

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

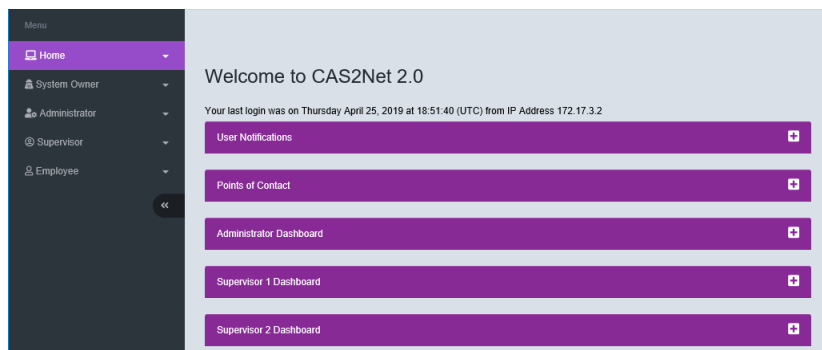
Discussion: The 2019 Retro GPI Pay adjustment files have been uploaded into CAS2Net 2.0. Employee salaries have been updated with the exception of promoted (permanent/temporary) or grievances which occurred after Jan 6, 2019. Administrator should verify and update the employee’s salary information as 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)

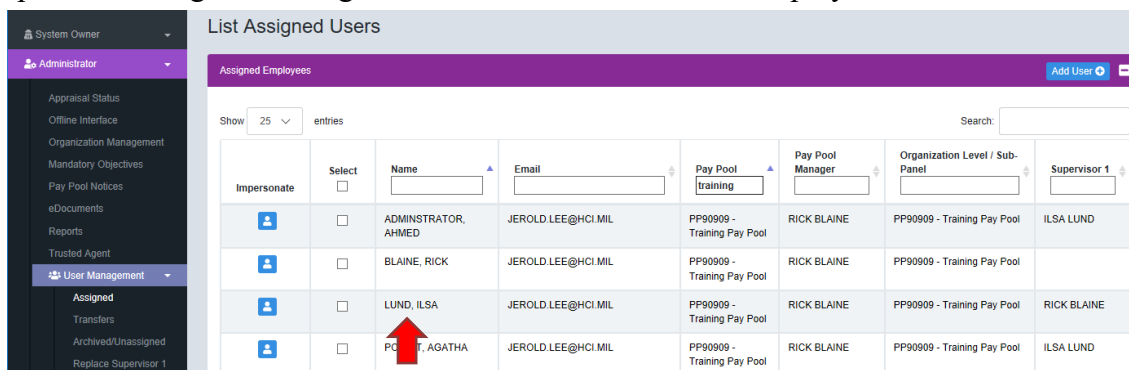
For Temporary Promotions: Administrator will open employee’s profile in CAS2Net 2.0. Scroll to bottom of profile and select “Post-cycle Activity” button. Select “Temporary Promotion” type and update promotion details fields and select SAVE.

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.*

STEP 1: Login to CAS2Net:

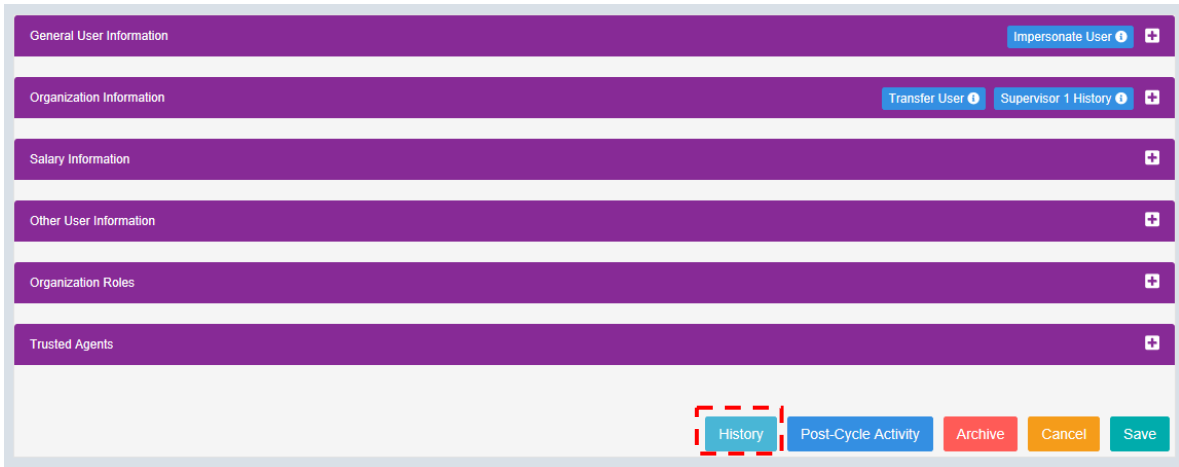


STEP 2: Open the “Assigned” listing to filter, search, and select for employee:

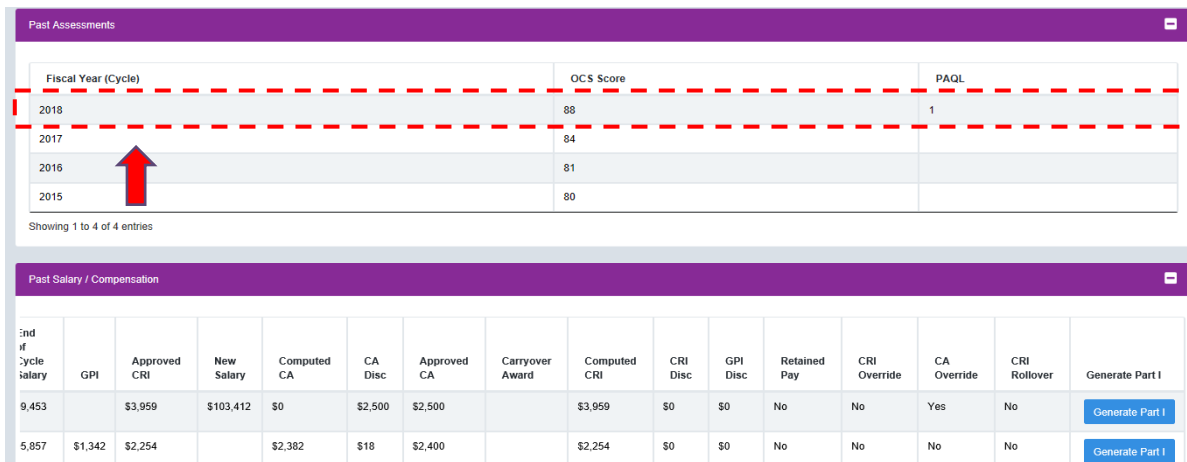


Note: CLICK on Employee’s Name, not the

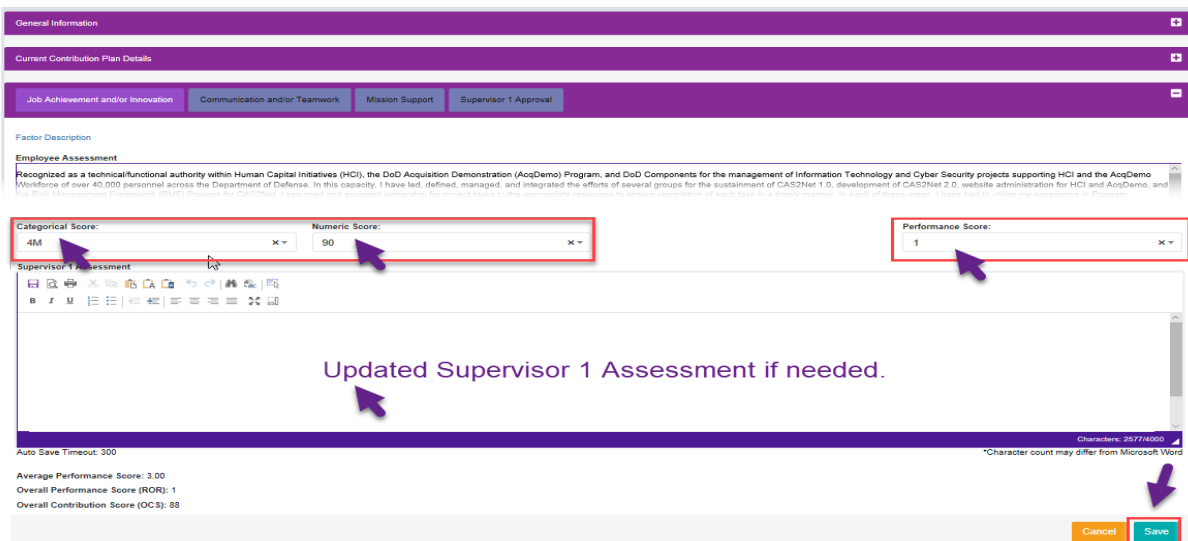
STEP 3: Scroll to bottom of page and select “History” button:



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



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

Past Assessments		
Fiscal Year (Cycle)	OCS Score	PAQL
2018	88	1
2017	84	
2016	81	
2015	80	

Showing 1 to 4 of 4 entries

Past Salary / Compensation																		
Fiscal Year (Cycle)	Expected OCS	End of Cycle Salary	GPI	Approved CRI	New Salary	Computed CA	CA Disc	Approved CA	Carryover Award	Computed CRI	CRI Disc	GPI Disc	Retained Pay	CRI Override	CA Override	CRI Rollover	Generate Part 1	
2018		\$99,453		\$3,959	\$103,412	\$0	\$2,500	\$2,500		\$3,959	\$0	\$0	No	No	Yes	No	Generate Part 1	
2017		\$95,142	\$1,342	\$2,254		\$2,382	\$18	\$1,400		\$1,254	\$0	\$0	No	No	No	No	Generate Part 1	
2016		\$895	\$2,237		\$1,857	\$0	\$1,857			\$2,237	\$0	\$0	No	No	No	No	Generate Part 1	
2015		\$833	\$2,357		\$88,484	\$1,145	\$0	\$1,145	\$5,000	\$2,357	\$0	\$0	No	No	No	No	Generate Part 1	

Showing 1 to 4 of 4 entries

Update Compensation Information

Fiscal Year: 2018

Expected OCS:

End of Cycle Salary: \$ 99,453

General Pay Increase (GPI): \$
2019 G=1.40 % * \$99,453 = \$1,393

Approved Contribution Rating Increase (CRI): \$ 3,959

New Salary: \$ 103,412
Warning: Calculated new salary of \$104,805 does not match stored value.

Computed CA: \$ 0

CA Discretionary: \$ 2,500

Approved Cash Award (CA): \$ 2,500

Carryover Award: \$

Total Award: \$ 2,500

Computed CRI: \$ 3,959

CRI Discretionary: \$ 0

GPI Discretionary: \$ 0

Is Retained Pay: No Yes

CRI Override: No Yes

CA Override: No Yes

CRI Rollover: No Yes

Justification:

Enter New CRI
→
System will auto update Salary, GPI, and CRI

Update Compensation Information

Fiscal Year: 2018

Expected OCS:

End of Cycle Salary: \$ 99,453

General Pay Increase (GPI): \$
2019 G=1.40 % * \$99,453 = \$1,393

Approved Contribution Rating Increase (CRI): \$ 4,000

New Salary: \$ 103,453
Warning: Calculated new salary of \$104,805 does not match stored value.

Computed CA: \$ 0

CA Discretionary: \$ 2,500

Approved Cash Award (CA): \$ 2,500

Carryover Award: \$

Total Award: \$ 2,500

Computed CRI: \$ 4,000

CRI Discretionary: \$ 0

GPI Discretionary: \$ 0

Is Retained Pay: No Yes

CRI Override: No Yes

CA Override: No Yes

CRI Rollover: No Yes

Justification:

Enter New CRI
→
Enter Justification
→

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

The screenshot shows the 'Salary Information' section of an employee profile in CAS2Net 2.0. The 'Basic Pay' field is highlighted with a red box and contains the value '\$ 103,453'. Other fields include Retained Pay Status (No/Yes), Allow Over 20% (No/Yes), Allow Over Control Point (No/Yes), CRI Override (No/Yes), CRI Rollover (No/Yes), CA Override (No/Yes), Presumptive Status (Select Option), Control Point Salary (\$), Locality (DCB - Wash DC/B...), and Locality Rate (28.22%). The 'Save' button is highlighted with a red box at the bottom right.

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, AcqDemo.Contact@hci.mil.