Pay Pool Administrator Advisory
2019-17

Issue Date: October 3, 2019

Topic: Post-Cycle - Creating CAS2Net User Profile.

Discussion: On October 1, 2019, CAS2Net activated three additional modules to support the CCAS end-of-year process. These three additional modules are: Appraisal Status, Offline Interface and Previous Cycle Data. This update is to provide guidance on record maintenance after the end of the CCAS rating period, in other words, 1 October or later.

Action: To create the new employee do the following:

1. Go to Administrator > User Management > Assigned
2. Create the New User Record from the List Assigned Users by clicking blue button "Add User"
3. Fill in data fields
4. In the Salary Information panel, remove Presumptive Status 1 – Due to time
5. Click "Save"

Action: If the employee start date in AcqDemo was 30 Sep 2019 or earlier, do the following:

1. Go to Administrator > User Management > Assigned
2. Create the New User Record from the List Assigned Users by clicking blue button "Add User"
3. Fill in data fields
4. Enter start date 30 Sep or earlier
5. Pop up: Presumptive Status 1 Not Allowed – Based on the AcqDemo start date, presumptive status 1 is not allowed
6. Click "Ok"
7. User Profile Salary Information has the Presumptive Status 1 – Due to time
8. Ensure data fields are filled
9. Click "Save"
10. Pop up: Presumptive Status 1 Not Allowed – Based on the AcqDemo start date, presumptive status 1 is not allowed
11. Salary Information Presumptive Status, click "x" to remove "1- Due to time"
12. Click "Save"
13. General User Information, click blue button "Add to Previous Cycle Data"
14. Pop up: Add Previous Cycle Data – Are you sure you want to add this employee to previous cycle data?
15. Click "Yes"
16. Pop up: Add Previous Cycle Data – This employee has been added to previous cycle data
17. Open Previous Cycle Data to search for the added profile
18. Click on the row for that employee

19. Pop up: Presumptive Status 1 Required – Based on the AcqDemo start date, presumptive status 1 is required
20. Click "Ok"
21. Open the Organization Information Panel, and set the Presumptive Status to "Presumptive Status 1 - Due to Time"
22. Click "Save"
23. Pop up: Save Cycle Data – Are you sure you want to save changes?
24. You do NOT need to select any fields to copy over to the Current User Profile
25. Click "Save" to save the Previous Cycle Data record
26. Click either "Cancel" or select from menu to leave the Previous Cycle Data record

Action: If the employee start date in AcqDemo start date was 1 Oct 2019 or later, do the following:

1. Go to Administrator > User Management > Assigned
2. Create the New User Record from the List Assigned Users by clicking blue button "Add User"
3. Fill in data fields
4. Enter start date 1 Oct or later
5. Click "Save"
6. Pop up (upper right corner): Action Result! The data you submitted has been saved.
7. Since AcqDemo start date is 1 Oct or later, DO NOT ADD to Previous Cycle Data
8. Click either "Cancel" or select from menu to leave the User Profile

Note: If you have any questions please email the AcqDemo Program Office, AcqDemo.Contact@hci.mil