



Data Maintenance Advisory

2011-1

Issue Date: October 2011

Topic: Deferring Changes to Supervisor Assignments in CAS2Net

Discussion: CAS2Net supports the CCAS-defined annual appraisal cycle which goes from 1 Oct to 30 Sep every year. As such, CAS2Net requires a static "snapshot" of personnel data and supervisory assignments as of 30 Sep for the rating period but necessary subsequent rating activities extend from 1 Oct to the first pay period of the following calendar year. During this time period, supervisors and managers complete annual appraisals and eventually deliver those results to employees, therefore, access to FY11 employee appraisal data is needed by the rating cycle supervisor until that is accomplished. As a result, any changes to an employee's supervisory assignments for the following annual appraisal cycle must be deferred until the payout in January 2012. New FY12 supervisors and affected employees may continue to develop their contribution planning over email or other modes but the new contribution plan should not be loaded to CAS2Net until the new supervisor can be entered in CAS2Net.

Action: For the appraisal cycle ending 30 Sep 2011, defer next cycle supervisor assignments in CAS2Net until the first pay period of 2012.

Note: This capability requirement will be addressed in future modifications of CAS2Net but cannot be accommodated for the FY11 rating cycle.