



CAS2Net Administrator Advisory

2021-26

Issue Date: December 15, 2021

Topic: CAS2Net Pay Pool Notices – DataCompleteReports and NotFinalReports

Discussion: On December 5 and 13, 2021, one of two reports was posted to Pay Pool Notices on the status of the upload from your Compensation Management Spreadsheet (CMS).

As of 0900 14 Dec 2021	Data Complete Report	Not Viewed	Not Final Report	Not Viewed
Army	53	39	23	2
Air Force	100	61	25	4
Navy	29	26	25	21
Marine Corps	3	3	4	4
4th Estate	18	7	19	9
Total	203	136	96	40
Total Pay Pools	299			

The DataCompleteReport was the review of your last upload of the employee data by the Program Office and no issues were seen.

It is critical that administrators review the NotFinalReports. The NotFinalReport also is an interim check of your pay pool data. It concentrates on problems with the CMS results data, the post-cycle activity (which should explain changes between Previous Cycle Data and User Profile data), and DCPDS.

Each page is a different issue and the same person may fall on multiple pages. It is important that the final CMS upload is an accurate portrayal of all the AcqDemo employees as of September 30th. To build the 2022 transactions we use the results of the CMS and the information you provide in CAS2Net about post-cycle activity that explains a change from Previous Cycle Data (which is as of September 30th) to User Profile data (which should be current data as of 2 Jan 2022).

The solution to most problems is to correct CAS2Net data and then perform a round trip. If you discover that DCPDS data is not accurate and will not be corrected prior to January 2, 2022, we need to pull out the employees transactions. To pull out the employee's transaction, you must email Tony Parton at Tony.Parton@dau.edu, Tyanne Green at Tyanne.Green@dau.edu and Jerry Lee at Jerry.Lee@dau.edu. The subject for the email must be "Exclude from Transactions" and include the name of the employee, employee's CAS2Net ID number and one of the following: Don't Send Salary Transactions or Don't Send Any Transactions. *For Army and Air Force you will need to coordinate this request with your Component Program Office.*

Action: Administrators review the NotFinalReports as well as the DataCompleteReports.

Note: Next reports Monday December 20, 2021. If you have any questions or experience any issues related to the above notice; please email the AcqDemo Program Office, AcqDemo.Contact@dau.edu.