



Data Maintenance Advisory

2011-2

Issue Date: October 2011

Topic: Presumptives Excluded from the Sub-Panel Meeting Downloads

Discussion: The sub-panel tool is designed to hold only employees with factors that can be discussed. Presumptives status employees are excluded from sub-panel meeting downloads as there are no score decisions to be made for them. The score decision for a presumptive due to circumstance employee is made at the time the data maintainer sets status 2 (recertify last year OCS) or status 3 (assign expected OCS). While you will see a column for presumptive status on the sub-panel spreadsheet, employees with a status of 1, 2 or 3 will not be on the sub-panel spreadsheet.

Action: Keep the employees who are coded with a presumptive status in mind during sub-panel deliberations and advise supervisors and managers that these employees will be included in the spreadsheet used for the main pay pool panel deliberations.

Note: There was an oversight in the creation of the fictional data in the practice sub-panel spreadsheet that resulted in two presumptive employees being included erroneously. We apologize for any confusion that error may have created.