



CAS2Net Administrator Advisory

2021 - 2

Issue Date: 4 January 2021

Topic: CAS2Net - Releasing 2020 Annual Assessments

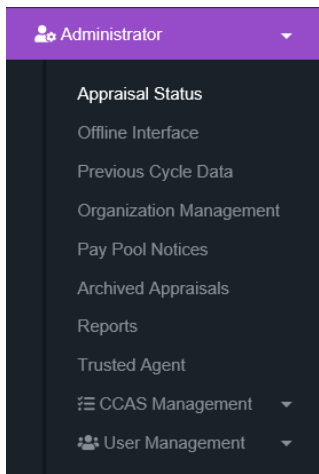
Discussion: The 2020 annual assessments have been finalized by the administrators. Before the administrators can release the annual assessments for the supervisor's discussion with the employee and signing, there are a few things to do before that happens:

- After COB 4 and 5 Jan 2021 - the AcqDemo Program Office will run pay pool validation.
- Morning of 5 and 6 Jan 2021 - post NotFinalReports with any issues that need to be resolved and DataComplete reports.
- NLT COB 5:00 PM EST on 6 Jan 2021 – Component and Agency requests for changes and exclusion from salary or all transactions must be submitted.
- 5-8 January 2021 – the AcqDemo Program Office will mark validated Pay Pools as **Complete** to allow administrators to release the pay pool results for supervisor communication.
 - When pay pools are marked as **Complete**, the Program Office will email the Component or Agency POC.
 - When the pay pools are marked as **Complete**, the administrator will have the ability to select **Release Pay Pool** in Appraisal Status that will give each supervisor access to the Annual Assessment, and the Salary Appraisal Form, so they can communicate the results and sign and release to their employees.
- 8 January 2021 – Pay transaction files will be posted to Regional Pay Notices for processing.
- 15-17 January 2021 - Turn the database over to FY2021.

Notes:

- The draft watermark will be removed once the supervisor signs, since it is not official without a supervisor signature.
- Once administrators release the appraisals until the database is turned over, the Previous Cycle supervisor will sign the Salary Appraisal Form, and after that it will be the current supervisor.
- The employees will be able to print a Salary Appraisal Form report once the supervisor completes the Supervisor 1 Approval tab, signs and releases the Annual Assessment to the employee.

Action: In accordance with local business rules and the approval of the pay pool manager, administrators can release the annual assessments by going to Administrator > Appraisal Status.



Select **Release Pay Pool**

Appraisal Status for 9999 - USER GUIDE PAY POOL (Locked) 9999

General Information

Fiscal Year: 2020

Select Top Level Organization: 9999 - USER GUIDE PAY POOL

Organization Levels **Release Pay Pool** **Reset Data Table**

Show 10 entries Search:

Organization	Manager	Appraisals Started	Appraisals Complete	Total	Percent Completed	Average Delta OCS	Std Deviation	Lock CMS Uploads	Lock Scores	Lock Narratives
*9999 - USER GUIDE PAY POOL	MANAGER, PAY POOL	8	8	8	100.00%	0.75	0.97		No Yes	No Yes

CAS2Net 2.0 Your Session will expire in 11:32 minutes ADMINISTRATOR.POOL

Release Pay Pool

Are you sure want to release the annual appraisals back to the supervisors for this pay pool?

No Yes

Select **Yes** to release the annual appraisals.

Organization Levels										
Rollback Released Pay Pool Reset Data Table										
Show 10 entries Search: <input type="text"/>										
Organization	Manager	Appraisals Started	Appraisals Complete	Total	Percent Completed	Average Delta OCS	Std Deviation	Lock CMS Uploads	Lock Scores	Lock Narratives
*9999 - USER GUIDE PAY POOL	MANAGER, PAY POOL	8	8	8	100.00%	0.75	0.97		No Yes	No Yes

If you click on **Rollback Released Pay Pool** , it will un-release the annual assessments from the supervisors and you can release them again by selecting **Release Pay Pool** .

Instructions for e-signing the annual assessments:

Supervisors:

Employees:

Frequently Asked Questions (FAQs)

Frequently Asked Questions by Topic

Select a Topic
Employee FAQs/Job-Aids

Show 100 entries

Search

Question

As an Employee how do I create a Contribution Plan in CAS2Net? What is the Contribution Plan workflow in CAS2Net?

As an Employee how do I create a Mid-Point Assessment in CAS2Net?

As an Employee how do I create an Annual Self-Assessment?

How to electronically sign my annual assessment?

Why can't I see Contribution Plan (or Assessments) button listed in Employee Reports module?

CAS2Net 2.0 Your Session will expire in 1:15 minutes

AMERICAN ROBIN

Display Question and Answer

Question

How to electronically sign my annual assessment?

Answer

As of CCAS cycle FY2019 End of Year Annuals Assessment Signature process has changed and is no longer requires download or upload in eDocuments. The documentation of an Annual Assessment between Supervisor and Employee is processed electronically in CAS2Net. Employees can NOT see the completed annual assessment until the Supervisor documents method of communication, Save, and then "Releases to the Employee".

Once the Employee gets a confirmation email, they can login CAS2Net to sign their Annual Assessment.

Steps for Employee to Sign:

1. From Employee Menu, Select the Annual Assessment.
2. From Employee Annual Assessments
3. Read and Review each Factor Tab, then Select the Supervisor 1 Approval Tab

Attachment

For more information, see the attached file: [Employee digital signature of Annual Assessment.pdf](#)

Done

Click to open Job Aid

Note: If you have any questions or experience any issues related to the above notice; please email the AcqDemo Program Office, AcqDemo.Contact@hci.mil