

Issue Date: December 19, 2019

Topic: Finalize 2019 CCAS Results in CAS2Net Update

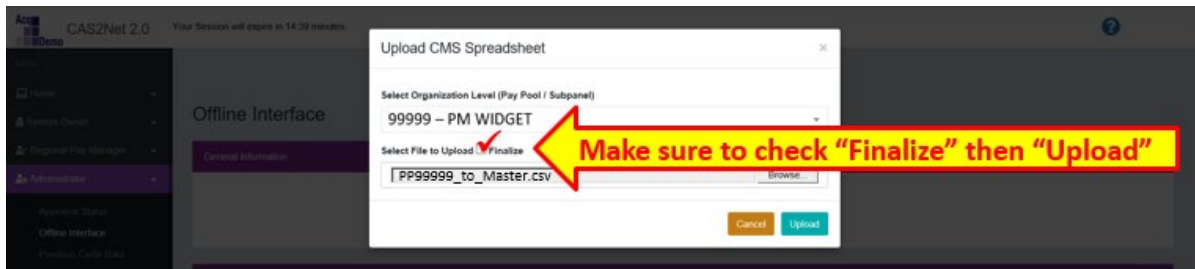
Action: Administrators finalize the 2019 CCAS pay pool results in CAS2Net.

CAS2Net and the CMS set the 2020 GPI at 2.6% with the same 2019 locality rates. However, the House just approved adding an average 0.5% Locality Pay increase in addition to the 2.6% GPI, therefore Pay Pool Administrators will need to do another CAS2Net round trip AFTER the President signs the legislation and OPM publishes the new 2020 GPI and Locality Rates. The Program Office will announce the must upload date in a separate advisory which may hit next week or the week of 30 Dec. However, we encourage all pay pools to upload an interim final upload NLT Friday, December 27, 2019 per our previous guidance.

Make sure all discrepancy report issues have been resolved. If you received a “NotFinalReport_ppXXXX”, resolve those issues before your next upload.

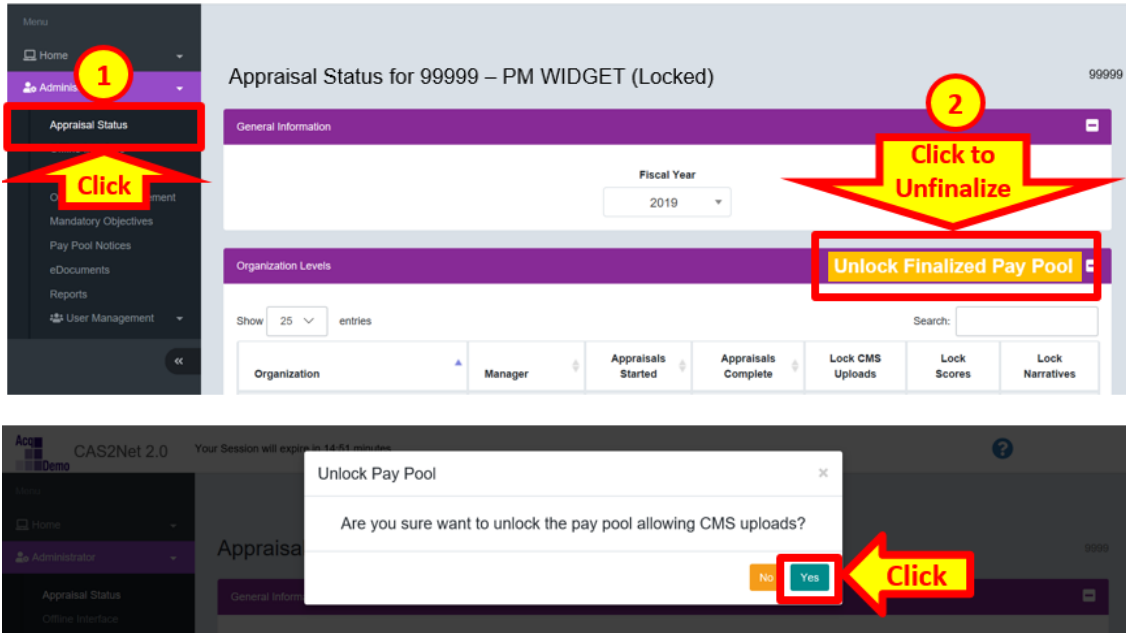
Steps to Complete a Round Trip Are:

- If you have not already uploaded your latest data from the CMS to CAS2Net, do so before completing the next step. After validating the CMS, in the CMS Content tab, click “Export” then save to your 2019 CCAS folder. Open CAS2Net, select Offline Interface to upload. Make sure to select the file “pp####_to_Master.csv”.
- Download your data and import it into your CMS Version 5. The download/import file will have the 2020 GPI and locality amounts.
- Double check that everything is the way the pay pool manager wants it! If you make any changes in the CMS, validate it again.
- Produce the export file from the CMSv5 and upload it to CAS2Net Offline Interface. Be sure there are no warnings or errors during the upload.
- Check the box next to “Finalize” then click “Upload” in Offline Interface so the PMO knows you are finished.



- If you need to unfinalize, go to Administrator > Appraisal Status click on button “Unlock Finalized Pay Pool” then click “Yes”. To finalize again, click the “Upload Employee Data” button on Offline Interface and you will be able to upload and finalize your file. Complete

this step not later than the date established by your Component/Group; otherwise by close of business on Friday, 27 December 2019.



NOTE 1: At close of business on 27 December, only the Previous Cycle Data module will be locked while the PMO pulls the data for upload to DCPDS and for the post-cycle analysis.

NOTE 2: Once the data is uploaded and finalized in CAS2Net and completed by the Program Office, changing the parameters in the CMS will have no effect on 2020 compensation. Any changes that affect the final payouts in January will need to be handled outside the CAS2Net system with the help of your servicing personnel office.

Note: If you have any questions, please contact your local AcqDemo POC or Component POC first and if the issue is system-related, email the AcqDemo Program Office, AcqDemo.Contact@hci.mil