



Data Maintenance Advisory

2012- 1

Issue Date: January 2012

Topic: CAS2Net Data Maintenance Availability

Discussion: The Data Maintenance module in CAS2Net is currently shut down to allow data extraction for DCPDS transactions and to ready the database for the 2012 rating cycle. It will reopen at 8:00 AM on 10 January.

Action: Anytime on or after 10 January, open the Data Maintenance module to update employee records as needed. At this time you should update any changes (such as change in supervisor assignment) for existing employees, add new employees, and delete employees who have left. SRA will automatically update the database to show the new 2012 base pay for each employee. The new broadband, career path and pay for post-cycle promotions will be updated automatically as well.

Note: Other modules not needed at this time, such as Offline Interface and Sub-panel Meeting, are offline and will not be accessible until we get closer to the end of the 2012 rating cycle. The Annual Appraisal module remains available in case changes are required to an appraisal narrative as a result of a grievance decision. Also remaining open for use are the modules for Contribution Planning and Additional Feedback.