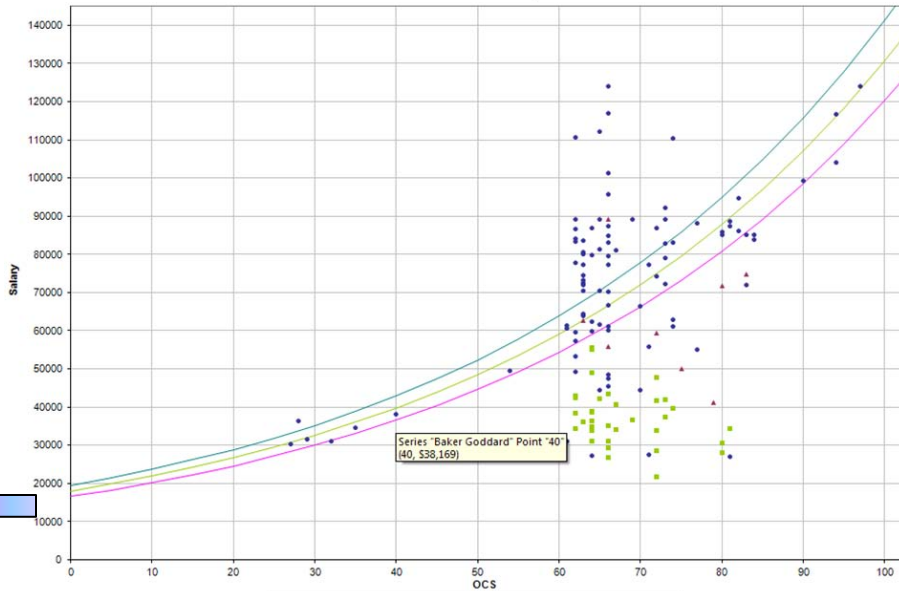
- Calculates how employee scores (as a Count and a Percent) map to the different rail zones (A, C1, C2, B)
 - C1 is above the SPL and on or below the upper rail
 - C2 is on or below the SPL and on or above the lower rail
- Shows Inferred and Final reports



- Visualize overall current pay vs OCS relative to the Standard Pay Line and Rails

Exercise 3: Sub-Panel Spreadsheet: Display Selected Data on Scatterplot

OCS Results: Current Pay and 2011 SPL



Display employee data

- Place your mouse pointer on any Scatterplot dot
 - What data shows in the yellow box?
 - Note: this only works when there are fewer than 255 people in the spreadsheet*

Control which records to include in a scatterplot

In the Data worksheet:

- Filter for NJ -3 records
 - Which records are now displayed on the scatterplot?
- Un-filter all records
- Hide all records that are not NJ-3
- Observe results in scatterplots
 - Which records are now displayed on the scatterplot?



Presumptive Status?	Retained Pay?	Career Path	Broadband Level	OCS	Salary
0	0	NJ	3	1	
2	0	NJ	3	0	
3	0	NJ	3	0	
0	0	NJ	3	0	

The spreadsheet above is linked to a scatterplot titled "OCS Results: Current Pay and 2011 SPL". The scatterplot shows the same data as the top figure, but with only the records corresponding to the selected rows in the spreadsheet (NJ-3) displayed. A legend at the bottom of the scatterplot identifies the lines: Upper Rail (blue), SPL (green), Lower Rail (yellow), and the dots: NJ-3 (red), NJ-2 (purple), and NJ-1 (orange).



Sub-Panel Meeting: Validate Data

File Home Insert Page Layout Formulas Data Review View Add-Ins

Copy Copy Copy Import Export Capture Chart Images

Validate **Clear Circles** Highlight Hide Unhide Unhide All Hide Unhide Unhide All Clear All Filters

Menu Commands Toolbar Commands Custom Toolbars

F10 fx

A B C D E W X Y Z AA AB AC AD AE AF AG AH AI AJ AK AL AM AN

1 [Return to Main Menu](#)

2

3

4 **Goto**

5 [Scores](#)

6

7 Blue arrows indicate fields set to filter the data.

8

	Last Name	First Name	Middle Initial	Suffix	CASANet ID	Categorical Scores					Final Scores					Wt 1	Wt 2	Wt 3	Wt 4	Wt 5	Wt 6	Wildcard 2	
						team wk	cust rftns	leadership	conn	rsrc mgmt	prb solving	team wk	cust rftns	leadership	conn								rsrc mgmt
9																							
10																							
11	Zakman	Biery			112004096	3M	3M	3M	3M	3M	73	73	73	73	73	1	1	1	1	1	1		
12	Willow	Davis			112004076	3M	3M	3M	3M	3M	72	72	72	72	72	1	1	1	1	1	1		
13	Ulric	Lucylu			112004036	3M	3M	3M	3M	3M	70	70	70	70	70	1	1	1	1	1	1		
14	Trinity	Elsasman			112004016	3M	3M	3M	3M	3M	71	71	71	71	71	1	1	1	1	1	1		
15	Tillie	Polson			112003996	3L	3L	3L	3L	3L	62	62	62	62	62	1	1	1	1	1	1		
16	Tessie	Courtney			112003976	4M	4M	4M	4M	4M	94	94	94	94	94	1	1	1	1	1	1		
17	Stew	Bryan			112003956	2L	2L	2L	2L	2L	28	28	28	28	28	1	1	1	1	1	1		
18	Seamour	Wylie			112003916	4L	4L	4L	4L	4L	81	81	81	81	81	1	1	1	1	1	1		
19	Rolf	Patterson			112003816	3H	3H	3H	3H	3H	77	77	77	77	77	1	1	1	1	1	1		
20	Randi	Whitehead			112003776	3H	3H	3H	3H	3H	80	80	80	80	80	1	1	1	1	1	1		
21	Rafe	Bairds			112003756	2ML	2ML	2ML	2ML	2ML	32	32	32	32	32	1	1	1	1	1	1		
22	Oralee	Weldi			112003696	2H	2H	2H	2H	2H	62	62	62	62	62	1	1	1	1	1	1		

Exercise 4: Sub-Panel Spreadsheet: Validate

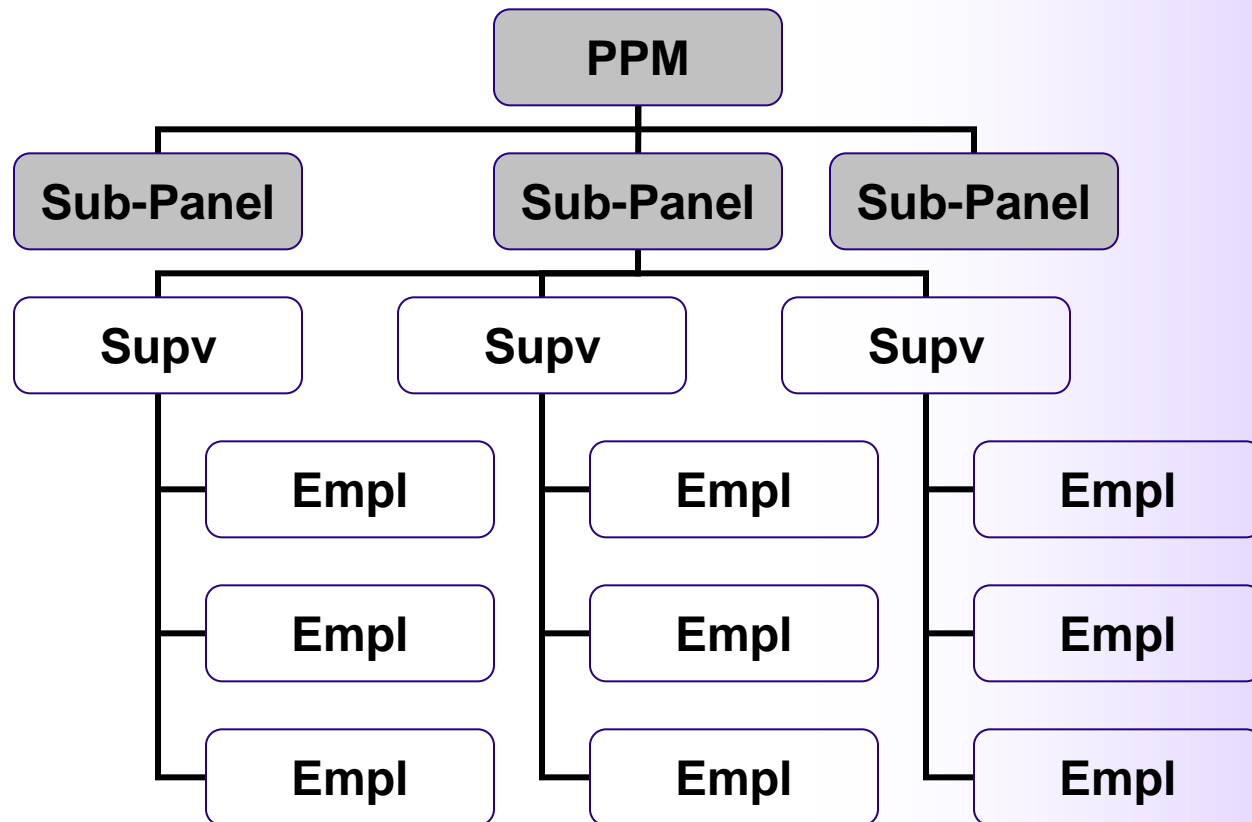
Return to Main Menu					Invalid Invalid Invalid Invalid Invalid Invalid												
Goto Scores					Categorical Scores						Final Scores						
Last Name	First Name	Middle Initial	Suffix	CASANet ID	prb solving	team wk	cust rftns	leadership	conn	rsrc mgmt	prb solving	team wk	cust rftns	leadership	conn	rsrc mgmt	
Zakman	Biery			112004096	3M	3M	3M	3M	3M	3M	73	73	73	73	73	73	1
Willow	Davis			112004076	3M	3M	3M	3M	3M	3M	72	72	72	72	72	72	1
Ulric	Lucylu			112004036	3M	3M	3M	3M	3M	3M	70	70	70	70	70	70	1
Trinity	Elsasman			112004016	3M	3M	3M	3M	3M	3M	71	71	71	71	71	71	1
Tillie	Polson			112003996	3L	3L	3L	3L	3L	3L	62	62	62	62	62	62	1
Tessie	Courtney			112003976	4M	4M	4M	4M	4M	4M	94	94	94	94	94	94	1
Stew	Bryan			112003956	2L	2L	2L	2L	2L	2L	28	28	28	28	28	28	1
Seamour	Wylie			112003916	4L	4L	4L	4L	4L	4L	81	81	81	81	81	81	1
Rolf	Patterson			112003816	3H	3H	3H	3H	3H	3H	77	77	77	77	77	77	1
Randi	Whitehead			112003776	3H	3H	3H	3H	3H	3H	80	80	80	80	80	80	1

Validate scores

- From the Data worksheet, Click on the Add-ins Validate button
- Look for a red marker above invalid columns and red circles around invalid scores
 - Can you tell why the data was found to be invalid?
- Click on the Add-ins Clear Circles button
- Fix the errors by assigning valid scores (see exercise 1 or assign them directly in the circled cells using the drop down list.)
- Click on the Validate button
- Check there is no red marker or red circles anywhere
- Your scores have been validated!


Set to filter the data.																
Last Name	First Name	Middle Initial	Suffix	CASANet ID	Pay Pool Manager Name	prb solving	Categorical Scores				Final Scores					
							cust rftns	leadership	conn	rsrc mgmt	prb solving	team wk	cust rftns	leadership	conn	rsrc mgmt
Zakman	Biery			112004096	Bob Arnold	3M	3M	3M	3M	3M	73	73	73	73	73	73
Willow	Davis			112004076	Bob Arnold	3M	3M	3M	3M	3M	72	72	72	72	72	72
Ulric	Lucylu			112004036	Bob Arnold	3M	3M	3M	3M	3M	70	70	70	70	70	70
Trinity	Elsasman			112004016	Bob Arnold	3M	3M	3M	3M	3M	71	71	71	71	71	71
Tillie	Polson			112003996	Bob Arnold	3L	3L	3L	3L	3L	62	62	62	62	62	62
Tessie	Courtney			112003976	Bob Arnold	4M	4M	4M	4M	4M	94	94	94	94	94	94
Stew	Bryan			112003956	Bob Arnold	2L					28	28	28	28	28	28
Seamour	Wylie			112003916	Bob Arnold	4L	4L	4L	4L	4L	81	81	81	81	81	81
Rolf	Patterson			112003816	Bob Arnold	3H	3H	3H	3H	3H	79	79	79	79	79	79
Randi	Whitehead			112003776	Bob Arnold	3H	3H	3H	3H	3H	80	80	80	80	80	80
Rafe	Bairds			112003756	Bob Arnold	2ML	2ML	2ML	2ML	2ML	32	32	32	32	32	32

Using the CCAS Spreadsheet for a Pay Pool



- The meeting is held as soon as all sub-panel meetings are over, usually early December
- The purpose of the meeting is to review and normalize scores across sub-panels and assist the PPM with pay adjustments and awards

Use of the “Appraisal Status and Lock” module to control the process



Employee Menu

- [Contribution Planning](#)
- [Mid-Point Review Self-Assessment](#)
- [Annual Appraisal Self-Assessment](#)
- [Reports](#)

Data Maintainer Menu

- [Appraisal Status and Lock](#)
- [View and lock employee appraisals](#)
- [Reports](#)
- [Data Maintenance](#)
- [Password Maintenance](#)
- [Offline Interface](#)
- [Paypool Notices](#)
- [Logout](#)
- [Session Maintenance](#)

Session Info

User: Francis Freeman
Role: Data Maintainer
[Revert](#)

Appraisal Status and Lock

Grouped by Paypool Manager

Supervisor Name	Total Employees	Emp. with Complete Scr.	Average Delta OCS	Standard Deviation
Bob Arnold	46	4	13.0	31.77

There are employees with incomplete appraisals.

Grouped by Subpanel Manager

Supervisor Name	Total Employees	Emp. with Complete Scr.	Average Delta OCS	Standard Deviation	Subpanel Lock
(not specified)	4	0	N/A	N/A	<input type="button" value="Lock"/>
Bob Arnold	3	0	N/A	N/A	<input type="button" value="Lock"/>
Dan Curtiss	5	1	60.0	N/A	<input type="button" value="Lock"/>
Francis Evans	3	0	N/A	N/A	<input type="button" value="Lock"/>
Helen Gonzalez	7	2	-5.0	7.07	<input type="button" value="Lock"/>
John Iverson	11	0	N/A	N/A	<input type="button" value="Lock"/>
Larry Koenig	7	1	2.0	N/A	<input type="button" value="Lock"/>
Nancy Michelson	6	0	N/A	N/A	<input type="button" value="Unlock"/>

Grouped by First Level Supervisor

Supervisor Name	Total Employees	Emp. with Complete Scr.	Average Delta OCS	Standard Deviation
Bob Arnold	4	0	N/A	N/A
Chris Babbitt	4	2	31.0	41.01
Dan Curtiss	2	0	N/A	N/A
Eileen Daniels	4	0	N/A	N/A

- Use the Data Maintainer menu in CAS2Net to lock employee records by sub-panel or entire pay pool once all sub-panels are finished and all employees have scores
 - Stabilizes sub-panel data at a point in time
 - Ensures scores are not being changed while the panel meeting is underway but still allows editing of factor comments
- React to built-in warnings such as **“There are employees with incomplete appraisals”**
- Choose to unlock the entire pay pool or to unlock a single sub panel by clicking the appropriate button

Conducting a Pay Pool Panel Meeting

- Meeting must be done off-line, there are no on-line support tools
- Download the CCAS spreadsheet from CAS2Net
- Download the entire pay pool data file from CAS2Net
- Import the data file into the CCAS spreadsheet
- Importing a Pay Pool data file is the same as importing a Sub-Panel data file; remember the file naming convention to help you select the correct file

Pay Pool Meeting: Importing Snapshot

Contribution-based Compensation and Appraisal System Software CAS2Net

Offline Interface - Download Employee Data

NOTE: Files are dynamically generated and this server may take several minutes before download starts. Please be patient and do not repeatedly request a download file which will cause the server to slow down further and may generate duplicate appraisal records.

To save a linked file to your computer, use a right mouse button click on the link.

Sub-Panel Meeting choices without hot links for the files have been removed. Contact your data maintainer if you need to unlock a file.

Paypool	File Name	File
AMC/LH	ppAMCLH_to_CCAS.csv	Paypool: AMC
AMC/LH	ppAMCLH_to_Sub-Panel Bob Arnold.csv	Sub-Panel Ma
AMC/LH	ppAMCLH_to_Sub-Panel Dan Curtiss.csv	Sub-Panel Ma
AMC/LH	ppAMCLH_to_Sub-Panel Francis Evans.csv	Sub-Panel Ma
AMC/LH	ppAMCLH_to_Sub-Panel Helen Gonzalez.csv	Sub-Panel Ma
AMC/LH	ppAMCLH_to_Sub-Panel John Iverson.csv	Sub-Panel Ma
AMC/LH	ppAMCLH_to_Sub-Panel Larry Koenig.csv	Sub-Panel Ma
AMC/LH	ppAMCLH_to_Sub-Panel Nancy Michelson.csv	Sub-Panel Ma
AMC/LH	ppAMCLH_to_Sub-Panel (No Sub-Panel).csv	Sub-Panel Ma

[Return to Offline Interface Main Menu]

Contribution-based Compensation and Appraisal

Cycle: 2011

The purpose of this spreadsheet is to record appraisal scores and set basic pay rates and contribution-based financial awards.

Data/Spreadsheet Download -- Download the data file from the website, then click on Import to load the file into this spreadsheet.

Appraisal Score Entry -- Once the file has been loaded, assign categorical and final scores for each factor, and view reports and graphs.

Score Normalization -- Compare score distributions to look for anomalies and scale differences. Run preliminary pay adjustment scenarios. Set CRI and CA parameters and assign pay outs to employees.

Data Maintenance -- All additions, deletions, and modifications must be done in the central database. All columns except for data entry and "wild-card" are locked. To preserve your work, export the data from this spreadsheet and upload to the central database before changing any information in the database.

Final "G" Setting -- This spreadsheet comes with a best estimate of "G." Once you have been notified that "G" is set, make a final round trip to CAS2Net. The final "G" value and related parameters will be included in the download of your paypool data.

Final Compensation Setting -- After the final round trip to update "G", finalize the pay adjustments and awards for your paypool.

Data Upload -- Use Export to create a file for uploading the results from your paypool to the central database on the website.

Generate Part 1's -- First use the filters to select employees; sort data by preferred order, then click on the Generate Part 1 to generate Part 1 of the Appraisal Form for each selected employee.

Paypool Data

[Import](#) [View](#) [Export](#)

Parameters

[Set CRI and CA Parameters](#)

Summary Reports

[Rails Report](#)

[Career Path Factor Matrices ranked by Final Score](#)

[Summary Statistics of Delta OCS](#)

[Distribution of Delta OCS](#)

Scatter-plots of OCS Score by Salary

[Current Pay & 2011 SPL](#) [Inferred](#) [New Pay & 20](#)

Part 1 of Appraisal Forms

[Open Existing Evaluation](#)

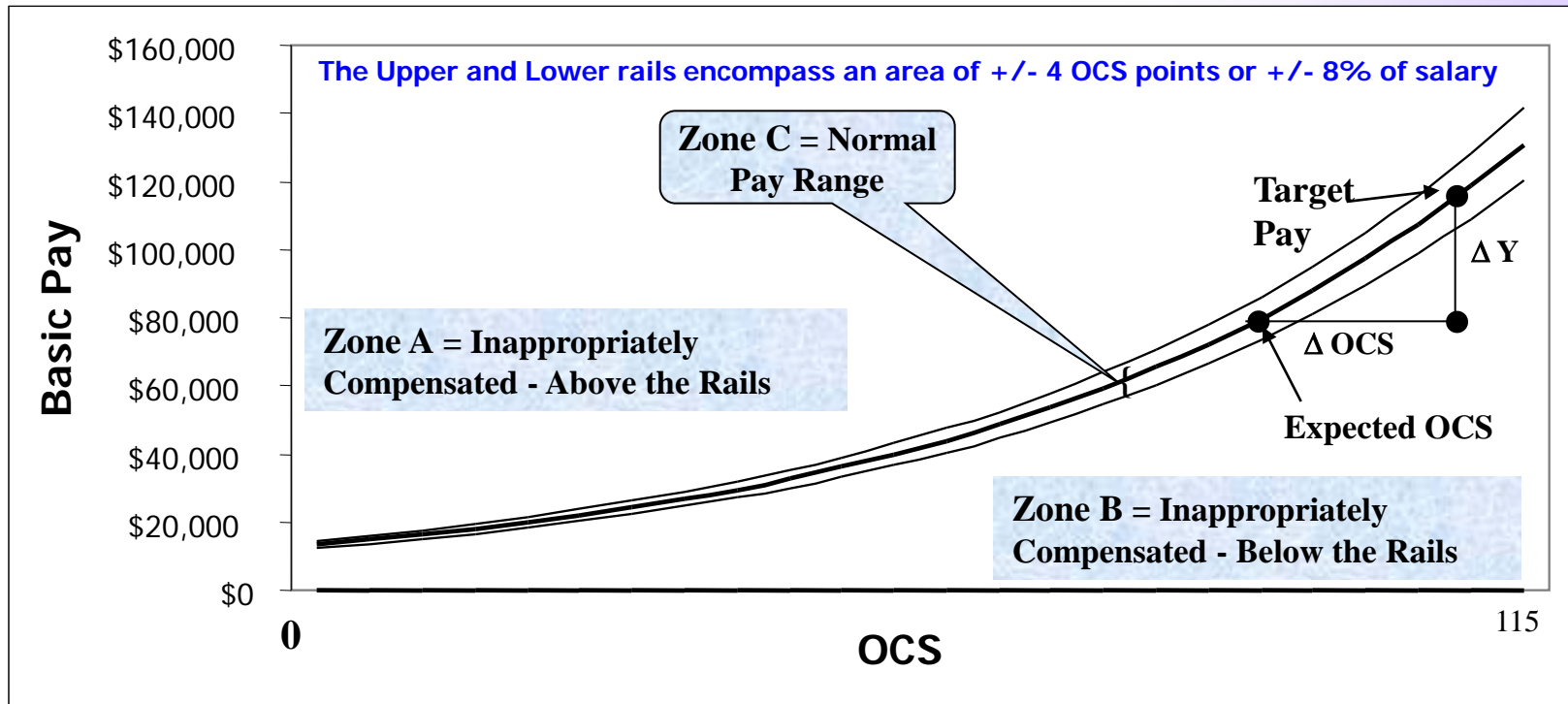
Generate Part 1 of Appraisal Form for selected individuals by sort. Use the filters to select individuals then sort data by preferred order.

[Generate Part 1 of Appraisal Forms](#)

- Employee Menu
- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports
- Data Maintainer Menu
- Appraisal Status and Lock
- View and lock employee appraisals
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- View or print reports in PDF format
- Data Maintenance
- Maintain employee data
- Password Maintenance
- Change your password
- Offline Interface
- Offline Interface
- Paypool Notices
- Important information for your paypool
- Logout
- Exit CAS2Net
- Session Maintenance
- Assume the role of another user

Cycle	CR	Set-A	Awd%	Awd	Set-A	Beta 1	CF	Beta 2	CA	Minimum	Minimum	Type	Pay Cap	Pay Cap	2011			
1	20	0	1	0	0	0	0	0	0	0	0	0	155500	155500				
3	G	1	SPLbase	NH1	NH2	NH3	NH4	NJ1	NJ2	NJ3	NJ4	NK1	NK2	NK3	Local			
4			29043	31871	65	93175	129517	31871	48917	65371	93175	31871	44176	59505	Local			
5	Last Name	First Name	ID	Paypool	Office	Syrr	WildCard	Presumpti	Retained	F	Career	Pat	Broadband	Occ	Series	Starting	B	Local
6	Freeman			AMC/LH	AMC/LH			0	1	NK		2	318	35804	LA			
7	Garfield	Ge		AMC/LH	AMC/LH			0	0	NJ		4	856	76725	LA			
8	Curtiss	Dan		AMC/LHA	AMC/LHA			0	0	NH		4	830	107107	LA			
9	Evans	Francis		AMC/LHX	AMC/LHX			0	0	NH		4	830	107107	LA			
10	Gonzalez	Helen		AMC/LH	AMC/LHAC			0	0	NH		4	340	107107	LA			
11	Iverson	John		AMC/LH	AMC/LHAD			0	0	NH		4	830	107107	LA			
12	Quarles	Richard		AMC/LH	AMC/LHACB			0	0	NH		3	830					
13	Stewart	Tammy		AMC/LH	AMC/LHADA			0	0	NH		3	830					
14	Udell	Vincent		AMC/LH	AMC/LHADB			0	0	NH		3	850					
15	Yates	Zane		AMC/LH	AMC/LHADC			0	0	NJ		4	802					
16	Babbitt	Chris		AMC/LH	AMC/LHXSA			0	0	NH		3	803	76				
17	Fites	George		AMC/LH	AMC/LHXTA			0	0	NH		3	896	76725	LA			
18	Hansen	Ike		AMC/LH	AMC/LHXTB			0	0	NH		3	830	76725	LA			
19	Artis	Amy		AMC/LH	AMC/LHACA			0	0	NH		2	318	46401	LA			
20	Celso	Connie		AMC/LH	AMC/LHACA			1	0	NH		3	334	76725	LA			

Pay is Linked to Contribution via the SPL



Category	General Pay Increase	Contribution Rating Increase	Contribution Award	Locality Pay <small>Basic Pay plus locality pay may not exceed Executive Level IV basic pay.</small>
Inappropriately Compensated -A	Could be reduced or denied	NO	NO	YES
Appropriately Compensated -C	YES	YES— Up to 6% <small>May not exceed upper rail of NPR for employee's OCS or maximum salary for current broadband level.</small>	YES <small>Pay pool manager approves up to \$10,000. Amounts exceeding \$10,000 require local commander's approval.</small>	YES
Inappropriately Compensated -B	YES	YES— Up to 20% <small>Over 20% requires local commander's approval. May not exceed 6% above the lower rail or the maximum salary for current broadband level.</small>	YES	YES

Pay Pool Meeting: Funding Parameters

O28

Return to Main Menu Reset to Default Values

Return to Data

You may set any parameters in Yellow

Scenario Summary

G%	-		
GS-1/step1 pay (12)	\$ 17,803		
GS-1/step1 pay (11)	\$ 17,803	Cash Amount	Plus Unused GPI
CRI%	2.000000%	\$55,104	\$55,104
CRI Set-Aside	0.000000%	\$0	
Awd%	1.000000%	\$24,797	\$24,811
Awd Set-Aside	0.000000%	\$0	
Beta 1 (CRI)	0	Award Funding Limitation	
Beta 2 (CA)	1		
Minimum CRI dollar amount	\$0	1.2247	
Minimum CA dollar amount	\$0		
G carry over	\$ -		
CRI remainder	\$ 14		
Awd remainder	\$ 19		
Alpha 1	0.6549		
Alpha 2	0.0812		
Minimum CRI Budget %	2.0		
Minimum Awd Budget %	1.0		

Start with little or no CRI and CA set-aside and increase it gradually. If you reduce the set-aside after allocating your discretionary funds, your remainder will go negative and you will have to delete all or some of your allocations and start over again. Set aside may change if rollover amount changes. The cash award amount is 90% of the total award budget plus CRI remainder.

Beta 1 and 2

1 = Upper Rail
0 = SPL
-1 = Lower Rail

Use Control Points

Parameters

Exercise 5: CCAS Spreadsheet: Edit Funding Parameters

[Return to Main Menu](#)

[Return to Data](#)

Reset to Default Values

You may set any parameters in Yellow

Scenario Summary

G%	-		
GS-1/step1 pay (12)	\$ 17,803		
GS-1/step1 pay (11)	\$ 17,803	Cash Amount	Plus Unused GPI
CRI%	2.000000%	\$54,590	\$54,590
CRI Set-Aside <input type="radio"/> % <input type="radio"/> \$	0.000000%	\$0	
Awd%	1.200000%	\$29,479	\$29,495
Awd Set-Aside <input type="radio"/> % <input type="radio"/> \$	1.000000%	\$295	
Beta 1 (CRI)	0		Award Funding Limitation 1.2370
Beta 2 (CA)	1		
Minimum CRI dollar amount	\$25		
Minimum CA dollar amount	\$0		
G carry over	\$ -		
CRI remainder	\$ 16		
Awd remainder	\$ 313		
Alpha 1	0.5474		
Alpha 2	0.0997		
Minimum CRI Budget %	2.0		
Minimum Awd Budget %	1.0		

Use Control Points

Change CRI Set-Aside to 2% and Award Set-Aside to \$1,000

- Why would the pay pool manager ask you to change these data elements?
- Once you entered the new set-aside parameters, what changes did you notice as far as computed "Cash Amount"?
- What did you have to do first to enter "\$1,000"?
- How do these set-aside amounts affect the Total CRI and CA amounts?

Change Beta 1 to 1 and Beta 2 to 1

- Why would the pay pool manager ask you to change these data elements?
- What are valid Beta parameters? What do they relate to? (See box at lower right of previous slide)

Change Minimum CRI to \$50 and Minimum CA to \$200

- Why would the pay pool manager ask you to change these data points?
- How does it affect employee's salary and bonus?
- Does it affect CRI and/or CA funding?

Consider the "Award Funding Limitation"

- What is the meaning of that number?

- More on the parameters worksheet: CRI
 - The CRI funding computation uses the top of the band pay for employees on retained pay
 - Alpha1 is computed as the CRI funding divided by the sum of the positive delta Y amounts to the CRI target specified by Beta1
 - CRI payouts for each employee are computed as alpha1 times the employee's delta Y to the CRI target (if the delta Y is positive and zero otherwise)
 - Note that top of the band pay is used in computing delta Y for retained pay employees
 - Note that Alpha1 is capped at 1.0

- More on the parameters worksheet: CA
 - Using the CA funding limitation % is equivalent to computing CA as 1% of adjusted base pay (which includes locality pay)
 - Funding for retained pay employees is computed using the minimum of their adjusted base pay and the EX-IV cap
 - Note that the CA funding is multiplied by 0.9 before it is used in computing awards
 - Alpha 2 is computed as the CA funding divided by the sum of the positive delta Y amounts to the CA target specified by Beta 1.
 - CA payouts for each employee are computed as alpha2 times the employee's delta Y to the CA target (if the delta Y is positive and 0 otherwise)
 - Note that top of the band pay is used in computing delta Y for retained pay employees
 - Alpha2 is also capped at 1.0

- CRI Override set to 1 means the employee does not receive a CRI payout from the CRI computation algorithm
- Similarly, CA Override set to 1 means the employee does not receive a CA payout from the CA computation algorithm
- Rollover CRI to CA means the any CRI payout becomes a roll-over award even if the employee is not on retained pay, does not hit a pay cap, and does not hit a control point
- The supervisory hierarchy comes from CAS2Net

							T	U	V	W	X	Y	Z
Start Date	CRI Override?	CA Override?	Rollover CRI to CA?	1st Level Sup Name	Sub-Panel Managers Meeting	Pay Pool Manager Name							
12-Aug-01	0	0	1	Peter Olson	Helen Gonzalez	Bob Arnold							
29-Sep-00	0	0	1	Francis Evans	Bob Arnold	Bob Arnold							
1-Feb-99	0	0	1	Eileen Daniels		Bob Arnold							
1-Feb-99	0	0	1	Bob Arnold		Bob Arnold							
8-Aug-10	0	0	1	Dan Curtiss	Bob Arnold	Bob Arnold							
1-Feb-99	0	0	1	Dan Curtiss	Bob Arnold	Bob Arnold							
1-Feb-99	0	0	1	Helen Gonzalez	Dan Curtiss	Bob Arnold							
1-Feb-99	0	0	1	John Iverson	Dan Curtiss	Bob Arnold							

Exercise 6: CCAS Spreadsheet: Understand Payout Variations

	A	B	C	D	E	Q	R	S	T	U	V	W
1	Return to Main Menu	Edit Parameters										
2												
3												
4	Goto											
5	Scores GPI											
6	CRI Awards											
7	Blue arrows indicate fields set to filter the data.											
8												
9	Last Name	First Name	Middle Initial	Suffix	CA52Net ID	CY2011 Base Pay Funding Pay	CY2011 Award Funding Pay	Previous OCS	Start Date	CRI Override?	CA Override?	Rollover CRI to CA?
10												
11	BURNS	Barry			1843	\$58,000	\$58,000		12-Aug-01	0	0	1
12	Michelson	Nancy			1472	\$85,000	\$108,086		29-Sep-00	0	0	1
13	Curtiss	Dan			4	\$129,517	\$155,500		1-Feb-99	0	0	1
14	Evans	Francis			5	\$95,000	\$120,802		1-Feb-99	0	0	1
15	Gonzalez	Helen			6	\$129,517	\$155,500		8-Aug-10	0	0	1
16	Iverson	John			7	\$105,900	\$134,662		1-Feb-99	0	0	1
17	Quarles	Richard			11	\$61,500	\$78,203		1-Feb-99	0	0	1

- Check the values of Alpha 1 and Alpha 2
- From the Data Worksheet, change "CRI Override" and "CA Override" for Nancy Michelson from 0 to 1
 - What does this do to the distribution of CRI and CA?

CH	CI	CJ	CK	CL	CM	CN
Set CRI 2.00%	Total CRI		G carry-over=	\$0.00		
	Default=	\$54,574	CRI Budget =	\$54,589.98	Warn	
	Discretionary=	\$0	CRI Set Aside =	\$0.00		
	Computed =	\$54,574	Alpha1=	0.547375		
	Available Balance=	Invalid \$15.98				
(Default CRI) Alpha1DeltaY	(PPM Input) Discretionary CRI	Computed CRI \$	Computed CRI %	Computed Base Pay 2012	Max Allow. CRI %	
\$0	\$0	\$0	0.00%	\$58,000	0.00	
\$2,098	\$0	\$2,098	2.47%	\$87,098	6.00	
\$0	\$0	\$0	0.00%	\$163,275	0.00	
\$2,773	\$0	\$2,773	2.92%	\$97,773	6.00	

CW	CX	CY	CZ	DA	DB	DC	DD
Set Award 1.00%	Total Carryover Award =	\$13,359		Available Award Dollars =	\$24,581.47		
	Total CA Pos Delta Y =	\$292,884		Discretionary Set Aside =	\$0.00		
	Total Default Award =	\$16,315		Alpha2 =	0.055772		
	Total Discretionary Award =	\$0					
	Total Award =	\$29,674					
	Remainder =	Invalid \$8,266.47					
Carryover Award	CA Pos Delta Y	Computed Award	(PPM Input) Discretionary Award	Total Award	WildCard 6	Award > \$10K?	
\$0	\$0	\$0	\$0	\$0			
\$0	\$10,941	\$610	\$0	\$610			
\$0	\$0	\$0	\$0	\$0			
\$0	\$13,072	\$729	\$0	\$729			
			\$0				

- Check the values of Alpha 1 and Alpha 2 now
 - Did the values change? Why?
 - Explain how this change will impact employees salary and bonus

Data Sheet: Enter Part I Form Data

- Use the columns shown to enter names that will be shown under the two signature blocks on the Part I Form for each employee.
- Also, enter optional remarks for the Part I Form for each employee.

AA	AB	AC
Part 1: 1st Signature	Part 1: 2nd Signature	Part 1: Remarks

- Gray highlighting means the employee is not eligible for discretionary CRI.
- Yellow highlighting means they are eligible
- Note that the spreadsheet enforces the several pay caps that apply – there are more than just the top of the pay band (see table below)

CH	CI	CJ	CK	CL	CM	CN
Set CRI 2.00%		Total CRI	G carry-over= \$0.00			
	Default=	\$54,574	CRI Budget = \$54,589.98			
	Discretionary=	\$0	CRI Set Aside = \$0.00			
	Computed =	\$54,574	Alpha1= 0.547375			
	Available Balance=	\$15.98				
	(Default CRI) Alpha1DeltaY	(PPM Input) Discretionary CRI	Computed CRI \$	Computed CRI %	Computed Base Pay 2012	Max Allowable CRI %

Category	General Pay Increase	Contribution Rating Increase	Contribution Award	Locality Pay <small>Basic Pay plus locality pay may not exceed Executive Level IV basic pay</small>
Inappropriately Compensated -A	Could be reduced or denied	NO	NO	YES
Appropriately Compensated -C	YES	YES— Up to 6% <small>May not exceed upper rail of NPR for employee's OCS or maximum salary for current broadband level.</small>	YES <small>Paypool manager approves up to \$10,000. Amounts exceeding \$10,000 require local commander's approval.</small>	YES
Inappropriately Compensated -B	YES	YES— Up to 20% <small>Over 20% requires local commander's approval. May not exceed 6% above the lower rail or the maximum salary for current broadband level.</small>	YES	YES

Control points can be set for each employee

	Last Name	First Name	Middle Initial	Suffix	CAS2Net ID	Computed CRI %	Computed Base Pay 2012	Max Allowable CRI %	CY2012 UR Pay	CY2012 LR Pay	Control Point	Allow Over Control Point?	Max Base Pay 2012	Approved CRI \$	New Base Pay 2012
9															
34	Tarman	Timothy			37	0.00%	\$78,000	6.00%	\$83,498	\$71,128		0	\$82,680	\$0	\$78,000
35	Ulanov	Uli			38	1.23%	\$52,640	6.00%	\$57,270	\$48,785		0	\$55,120	\$640	\$52,640
36	Vinson	Violet			39	0.66%	\$75,494	6.00%	\$81,857	\$69,730		0	\$79,500	\$494	\$75,494
37	Yeakley	Yolanda			41	2.88%	\$82,307	6.00%	\$90,396	\$77,004	\$82,000	0	\$82,000	\$2,000	\$82,000
38	Zurbriggen	Zack			42	2.63%	\$55,421	6.00%	\$60,783	\$51,778		0	\$57,240	\$1,421	\$55,421
39	Butler	Bryce			44	2.38%	\$74,741	6.00%	\$81,857	\$69,730		0	\$77,380	\$1,741	\$74,741
40	Cavasos	Carmen			45	2.50%	\$50,224	6.00%	\$55,041	\$46,887		0	\$51,940	\$1,224	\$50,224
41	Emerson	Erica			47	6.72%	\$58,697	20.00%	\$65,804	\$56,056		0	\$59,419	\$3,697	\$58,697
42	Garfield	George			3	2.49%	\$67,642	6.00%	\$74,125	\$63,144		0	\$69,960	\$1,642	\$67,642
43	Yates	Zane			14	0.69%	\$78,537	6.00%	\$85,171	\$72,553		0	\$82,680	\$537	\$78,537

- Carryover or roll-over awards are computed for those employees who receive CRI and are on retained pay, hit a pay cap, or have their CRI override flag set to 1
- Total Awards greater than \$10,000 require special approval

CW	CX	CY	CZ	DA	DB	DC	DD
Set Award 1.00%	Total Carryover Award =		\$13,429				
	Total CA Pos Delta Y =		\$305,603				
		Total Default Award =	\$24,792				
		Total Discretionary Award =	\$0				
		Total Award =	\$38,221				
				Available Award Dollars = \$24,811.09			
				Discretionary Set-Aside = \$0			
				Alpha2 = 0.081187			
				Remainder = \$19.09			
Carryover Award	CA Pos Delta Y	Computed Award	(PPM Input) Discretionary Award	Total Award	WildCard 6	Award > \$10K?	
\$0	\$4,589	\$372	\$0	\$372			
\$0	\$8,941	\$725	\$0	\$725			
\$0	\$10,864	\$881	\$0	\$881			
\$0	\$7,825	\$635	\$0	\$635			
\$8,847	\$24,953	\$2,025	\$0	\$10,872			YES
\$3,434	\$16,025	\$1,301	\$0	\$4,735			
\$0	\$6,725	\$546	\$0	\$546			
\$0	\$6,123	\$497	\$0	\$497			
\$0	\$5,498	\$446	\$0	\$446			
\$0	\$5,123	\$415	\$0	\$415			
\$0	\$6,469	\$525	\$0	\$525			
\$0	\$6,941	\$563	\$0	\$563			
\$0	\$4,514	\$366	\$0	\$366			
\$0	\$9,249	\$750	\$0	\$750			
\$0	\$5,841	\$474	\$0	\$474			
\$0	\$7,283	\$591	\$0	\$591			
\$0	\$4,270	\$346	\$0	\$346			
\$0	\$2,210	\$179	\$0	\$179			
\$0	\$5,241	\$425	\$0	\$425			
\$0	\$5,669	\$460	\$0	\$460			
\$0	\$5,669	\$460	\$0	\$460			

An employee whose OCS is less than or equal to the scores in the table below receive an unsatisfactory adjective rating (will be mapped to the GS rating scale for DCPDS)

Rating Trigger

BroadBand	NH	NJ	NK
1	0	0	0
2	21	21	21
3	60	42	37
4	78	60	

An employee whose OCS is less than or equal to the scores in the table below will be place on a Mandatory Contribution Improvement Plan (CIP)

CIP Triggers

BroadBand	NH	NJ	NK
1	0	0	0
2	14	14	14
3	44	36	34
4	72	54	

DE	DF	DG	DH	DI	DJ	DK
<p>Your available award dollars includes all unspent CRI. Therefore, if you have set CRI money aside for discretionary allocation but have not yet allocated it, the amount will show up here as well as in your CRI remainder. As you allocate your discretionary CRI money, your available award dollars will go down.</p>						
Unsat Adjective Rating?	Total New Comp. Base Pay + Awd	WildCard 7	CY2012 Expected OCS	CIP Trigger	Mandatory CIP	Wildcard 8
▼	▼	▼	▼	▼	▼	▼
	\$55,486		57	14	0	
	\$88,926		81	72	0	
	\$90,248		81	72	0	
	\$92,917		83	72	0	

Pay Pool Meeting: Check Delta Stats Scores

Return to Main Menu
View Delta OCS Distribution

Delta Plot Grouping
 Supervisor
 Wildcard 1
 Refresh Show All Hide w err

Summary Statistics of Delta OCS Score

	Average Delta OCS Score	Standard Deviation
Overall	1.21	4.09
NH	0.79	4.63
NJ	1.60	1.67
NK	2.83	2.14

		Average Delta OCS Score	Standard Deviation	Total
NH	0	1.00	1.00	3
Bob Arnold		3.00	N/A	1
Chris Babbitt		0.33	0.58	3
Dan Curtiss		4.00	N/A	2
Eileen Daniels		-18.00	N/A	1
Francis Evans		1.00	1.41	2
George Fites		11.00	N/A	1
Helen Gonzalez		-4.00	N/A	1
Ike Hansen		1.00	N/A	1
John Iverson		1.50	0.71	2
Larry Koenig		4.00	N/A	1
Nancy Michelson		1.00	0.00	2
Peter Olson		-5.00	N/A	1
Richard Quarles		0.33	0.58	3
Tammy Stewart		2.50	2.12	2
Vincent Udell		2.33	2.52	3
NJ				
Bob Arnold		3.00	N/A	1
John Iverson		3.00	N/A	1
Zane Yates		0.67	1.53	3
NK	0	1.00	1.41	1
Bob Arnold		7.00	N/A	1
Ike Hansen		3.00	N/A	1
Richard Quarles		1.00	N/A	1
Tammy Stewart		2.00	N/A	1
Vincent Udell		2.00	N/A	1

Contents Parameters Data Matrix Rails **Delta Stats** Delta Plot Cur OCS

Look for extreme or unusual average delta OCS values by supervisor

Pay Pool Meeting: Check Rank Ordered Data

1 [Return to Main Menu](#)

2 [Return to Data](#)

3

4 Factor Matrix

5 [All](#) [N](#) [NJ](#) [N](#)

6

7 Each list gives the name and integer score on the factor. Use the buttons to rank order the lists by integer score.

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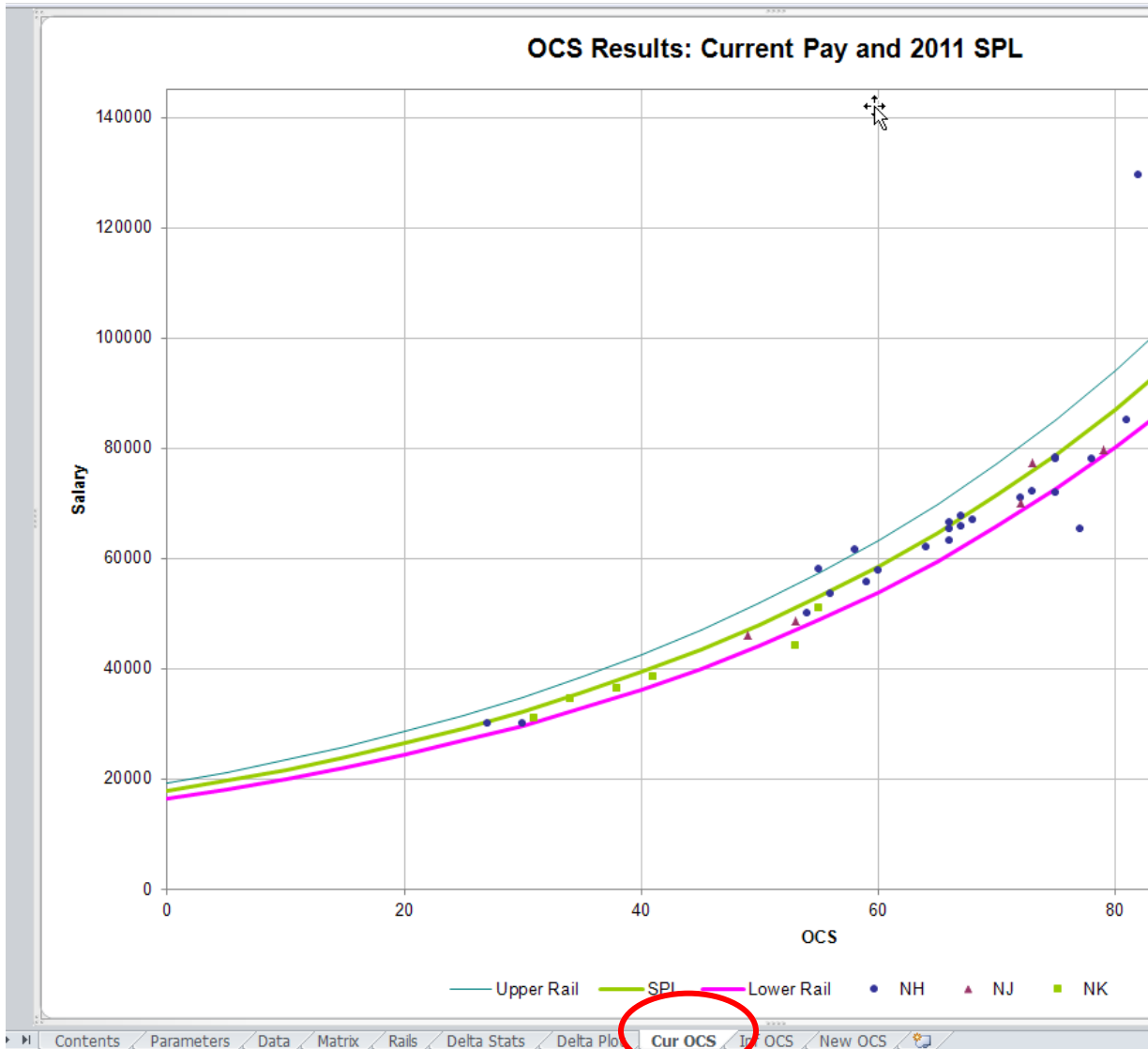
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Pay Pool Meeting: Check Current OCS Results



- Check where overall contribution scores for current pay plot against new upper rail, lower rail and SPL
- If there are fewer than 255 employees in the pay pool, hovering the mouse over the dot will display the employee's name

7 Blue arrows indicate fields set to filter the data.

8	Last Name	First Name	Middle Initial	Suffix	CAS2Net ID	Categorical Scores					Final Scores						
9						prb solving	team wk	cust rftns	leadership	comm	rsrc mgmt	prb solving	team wk	cust rftns	leadership	comm	rsrc mgmt
34	Tarman	Timothy			37	3H	3M	2H	3L	3L	4L	80	74	63	63	62	80
35	Ulanov	Uli			38	2ML	2MH	2ML	2M	2L	2L	37	52	33	45	27	28

- Change scores directly on the Data worksheet
- If Categorical Scores are used, change them first and then use the drop down list to change the numerical score

Uploading Data Back to CAS2Net

Contribution-based Compensation and Appraisal

Cycle: 2011

The purpose of this spreadsheet is to record appraisal scores and set basic pay rates and contribution-based pay rates.

Data/Spreadsheet Download -- Download the data file from the website, then click on Import to load the file into this spreadsheet.

Appraisal Score Entry -- Once the file has been loaded, assign categorical and final scores for each factor, and view reports and graphs.

Score Normalization -- Compare score distributions to look for anomalies and scale differences. Run preliminary pay adjustment scenarios. Set CRI and CA parameters and assign pay outs to employees.

Data Maintenance -- All additions, deletions, and modifications must be done in the central database. All columns except for data entry and "wild-card" are locked. To preserve your work, export the data from this spreadsheet and upload to the central database before changing any information in the database.

Final "G" Setting -- This spreadsheet comes with a best estimate of "G." Once you have been notified that "G" is set, make a final round trip to CAS2Net. The final "G" value and related parameters will be included in the download of your payroll data.

Final Compensation Setting -- After the final round trip to update "G", finalize the pay adjustments and awards for your payroll.

Data Upload -- Use Export to create a file for uploading the results from your payroll to the central database on the website.

Generate Part 1's -- First use the filters to select employees; sort data by preferred order; then click on the Generate Part I to generate Part I of the Appraisal Form for each selected employee.

Paypool Data
[Import](#) [View](#) [Export](#)

Parameters
[Set CRI and CA Parameters](#)

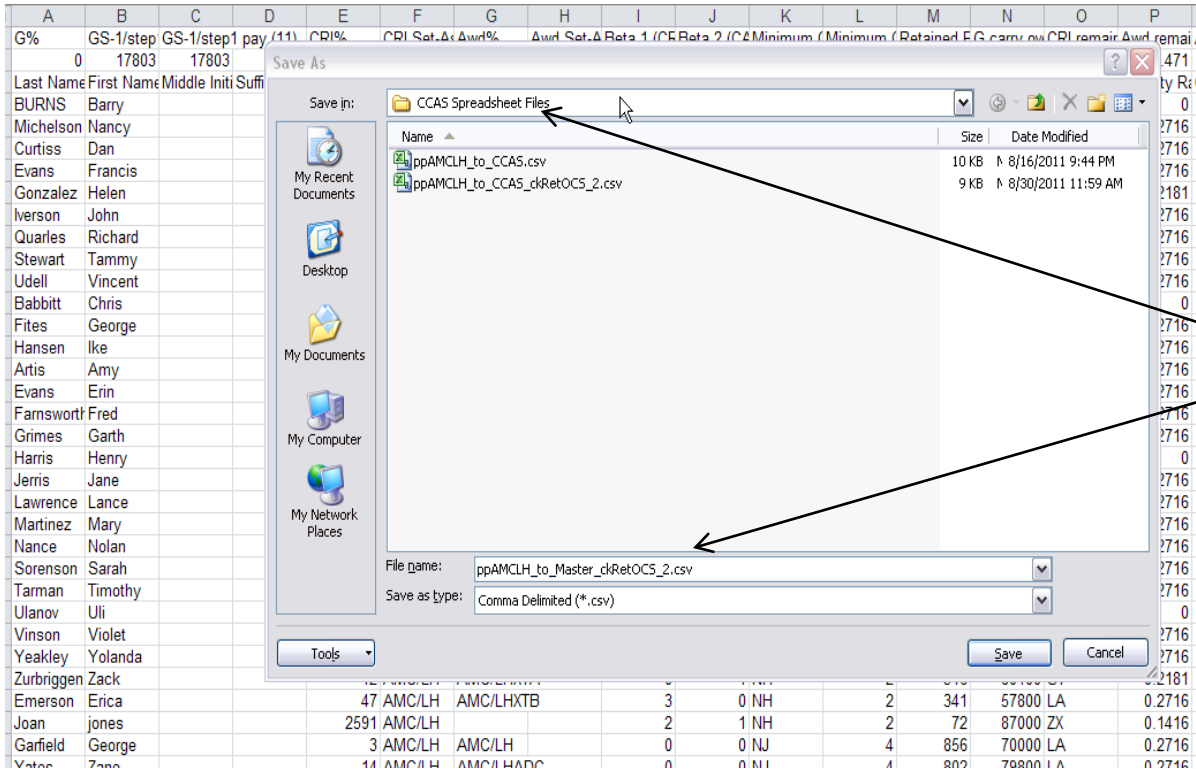
Summary Reports
[Rails Report](#)
[Career Path Factor Matrices rank](#)
[Summary Statistics of Delta OCS](#)
[Distribution of Delta OCS](#)

Scatter-plots of OCS Score by Salary
[Current Pay & 2011 SPL](#) [Infer](#)

Part 1 of Appraisal Forms
[Open Existing Evaluation](#)
 Generate Part 1 of Appraisal Form for selected employees
Use the filters to select individuals then
[Generate Part 1 of Appraisal Form](#)

Navigation: [Contents](#) Parameters Data Matrix Rails Delta Stats Delta Plot Cur OCS Inf OCS New OCS

From the Contents worksheet, click on the Export button to create an export CSV file



- Save the CSV file in a protected folder
- Note: CCAS Spreadsheet applies built-in naming convention functionality to generate filename

Sub-Panel Meeting Spreadsheet

Cycle: 2011

The purpose of this spreadsheet is to assign preliminary and final contribution scores to employees

Data/Spreadsheet Download -- Download the offline managers meeting data file from CAS2Net and save it to your hard drive, then click on Import to load the file into this spreadsheet.

Appraisal Score Entry -- Once the file has been loaded, click View to go directly to the Data tab to enter preliminary and final scores. To assign scores using an interface that is similar to the on-line Managers Meeting, click the *Group into Categories* link. This form filters employees by Career Path, Factor, and Score Level. For each score level (1 through 4) selected there will be between four and seven list boxes representing the available preliminary scores for that level plus boxes representing the upper and lower limits of the preceding and next levels, respectively. Employees without a preliminary score will show up in the *Unrated* listbox. Employees can be moved around in listboxes (left, right, up and down) and to/from the *Unrated* listbox using the buttons on the form. To assign a final score, double-click the employee's name.

Data Maintenance -- All additions, deletions, and modifications must be done in CAS2Net. All columns except for data entry and "wild-card" are locked. To preserve your work, export the data from this spreadsheet and upload to CAS2Net before changing any information in the database.

Data Upload -- Use Export to create a file for uploading the results from your pay pool to CAS2Net.

Paypool Data

[Import](#)

[View](#)

[Export](#)

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Scores

[Group into Categories](#)

Summary Reports

[Rails Report](#)

[Career Path Factor Matrices ranked by](#)

[Summary Statistics of Delta OCS](#)

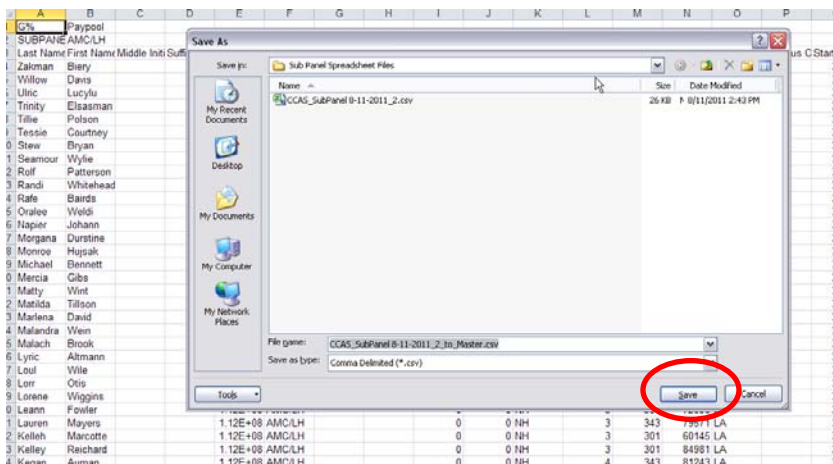
[Distribution of Delta OCS](#)

Scatter-plots of OCS Score by Salary

[Current Pay & 2011 SPL](#) [Inferred](#)

Export Data

- From Contents, click on [Export](#)
- Save generated CSV file to your desktop
- Upload data back to CAS2Net (see "Uploading Employee Data" and "Upload to CAS2Net" slides)
- *Note: the process is the same from the CCAS Spreadsheet*



Acq
Demo

Employee Menu

- [Contribution Planning](#)
- [Mid-Point Review Self-Assessment](#)
- [Annual Appraisal Self-Assessment](#)
- [Reports](#)

Data Maintainer Menu

- [Appraisal Status and Lock](#)
View and lock employee appraisals
- [Reports](#)
View or print reports in PDF format
- [Data Maintenance](#)
Maintain employee data
- [Password Maintenance](#)
Change your password
- [Offline Interface](#)
Offline Interface
- [Paypool Notices](#)
Important information for your paypool
- [Logout](#)
Exit CAS2Net
- [Session Maintenance](#)
Assume the role of another user

Session Info

User: Francis Freeman
Role: Data Maintainer
[Revert](#)

Contribution-based Compensation and Appraisal System Software CAS²Net

Offline Interface

Last completed download (Eastern Time): 31-AUG-2011 04:15:20 PM

Last completed upload (Eastern Time): None

Contribution-based Compensation and Appraisal System Software
CAS2Net

Offline Interface - Upload Employee Data

Specify upload file:

[Return to Offline Interface Main Menu](#)

Employee Menu
[Contribution Planning](#)
[Mid-Point Review Self-Assessment](#)
[Annual Appraisal Self-Assessment](#)
[Reports](#)

Data Maintainer Menu
[Appraisal Status and Lock](#)
View and lock employee appraisals
[Reports](#)
View or print reports in PDF format
[Data Maintenance](#)
Maintain employee data
[Password Maintenance](#)
Change your password
[Offline Interface](#)
Offline Interface
[Paypool Notices](#)
Important information for your paypool
[Logout](#)
Exit CAS2Net
[Session Maintenance](#)
Assume the role of another user

Session Info
User: Francis Freeman
Role: Data Maintainer
[Revert](#)

Select saved CSV file and Upload to complete the process

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Contribution-based Compensation and Appraisal																
2	Cycle: 2011																
3	<i>The purpose of this spreadsheet is to record appraisal scores and set basic pay rates and contribution-based financial awards.</i>																
4																	
5	<p>Data/Spreadsheet Download -- Download the data file from the website, then click on Import to load the file into this spreadsheet.</p> <p>Appraisal Score Entry -- Once the file has been loaded, assign categorical and final scores for each factor, and view reports and graphs.</p> <p>Score Normalization -- Compare score distributions to look for anomalies and scale differences. Run preliminary pay adjustment scenarios. Set CRI and CA parameters and assign pay outs to employees.</p> <p>Data Maintenance -- All additions, deletions, and modifications must be done in the central database. All columns except for data entry and "wild-card" are locked. To preserve your work, export the data from this spreadsheet and upload to the central database before changing any information in the database.</p> <p>Final "G" Setting -- This spreadsheet comes with a best estimate of "G." Once you have been notified that "G" is set, make a final round trip to CAS2Net. The final "G" value and related parameters will be included in the download of your paypool data.</p> <p>Final Compensation Setting -- After the final round trip to update "G", finalize the pay adjustments and awards for your paypool.</p> <p>Data Upload -- Use Export to create a file for uploading the results from your pay pool to the central database on the website.</p> <p>Generate Part 1's -- First use the filters to select employees; sort data by preferred order; then click on the Generate Part 1 to generate Part 1 of the Appraisal Form for each selected employee.</p>								<p>Paypool Data</p> <p>Import View Export</p> <p>Last Import: 9/16/2011 (12:00:23 PM)(CDT) Last Export: 9/12/2011 (12:56:53 PM)(CDT) Last Modified: <input type="text"/> <input type="button" value="Use Today"/></p> <p>Parameters</p> <p>Set CRI and CA Parameters</p> <p>Summary Reports</p> <p>Rails Report</p> <p>Career Path Factor Matrices ranked by Final Score</p> <p>Summary Statistics of Delta OCS</p> <p>Distribution of Delta OCS</p> <p>Scatter-plots of OCS Score by Salary</p> <p>Current Pay & 2011 SPL Inferred New Pay & 2012 SPL</p> <p>Part 1 of Appraisal Forms</p> <p>Open Existing Evaluation</p> <p>Generate Part 1 of Appraisal Form for selected individuals by sort order Use the filters to select individuals then sort data by preferred order</p> <p>Generate Part 1 of Appraisal Forms</p>								
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Exercise 8: CCAS Spreadsheet: Generate Part I Form

The screenshot shows the CCAS Spreadsheet interface. The main window displays a list of employees with columns for Last Name, First Name, Middle Initial, Suffix, CAS2Net ID, New Base Pay 2012, Wildcard 5, Carryover Award, CA Pos Delta Y, and Compu. A 'Print Options' dialog box is open, with 'Print Page 2 (Scores)' selected. A 'Save As' dialog box is also open, showing the file name 'Form_1' and 'Excel Files (*.xls)' as the save type. A red circle highlights the 'Print Page 2 (Scores)' option in the dialog. A blue arrow points from this option to the 'Form (40)' tab in the generated spreadsheet below.

Part I: CCAS Salary Appraisal Form

Name: Dyanne Dancy
CAS2Net ID: 46
Organizatio: AM/CLH/WTB
Career Path: IK

Series: 0322
Broadband Le: I
Retained Pag: No
Presumptive: None

Appraisal Period: 1-Oct-10 to 30-Sep-11

Discuss evaluation with employee and obtain signatures confirming discussion. Signature of employee does not constitute agreement with CCAS appraisal.

Bob Arnold, Pay Pool Manager
 Date: 15-Sep-11

Employee Signature
 Date:

Appraisal Detail

Overall Contribution Score	31	Upper Rail OCS	24
Next Year's Expected SPL OCS	29	SPL OCS	28
		Lower Rail OCS	32

Employee Contribution Pay Comparison Chart
 The graph plots the Employee Appraisal relative to the standard pay line (SPL) and rails. The top and bottom lines are the **Upper and Lower Rails**. The middle line is the **SPL**. The point to the **Employee Appraisal**.

Compensation Detail

\$31,000	Current Rate of Base Pay	
\$ -	GI Increase	0.0%
\$ 371	CFR Increase	2.8%
\$31,371	New Rate of Basic Pay	
\$ -	Locality Pay	@ 27.16%
\$40,527	New Total Salary	
\$ 442	Contribution Award	
	(of which \$188 is Rollover from CFR)	

Remarks

Privacy Act Statement (552 of 5 U.S.C.)
 1. AUTHORITY: Section 552 of U.S.C. Federal Register Notice dated January 6, 1989.
 2. PURPOSE: This form summarizes the annual evaluation of an employee's contribution through CCAS assessment.
 3. HOW TO USE: This form is a computer-generated form that is produced for each employee and contains the overall contribution score and space for the signature of the SPL, the supervisor, and the employee. The original of this form will be maintained in accordance with agency procedures.
 4. COMMENTS: Failure to verify the data may result in delayed or erroneous processing of the individual's CCAS and applicable awards. The information contained within this form is personal in nature and is restricted to those with appropriate permissions. Information collected on this form may be used for statistical and research purposes.

Part I: CCAS Salary Appraisal Form

Name: Dyanne Dancy
CAS2Net ID: 46
Organizatio: AM/CLH/WTB

Series: 0322
Broadband Le: I
Retained Pag: No

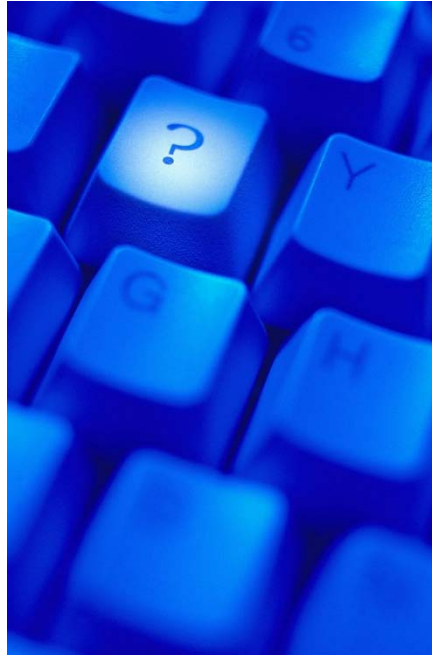
Appraisal Period: 1-Oct-10 to 30-Sep-11

Contents Form (40) Form (39) Form (38) Form (37) Form (36) Form (35)

- From Contents, click on **Generate Part I of Appraisal Forms** to generate the “Print Options” interface
- Select “Print Page 2” then “Factor Scores”
- Save and open the Excel generated file
 - What is the structure of this file?
- Open Worksheet “Form(40)”
 - Do you see the Factor Scores?

Note: Part I forms are generated as 40 to a workbook. The next set shows records 41 to 80, etc.

Any Questions?



BACKUP SLIDES

1. Computing Contribution Award Funding:

If Sum of Base Pay = \$100,000 and Sum of Adjusted Pay = \$124,000
Then, Award Funding = 1% of \$124,000 = \$1,240

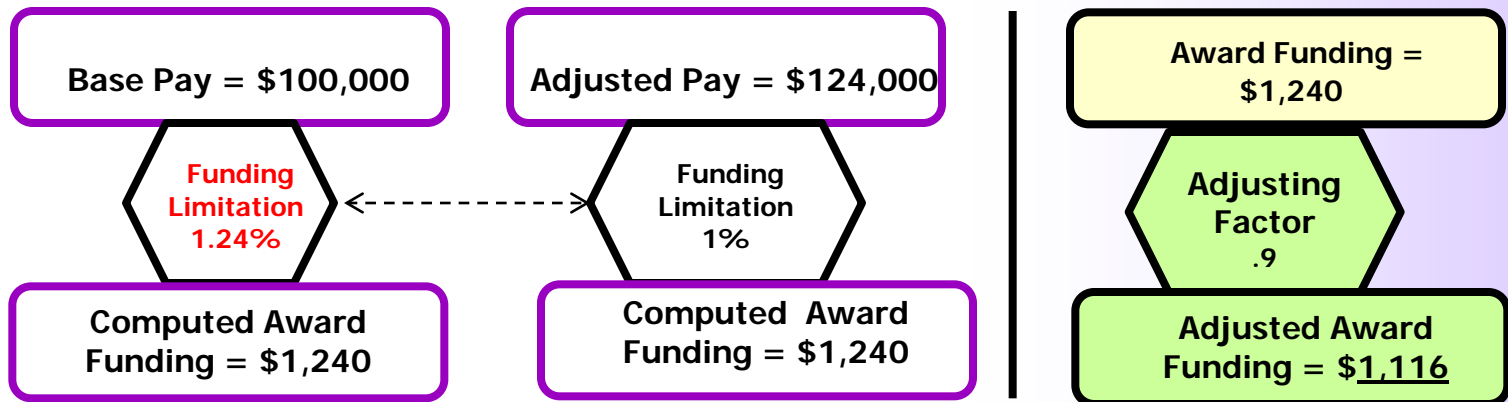
=> On the CCAS Parameter worksheet, the Award % is:

$$\$1,240 = \text{Award \%} * \$100,000 \Rightarrow \text{Award \%} = \underline{1.24\%}$$

2. Adjusting to 90% Per Fed Register:

$$\$1,240 * .9 = \$1,116$$

=> *The pay pool has \$1,116 to spend on its Contribution Awards*



Note: on the CCAS Parameter worksheet, the Award % is not adjusted for the .9 factor; adjustment computations are built into the spreadsheet