



CAS2Net Administrator Advisory

2022-1

Issue Date: 4 January 2022

Topic: CAS2Net - Releasing 2021 Annual Assessments

Discussion: We are still awaiting the final/approved 2022 Award Funding guidance, but we were informed of the final DoD draft guidance. Good news is the language is pretty-much the same as last year and the AcqDemo funding memo sent a few months ago is unchanged, including the 2.5% award amount set in our CMS (Compensation Management Spreadsheet). So we do not anticipate any re-work/adjustments to your CMS data.

Our Program Office has been reviewing all of your CMS upload data and if we see any one-off issues we're working it directly with you and/or the administrators, as necessary, so that all of the transactions will be ready and available for HRSO processing in DCPDS for the 2 Jan - 15 Jan pay period. That said, "if" we do not get the final/signed Award Funding guidance from DoD we are instructing the HRSO's to process the Pay Transactions (GPI, CRI and CRI Carryover), but to hold-off processing the Contribution Awards until we receive the final guidance from DoD. While each HRSO has their own internal processing schedule, they should have until Tuesday, 11 January 2022 to get the Awards processed in-time for the 2 Jan - 15 Jan pay period.

When your pay pool is marked **Completed**, as described below, and if you release the appraisals prior to official DoD award guidance, inform your leadership, supervisors and employees that the CA amount on the Salary Appraisal Forms is tentative pending the DoD award guidance and HRSO processing. The CA amount will not change.

The 2021 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:

- 4 Jan 2022 - the AcqDemo Program Office will run pay pool validation.
- 5 Jan 2022 o/a noon 12:00 PM EST- post NotFinalReports with any issues that need to be resolved and DataComplete reports.
- NLT COB 5:00 PM EST on 6 Jan 2022 – Component and Agency requests for changes and exclusion from salary or all transactions must be submitted to the Program Office (tony.parton@dau.edu, jerry.lee@dau.edu and tyane.green@dau.edu).
- 4-9 January 2022 – the AcqDemo Program Office will mark validated Pay Pools as **Completed** to allow administrators to release the pay pool results for supervisor communication.
 - When pay pools are marked as **Completed**, the Program Office will email the Component or Agency POC.
 - When the pay pools are marked as **Completed**, 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.

- NLT 10 January 2022 – Pay transaction files will be posted to Regional Pay Notices for processing.
- 15-17 January 2022 - Turn the database over to FY2022.

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.

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.

If you have any questions or experience any issues related to the above notice; please email the AcqDemo Program Office, AcqDemo.Contact@dau.edu.