

STEP 1: Login to CAS2Net:

## Pay Pool Administrator Advisory

2019-07

## Issue Date: 3 May 2019

Topic: 2019 Retro GPI Pay Adjustments Updated in CAS2Net and How to Update History

**Discussion:** The 2019 Retro GPI Pay adjustment files have been uploaded into CAS2Net 2.0. Employee salaries have been updated with the exception of promoted (permanent/temporary) or grievances which occurred after Jan 6, 2019. Administrator should verify and update the employee's salary information as required. Below are instructions on how to make adjustments in CAS2Net 2.0.

For Permanent Promotions: Administrators will open employee's profile in CAS2Net 2.0. Update the Base Salary field information in the "Salary Information" Panel of the Employee's Profile and select SAVE. (See Steps 7-8)

For Temporary Promotions: Administrator will open employee's profile in CAS2Net 2.0. Scroll to bottom of profile and select "Post-cycle Activity" button. Select "Temporary Promotion" type and update promotion details fields and select SAVE.

For Grievances Updates: The previous Pay Pool Administrator Advisory 2019-06 provided instructions on how to use the CMS update tool for grievances. The Compensation Adjustment Form provided from the CMS update is used to update the employee's payout information in the employee's History in CAS2Net. Below are instructions on how to update the employee's History. *Note: Employee History in CAS2Net can only be updated by a CAS2Net Super User with "Can Edit History" access.* 

| 🖵 Home          | - |
|-----------------|---|
| 🗟 System Owner  | - |
| 🍰 Administrator | - |
|                 | - |
|                 | - |
|                 | « |
|                 |   |
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|                 |   |
|                 |   |

STEP 2: Open the "Assigned" listing to filter, search, and select for employee:

| 🛱 System Owner 🛛 👻  | List Assigne              | ed User | s                      |                    |                                |                     |                                    |              |  |
|---|---------------------------|---------|------------------------|--------------------|--------------------------------|---------------------|------------------------------------|--------------|--|
| 🕹 Administrator 🗸 🗸   | Assigned Employees        | 3       |                        |                    |                                |                     |                                    | Add User 📀 😑 |  |
| Appraisal Status<br>Offline Interface                               | Show 25 V entries Search: |         |                        |                    |                                |                     |                                    |              |  |
| Organization Management<br>Mandatory Objectives<br>Pay Pool Notices | Impersonate               | Select  | Name                   | Email $ i$         | Pay Pool                       | Pay Pool<br>Manager | Organization Level / Sub-<br>Panel | Supervisor 1 |  |
| eDocuments<br>Reports   |                           |         | ADMINSTRATOR,<br>AHMED | JEROLD.LEE@HCI.MIL | PP90909 -<br>Training Pay Pool | RICK BLAINE         | PP90909 - Training Pay Pool        | ILSA LUND    |  |
| Trusted Agent   | 8                         |         | BLAINE, RICK           | JEROLD.LEE@HCI.MIL | PP90909 -<br>Training Pay Pool | RICK BLAINE         | PP90909 - Training Pay Pool        |              |  |
| Assigned<br>Transfers   | 8                         |         | LUND, ILSA             | JEROLD.LEE@HCI.MIL | PP90909 -<br>Training Pay Pool | RICK BLAINE         | PP90909 - Training Pay Pool        | RICK BLAINE  |  |
| Archived/Unassigned<br>Replace Supervisor 1                         | 8                         |         | PC T, AGATHA           | JEROLD.LEE@HCI.MIL | PP90909 -<br>Training Pay Pool | RICK BLAINE         | PP90909 - Training Pay Pool        | ILSA LUND    |  |
|   | No                        | te: C   | LICK on E              | mployee's Name     | e, not the                     |                     |                                    |              |  |

STEP 3: Scroll to bottom of page and select "History" button:



STEP 4: To Change OCS Score, PAQL and/or Supervisor Assessment, SELECT on the application year.

| Fiscal Year (Cycle) |                    |                              |                            |                       |                       |                           | OCS Score          |                            |                    |                    | PAQL                  |                       |                       |                       |               |
|---------------------|--------------------|------------------------------|----------------------------|-----------------------|-----------------------|---------------------------|--------------------|----------------------------|--------------------|--------------------|-----------------------|-----------------------|-----------------------|-----------------------|---------------|
| 2018                |                    |                              |                            |                       |                       | _                         | 88                 |                            |                    |                    |                       | 1                     |                       |                       |               |
| 2017                |                    |                              |                            |                       |                       |                           | 84                 |                            |                    |                    |                       |                       |                       |                       |               |
| 2016                |                    |                              |                            |                       |                       |                           | 81                 |                            |                    |                    |                       |                       |                       |                       |               |
| 2015                |                    |                              |                            |                       |                       |                           |                    | 80                         |                    |                    |                       |                       |                       |                       |               |
|                     |                    |                              |                            |                       |                       |                           |                    |                            |                    |                    |                       |                       |                       |                       |               |
| ist Sa              | alary / Com        | pensation                    |                            |                       |                       |                           |                    |                            |                    |                    |                       |                       |                       |                       |               |
| ist Sa<br>}<br>y    | alary / Com<br>GPI | pensation<br>Approved<br>CRI | New<br>Salary              | Computed<br>CA        | CA<br>Disc            | Approved<br>CA            | Carryover<br>Award | Computed<br>CRI            | CRI<br>Disc        | GPI<br>Disc        | Retained<br>Pay       | CRI<br>Override       | CA<br>Override        | CRI<br>Rollover       | Generate Part |
| e<br>ny<br>3        | alary / Com<br>GPI | Approved<br>CRI<br>\$3,959   | New<br>Salary<br>\$103,412 | Computed<br>CA<br>\$0 | CA<br>Disc<br>\$2,500 | Approved<br>CA<br>\$2,500 | Carryover<br>Award | Computed<br>CRI<br>\$3,959 | CRI<br>Disc<br>\$0 | GPI<br>Disc<br>\$0 | Retained<br>Pay<br>No | CRI<br>Override<br>No | CA<br>Override<br>Yes | CRI<br>Rollover<br>No | Generate Part |

STEP 5: Change/Select Scores and update Supervisor Assessment as required; then select "Save"

| General Information   |   |  |  | 0  |
|---|---|--|--|--|
| Current Contribution Plan Details   |   |  |  | 0  |
| Job Achievement and/or Innovation   | Communication and/or Te   | amwork Mission Support   | Supervisor 1 Approval  | •  |
| Factor Description  |   |  |  |  |
| Employee Assessment<br>Recognized as a technical/functional au<br>Workforce of over 40.000 personnel acr                                | thority within Human Capital In<br>oss the Department of Defense<br>Process for CAS2Net Lasso | itiatives (HCI), the DoD Acquisiti<br>a. In this capacity, I have led, def<br>med and assigned ownership for | on Demonstration (AcqDemo)<br>ned, managed, and integrated<br>project tasks to the approximation | Program, and DoD Components for the management of Information Technology and Cyber Security projects supporting HCI and the AcqDemo<br>the efforts of Several groups for the sustainment of CAS2Net 1.0, development of CAS2Net 2.0, website administration for HCI and AcqDemo, and |
| Categorical Score:  |   | Numeric Score:   |  | Performance Score:   |
| 4M  | ×=  | 90   |  | X* 1 X*  |
| Supervisor 1 Ausessment   | 13 <sup>3</sup>   |  |  |  |
| B <i>I</i> ⊻ ≟ ≟ ∈ ₩ =  |   |  |  | -  |
|   |   | Updated  | Superviso  | r 1 Assessment if needed.  |
|   |   |  |  |  |
|   |   |  |  | Characters: 2577/4000 🖌  |
| Auto Save Timeout: 300<br>Average Performance Score: 3.00<br>Overall Performance Score (ROR): 1<br>Overall Contribution Score (OCS): 88 |   |  |  | *Character count may differ from Microsoft Word  |
|   |   |  |  | Cancel Save  |

STEP 6: To update the employee payout information, select the applicable year. Update compensation payout fields Approved CRI, New Salary, Approved CA, and Computed CRI as applicable.



Update Compensation Information Update Compensation Information 2018 Flacal Year 2018 Fiscal Year Expected SC s Expected OC \$ End of Cycle Salary \$ 99,453 \$ End of Cycle Salary 99,453 General Pay Increase (GPI) \$ **Enter New CRI** General Pay Increase (GPI) s 2019 G=1.40 % \* \$99,453 = \$1,393 2019 G=1.40 % \* \$99,453 = \$1,393 Approved Contribution Rating Increase (CRI) 3,959 \$ Approved Contribution Rating Increase (CRI) \$ 4,000 System will auto \$ 103,412 New Salary New Salary \$ 103,453 Warning: Calculated new salary of \$104,805 does update Salary, Naming: Calculat d new salary of \$104,805 do not match stored value not match stored value **GPI**, and CRI Computed CA \$ 0 \$ 0 Computed CA CA Discretionary \$ 2,500 \$ 2,500 CA Discretionary Approved Cash Award (CA) \$ 2,500 \$ 2,500 Approved Cash Award (CA) Carryover Award \$ Carryover Award \$ Total Award \$ 2,500 Total Award \$ 2,500 **Enter New CRI** \$ 3,959 Computed CRI \$ 4,000 Computed CRI \$ 0 CRI Discretionary CRI Discretionary \$ 0 GPI Discretionary \$ 0 GPI Discretionary \$ 0 is Retained Pay Is Retained Pay CRI Override CRI Override CA Override CA Override Enter CRI Rollove CRI Rollover **Justification** Justification Justification Enter justification on CRI Adjustment Cancel Save

STEP 7: CAS2Net 2.0 does not update Basic Pay information in the Employee's Profile. Enter revised basic pay.

| General User Information   |  |                        |         |                       |                | ersonate Use   | <b>10</b>    |
|--|--|------------------------|---------|-----------------------|----------------|----------------|--------------|
| Organization Information   |  |                        |         | Transfe               | r User 🕕 Super | visor 1 Histor | y <b>0</b> 🗄 |
| Salary Information   |  |                        |         |                       |                |                | •            |
| Retained Pay Status     Allow Over 20%       No     Yes       Presumptive Status       Select Option | Allow Over Control Point No Yes Control Point Salary S | CRI Override<br>No Yes | с       | RI Rollover<br>No Yes | CA Overr<br>No | ide<br>Yes     |              |
| Basic Pay<br>S 103,453   | Locality<br>DCB - Wash DC/B x *                        | Locality Rate<br>28.22 | %       |                       |                |                |              |
| Other User Information   |  |                        |         |                       |                |                | 0            |
| Organization Roles   |  |                        |         |                       |                |                | Ð            |
| Trusted Agents   |  |                        |         |                       |                |                | Ð            |
|  |  |                        | History | Post-Cycle Activity   | Archive        | Cancel         | Save         |

STEP 8: After all the updates have been made in CAS2Net, ensure you select the SAVE button.

Action: Please inform your Administrators on the CAS2Net 2.0 Retro GPI Pay adjustment updated in the system. Administrator will need to verify and update employee's profile with permanent/temporary promotion or grievances information which occurred on or after 6 January 2019.

**Note**: If you have any questions please email the AcqDemo Program Office, <u>AcqDemo.Contact@hci.mil</u>.