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

Introduction

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

Course Objectives

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

Course Agenda

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

CAS2Net Overview

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

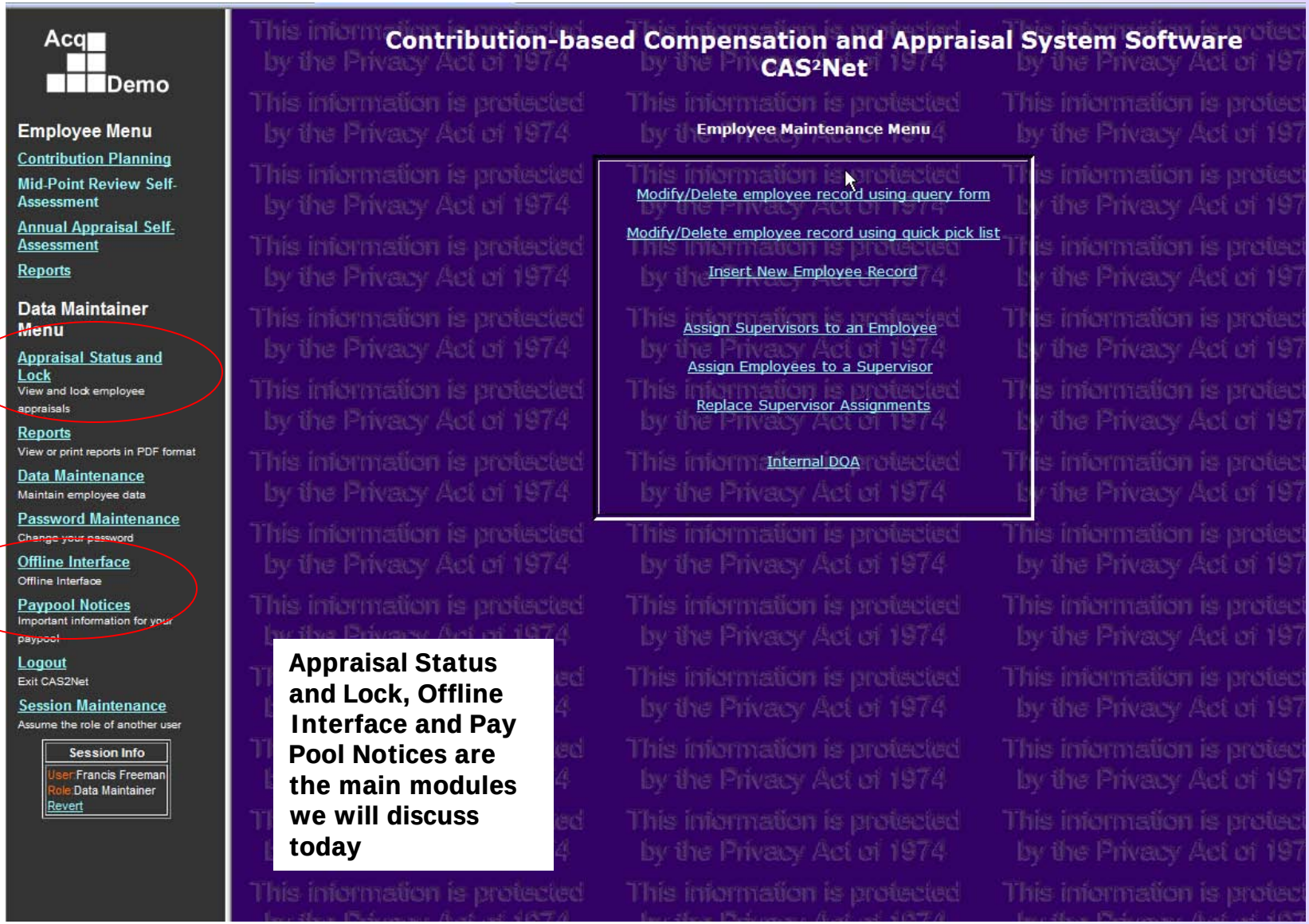
Master Database

- 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

A Quick Look: CAS2Net



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

CCAS Spreadsheet Overview

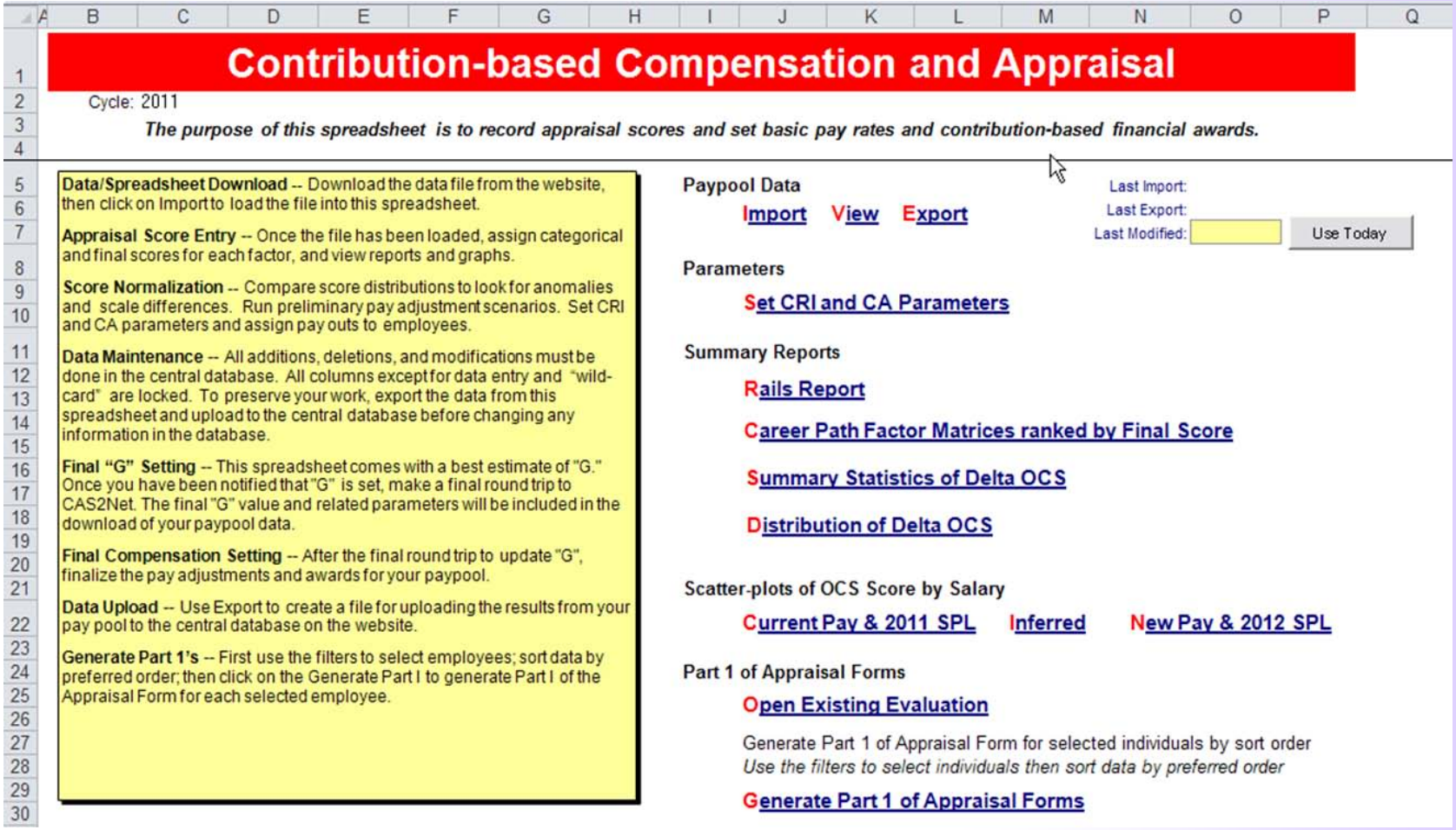
- The spreadsheet is a Microsoft Excel workbook called ***CCAS 2011 v1.0.xls*** *(Excel 2003)* ***or CCAS 2011v1.0.xlsm*** (Excel 2007 and higher) consisting of 10 tabbed worksheets*

- 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 Quick Look: 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 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 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:
Last Export:
Last Modified: Use Today

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

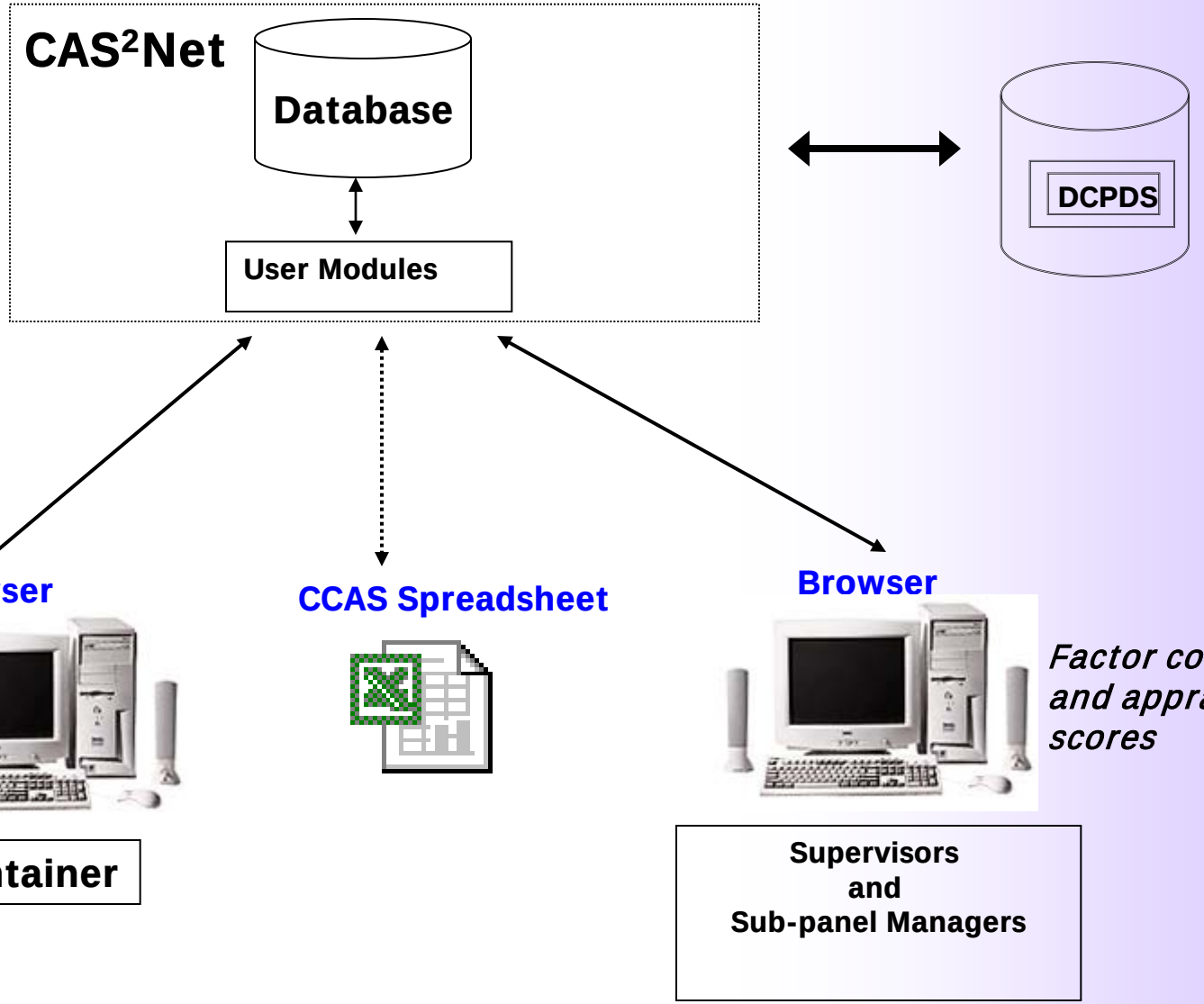
Generate Part 1 of Appraisal Form for selected individuals by sort order
Use the filters to select individuals then sort data by preferred order

Generate Part 1 of Appraisal Forms

CCAS Software Overview

- 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

Sub-Panel Spreadsheet Overview

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

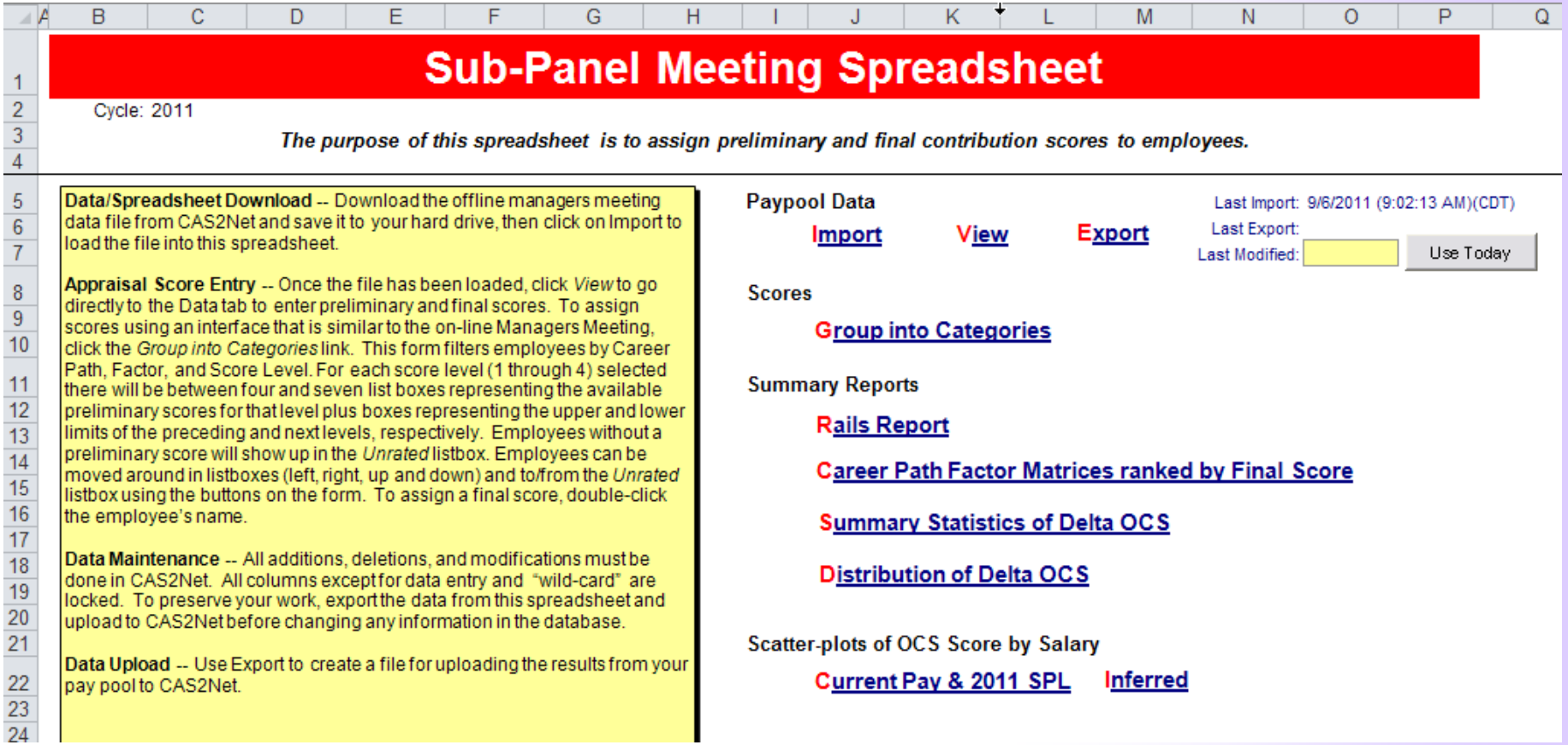
What it is not:

- 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: Use Today

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 Spreadsheet “Contents” Tab Description

- 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

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 Dat
114	Sonnie	Bodeville			112003936	AMC/LH			0	0	NK	2	0318	$31,103	LA		25-Jan-(
115	Sabina	Schmielman			112003896	AMC/LH			0	0	NK	2	0318	$34,746	LA		25-Jan-(
116	Rosanne	Hastings			112003876	AMC/LH			0	0	NK	3	0303	$38,542	LA		25-Jan-(
117	Rosanna	Lalttness			112003856	AMC/LH			0	0	NK	2	0318	$34,301	LA		25-Jan-(
118	Romy	Sullivans			112003836	AMC/LH			0	0	NK	3	0318	$47,683	LA		25-Jan-(
119	Prince	Wiseman			112003736	AMC/LH			0	0	NK	2	0986	$28,529	LA		25-Jan-(
120	Peregrine	Gleper			112003716	AMC/LH			0	0	NK	2	0318	$42,222	LA		25-Jan-(
121	Monday	Kooser			112003616	AMC/LH			0	0	NK	2	0318	$29,189	LA		25-Jan-(
122	Milford	Errett			112003596	AMC/LH			0	0	NK	2	0318	$36,388	LA		25-Jan-(
123	Kat	Cady			112003256	AMC/LH			0	0	NK	3	0319	$55,588	LA		25-Jan-(
124	Kaelea	Loewentsein			112003216	AMC/LH			0	0	NK	2	0318	$28,066	LA		25-Jan-(
125	Hiram	Lear			112002996	AMC/LH			0	0	NK	3	0318	$42,862	LA		25-Jan-(
126	Herbert	Treeby			112002976	AMC/LH			0	0	NK	2	0318	$38,246	LA		25-Jan-(
127	Gyles	Morland			112002936	AMC/LH			0	0	NK	2	0318	$26,709	LA		25-Jan-(
128	Godfrey	Kimmons			112002916	AMC/LH			0	0	NK	2	0318	$30,999	LA		25-Jan-(
129	Frannie	Bauerle			112002876	AMC/LH			0	0	NK	2	0318	$36,508	LA		25-Jan-(
130	Emersons	Warrick			112002796	AMC/LH			0	0	NK	2	0303	$41,738	LA		25-Jan-(
131	Eliott	Enderly			112002756	AMC/LH			0	0	NK	3	0318	$48,874	LA		25-Jan-(
132	Earnestine	Bridger			112002736	AMC/LH			0	1	NK	2	0361	$54,936	LA		25-Jan-(

Sub-Panel Spreadsheet "Data" Tab Description

- 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

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.

Rank Order Lowest to Highest

Rank Order Highest to Lowest

Rank Order Lowest to Highest by Broadband

Rank Order Highest to Lowest by Broadband

All Career Paths

2011 OCS				
NK	Zena	Knopsnider	2	67
NK	Vickie	Merryman	2	74
NK	Sonnie	Bodeville	2	64
NK	Sabina	Schmielman	2	64
NK	Rosanne	Hastings	3	64
NK	Rosanna	Lalttness	2	62
NK	Romy	Sullivans	3	72
NK	Prince	Wiseman	2	72
NK	Peregrine	Gleper	2	65
NK	Monday	Kooser	2	66
NK	Milford	Errett	2	64
NK	Kat	Cady	3	64
NK	Kaelea	Loewentsein	2	80
NK	Hiram	Lear	3	62
NK	Herbert	Treeby	2	62
NK	Gyles	Morland	2	66
NK	Godfrey	Kimmons	2	66
NK	Frannie	Bauerle	2	69
NK	Emersons	Warrick	2	72
NK	Eliott	Enderly	3	64
NK	Earnestine	Bridger	2	64

NH Career Path

								Final Scores							
prb solving				team wk				cust rltns				leadersh			
Zakman	Biery	3	73	Zakman	Biery	3	73	Zakman	Biery	3	73	Zakman	Biery	3	73
Willow	Davis	3	72	Willow	Davis	3	72	Willow	Davis	3	72	Willow	Davis	3	72
Ulric	Lucylu	3	70	Ulric	Lucylu	3	70	Ulric	Lucylu	3	70	Ulric	Lucylu	3	70
Trinity	Elsasman	3	71	Trinity	Elsasman	3	71	Trinity	Elsasman	3	71	Trinity	Elsasma	3	71
Tillie	Polson	3	62	Tillie	Polson	3	62	Tillie	Polson	3	62	Tillie	Polson	3	62
Tessie	Courtney	4	94	Tessie	Courtney	4	94	Tessie	Courtney	4	94	Tessie	Courtne	4	94
Stew	Bryan	2	28	Stew	Bryan	2	28	Stew	Bryan	2	28	Stew	Bryan	2	28
Seamour	Wylie	3	81	Seamour	Wylie	3	81	Seamour	Wylie	3	81	Seamour	Wylie	3	81
Rolf	Patterson	3	77	Rolf	Patterson	3	77	Rolf	Patterson	3	77	Rolf	Patterso	3	77
Randi	Whitehea	3	80	Randi	Whitehea	3	80	Randi	Whitehea	3	80	Randi	Whitehe	3	80
Rafe	Bairds	2	32	Rafe	Bairds	2	32	Rafe	Bairds	2	32	Rafe	Bairds	2	32
Oralee	Weldi	2	62	Oralee	Weldi	2	62	Oralee	Weldi	2	62	Oralee	Weldi	2	62
Napier	Johann	2	62	Napier	Johann	2	62	Napier	Johann	2	62	Napier	Johann	2	62
Morgana	Durstine	3	63	Morgana	Durstine	3	63	Morgana	Durstine	3	63	Morgana	Durstine	3	63
Monroe	Hujsak	3	66	Monroe	Hujsak	3	66	Monroe	Hujsak	3	66	Monroe	Hujsak	3	66
Michael	Bennett	2	27	Michael	Bennett	2	27	Michael	Bennett	2	28	Michael	Bennett	2	27
Mercia	Gibs	3	62	Mercia	Gibs	3	62	Mercia	Gibs	3	62	Mercia	Gibs	3	62
Matty	Wint	3	62	Matty	Wint	3	62	Matty	Wint	3	62	Matty	Wint	3	62
Matilda	Tillson	2	35	Matilda	Tillson	2	36	Matilda	Tillson	2	35	Matilda	Tillson	2	35
Marlena	David	3	74	Marlena	David	3	74	Marlena	David	3	74	Marlena	David	3	74
Malandra	Wein	4	90	Malandra	Wein	4	90	Malandra	Wein	4	90	Malandra	Wein	4	90

Sub-Panel Spreadsheet "Matrix" Tab Description

- 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

Sub-Panel Spreadsheet "Rails" Tab

Return to Main Menu

Rails Report

Inferred

Rail Zone	NH Number	NH Percent	NJ Number	NJ Percent	NK Number	NK Percent	Total Number	Total 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 Number	NH Percent	NJ Number	NJ Percent	NK Number	NK Percent	Total Number	Total 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

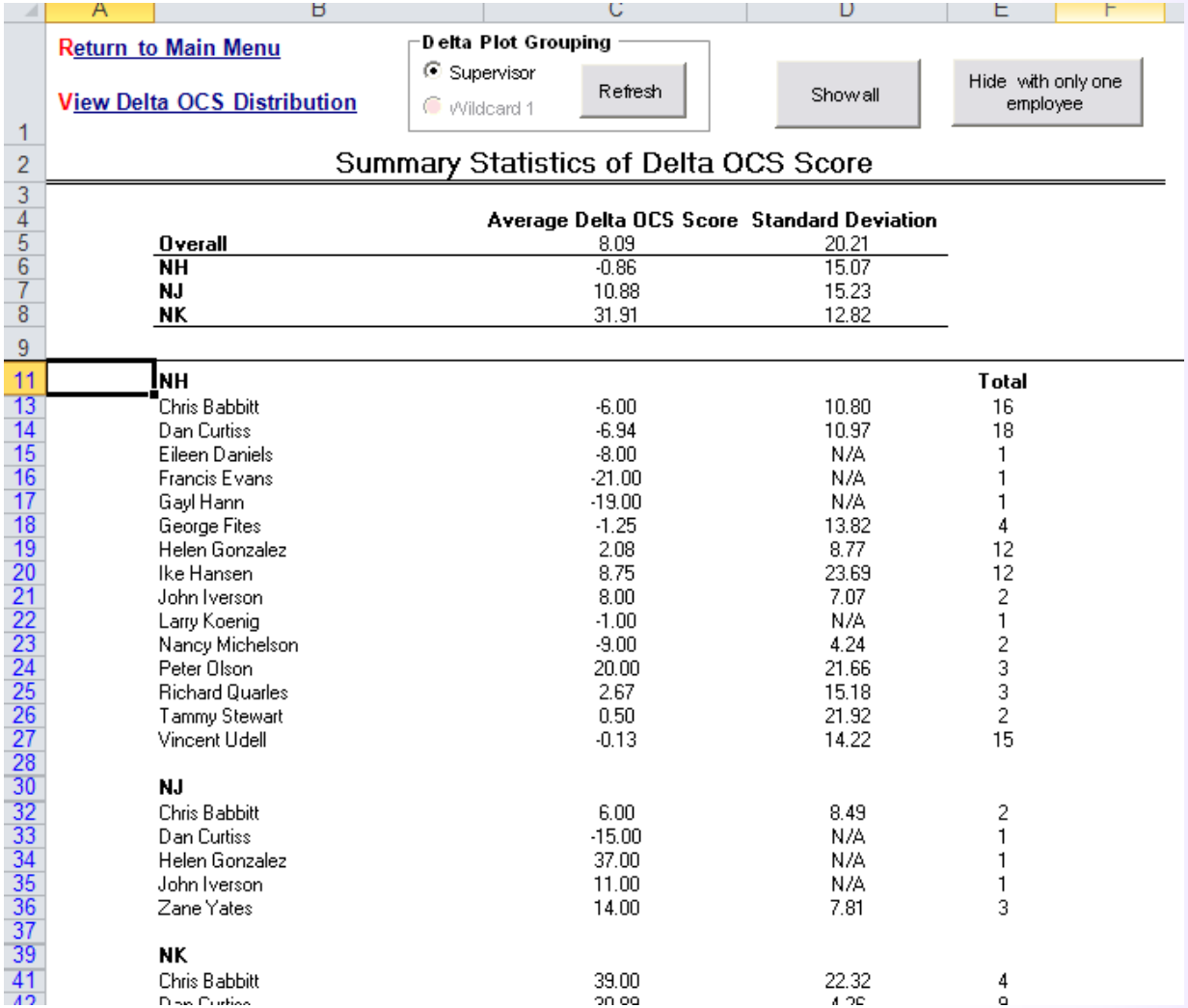
Upper and Lower Rails

	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

Sub-Panel Spreadsheet “Rails” Tab Description

- 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



Return to Main Menu

View Delta OCS Distribution

Delta Plot Grouping
- (•) Supervisor
- ( ) Wildcard 1

Refresh | Show all | Hide with only one employee

Summary Statistics of Delta OCS Score

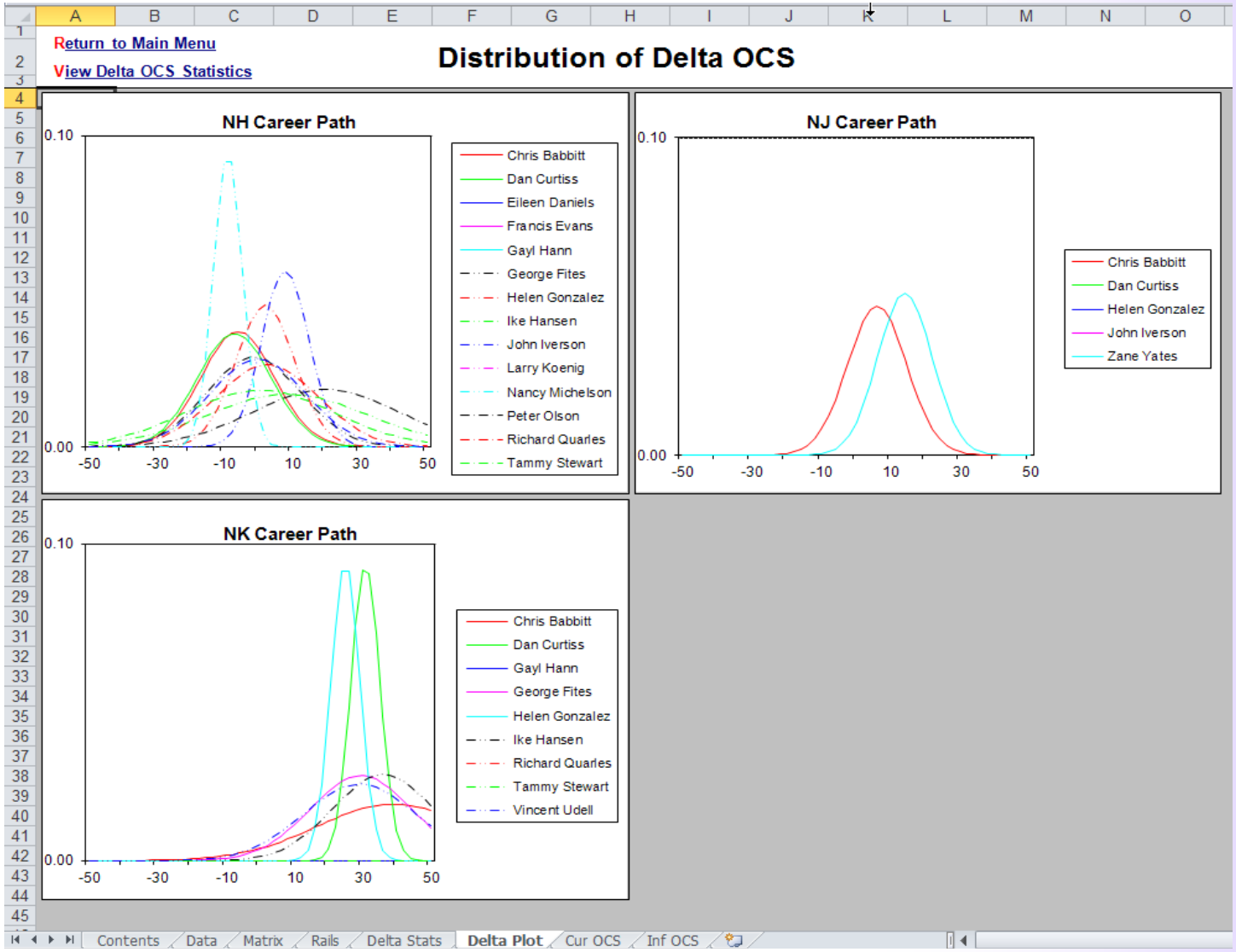
	Average Delta OCS Score	Standard Deviation
Overall	8.09	20.21
NH	-0.86	15.07
NJ	10.88	15.23
NK	31.91	12.82

			Total
NH			
Chris Babbitt	-6.00	10.80	16
Dan Curtiss	-6.94	10.97	18
Eileen Daniels	-8.00	N/A	1
Francis Evans	-21.00	N/A	1
Gayl Hann	-19.00	N/A	1
George Fites	-1.25	13.82	4
Helen Gonzalez	2.08	8.77	12
Ike Hansen	8.75	23.69	12
John Iverson	8.00	7.07	2
Larry Koenig	-1.00	N/A	1
Nancy Michelson	-9.00	4.24	2
Peter Olson	20.00	21.66	3
Richard Quarles	2.67	15.18	3
Tammy Stewart	0.50	21.92	2
Vincent Udell	-0.13	14.22	15
NJ			
Chris Babbitt	6.00	8.49	2
Dan Curtiss	-15.00	N/A	1
Helen Gonzalez	37.00	N/A	1
John Iverson	11.00	N/A	1
Zane Yates	14.00	7.81	3
NK			
Chris Babbitt	39.00	22.32	4

Sub-Panel Spreadsheet “Delta Stats” Description

- 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

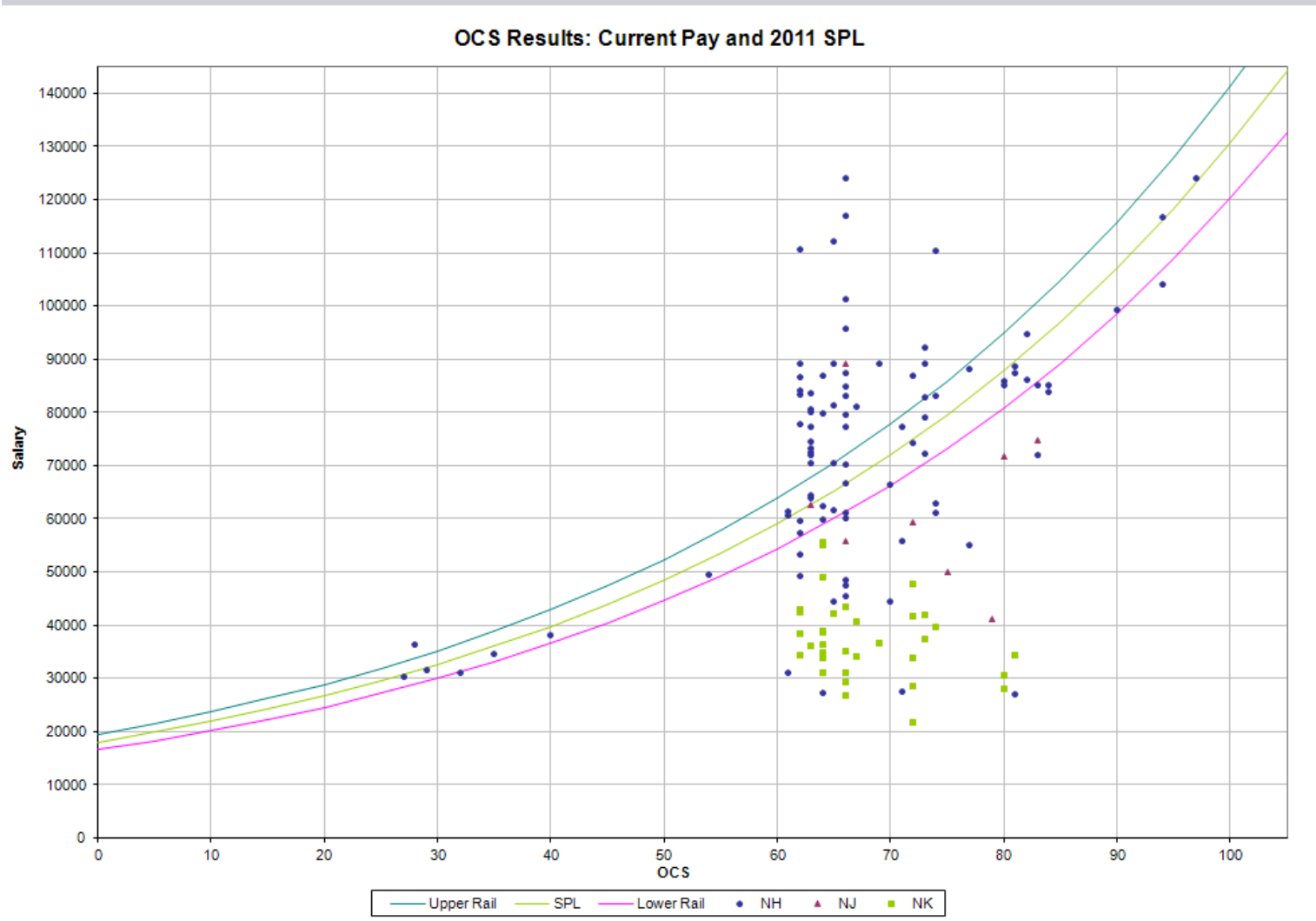
Sub-Panel Spreadsheet “Delta Plots” Tab



Sub-Panel Spreadsheet “Delta Plots” Tab Description

- 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

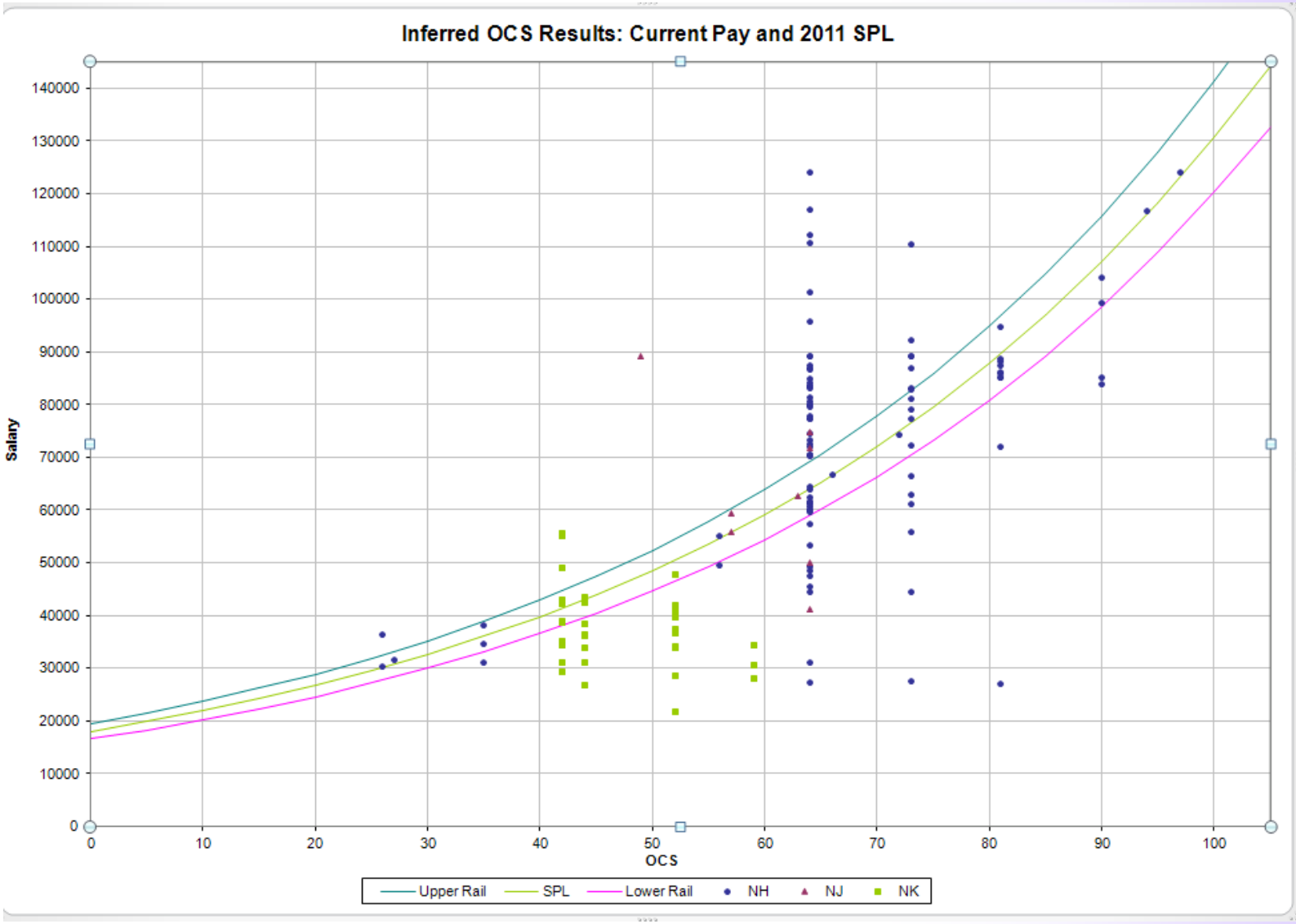
Sub-Panel Spreadsheet “Cur OCS” Tab



Sub-Panel Spreadsheet "Cur OCS" Tab Description

- 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



Sub-Panel Spreadsheet "Inf OCS" Tab Description

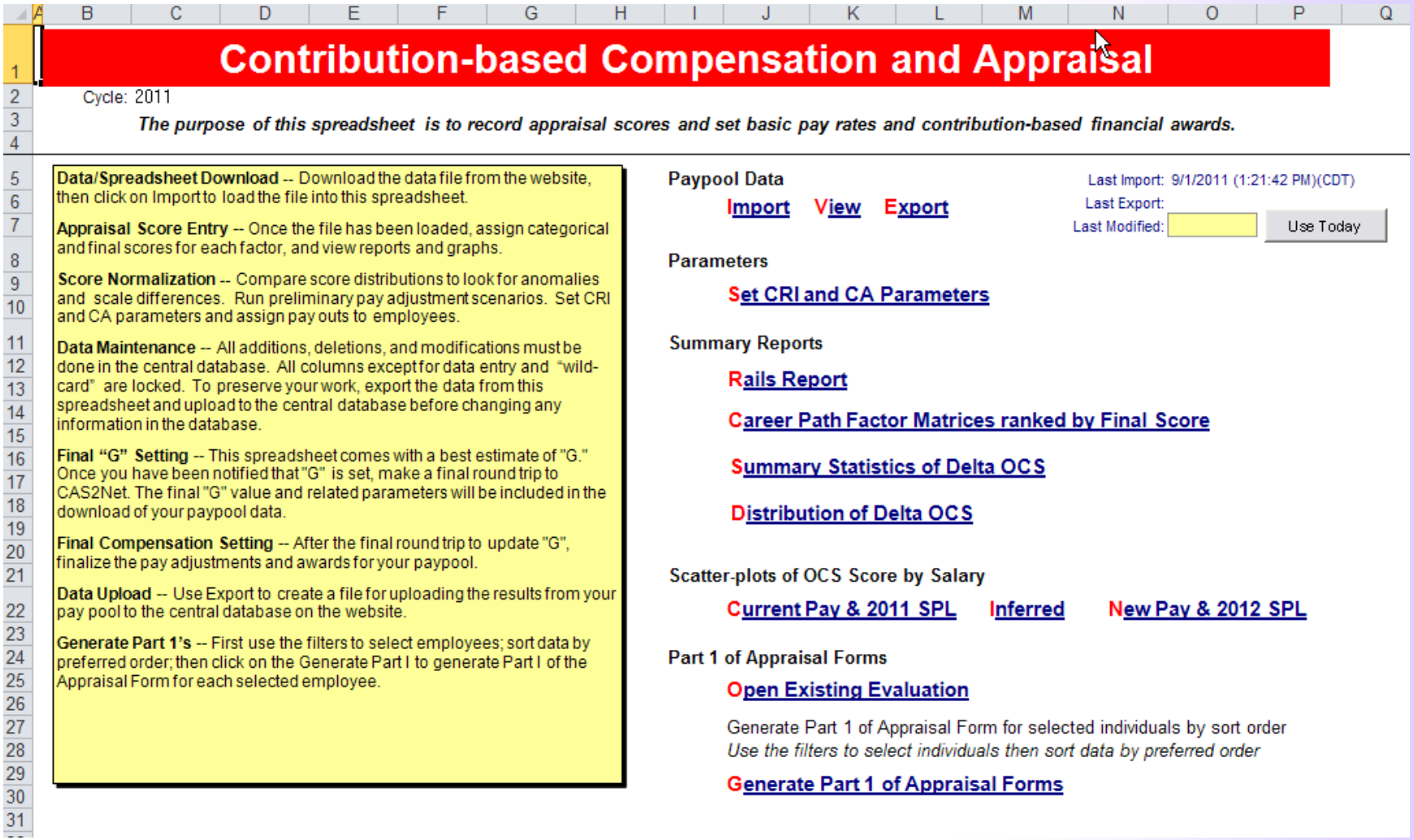
- Is identical to the "Cur OCS" worksheet except that inferred OCS is plotted instead of current OCS
  - Inferred OCS is computed from category factor scores by taking the midpoint of the numerical score range associated with each category score
  - Can be used to visualize the results of category score 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

The 10 CCAS Spreadsheet Tabs

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

CCAS Spreadsheet "Contents" Tab



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 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 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

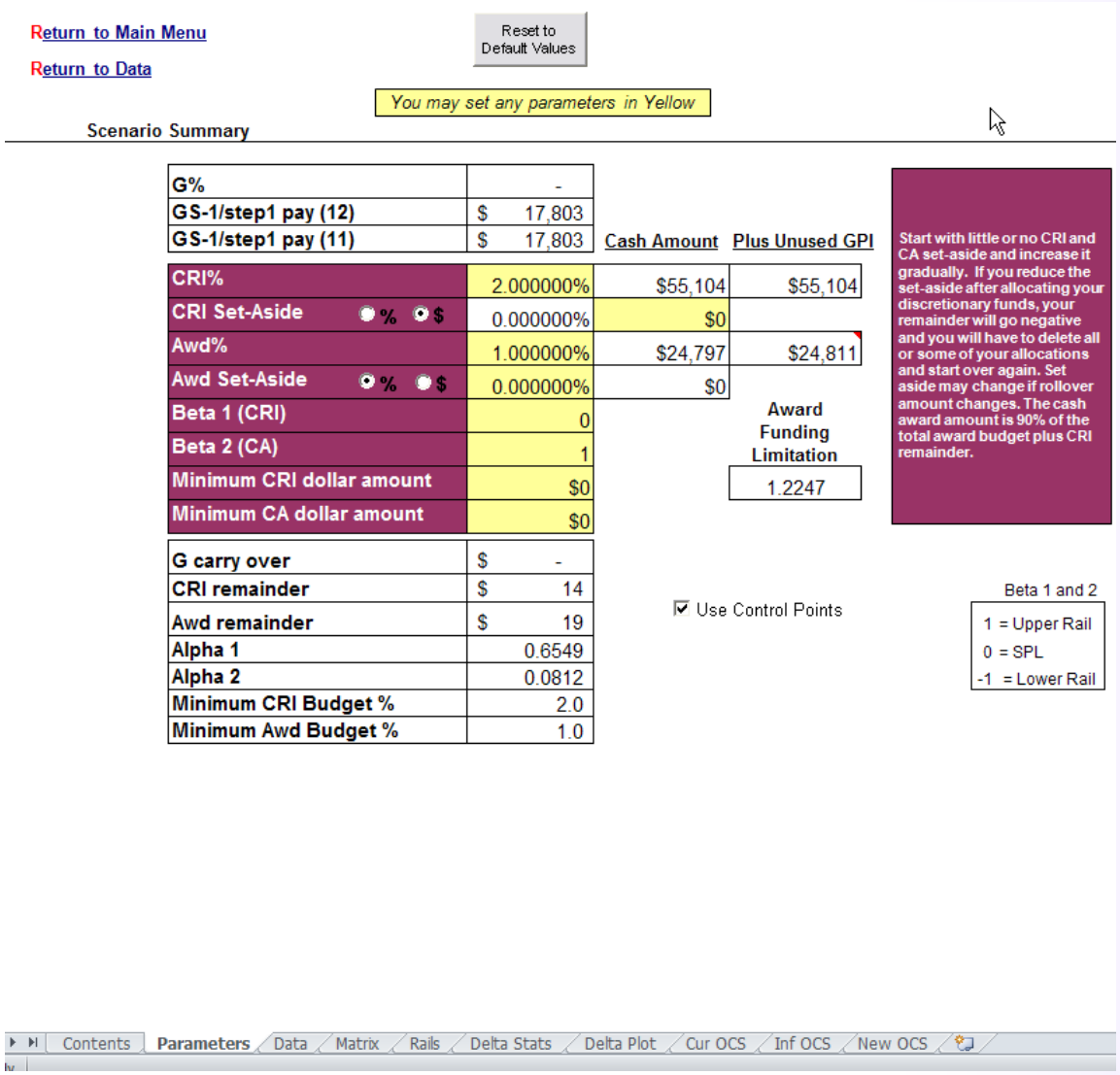
Generate Part 1 of Appraisal Form for selected individuals by sort order
Use the filters to select individuals then sort data by preferred order

Generate Part 1 of Appraisal Forms

CCAS Spreadsheet "Contents" Tab Description

- 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

		Cash Amount	Plus Unused GPI
G%	-		
GS-1/step1 pay (12)	$ 17,803		
GS-1/step1 pay (11)	$ 17,803		
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		
Beta 2 (CA)	1		
Minimum CRI dollar amount	$0		
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		

Award Funding Limitation: 1.2247

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

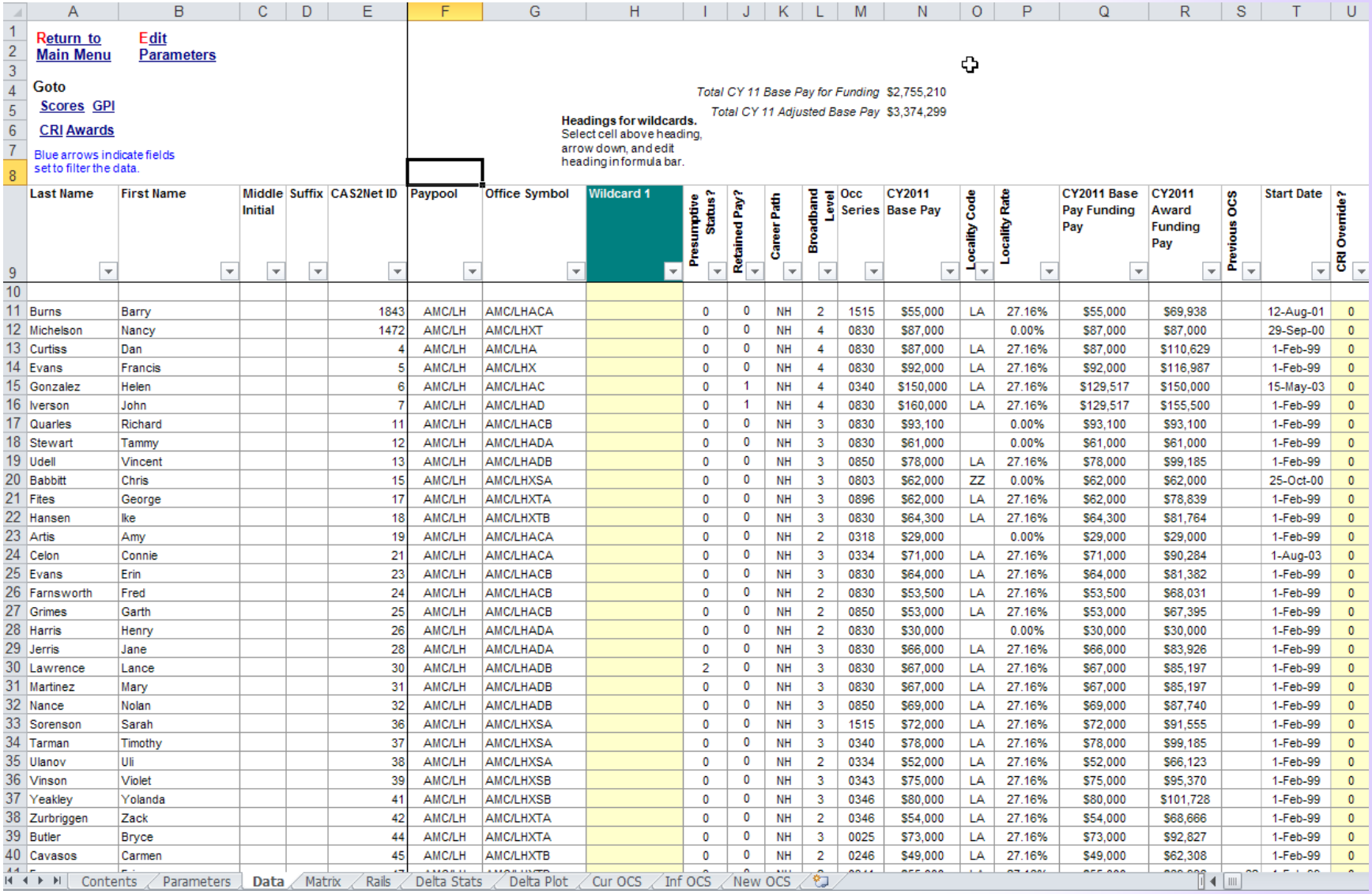
Beta 1 and 2
1 = Upper Rail
0 = SPL
-1 = Lower Rail

Contents | Parameters | Data | Matrix | Rails | Delta Stats | Delta Plot | Cur OCS | Inf OCS | New OCS

CCAS Spreadsheet "Parameters" Tab Description

- 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

CCAS Spreadsheet "Data" Tab



Return to Main Menu | Edit Parameters

Goto
Scores | GPI
CRI | Awards

Blue arrows indicate fields set to filter the data.

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

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

Last Name	First Name	Middle Initial	Suffix	CAS2Net ID	Paypool	Office Symbol	Wildcard 1	Presumptive Status?	Retained Pay?	Career Path	Broadband Level	Occ Series	CY2011 Base Pay	Locality Code	Locality Rate	CY2011 Base Pay Funding Pay	CY2011 Award Funding Pay	Previous OCS	Start Date	CRI Override?
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
Michelson	Nancy			1472	AMC/LH	AMC/LHXT		0	0	NH	4	0830	$87,000		0.00%	$87,000	$87,000		29-Sep-00	0
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
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
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
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
Quarles	Richard			11	AMC/LH	AMC/LHACB		0	0	NH	3	0830	$93,100		0.00%	$93,100	$93,100		1-Feb-99	0
Stewart	Tammy			12	AMC/LH	AMC/LHADA		0	0	NH	3	0830	$61,000		0.00%	$61,000	$61,000		1-Feb-99	0
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
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
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
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
Artis	Amy			19	AMC/LH	AMC/LHACA		0	0	NH	2	0318	$29,000		0.00%	$29,000	$29,000		1-Feb-99	0
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
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
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
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
Harris	Henry			26	AMC/LH	AMC/LHADA		0	0	NH	2	0830	$30,000		0.00%	$30,000	$30,000		1-Feb-99	0
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
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
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
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
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
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
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
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
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
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
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
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

Contents | Parameters | Data | Matrix | Rails | Delta Stats | Delta Plot | Cur OCS | Inf OCS | New OCS

CCAS Spreadsheet "Data" Tab Description

- 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

AcqDemo

CCAS Spreadsheet “Matrix” Tab

Return to Main Menu

Return to Data

Factor Matrix

All N NJ N

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

Rank Order Lowest to Highest

Rank Order Highest to Lowest

Rank Order Lowest to Highest by Broadband

Rank Order Highest to Lowest by Broadband

All Career Paths

2011 OCS				
NK	Freeman	Francis	2	53
NK	Donaldson	Dennis	2	34
NK	Irinski	Ivan	3	55
NK	Karnes	Keith	2	41
NK	Williams	Wilson	2	38
NK	Dancy	Dyanne	1	31
NJ	Garfield	George	4	72
NJ	Yates	Zane	4	79
NJ	O'Connor	Olive	4	73
NJ	Parsons	Patricia	3	53
NJ	Rhone	Ronald	3	49
NH	BURNS	Barry	2	55
NH	Michelson	Nancy	4	81
NH	Curtiss	Dan	4	82
NH	Evans	Francis	4	87
NH	Gonzalez	Helen	4	
NH	Iverson	John	4	94
NH	Quarles	Richard	3	58
NH	Stewart	Tammy	3	64
NH	Udell	Vincent	3	66
NH	Babbitt	Chris	3	78

NH Career Path

Final Scores																									
prb solving				team wk				cust rltns				leadership				comm				rsrc mgmt				2011	
BURNS	Barry	2	55	BURNS	Barry	2	55	BURNS	Barry	2	55	BURNS	Barry	2	55	BURNS	Barry	2	55	BURNS	Barry	2	55	BURNS	Barr
Michelson	Nancy	4	81	Michelson	Nancy	4	81	Michelson	Nancy	4	81	Michelson	Nancy	4	81	Michelson	Nancy	4	81	Michelson	Nancy	4	81	Michelson	Nan
Curtiss	Dan	4	82	Curtiss	Dan	4	82	Curtiss	Dan	4	82	Curtiss	Dan	4	82	Curtiss	Dan	4	82	Curtiss	Dan	4	82	Curtiss	Dan
Evans	Francis	4	87	Evans	Francis	4	87	Evans	Francis	4	87	Evans	Francis	4	87	Evans	Francis	4	87	Evans	Francis	4	87	Evans	Fran
Gonzalez	Helen	4		Gonzalez	Helen	4		Gonzalez	Helen	4		Gonzalez	Helen	4		Gonzalez	Helen	4		Gonzalez	Helen	4		Gonzalez	Hele
Iverson	John	4	94	Iverson	John	4	94	Iverson	John	4	94	Iverson	John	4	94	Iverson	John	4	94	Iverson	John	4	94	Iverson	Johr
Quarles	Richard	3	58	Quarles	Richard	3	58	Quarles	Richard	3	58	Quarles	Richard	3	58	Quarles	Richard	3	58	Quarles	Richard	3	58	Quarles	Rich
Stewart	Tammy	3	64	Stewart	Tammy	3	64	Stewart	Tammy	3	64	Stewart	Tammy	3	64	Stewart	Tammy	3	64	Stewart	Tammy	3	64	Stewart	Tam
Udell	Vincent	3	66	Udell	Vincent	3	66	Udell	Vincent	3	66	Udell	Vincent	3	66	Udell	Vincent	3	66	Udell	Vincent	3	66	Udell	Vinc
Babbitt	Chris	3	78	Babbitt	Chris	3	78	Babbitt	Chris	3	78	Babbitt	Chris	3	78	Babbitt	Chris	3	78	Babbitt	Chris	3	78	Babbitt	Chri
Fites	George	3	68	Fites	George	3	68	Fites	George	3	68	Fites	George	3	68	Fites	George	3	68	Fites	George	3	68	Fites	Geo
Hansen	Ike	3	67	Hansen	Ike	3	67	Hansen	Ike	3	67	Hansen	Ike	3	67	Hansen	Ike	3	67	Hansen	Ike	3	67	Hansen	Ike
Artis	Amy	2	54	Artis	Amy	2	54	Artis	Amy	2	54	Artis	Amy	2	54	Artis	Amy	2	54	Artis	Amy	2	54	Artis	Amy
Evans	Erin	3	66	Evans	Erin	3	66	Evans	Erin	3	66	Evans	Erin	3	66	Evans	Erin	3	66	Evans	Erin	3	66	Evans	Erin
Farnswor	Fred	2	59	Farnswor	Fred	2	59	Farnswor	Fred	2	59	Farnswor	Fred	2	59	Farnswor	Fred	2	59	Farnswor	Fred	2	59	Farnswor	Fred
Grimes	Garth	2	56	Grimes	Garth	2	56	Grimes	Garth	2	56	Grimes	Garth	2	56	Grimes	Garth	2	56	Grimes	Garth	2	56	Grimes	Gart
Harris	Henry	2	30	Harris	Henry	2	30	Harris	Henry	2	30	Harris	Henry	2	30	Harris	Henry	2	30	Harris	Henry	2	30	Harris	Hen
Jerris	Jane	3	75	Jerris	Jane	3	75	Jerris	Jane	3	75	Jerris	Jane	3	75	Jerris	Jane	3	75	Jerris	Jane	3	75	Jerris	Jane
Lawrenc	Lance	3		Lawrenc	Lance	3		Lawrenc	Lance	3		Lawrenc	Lance	3		Lawrenc	Lance	3		Lawrenc	Lance	3		Lawrenc	Lanc
Martinez	Mary	3	75	Martinez	Mary	3	75	Martinez	Mary	3	75	Martinez	Mary	3	75	Martinez	Mary	3	75	Martinez	Mary	3	75	Martinez	Mary
Nance	Nolan	3	72	Nance	Nolan	3	72	Nance	Nolan	3	72	Nance	Nolan	3	72	Nance	Nolan	3	72	Nance	Nolan	3	72	Nance	Nola

CCAS Spreadsheet "Matrix" Tab Description

- 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

CCAS Spreadsheet "Rails" Tab

Return to Main Menu

Rails Report

Inferred

Rail Zone	NH Number	NH Percent	NJ Number	NJ Percent	NK Number	NK Percent	Total Number	Total 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 Number	NH Percent	NJ Number	NJ Percent	NK Number	NK Percent	Total Number	Total 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

CCAS Spreadsheet "Rails" Tab Description

- 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

Main Menu

a OCS Distribution

Delta Plot Grouping
- Supervisor
- Wildcard 1

Refresh | Show All | Hide with only one employee

Summary Statistics of Delta OCS Score

	Average Delta OCS Score	Standard Deviation
Overall	1.41	4.06
NH	1.04	4.66
NJ	1.60	1.67
NK	2.83	2.14

NH			**Total**			**-50**	**-48**
	0	1.00	1.00	3			
Bob Arnold		3.00	N/A	1	Bob Arnold	N/A	N/A
Chris Babbitt		0.33	0.58	3	Chris Babbitt	0.00	0.00
Dan Curtiss		4.00	N/A	2	Dan Curtiss	N/A	N/A
Eileen Daniels		-18.00	N/A	1	Eileen Daniels	N/A	N/A
Francis Evans		2.00	N/A	1	Francis Evans	N/A	N/A
George Fites		11.00	N/A	1	George Fites	N/A	N/A
Helen Gonzalez		-4.00	N/A	1	Helen Gonzale	N/A	N/A
Ike Hansen		1.00	N/A	1	Ike Hansen	N/A	N/A
John Iverson		1.50	0.71	2	John Iverson	0.00	0.00
Larry Koenig		4.00	N/A	1	Larry Koenig	N/A	N/A
Nancy Michelson		1.00	0.00	2	Nancy Michels	N/A	N/A
Peter Olson		N/A	N/A	1	Peter Olson	N/A	N/A
Richard Quarles		0.33	0.58	3	Richard Quarle	0.00	0.00
Tammy Stewart		2.50	2.12	2	Tammy Stewar	0.00	0.00
Vincent Udell		2.33	2.52	3	Vincent Udell	0.00	0.00
NJ						**-50**	**-48**
Bob Arnold		3.00	N/A	1	Bob Arnold	N/A	N/A
John Iverson		3.00	N/A	1	John Iverson	N/A	N/A
Zane Yates		0.67	1.53	3	Zane Yates	0.00	0.00
NK						**-50**	**-48**
	0	1.00	1.41	1	NK	0.00	0.00
Bob Arnold		7.00	N/A	1			
Ike Hansen		3.00	N/A	1			
Richard Quarles		1.00	N/A	1	Bob Arnold	N/A	N/A
Tammy Stewart		2.00	N/A	1	Ike Hansen	N/A	N/A
Vincent Udell		2.00	N/A	1	Richard Quarle	N/A	N/A

CCAS Spreadsheet "Delta Stats" Tab Description

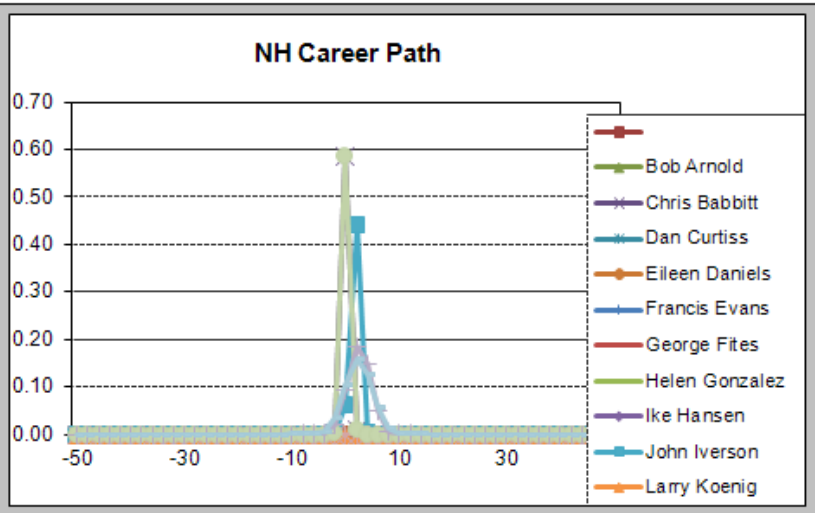
- Displays Delta OCS averages and standard deviations
  - The top of the worksheet shows statistics by career path and overall
  - The bottom of the worksheet shows statistics for groups of employees within each career path
  - The groups can be defined by either first level supervisor (column T on the 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

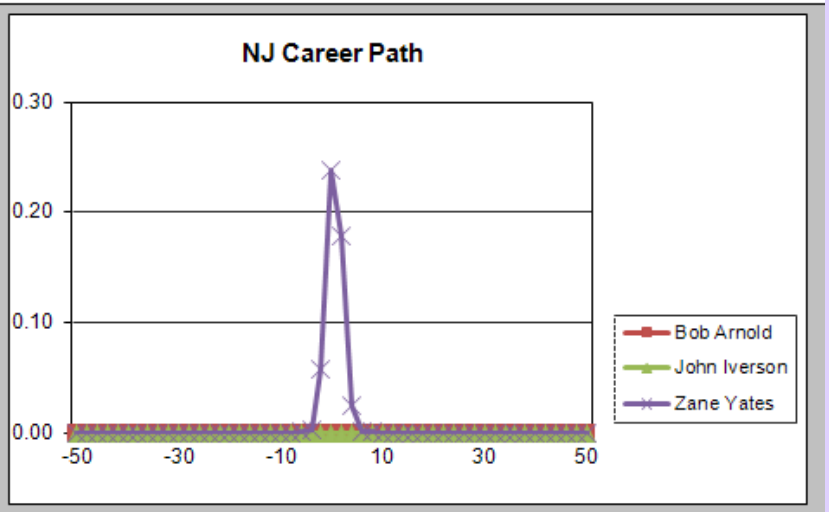
CCAS Spreadsheet “Delta Plots” Tab

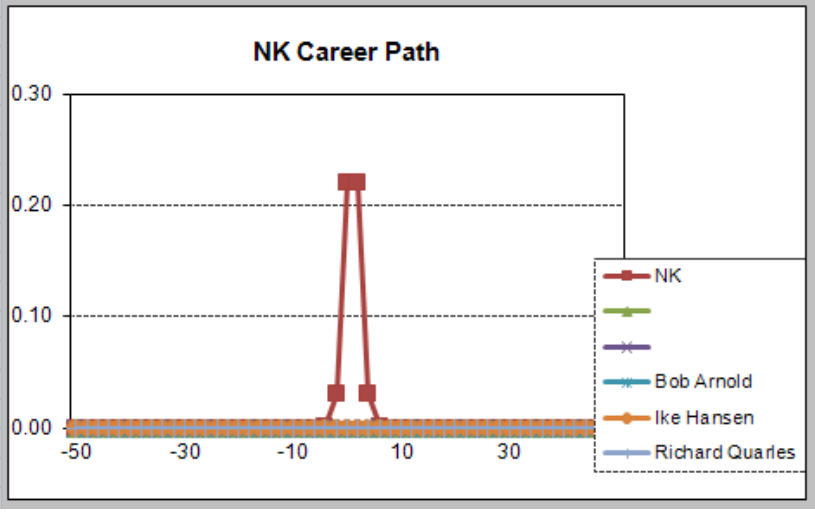
Return to Main Menu

View Delta OCS Statistics

Distribution of Delta OCS



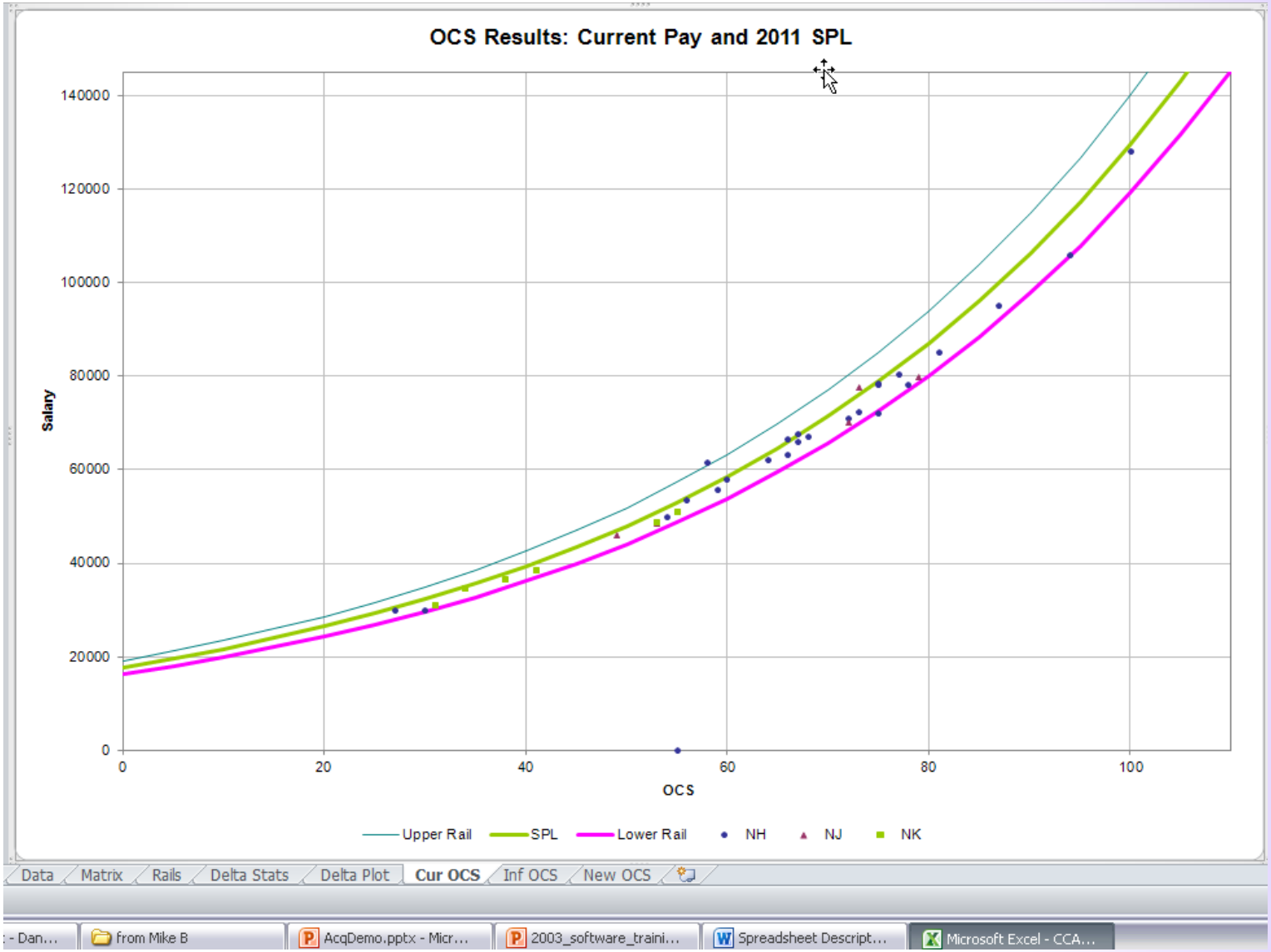




CCAS Spreadsheet “Delta Plots” Tab Description

- 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

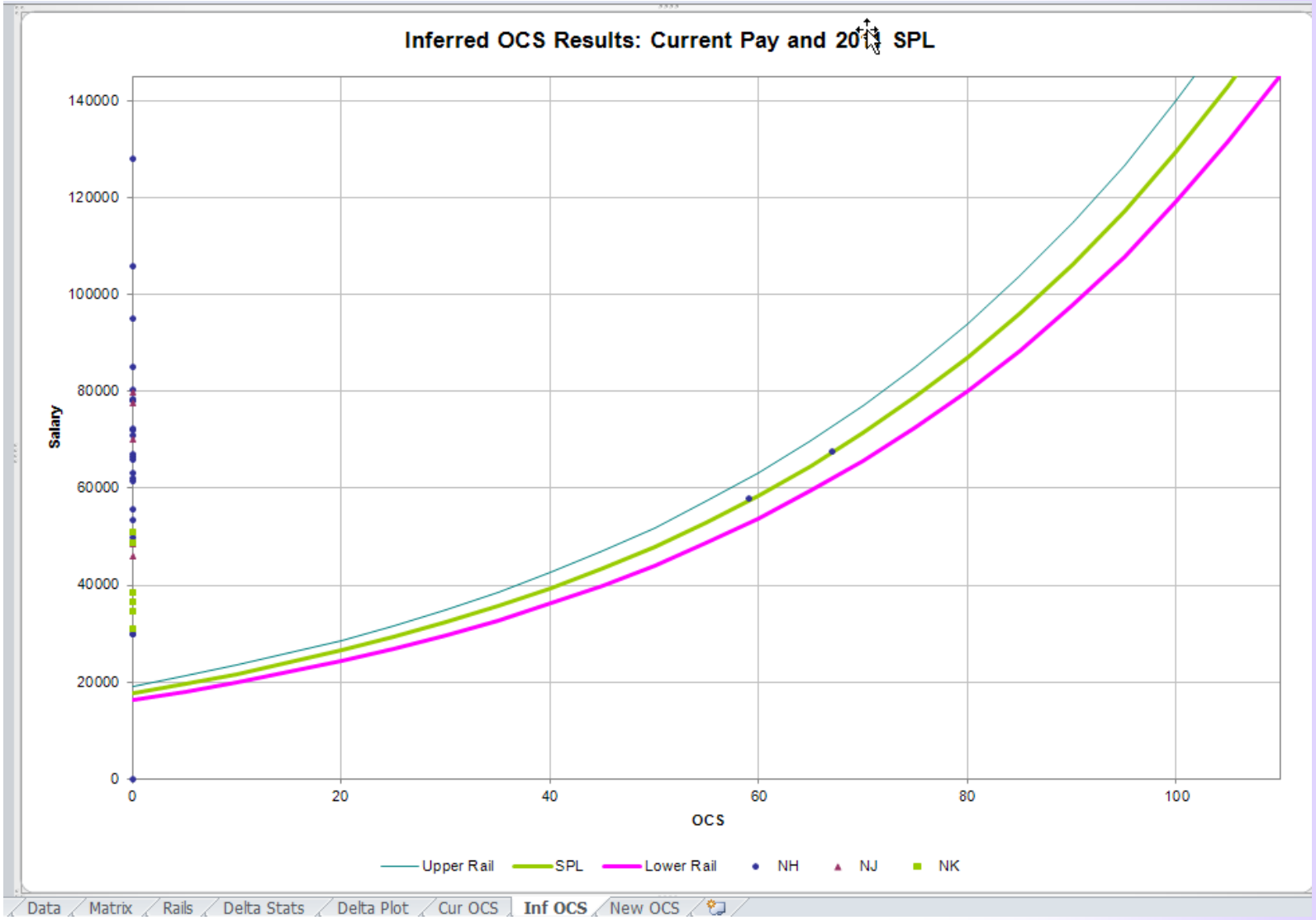
CCAS Spreadsheet “Cur OCS” Tab



CCAS Spreadsheet "Cur OCS" Tab Description

- 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)

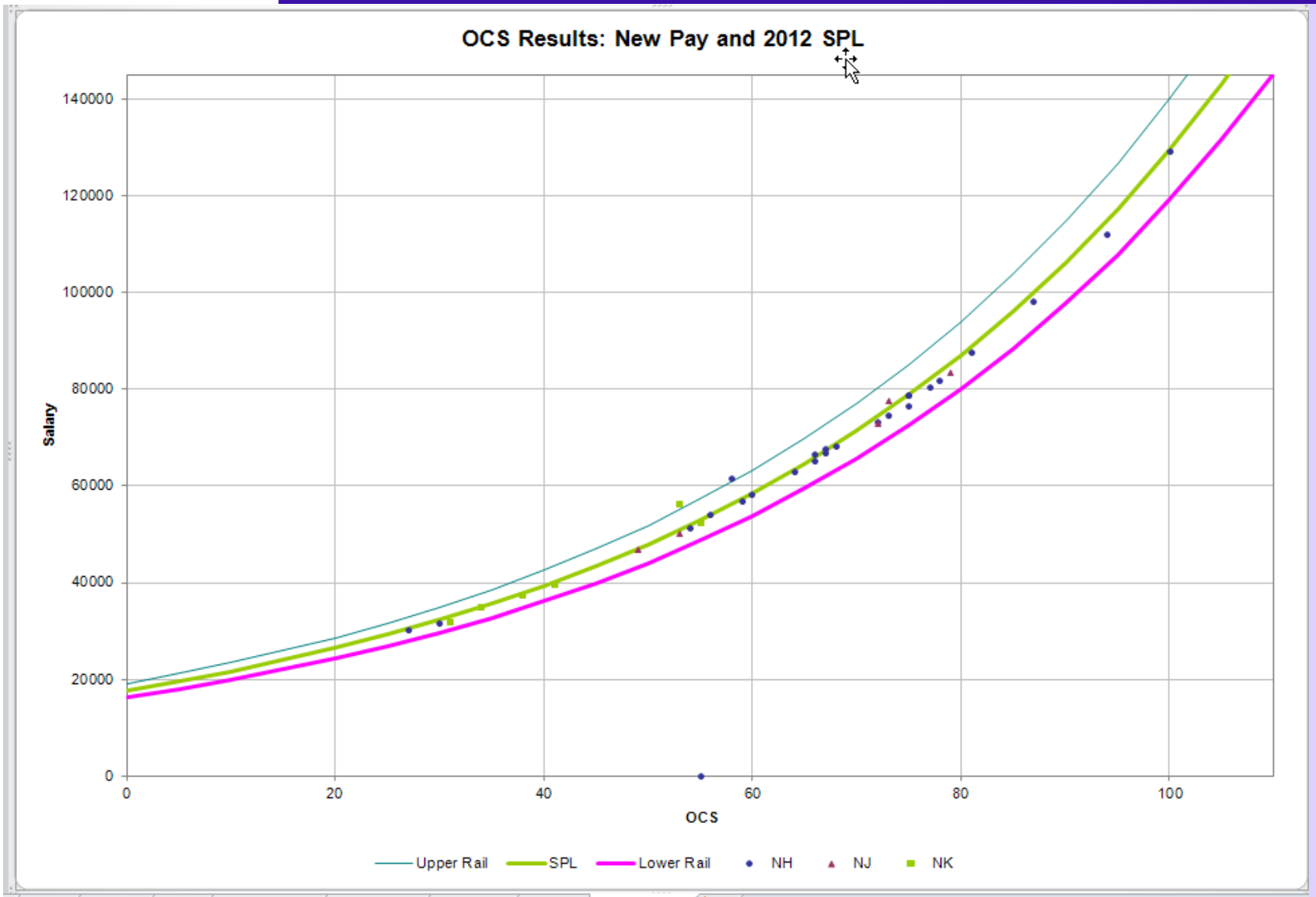
CCAS Spreadsheet "Inf OCS" Tab



CCAS Spreadsheet "Inf OCS" Tab Description

- 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

CCAS Spreadsheet "New OCS" Tab



CCAS Spreadsheet "New OCS" Tab Description

- 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

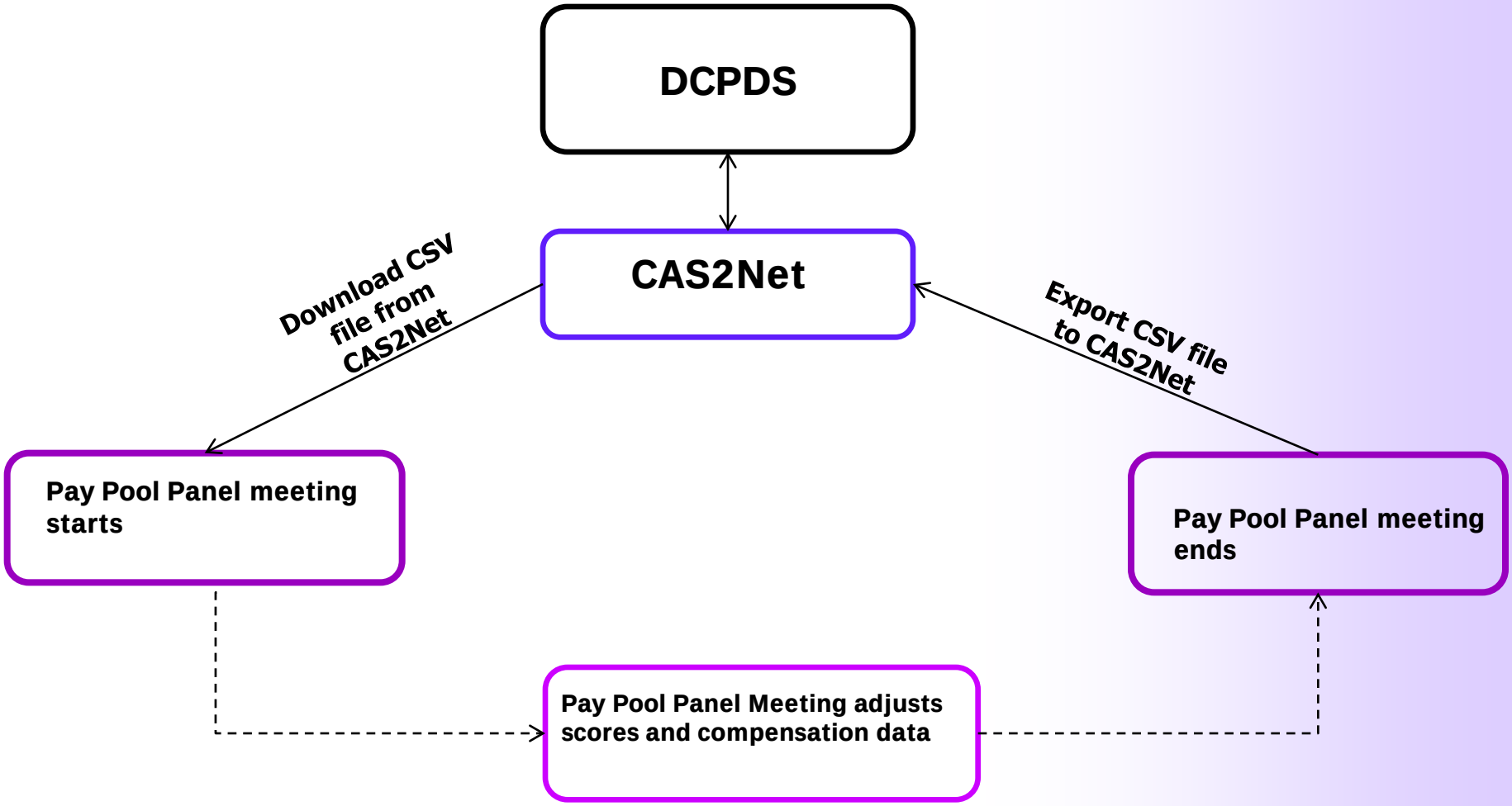
Role of the Data Maintainer

- 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

Role of the Data Maintainer (continued)

- 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_descriminators.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



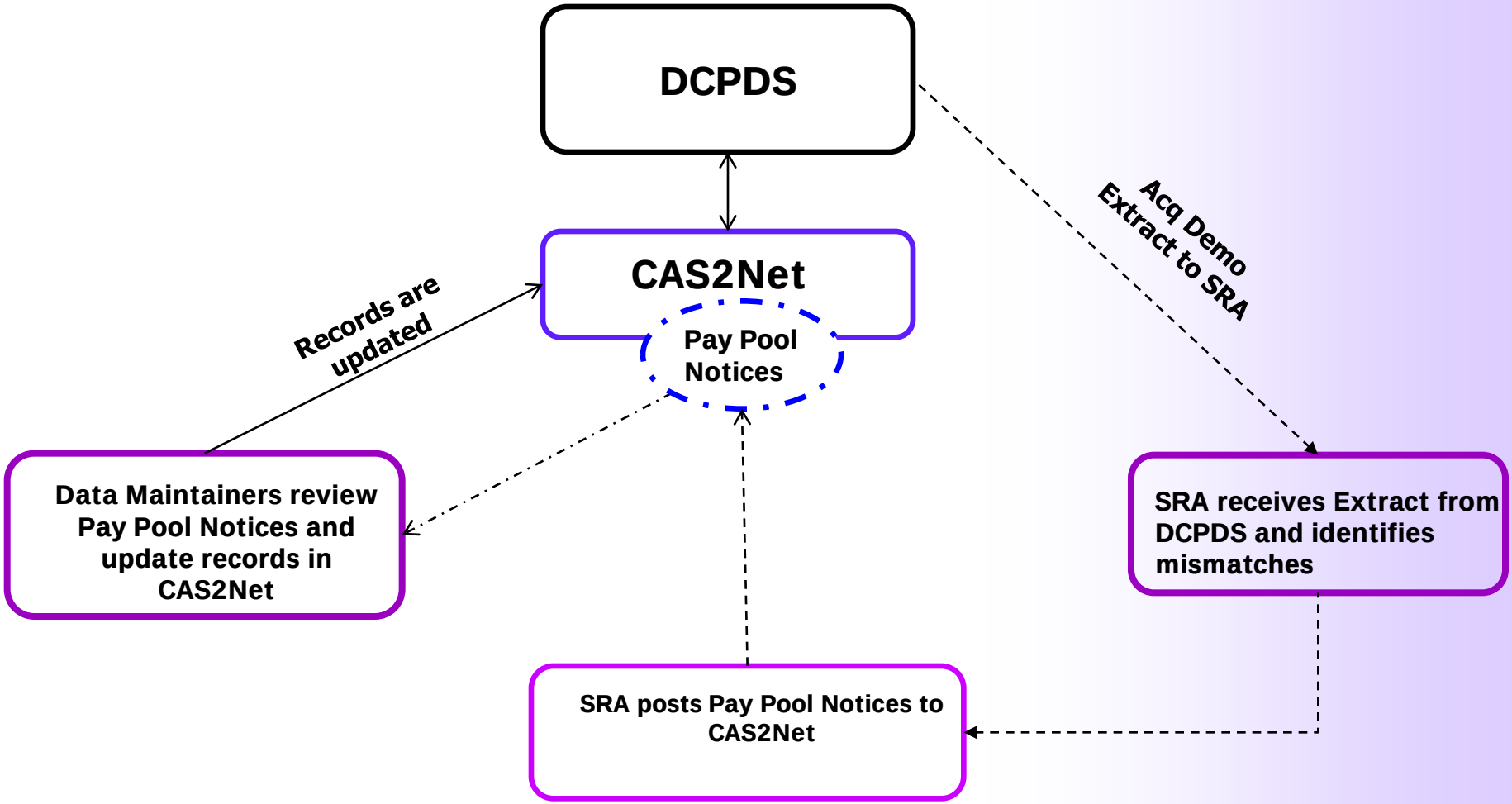
Concept of a Round Trip

- 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)

Round Trip Applications

- 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



Round Trip Applications (Continued)

- 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

Concept of a “Wildcard”

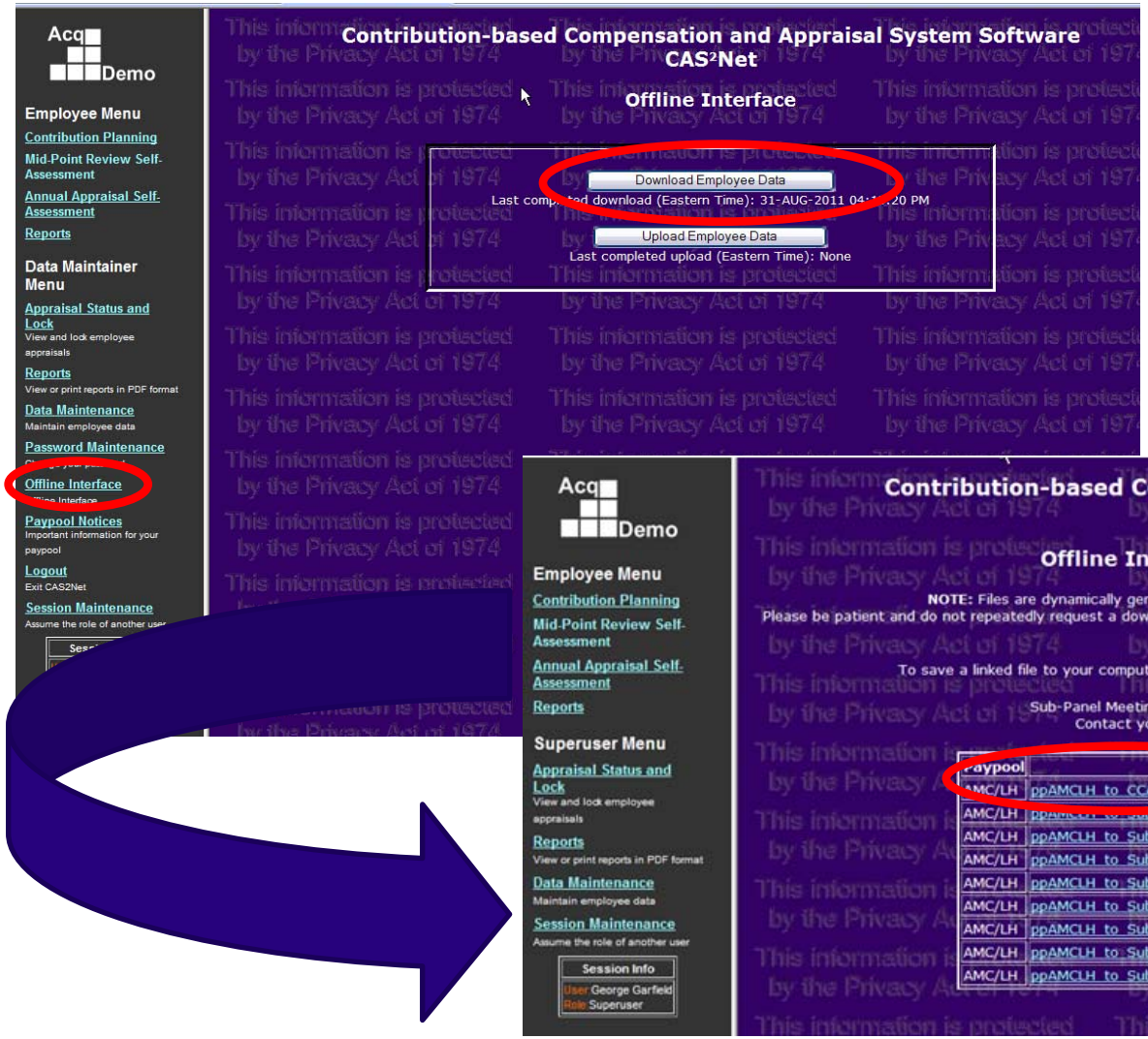
- In any CCAS or Sub-Panel Spreadsheet, a yellow-colored cell in a dataset conventionally means it can be edited. White cells are either downloaded or computed.
- Values entered or computed in a “Wildcard” cell will be saved in any export back to CAS2Net, and will be returned to this worksheet in subsequent 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

Downloading Steps

- 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)

Downloading Data from CAS2Net



CCAS Filenames

- 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

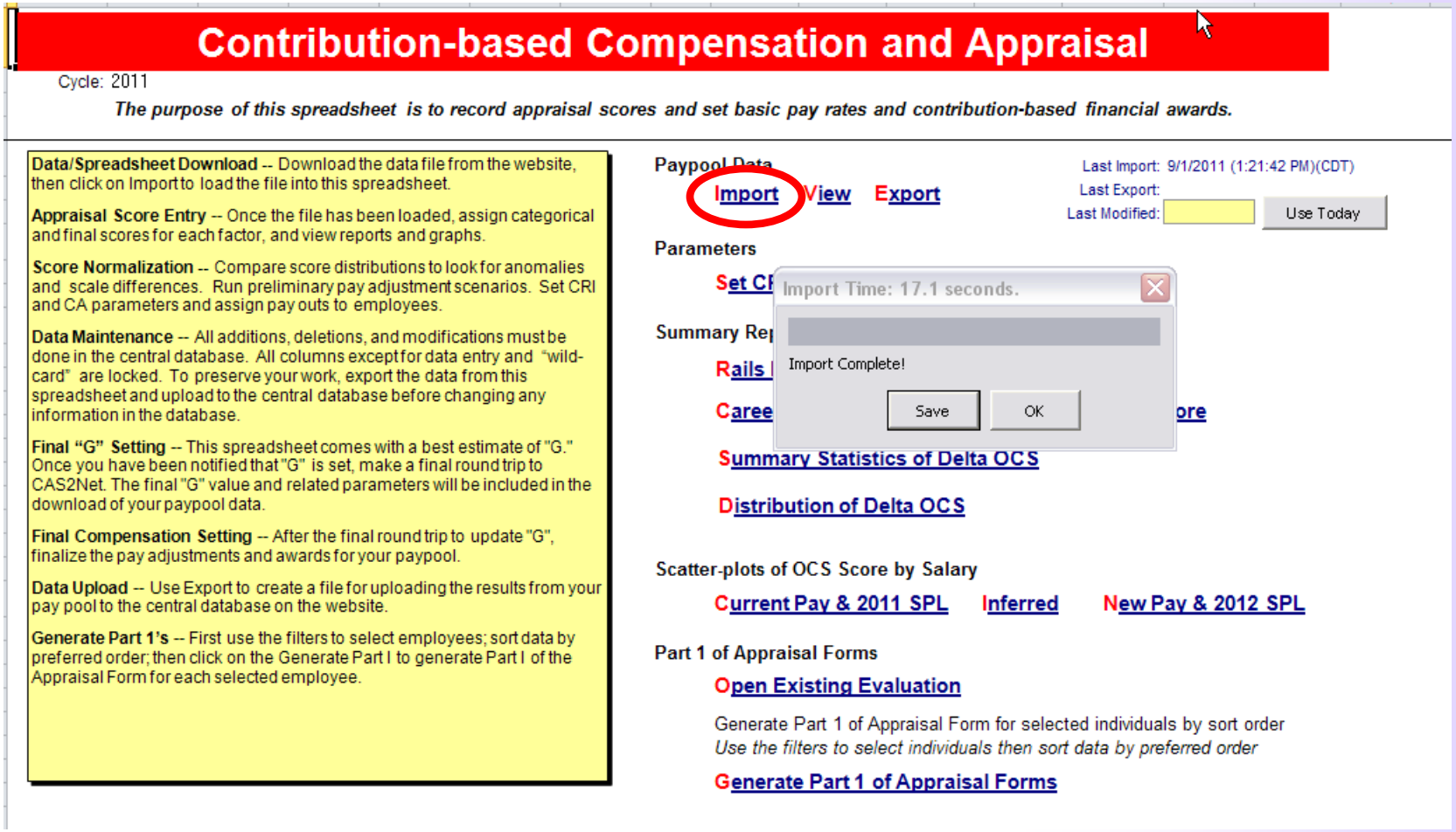
The CSV File

acqdev1.offline_interface.csv2a [Read-Only]

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

Importing the CSV file



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

2 Ways to Conduct a Sub-Panel Meeting

- 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

Getting Ready for a Sub-Panel Meeting

- 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

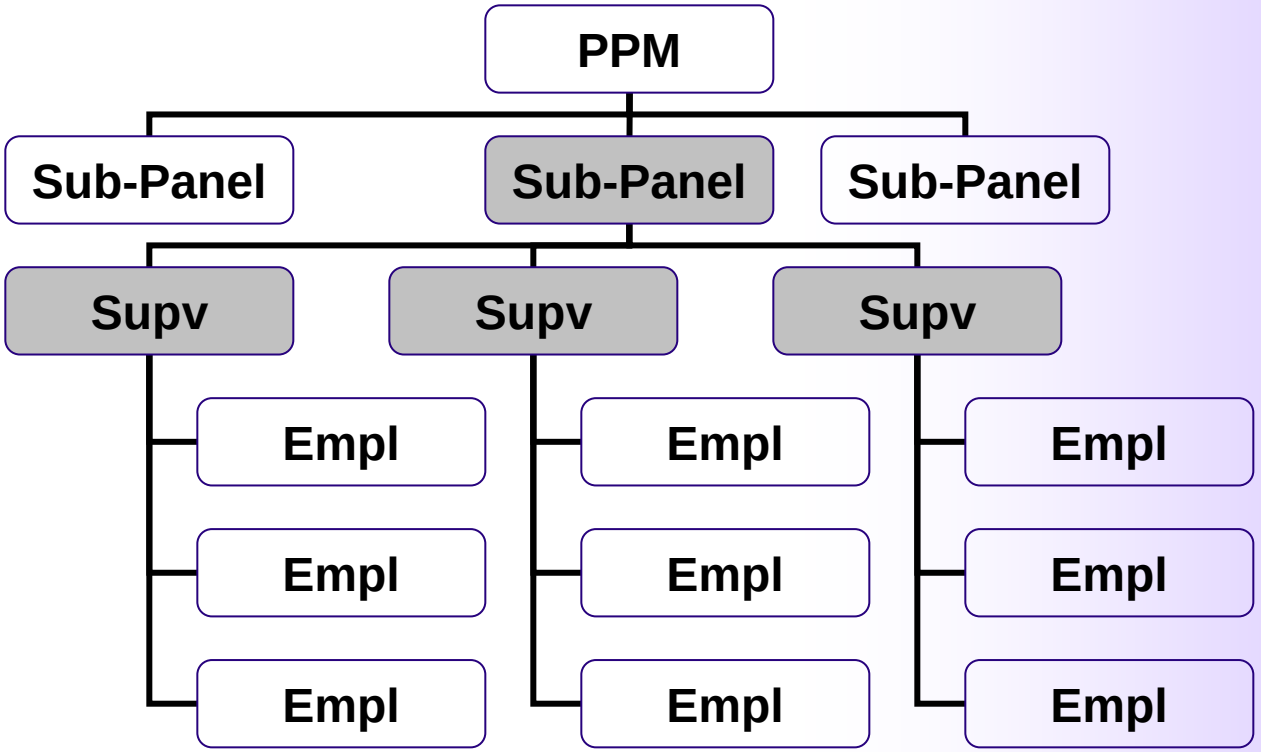
Getting Ready for a Sub-Panel Meeting (Continued)

- 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)

Important Tips

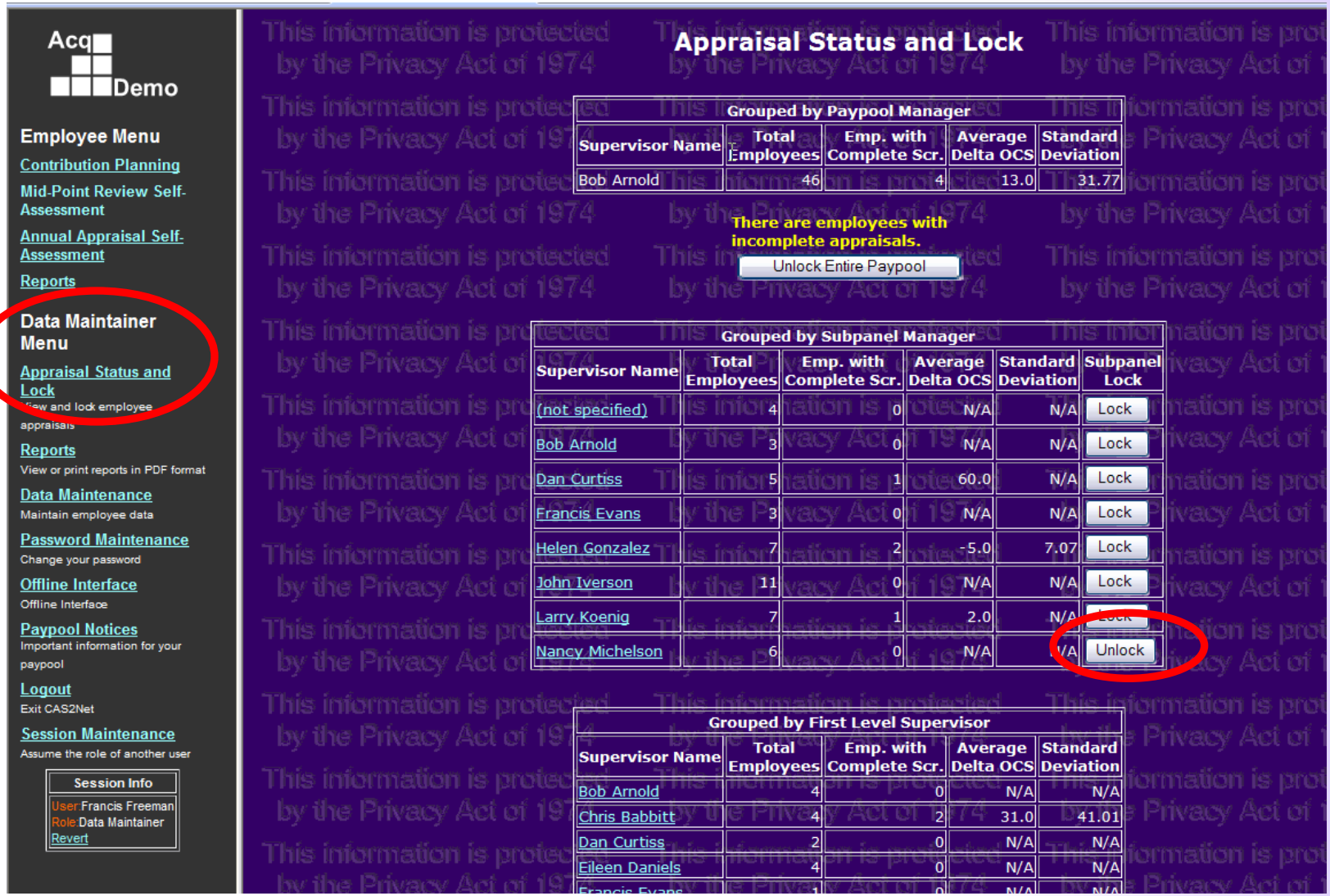
- If the Sub-Panel or CCAS spreadsheet is being saved in 2007 or 2010 format, it needs to be saved as a “Macros Enabled” .xlsm. If it is saved as an .xlsx the macros will be stripped of the file and nothing will work
- Make sure to set your spreadsheet to “Enable” macros

Sub-Panel Meeting



- 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



Locking / Unlocking Data

- 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

CCAS Overview

•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

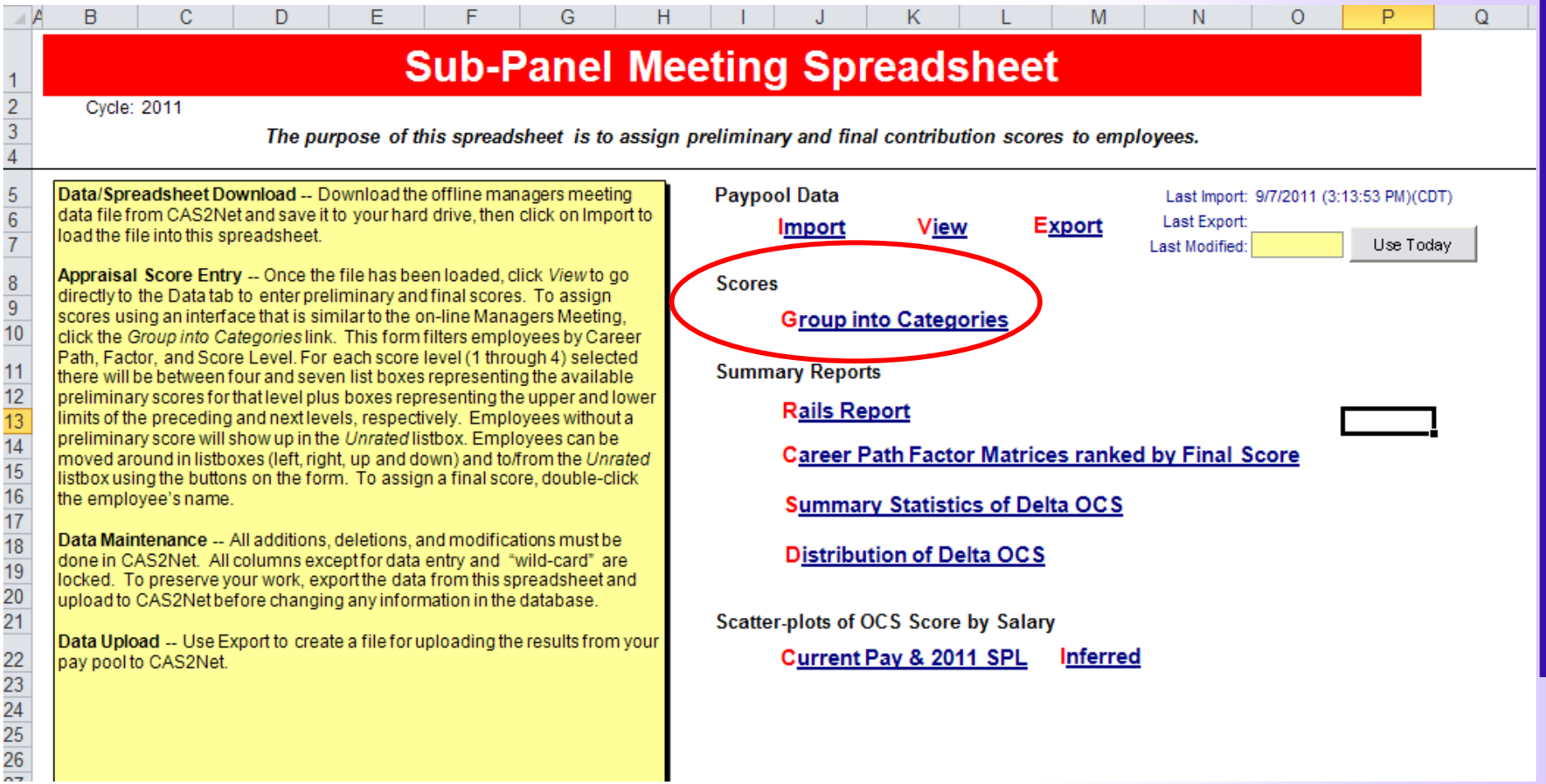
2H	3L	3M	3H	4L
Jane Doe (**65**) Harry Smith (**63**)	Bill Davis (**66**) Sally Brown (**64**) John Jones (**62**)	Mary Cox (**70**)	Jeff Green (**82**) Fred Cantu (**80**)	Ruth Lopez (**83**) Dan Johnson (**79**)

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: Normalize SCORES



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: Use Today

Scores

Group into Categories

Summary Reports

Rails Report

Career Path Factor Matrices ranked by Final Score

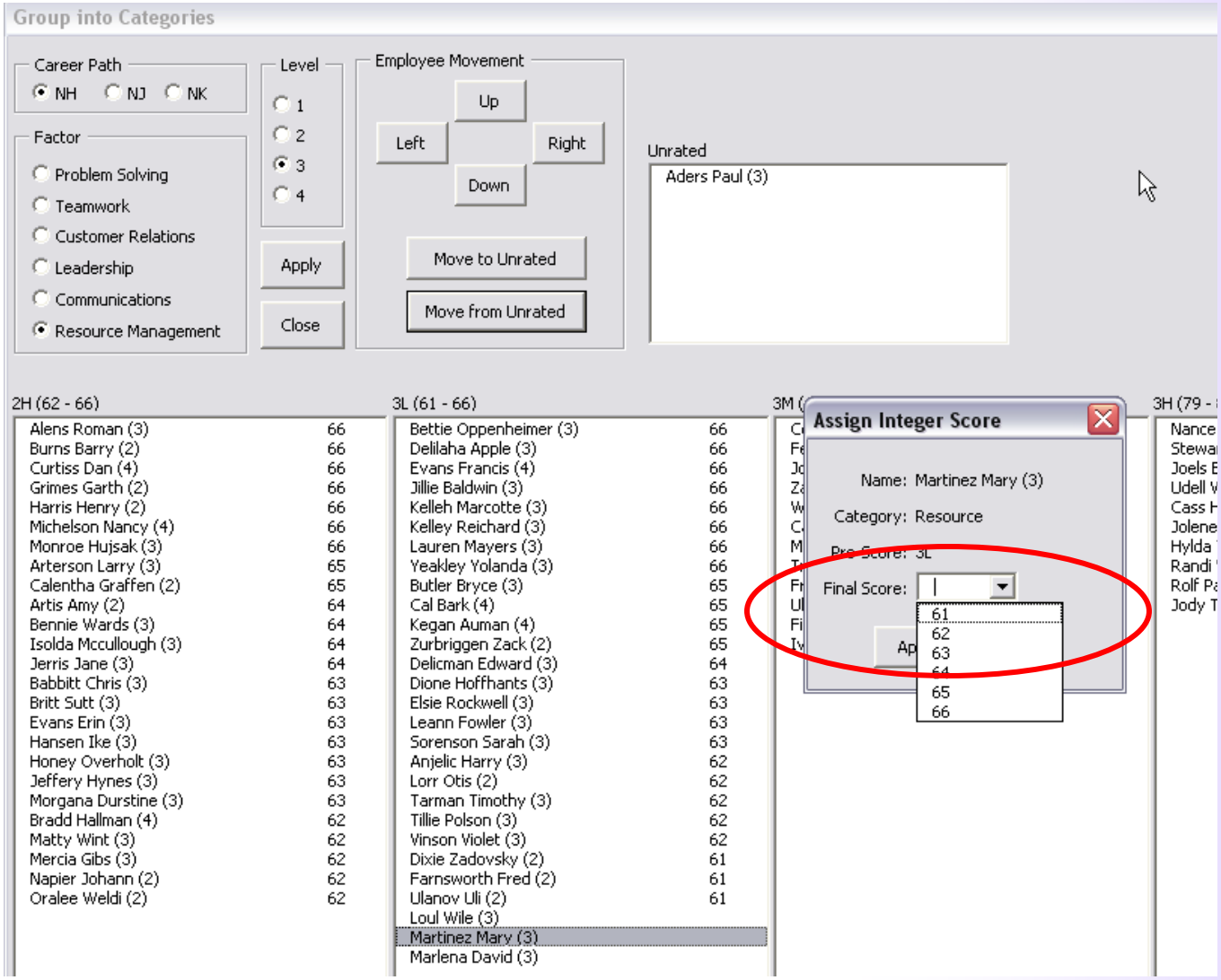
Summary Statistics of Delta OCS

Distribution of Delta OCS

Scatter-plots of OCS Score by Salary

Current Pay & 2011 SPL Inferred

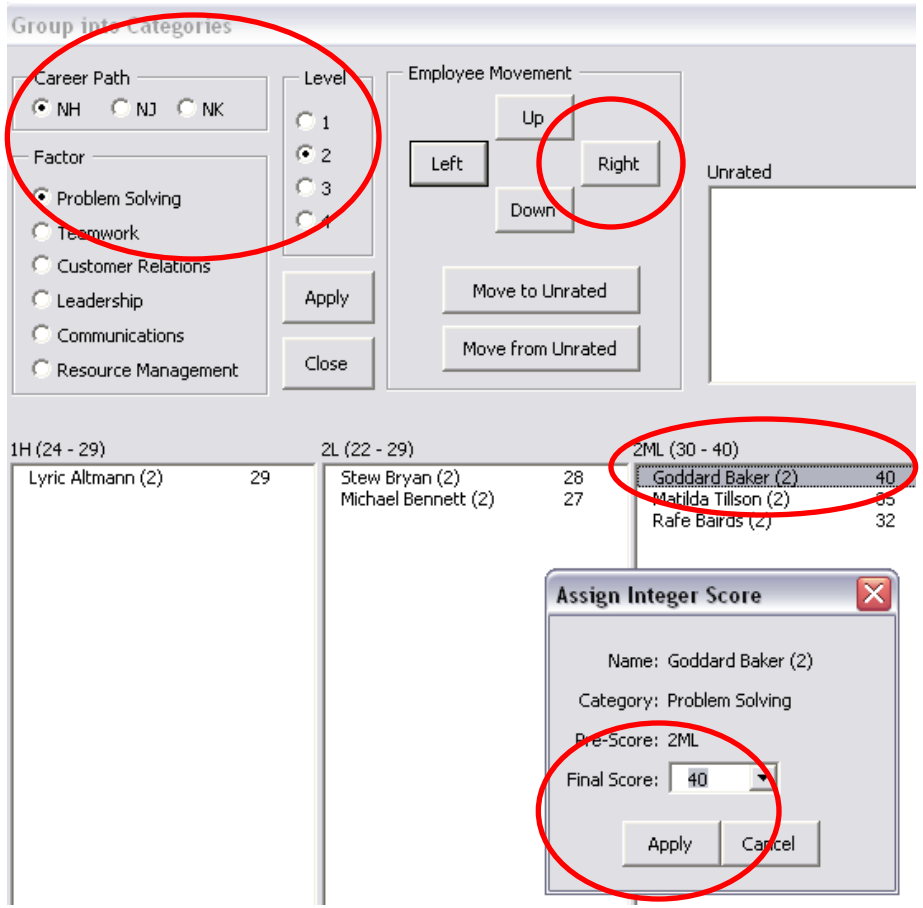
Sub-Panel Meeting: Group into Categories



Sub-Panel Meeting: Group into Categories

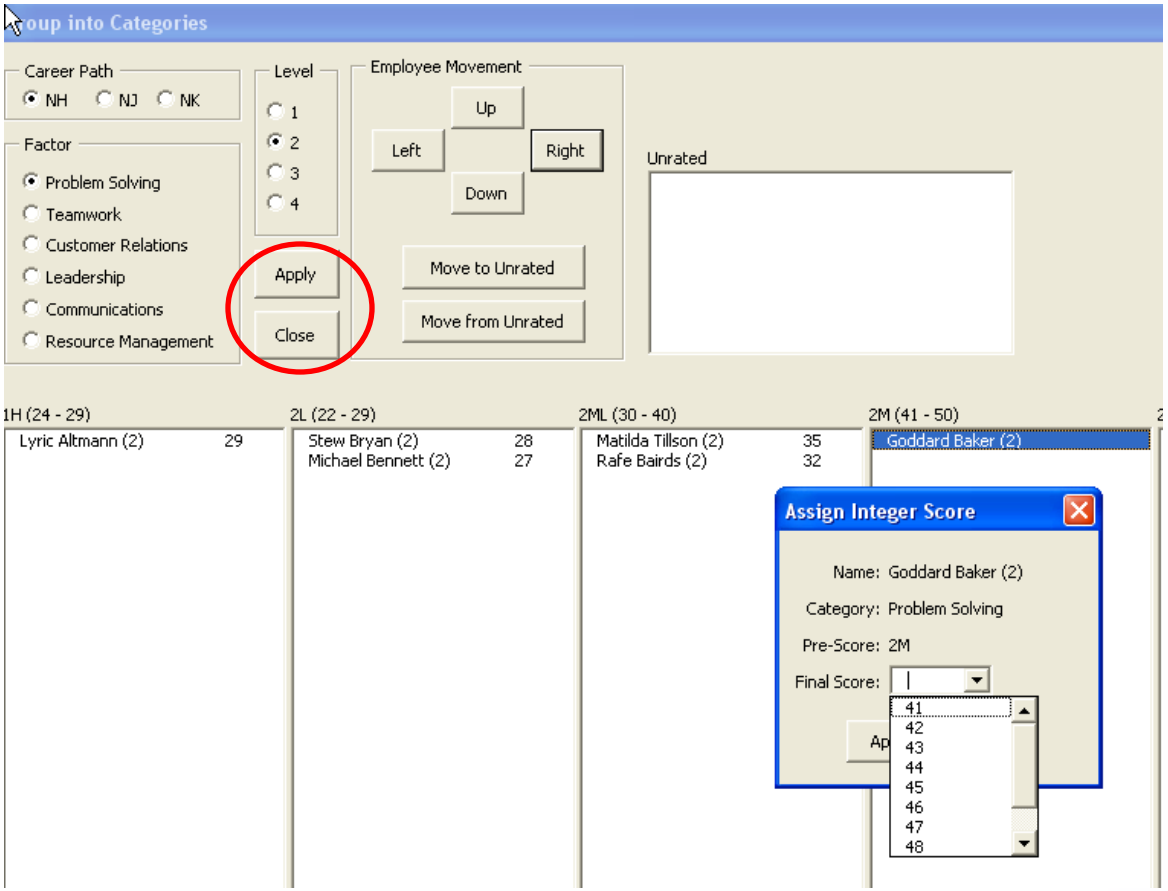
- Use the “Group into Categories” worksheet to move employees to another category if needed and assign integer scores to employees who are unrated
- Select the group you want to review using radio buttons for Career Path, Broadband, and Factor

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



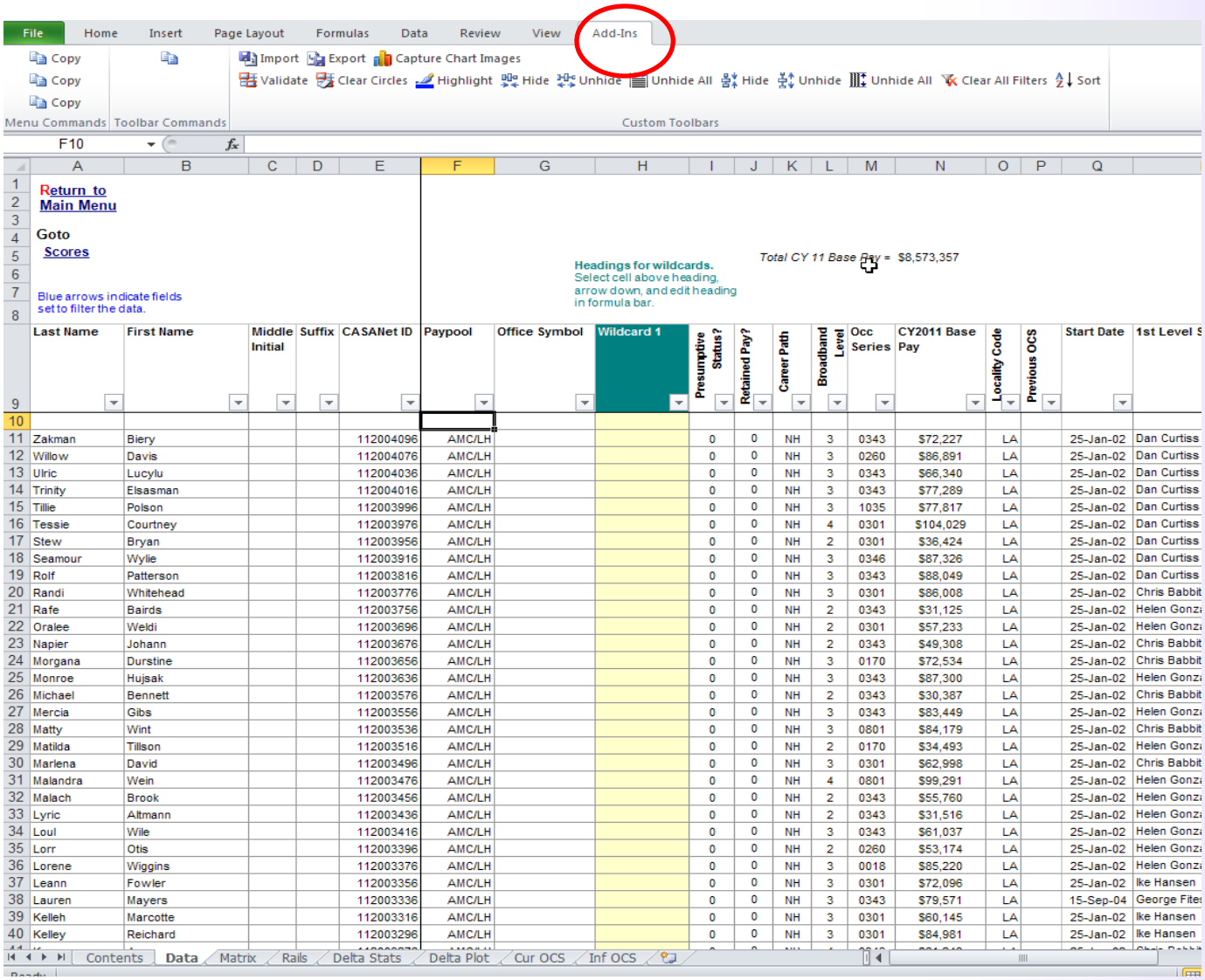
- Setup Sub-Panel Spreadsheet:
  - Import CSV file by clicking the Import link in the Contents worksheet
  - Click on Group into Categories link
  - Choose NH and Level II employees
  - Ensure Problem Solving factor is selected
- Change Goddard, Baker's score from 40 to 41 for Problem Solving factor:
  - 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



- 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

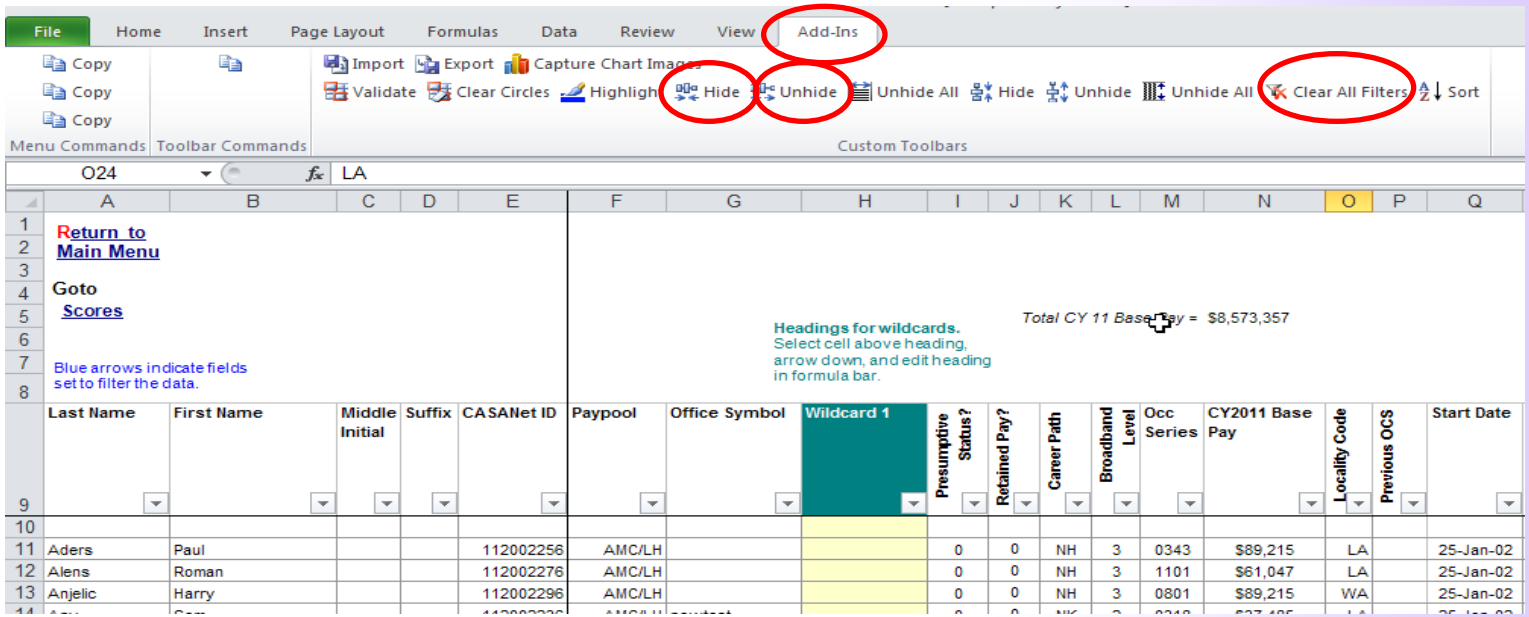
Sub-Panel Meeting: Tool Bar Add-ins Functionalities



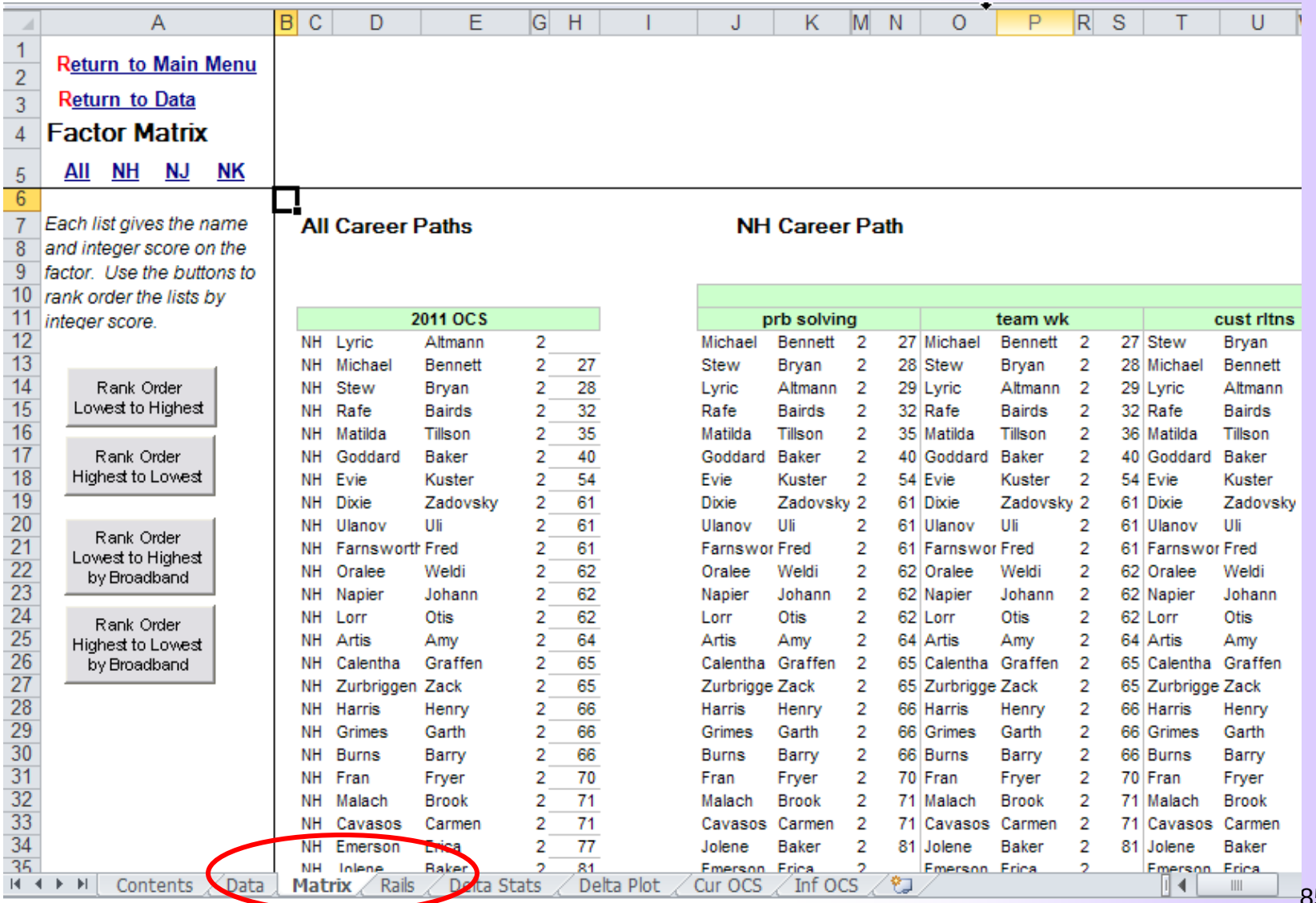
Exercise 2: Sub-Panel Spreadsheet: Control Records Display with Add-ins

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?**



Sub-Panel Meeting: Rank Order



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.

Rank Order Lowest to Highest

Rank Order Highest to Lowest

Rank Order Lowest to Highest by Broadband

Rank Order Highest to Lowest by Broadband

All Career Paths

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

NH Career Path

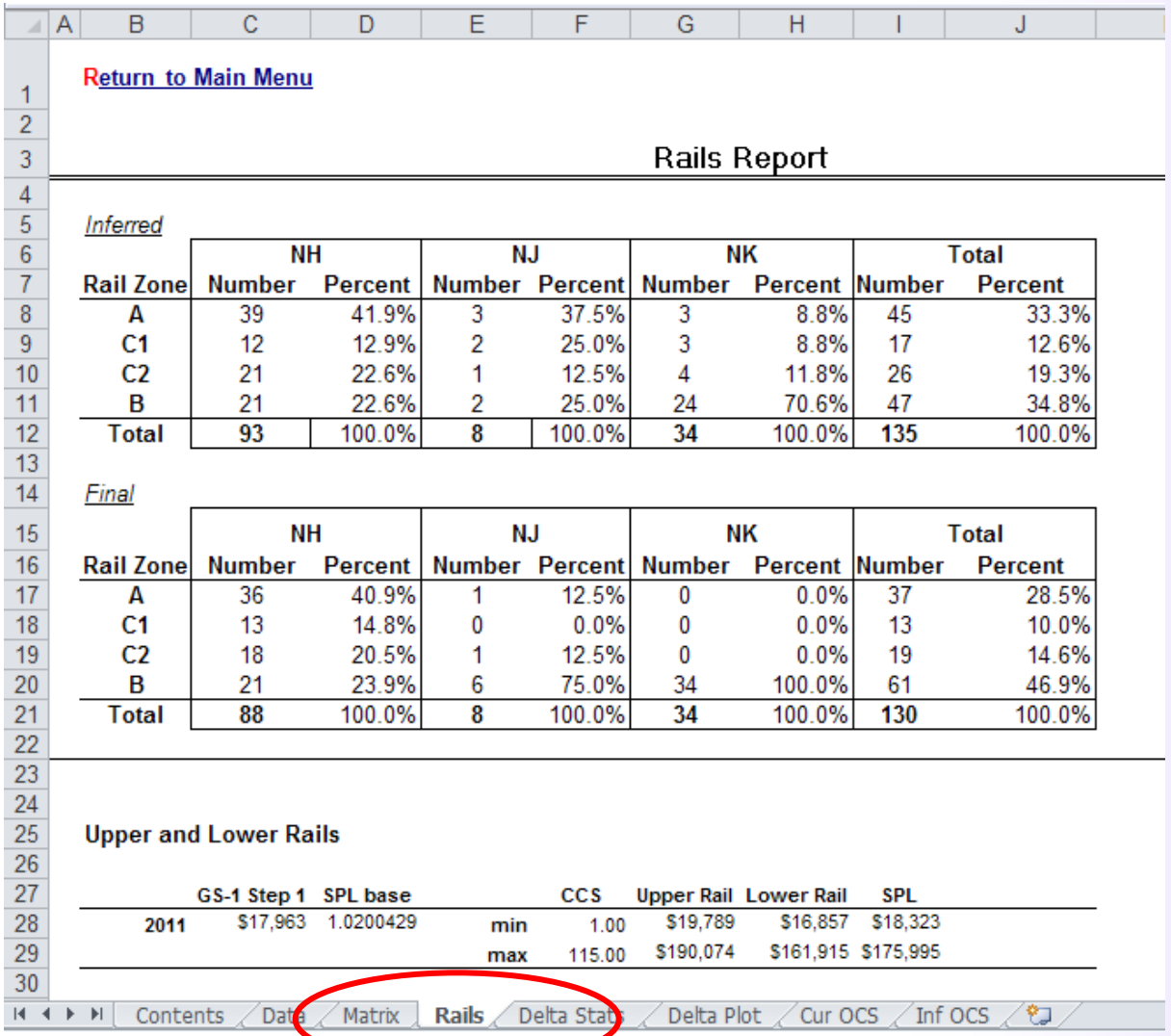
prb solving				team wk				cust rltns	
Michael	Bennett	2	27	Michael	Bennett	2	27	Stew	Bryan
Stew	Bryan	2	28	Stew	Bryan	2	28	Michael	Bennett
Lyric	Altmann	2	29	Lyric	Altmann	2	29	Lyric	Altmann
Rafe	Bairds	2	32	Rafe	Bairds	2	32	Rafe	Bairds
Matilda	Tillson	2	35	Matilda	Tillson	2	36	Matilda	Tillson
Goddard	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
Farnswor	Fred	2	61	Farnswor	Fred	2	61	Farnswor	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
Zurbrigge	Zack	2	65	Zurbrigge	Zack	2	65	Zurbrigge	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

Sub-Panel Meeting: Rank Order

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

Sub-Panel Meeting: Rails Report



Return to Main Menu

Rails Report

Inferred

Rail Zone	NH Number	NH Percent	NJ Number	NJ Percent	NK Number	NK Percent	Total Number	Total 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%

Final

Rail Zone	NH Number	NH Percent	NJ Number	NJ Percent	NK Number	NK Percent	Total Number	Total Percent
A	36	40.9%	1	12.5%	0	0.0%	37	28.5%
C1	13	14.8%	0	0.0%	0	0.0%	13	10.0%
C2	18	20.5%	1	12.5%	0	0.0%	19	14.6%
B	21	23.9%	6	75.0%	34	100.0%	61	46.9%
Total	**88**	100.0%	**8**	100.0%	**34**	100.0%	**130**	100.0%

Upper and Lower Rails

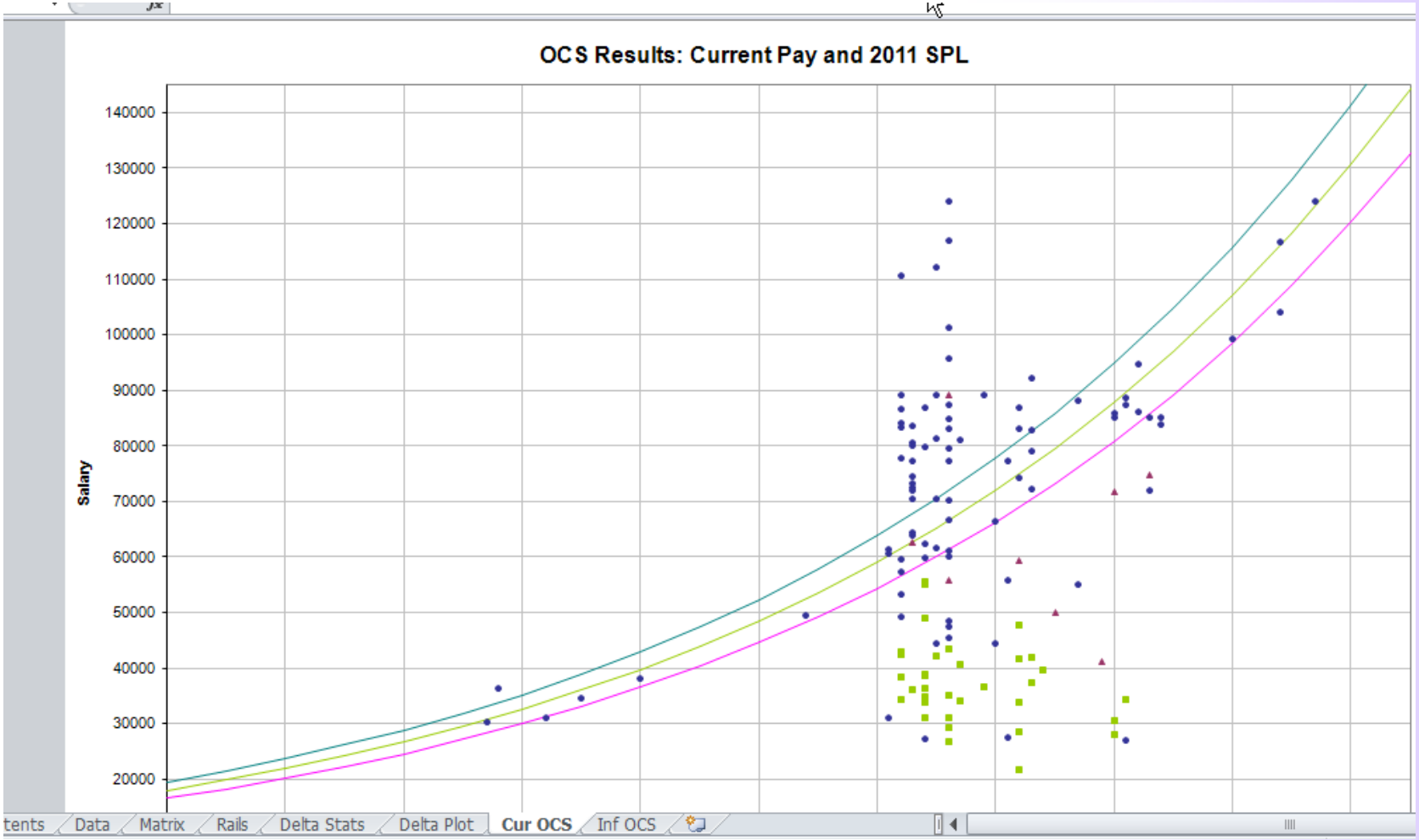
	GS-1 Step 1	SPL base		CCS	Upper Rail	Lower Rail	SPL
2011	$17,963	1.0200429	min	1.00	$19,789	$16,857	$18,323
			max	115.00	$190,074	$161,915	$175,995

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

Sub-Panel Meeting: Rails Report

- 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

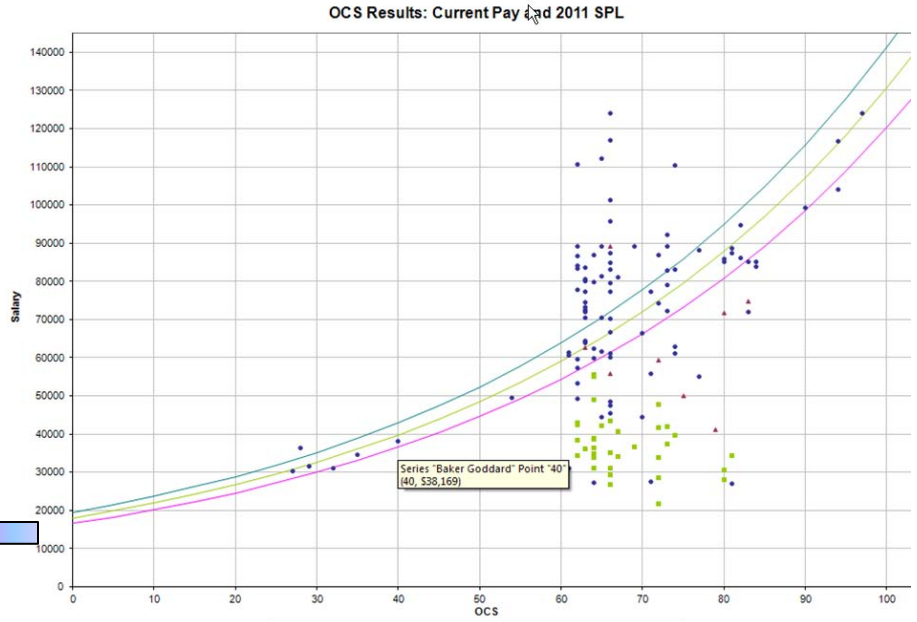
Sub-Panel Meeting: OCS Results



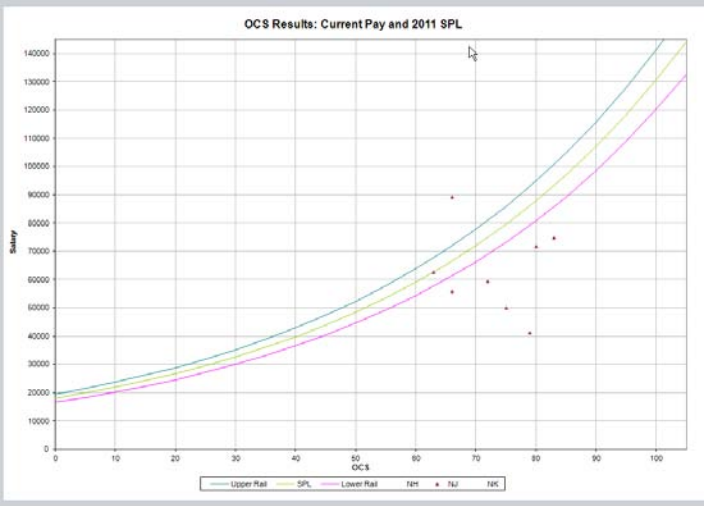
Sub-Panel Meeting: OCS Results

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

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



Presumptive Status?	Retained Pay?	Career Path	Broadband Level	Oc Se
0	0	NJ	3	1
2	0	NJ	3	0
3	0	NJ	3	0
0	0	NJ	3	0



Display employee data

- Place your mouse pointer on any Scatterplot dot
  - **What data shows in the yellow box?**

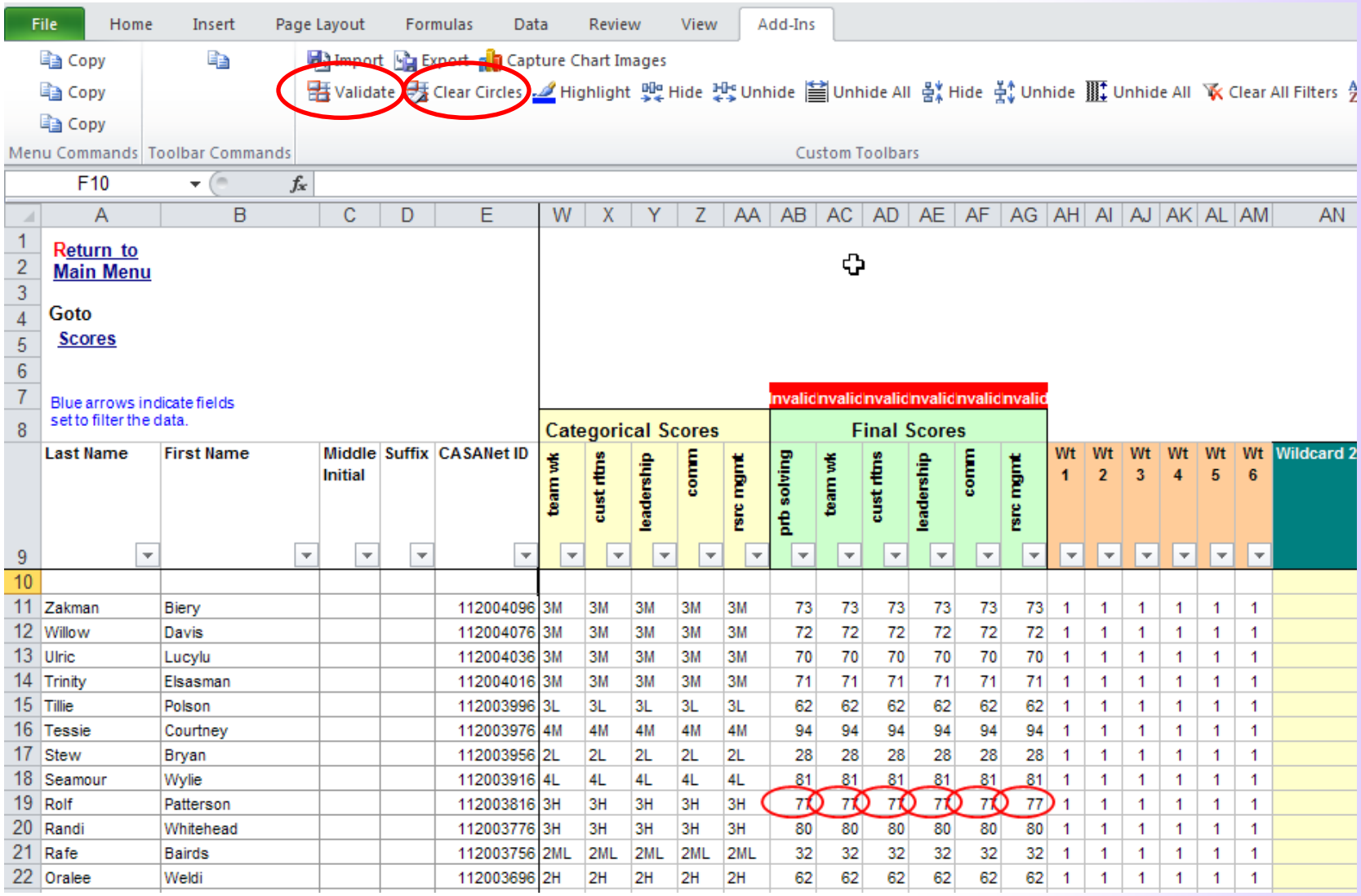
Note: this only works when there are fewer than 255 people in the spreadsheet

Control which records to include in a scatterplot

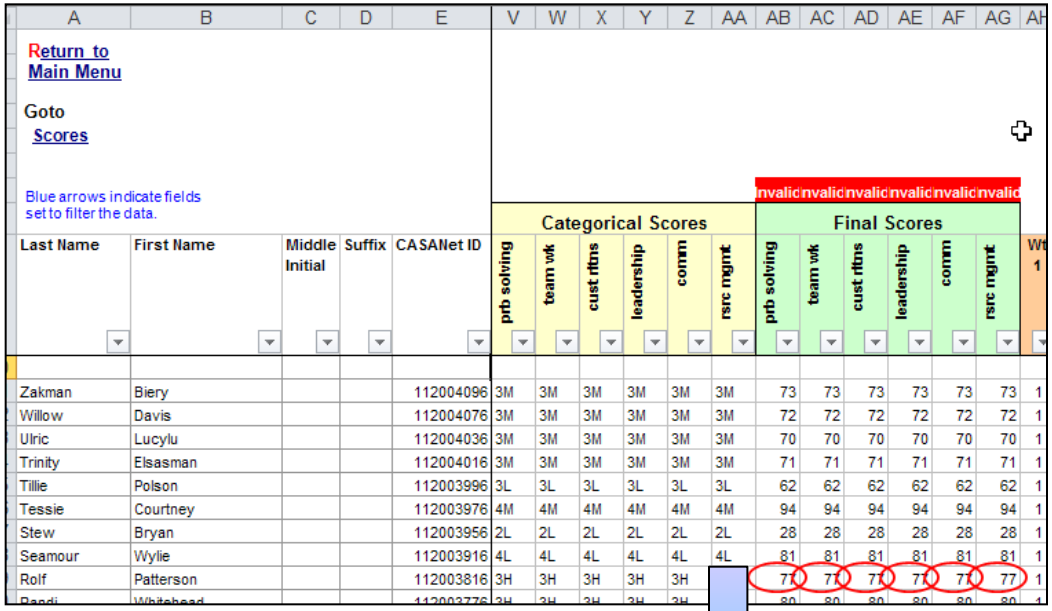
In the Data worksheet:

- 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?**

Sub-Panel Meeting: Validate Data



Exercise 4: Sub-Panel Spreadsheet: Validate

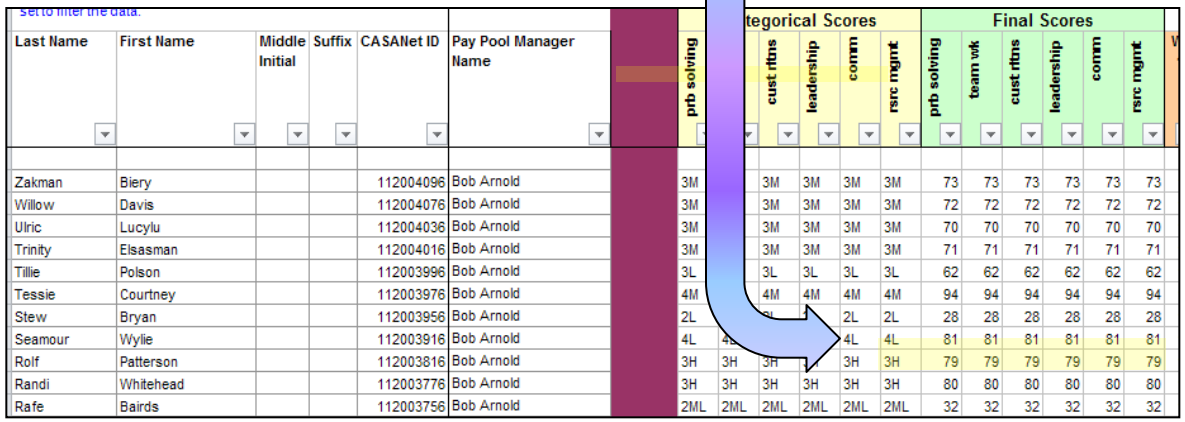


Return to Main Menu

Goto Scores

Blue arrows indicate fields set to filter the data.

Last Name	First Name	Middle Initial	Suffix	CASANet ID	Categorical Scores: prb solving	team wk	cust rltns	leadership	comm	rsrc mgmt	Final Scores: prb solving	team wk	cust rltns	leadership	comm	rsrc mgmt	Wt 1
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		77	77	77	77	77	77	1
Randi	Whitehead			112003776	3H	3H	3H	3H	3H		80	80	80	80	80	80	1



Set to filter the data.

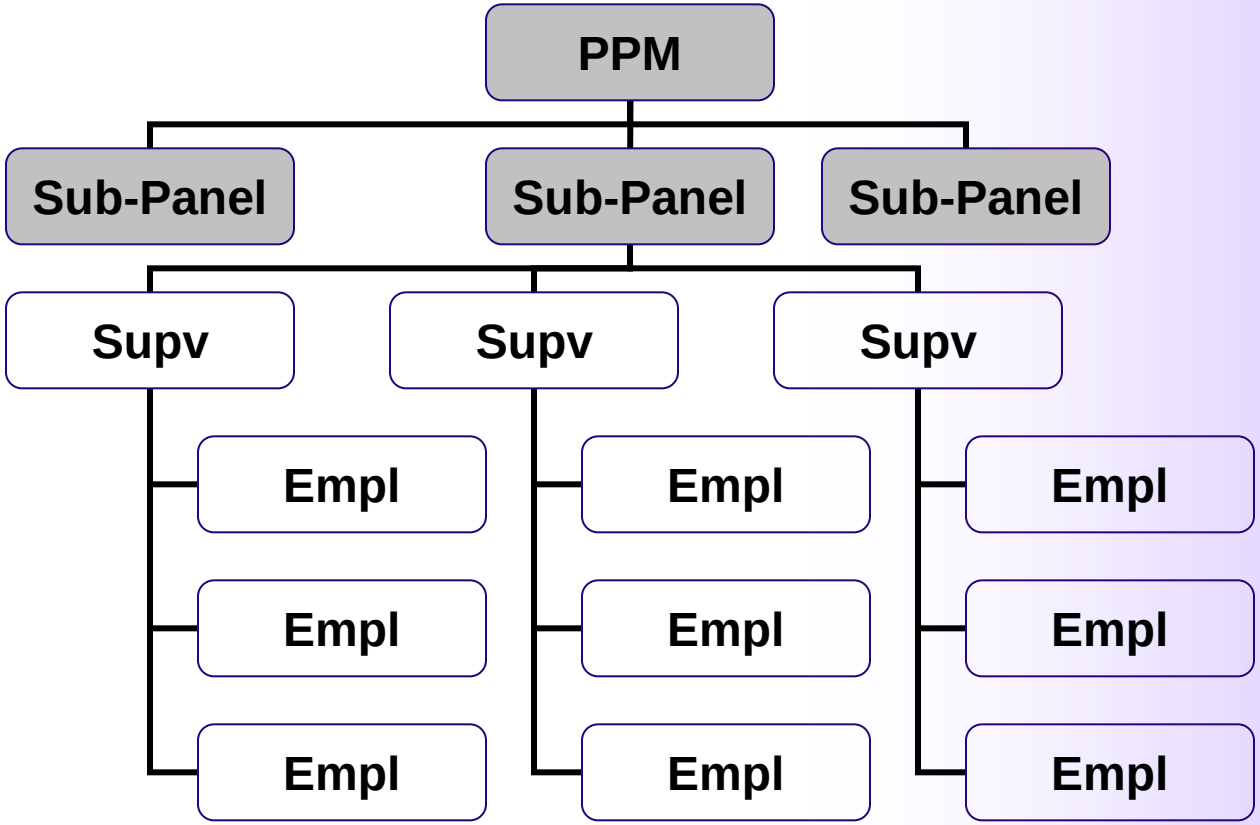
Last Name	First Name	Middle Initial	Suffix	CASANet ID	Pay Pool Manager Name	prb solving	cust rltns	leadership	comm	rsrc mgmt	Final Scores: prb solving	team wk	cust rltns	leadership	comm	rsrc mgmt
Zakman	Biery			112004096	Bob Arnold	3M	3M	3M	3M	3M	73	73	73	73	73	73
Willow	Davis			112004076	Bob Arnold	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	2L	2L	2L	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

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!

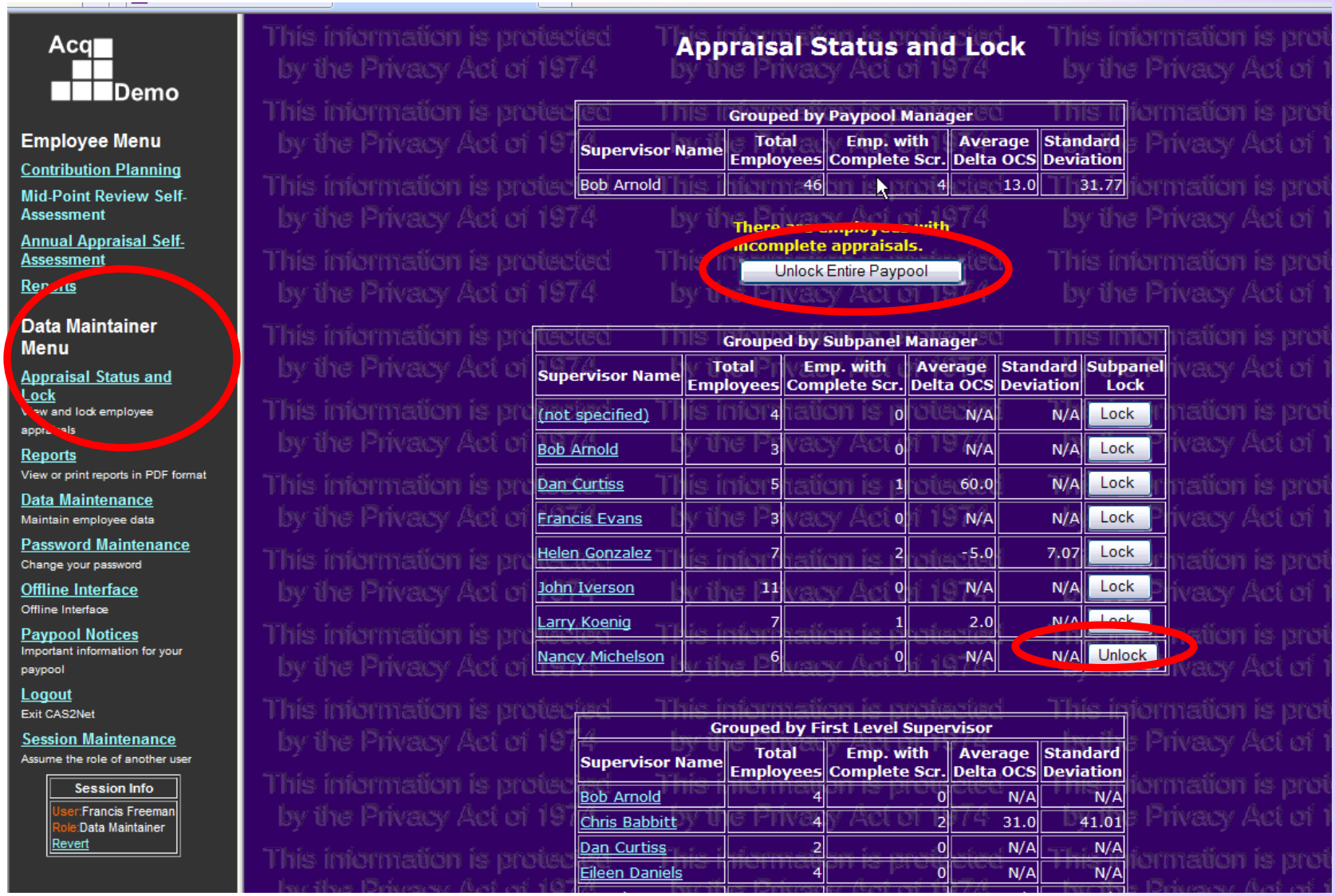
Using the CCAS Spreadsheet for a Pay Pool

Pay Pool Meeting



- The meeting is held as soon as all sub-panel meeting 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



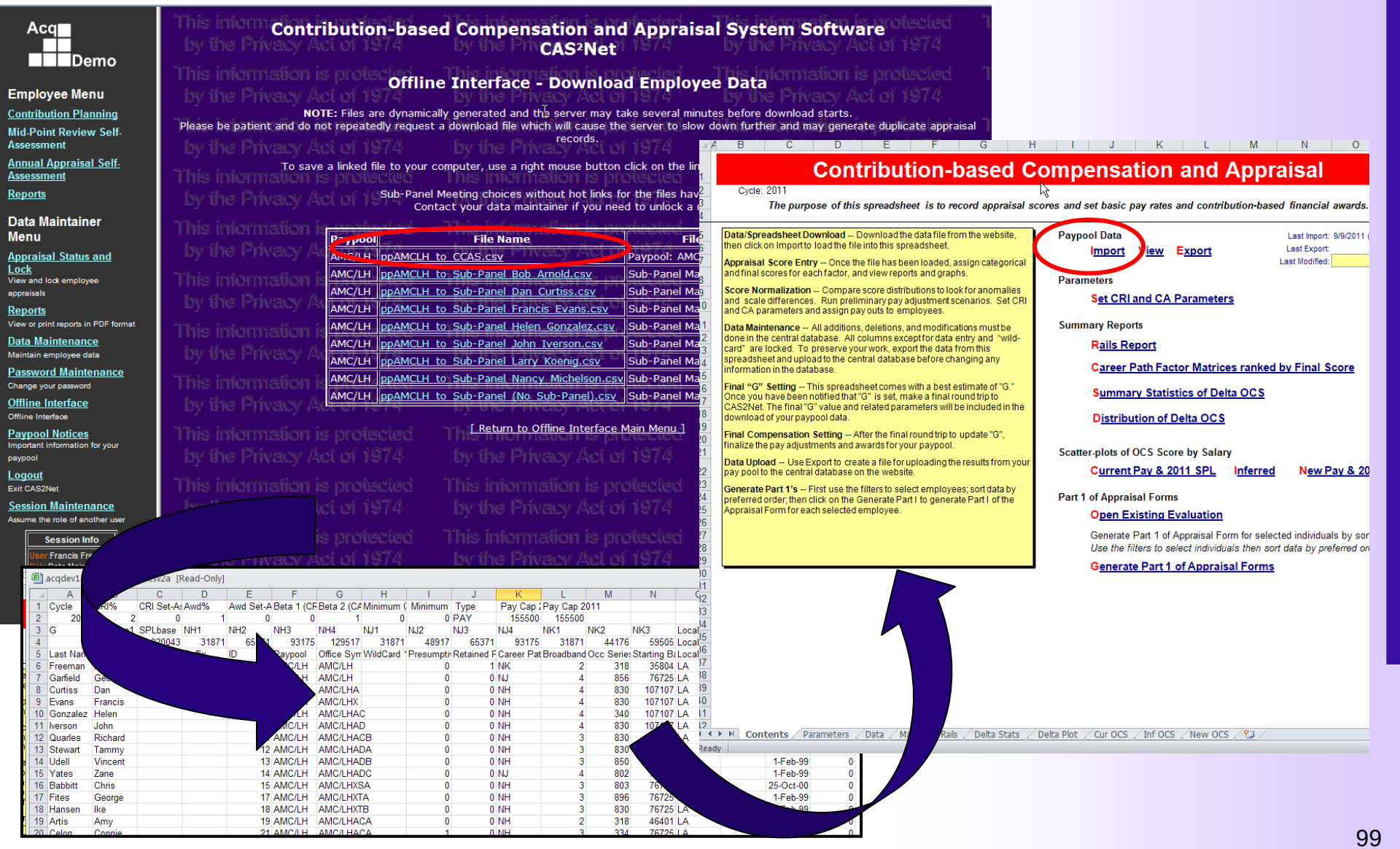
Locking / Unlocking Data

- 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

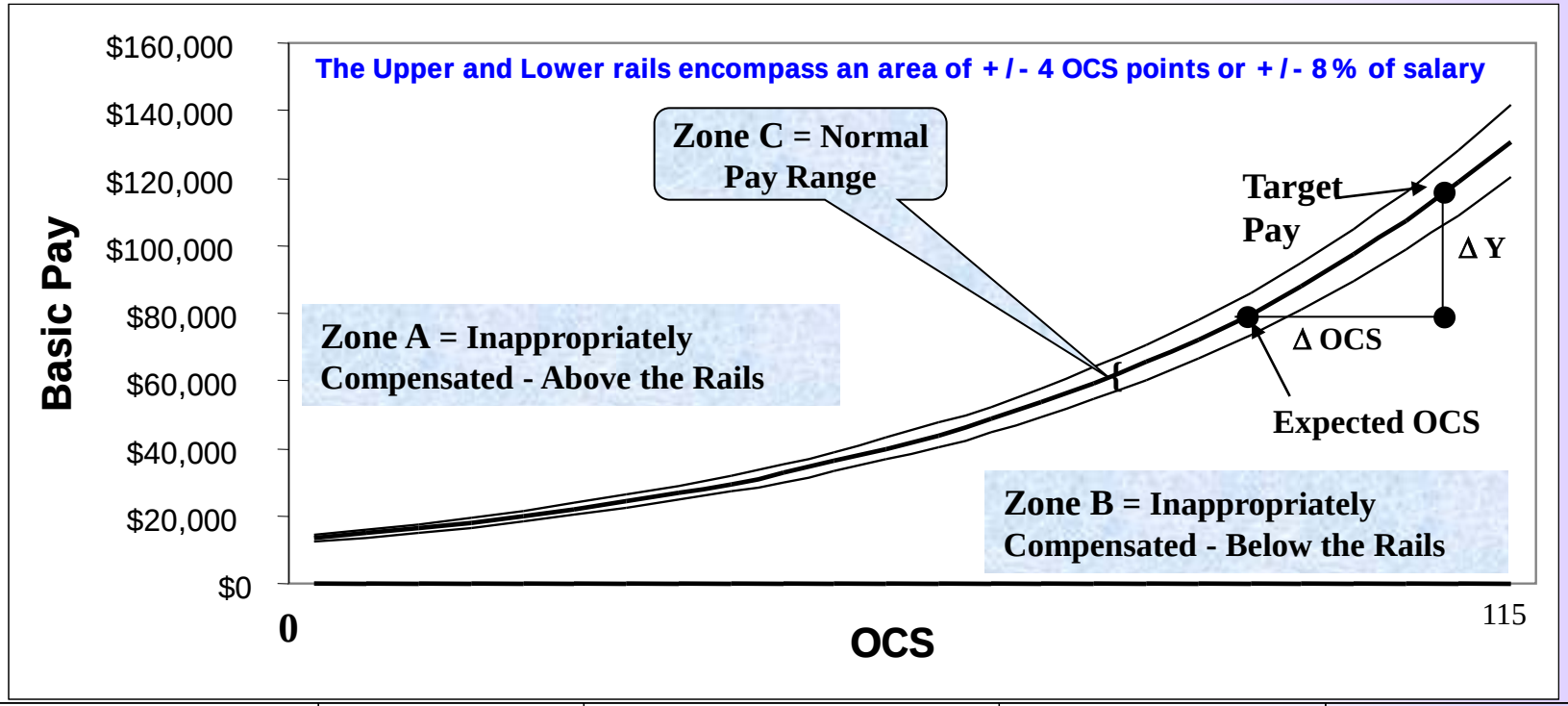
Conducting a Pay Pool Panel Meeting

- 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

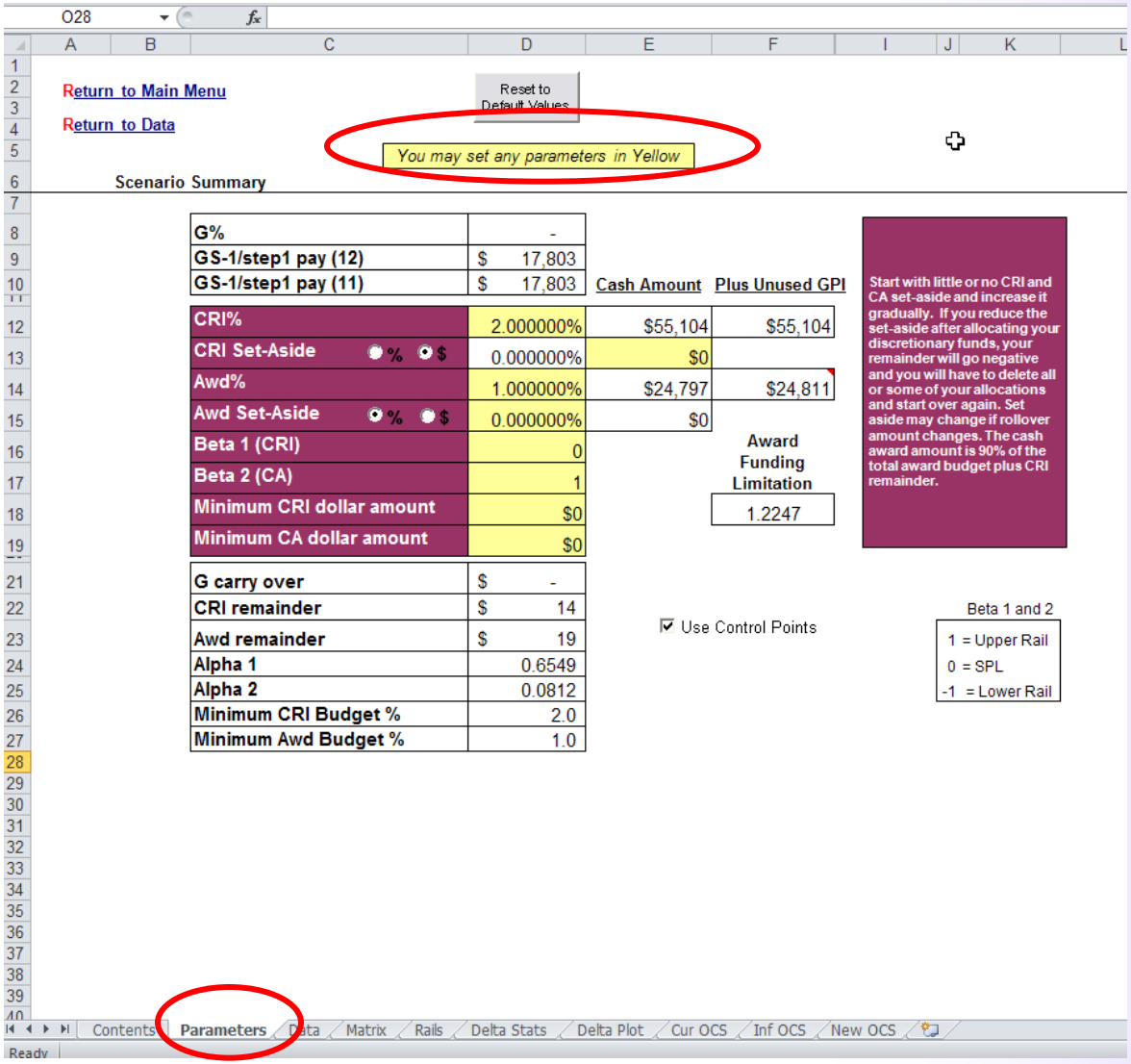


Pay is Linked to Contribution via the SPL



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

Pay Pool Meeting: Funding Parameters



O28

Return to Main Menu

Return to Data

Reset to Default Values

You may set any parameters in Yellow

Scenario Summary

		Cash Amount	Plus Unused GPI
G%	-		
GS-1/step1 pay (12)	$ 17,803		
GS-1/step1 pay (11)	$ 17,803		
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		
Beta 2 (CA)	1		
Minimum CRI dollar amount	$0		
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		

Award Funding Limitation: 1.2247

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.

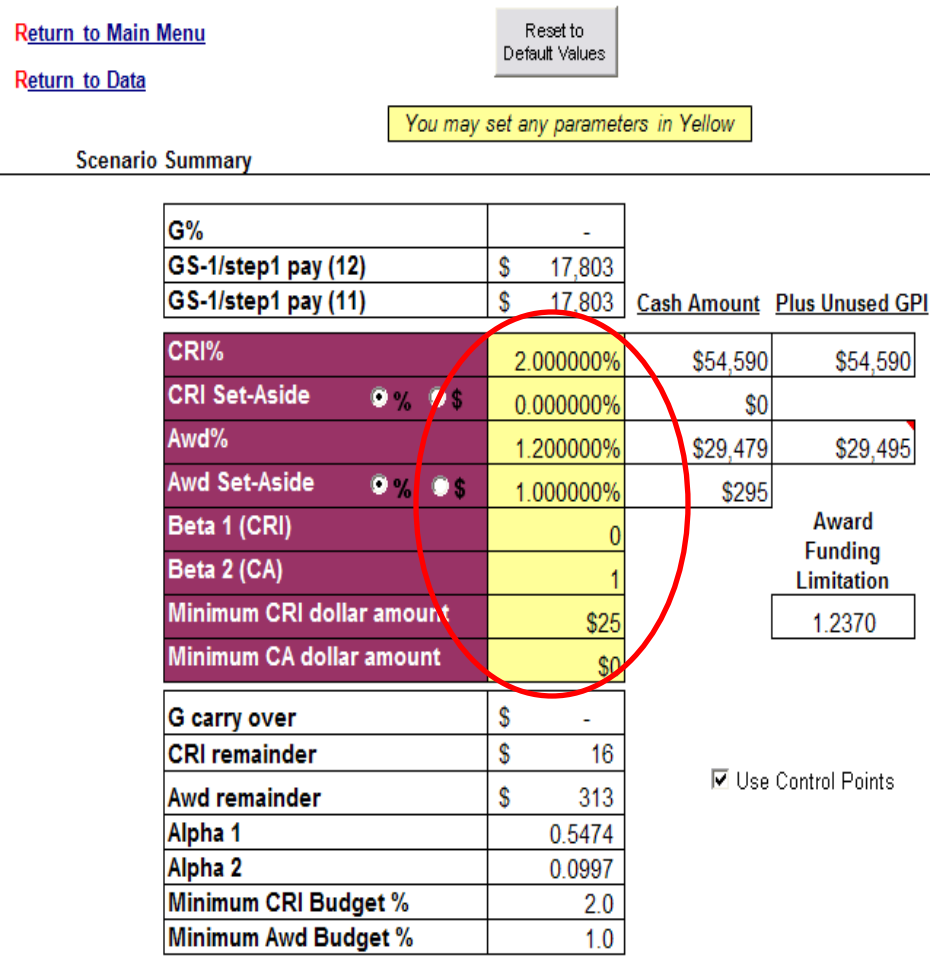
☑ Use Control Points

Beta 1 and 2
1 = Upper Rail
0 = SPL
-1 = Lower Rail

Contents | Parameters | Data | Matrix | Rails | Delta Stats | Delta Plot | Cur OCS | Inf OCS | New OCS

Ready

Exercise 5: CCAS Spreadsheet: Edit Funding Parameters



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 amount s 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?**

Exercise 5: CCAS Spreadsheet: Edit Funding Parameters - 2

- 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

Exercise 5: CCAS Spreadsheet: Edit Funding Parameters - 3

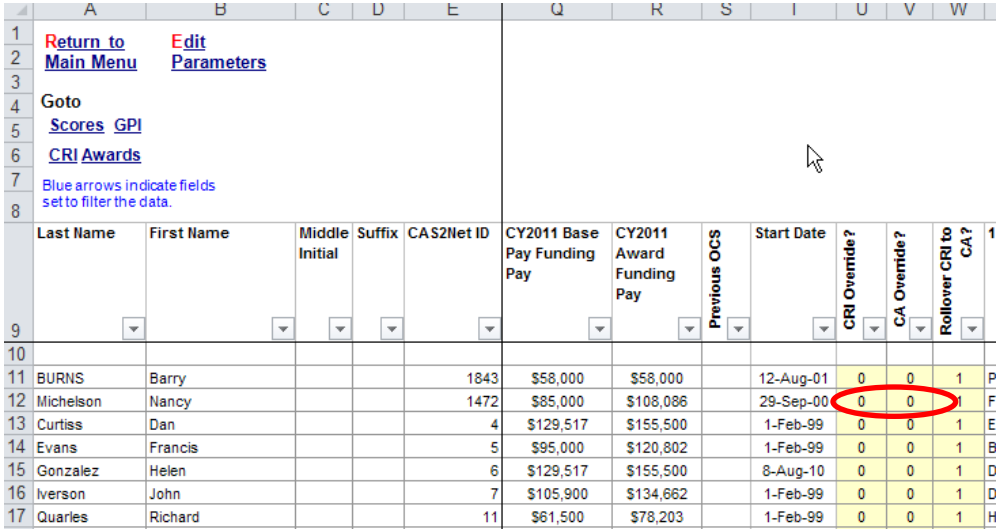
- More on the parameters worksheet: CA
  - Using the CA funding limitation % is equivalent to computing CA as 1% of adjusted base pay (which includes locality pay)
    - Funding for retained pay employees is computed using the minimum of their adjusted base pay and the EX-IV cap
  - Note that the CA 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

Data Sheet: Override Options

- 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

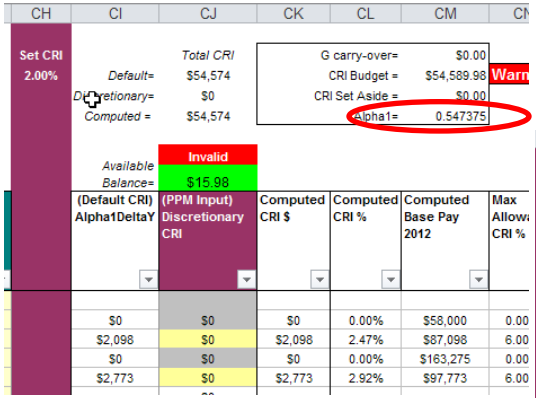


Return to Main Menu | Edit Parameters

Goto
Scores GPI
CRI Awards

Blue arrows indicate fields set to filter the data.

Last Name	First Name	Middle Initial	Suffix	CAS2Net ID	CY2011 Base Pay Funding Pay	CY2011 Award Funding Pay	Previous OCS	Start Date	CRI Override?	CA Override?	Rollover CRI to CA?
BURNS	Barry			1843	$58,000	$58,000		12-Aug-01	0	0	1
Michelson	Nancy			1472	$85,000	$108,086		29-Sep-00	0	0	1
Curtiss	Dan			4	$129,517	$155,500		1-Feb-99	0	0	1
Evans	Francis			5	$95,000	$120,802		1-Feb-99	0	0	1
Gonzalez	Helen			6	$129,517	$155,500		8-Aug-10	0	0	1
Iverson	John			7	$105,900	$134,662		1-Feb-99	0	0	1
Quarles	Richard			11	$61,500	$78,203		1-Feb-99	0	0	1



Set CRI 2.00%

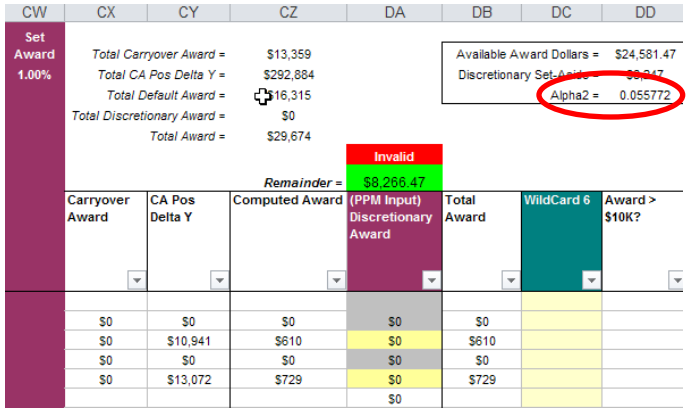
	Total CRI
Default=	$54,574
Discretionary=	$0
Computed =	$54,574

G carry-over=	$0.00
CRI Budget =	$54,589.98
CRI Set Aside =	$0.00
Alpha1=	0.547375

Warn

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



Set Award 1.00%

Total Carryover Award =	$13,359
Total CA Pos Delta Y =	$292,884
Total Default Award =	$16,315
Total Discretionary Award =	$0
Total Award =	$29,674

Available Award Dollars =	$24,581.47
Discretionary Set-Aside =	$8,047
Alpha2 =	0.055772

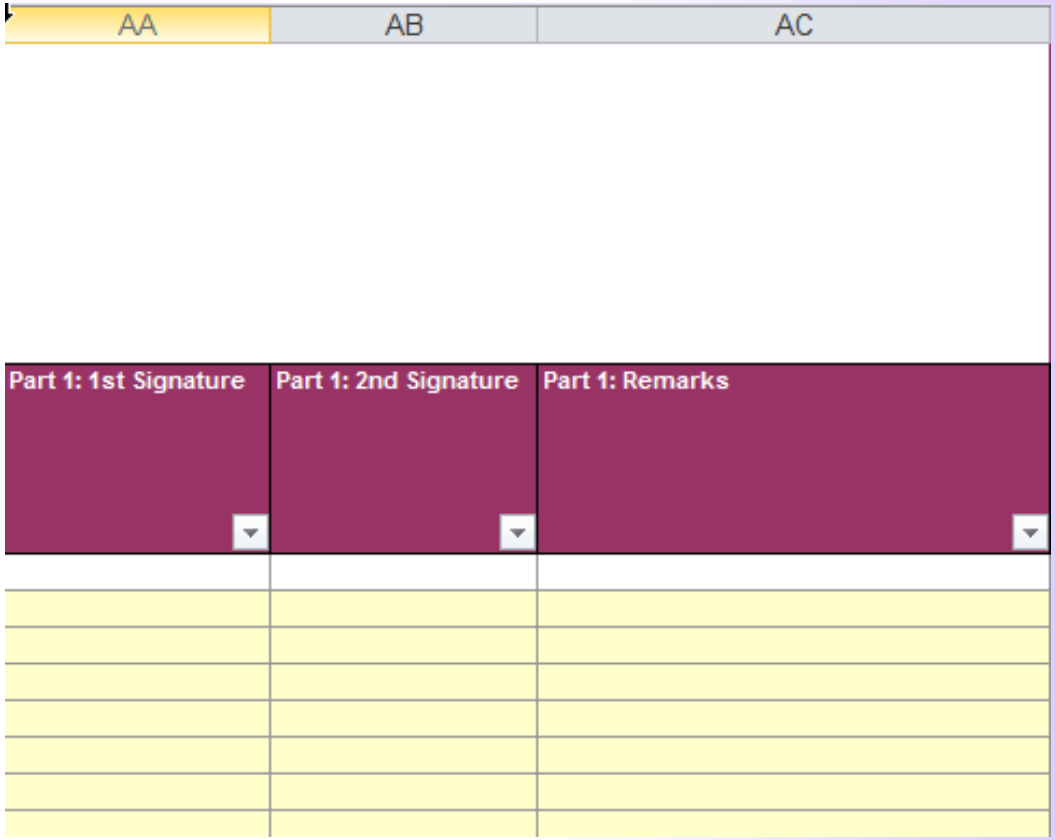
Remainder = Invalid $8,266.47

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
- 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?**
- 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.



Data Sheet: CRI Section

- 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 %
	$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%
	$0	$0	$0	0.00%	$157,130	0.00%
	$4,969	$0	$4,969	4.69%	$110,869	6.00%
	$0	$0	$0	0.00%	$61,500	0.00%

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

Data Sheet: Control Points

Control points can be set for each employee

9	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
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

Data Sheet: Awards

- 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		Available Award Dollars =		$24,811.09
	Total CA Pos Delta Y =		$305,603		Discretionary Set-Aside =		$0
	Total Default Award =		$24,792		Alpha2 =		0.081187
	Total Discretionary Award =		$0				
	Total Award =		$38,221				
			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		

Data Sheet: Triggers

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)

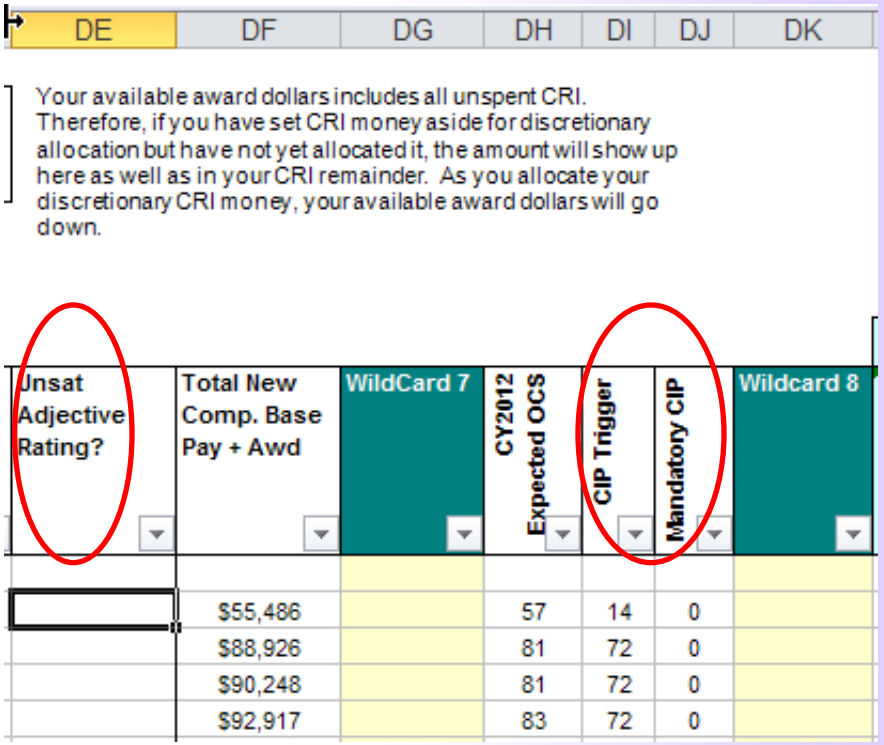
Rating Trigger

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	

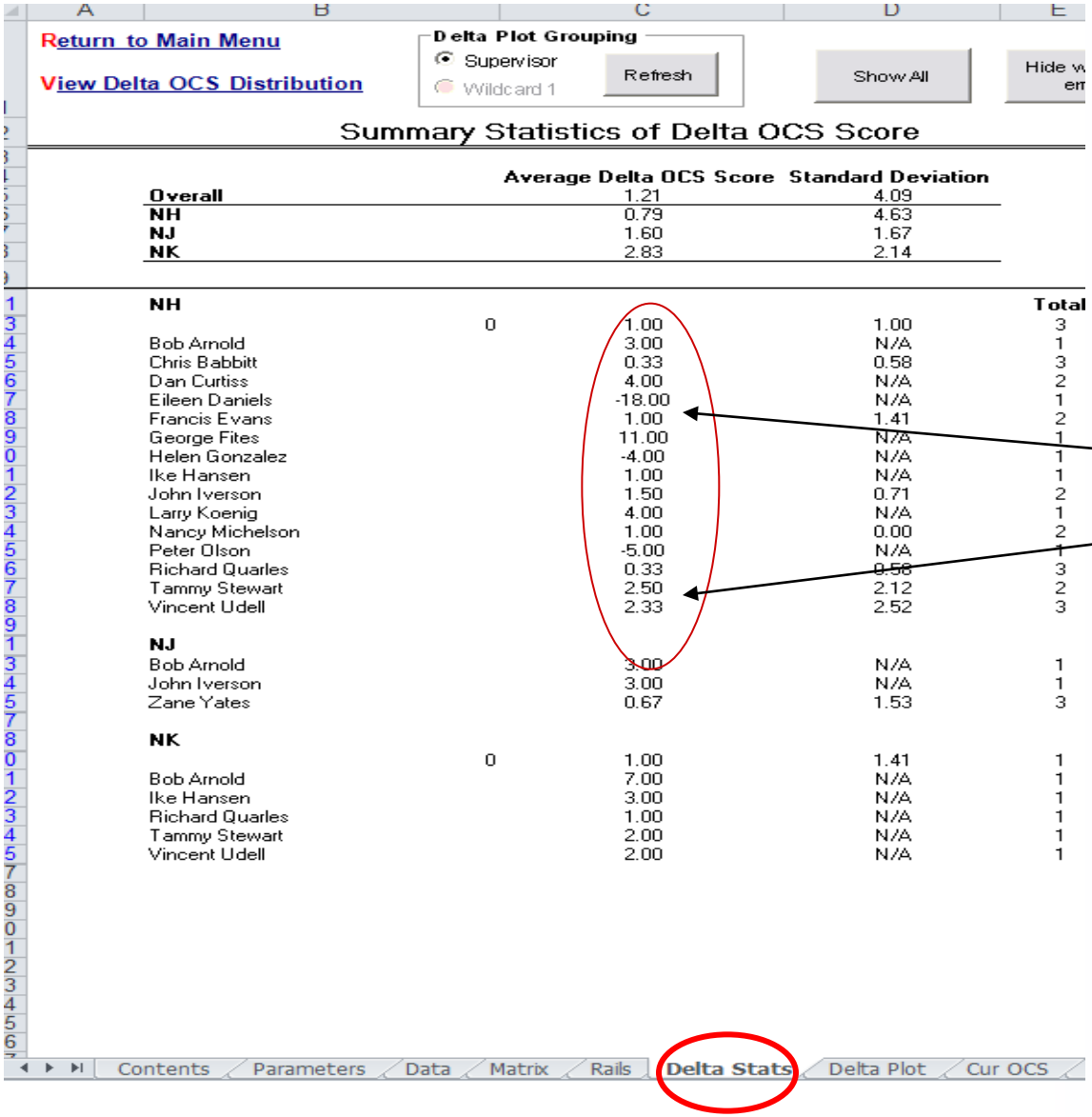


DE	DF	DG	DH	DI	DJ	DK

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.

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

Summary Statistics of Delta OCS Score

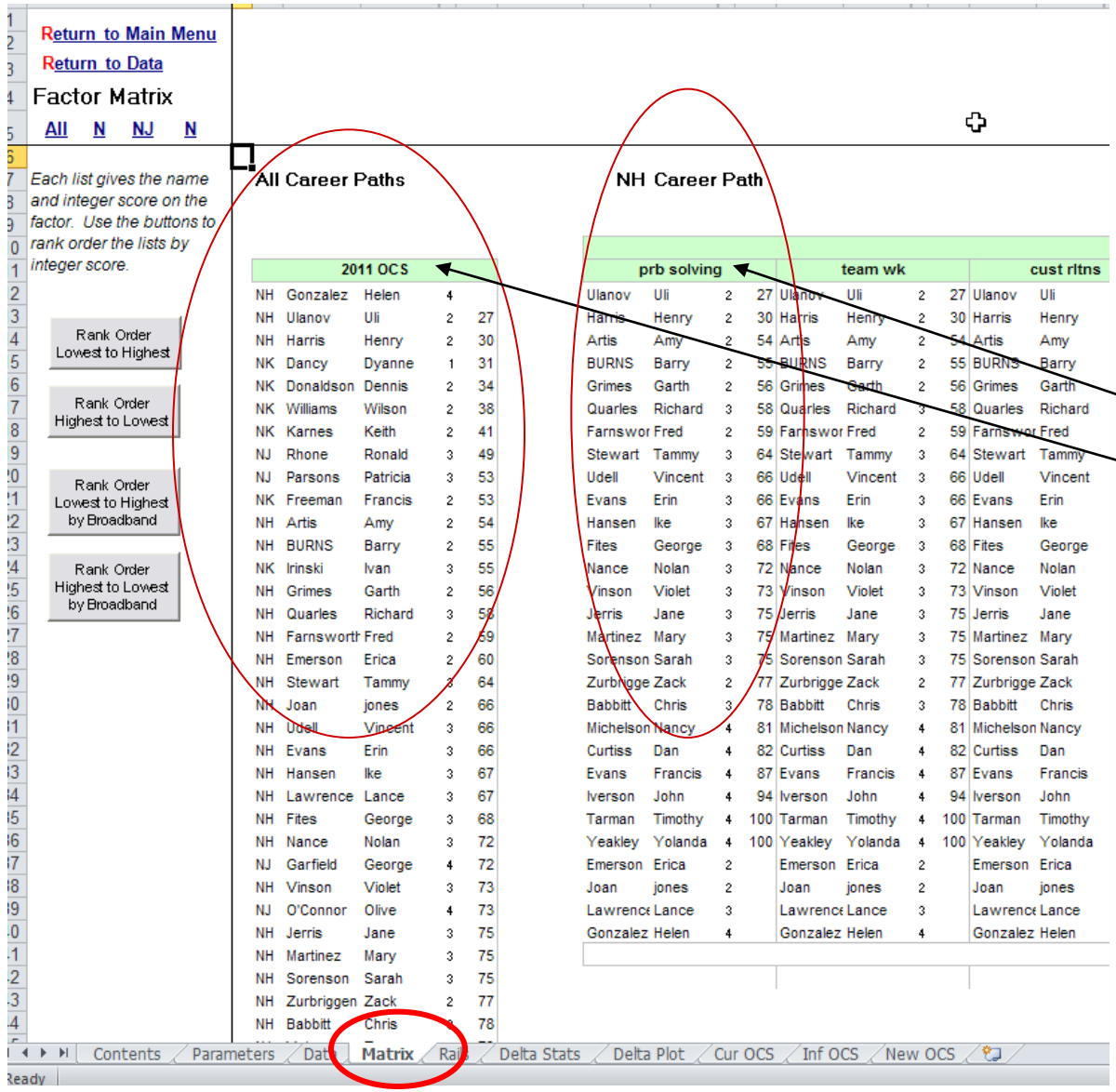
	Average Delta OCS Score	Standard Deviation
Overall	1.21	4.09
NH	0.79	4.63
NJ	1.60	1.67
NK	2.83	2.14

NH				**Total**
	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

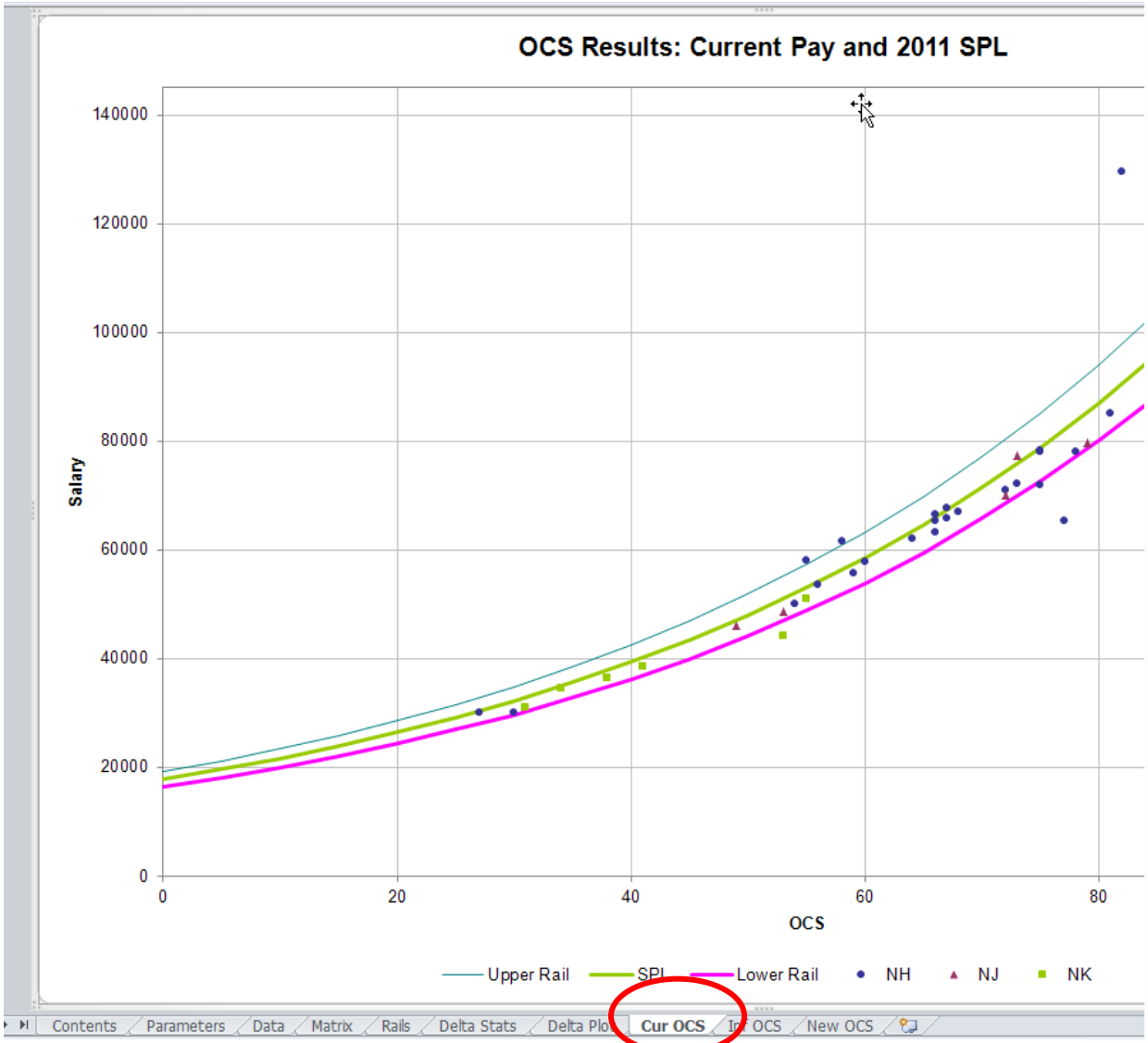
Look for extreme or unusual average delta OCS values by supervisor

Pay Pool Meeting: Check Rank Ordered Data



In the Matrix worksheet, check scores by career path and factor

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

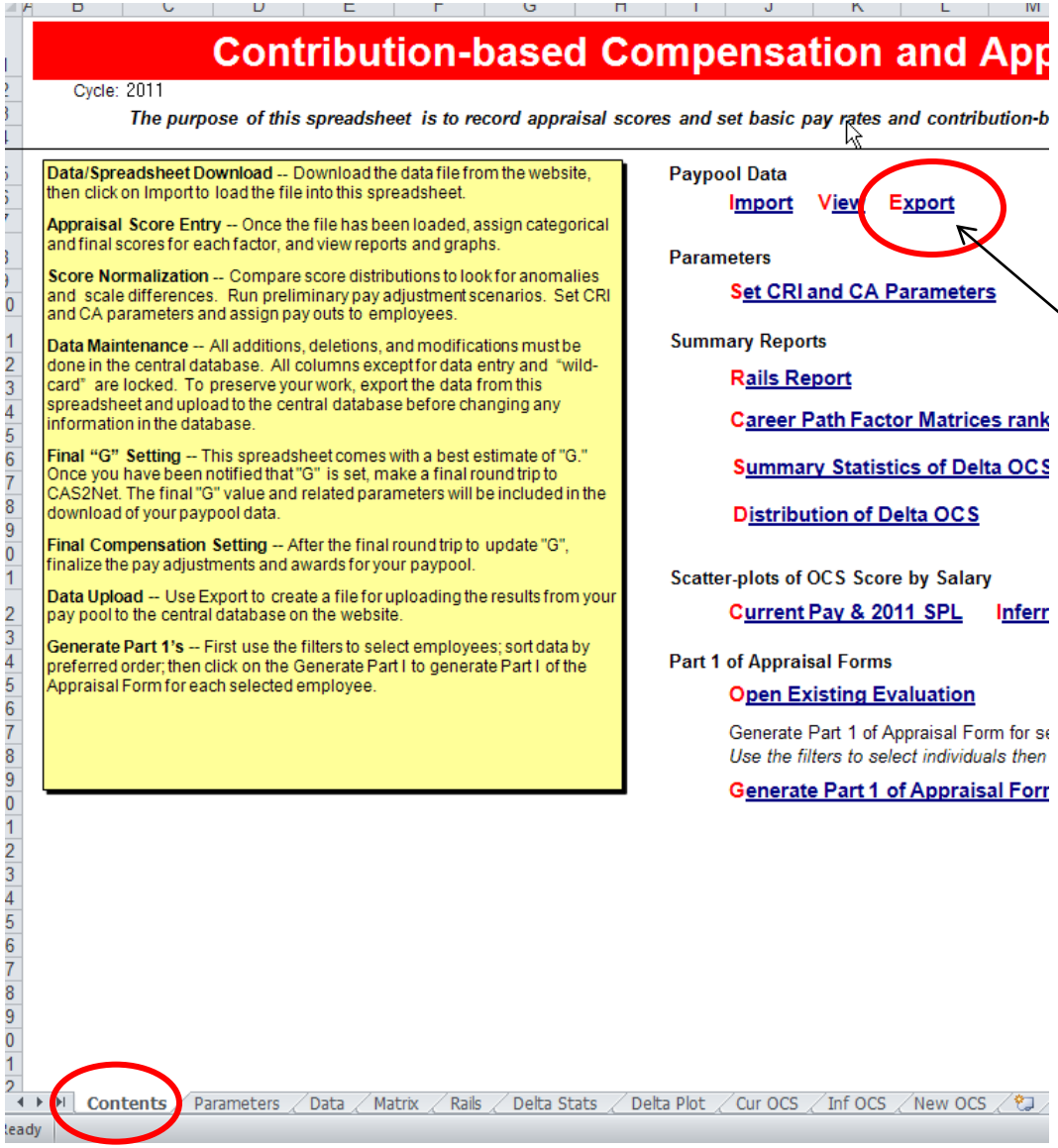
Pay Pool Meeting: Change Scores

7	Blue arrows indicate fields set to filter the data.						Categorical Scores						Final Scores					
8	Last Name	First Name	Middle Initial	Suffix	CAS2Net ID		prb solving	team wk	cust rltns	leadership	comm	rsrc mgmt	prb solving	team wk	cust rltns	leadership	comm	rsrc mgmt
9																		
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

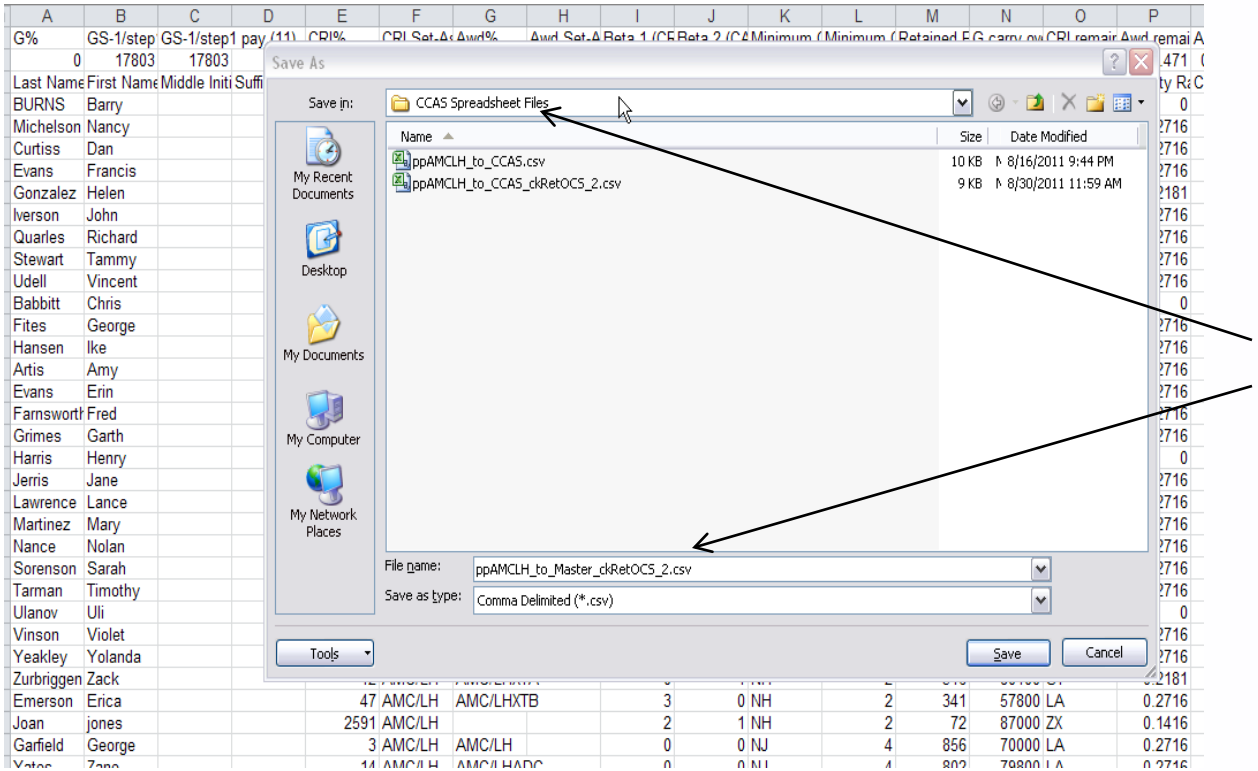
Uploading Data Back to CAS2Net

Create Export CSV File



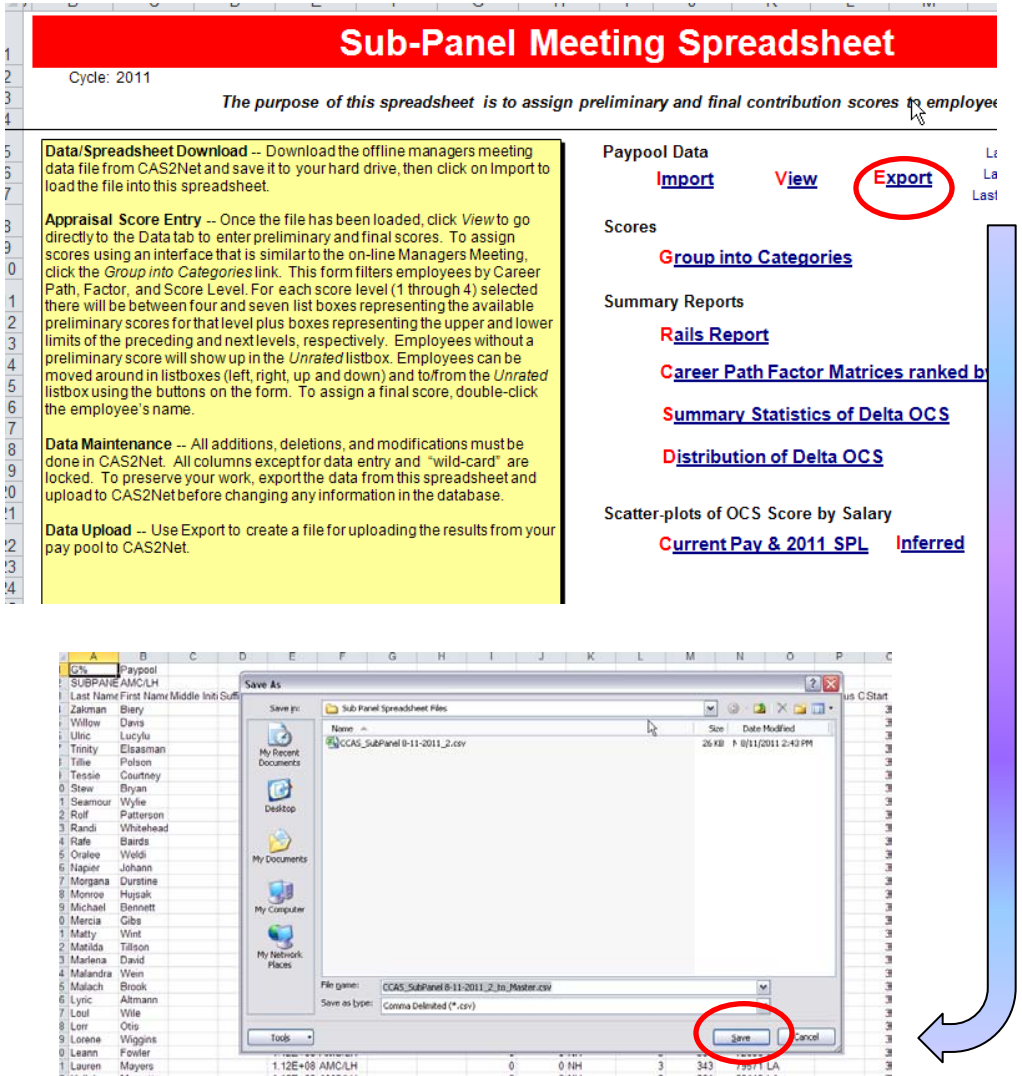
From the Contents worksheet, click on the Export button to create an export CSV file

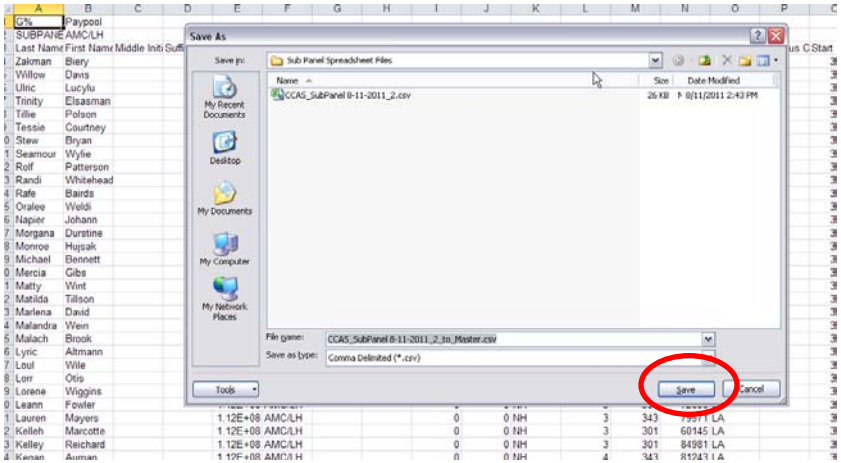
Save CSV File



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

Exercise 7: Export Data

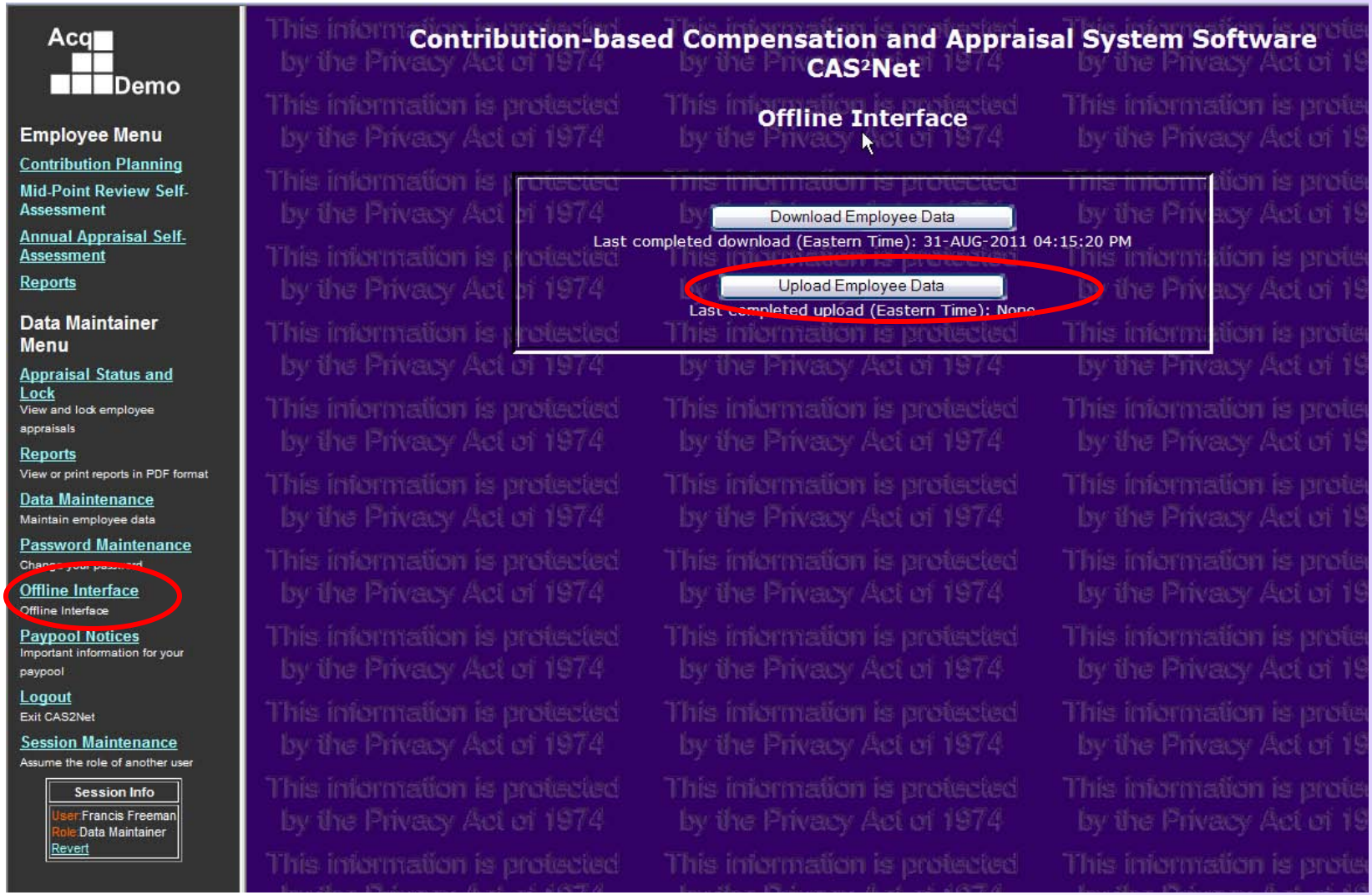




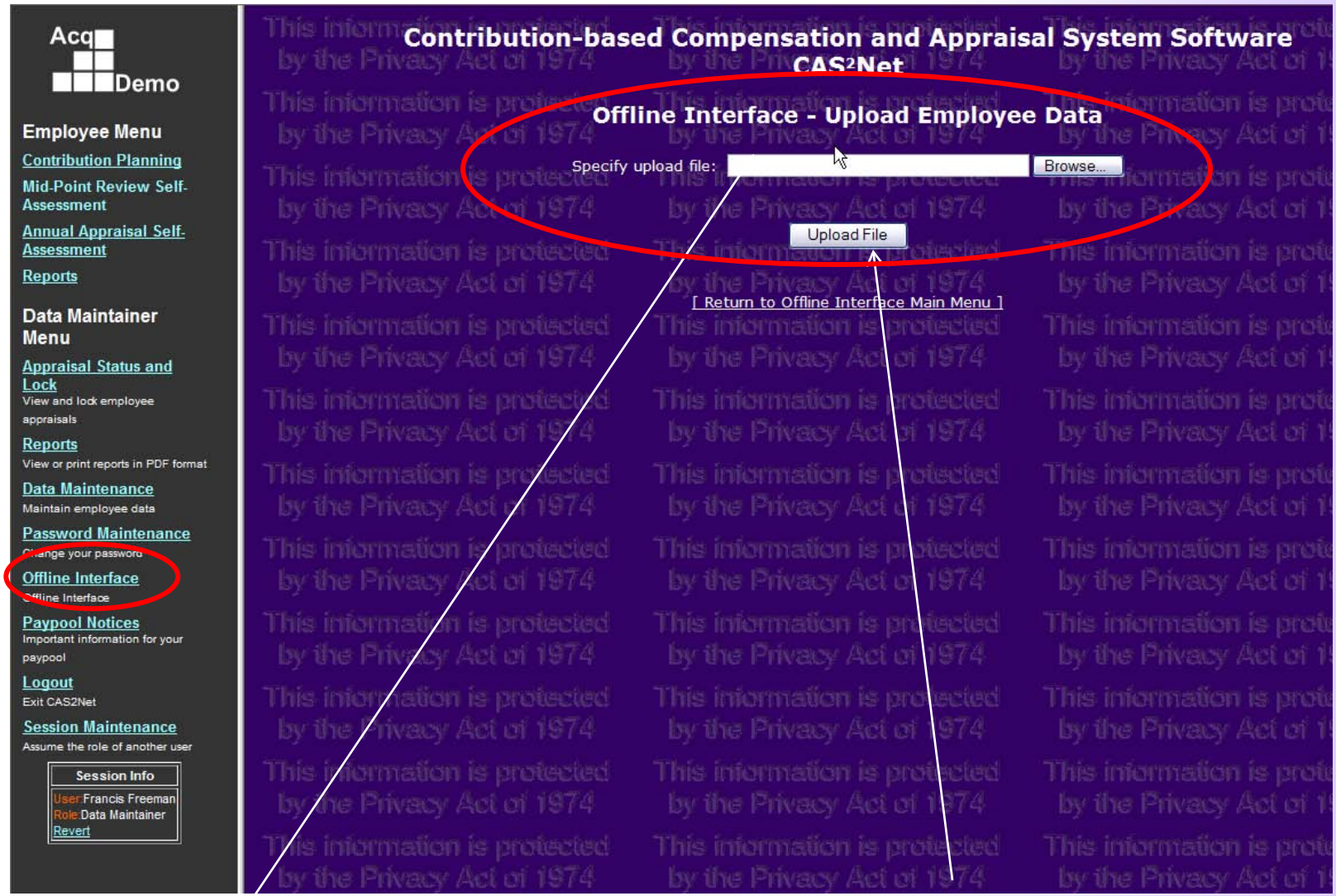
Export Data

- 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*

Uploading Employee Data

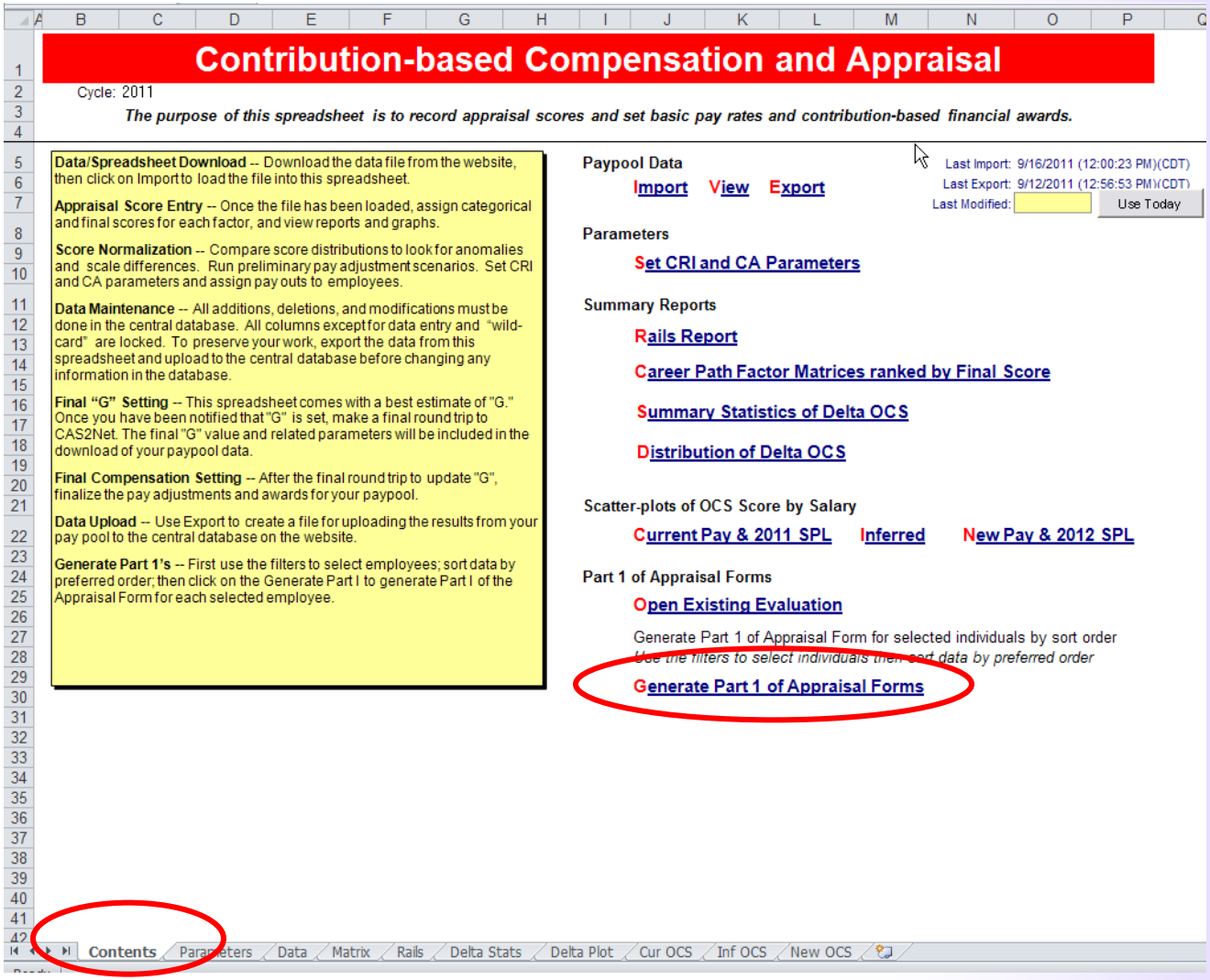


Upload to CAS2Net



Select saved CSV file and Upload to complete the process

Pay Pool Meeting: Part I Form



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 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: 9/16/2011 (12:00:23 PM)(CDT)
Last Export: 9/12/2011 (12:56:53 PM)(CDT)
Last Modified: Use Today

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

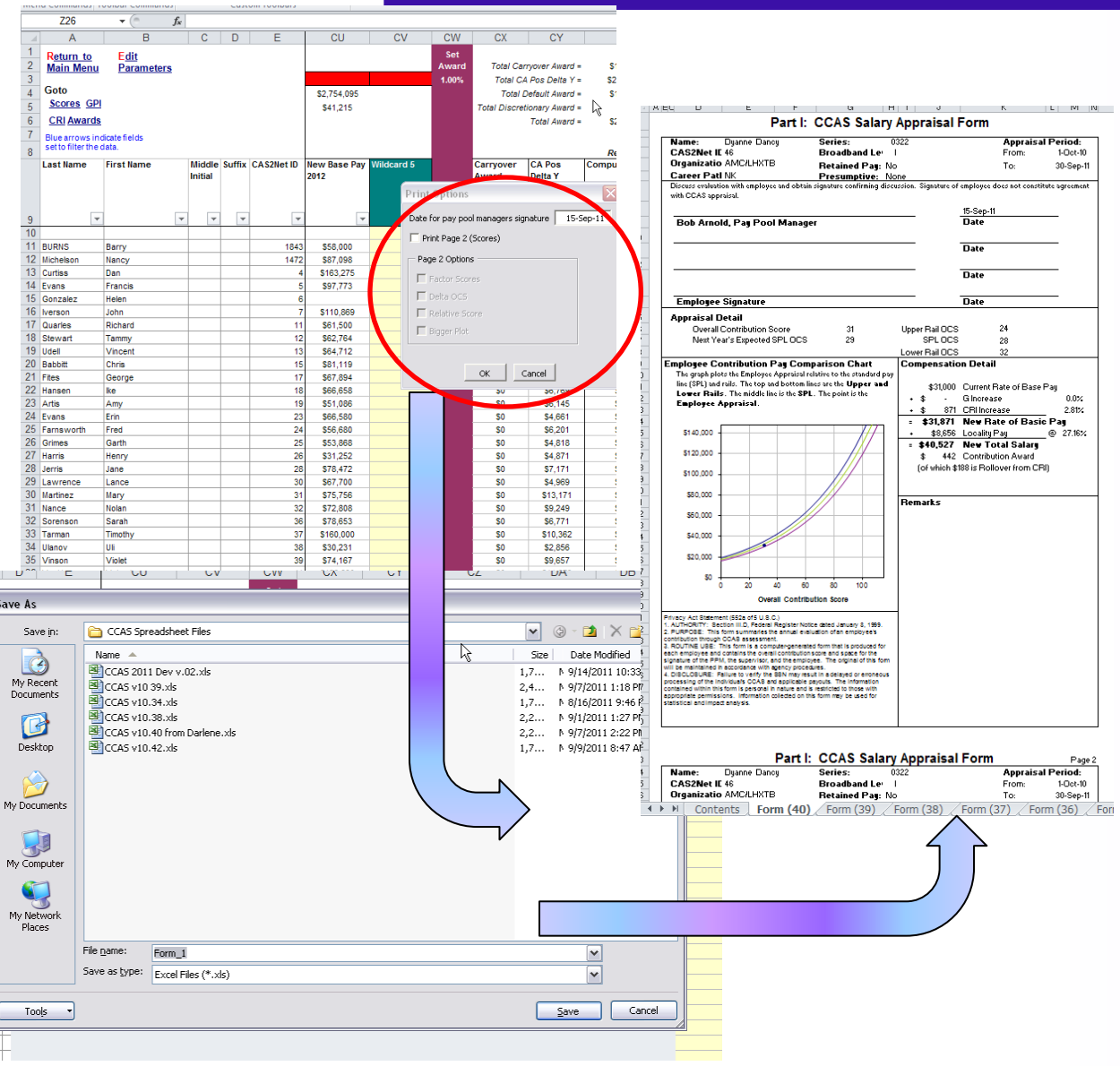
Open Existing Evaluation

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

Contents | Parameters | Data | Matrix | Rails | Delta Stats | Delta Plot | Cur OCS | Inf OCS | New OCS

Exercise 8: CCAS Spreadsheet: Generate Part I Form

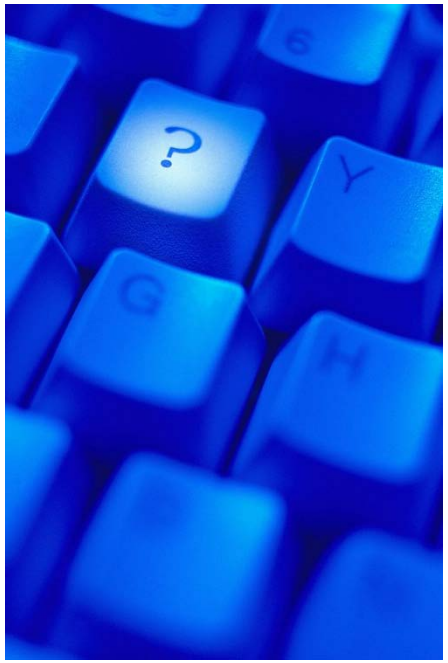


- From Contents, click on Generate Part I of Appraisal Forms to generate the “Print Options” interface
- Select “Print Page 2” then “Factor Scores”
- Save and open the Excel generated file
  - **What is the structure of this file?**
- Open Worksheet “Form(40)”
  - **Do you see the Factor Scores?**

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

Acq Demo

Any Questions?



BACKUP SLIDES

Setting up Parameters
AcqDemo CA Example

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

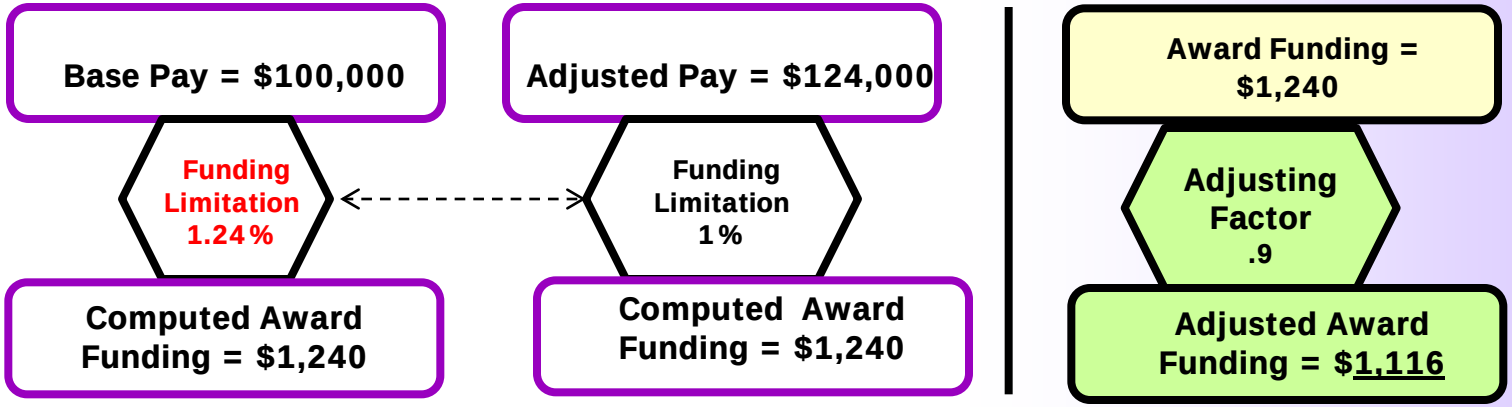
=> On the CCAS Parameter worksheet, the Award % is:

$1,240 = Award % * $100,000 => Award % = 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