



# *Pay Pool Administrator Advisory*

2020-11

**Issue Date: September 30, 2020**

**Topic:** CAS2Net End-of-Cycle Modules and 2020 CCAS Spreadsheets

**Discussion:** CAS2Net Appraisal Status, Offline Interface, and Previous Cycle Data modules are available effective 1 October 2020.

- Appraisal Status module provide the Pay Pool Administrator(s) the tool to track and/or lock annual appraisals for supervisors.
- Offline Interface module provides the tools to upload and download Employee Data for the Sub-Panel and Pay Pool Panel meetings.
- Previous Cycle Data allows the Pay Pool Administrator(s) to update employee information critical to the Pay Pool process. If updates are required due to personnel actions with effective dates on or before 30 September 2020, corrections must be made in the 2020 Cycle Data for employee profiles in the Previous Cycle Data module.
- CMSv1 and Sub-Panel Meeting v1 will be posted 1 October 2020 to the Pay Pool Notices module in CAS2Net and ready for download.

**Action:** Administrators must use the Offline Interface to download Employee Data that can be imported into the appropriate spreadsheet for the sub-panel or pay pool panel meetings. When meeting activities are concluded, the spreadsheet data must be exported from the spreadsheet and uploaded back to the CAS2Net database using the Offline Interface's "Upload Employee Data" button.

**Future Advisory:** The 2020 Pay Pool Analysis Tool (PAT) will be posted to Pay Pool Notices in mid-October.

**Note:** If you have any questions please email the AcqDemo Program Office, [AcqDemo.Contact@hci.mil](mailto:AcqDemo.Contact@hci.mil)