



Data Maintenance Advisory

2012- 3

Issue Date: February 2012

Topic: Rating Error Discovered for Employees with Less than 90 Days

Discussion: Employees with less than 90 days in AcqDemo by the end of the appraisal cycle on 30 September are not eligible to receive an Overall Contribution Score (OCS) for that cycle. An error was discovered for these situated employees for the 2011 CCAS cycle. This group of employees automatically received their Expected OCS as the final OCS. There should be no demonstration appraisal rating for these employees. The means to rectify the error have been identified and the affected employee records will be corrected no later than 2 March 2012.

Action: Affected employees should be informed that the incorrect 2011 CCAS cycle appraisal will be removed from his or her appraisal record in DCPDS no later than 2 March 2012. Employees may check the “My Biz/My Information/Performance” site to verify the correction. The absence of a rating of record with an effective date of 1 January 2012, for employees with less than 90 days in AcqDemo, would indicate the record has been corrected.