



CAS2Net Administrator Advisory

2022-03

Issue Date: 06 January 2022

Topic: 2022 AcqDemo CAS2Net and CCAS Open Forums

Discussion: The AcqDemo Program Office is offering monthly Open Forum sessions with the first scheduled for Thursday, January 6, 2022. This series is open to all CAS2Net Pay Pool/Sub Pay Pool Administrators/Super Users. The goals of the Open Forum series are to provide the latest update on CAS2Net and the CCAS spreadsheets and opportunities for Administrators/Super Users to ask technical and policy questions related CAS2Net and CCAS activities. Questions on policies issued by your component and/or command should be referred to your component/command POCs.

Each session will begin with the AcqDemo PMO presenting the open forum topic and conclude with a Q&A. Questions do not have to be related to the topic discussed for that particular session.

2022 Open Forum Schedule:

- ✓ 06 January, 1pm – 2:30pm ET: Pay Transactions, Turning CAS2Net Data Base and CCAS Grievance
- 03 February, 1pm – 2:30pm ET: CCAS Grievance, Archive/Transfer and CAS2Net/CCAS Spreadsheets Lessons Learned
- 03 March, 1pm – 2:30pm ET: Assigning Mandatory Objectives, Mid-Point Review, Additional Feedback and Closeout Assessment
- 07 April, 1pm – 2:30pm ET: Reports –FY-based Reports & Current Settings Reports (how to know which report to use and when)
- 05 May, 1pm – 2:30pm ET: User Role Assignments
- 02 June, 1pm – 2:30pm ET: CAS2Net Enhancements
- 07 July, 1pm – 2:30pm ET: Creating Sub-Organization Levels and assigning Sub-Panel Managers
- 04 August, 1pm – 2:30pm ET: Communicating with PMO on CAS2Net and CCAS issues (Name, CAS2Net ID number, Regarding Employee's CAS2Net #)
- 08 September, 1pm – 2:30pm ET: Sub-Panel Meeting Online
- 15 September, 1pm – 2:30pm ET: CMS Online
- 22 September, 1pm-2:30pm ET: Post Cycle Modules and CCAS Spreadsheets
- 29 September, 1pm-2:30pm ET: Previous Cycle Data, Transfer, Archive, Post Cycle Activities and Retained Pay
- 06 October, 1pm-2:30pm ET: Discrepancy Reports
- 13 October, 1pm-2:30pm ET: Lock/Unlock Supervisor 1, Sub-Pay Pool and Pay Pool
- 20 October, 1pm-2:30pm ET: CMS
- 03 November, 1pm-2:30pm EST: Not Final Reports
- 17 November, 1pm-2:30pm EST: Initial and Final Upload and DataCompleteReports and NotFinalReports

- 08 December, 1pm-2:30pm EST: Pay Pool Analysis Tool
- 15 December, 1pm-2pm ET: Grievance/Grievance Window

Note: Open Forum topics may change due to demand or current circumstances.

Action: In order to make this series as useful as possible, the PMO is accepting discussion topics. Please send all suggestions to Jerry Lee (jerry.lee@dau.edu) and Tyanne Green (Tyanne.Green@dau.edu).

TEAMs Meeting Information:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_YzExYjE4MGEtZjk5Yi00NTlmLWI0ZmEtMmExYjY4ZTUzOTA5%40thread.v2/0?context=%7b%22Tid%22%3a%221c21be44-2435-49bf-bc1f-cba317187058%22%2c%22Oid%22%3a%220dd077bc-6b42-48c9-8070-12c9a1adf173%22%7d

Or call in (audio only) +1 571-403-9146
Phone Conference ID: 941 202 057#

To Access training as a TEAMs guest:

1. Copy and paste the web link in your web browser, Microsoft Edge recommended.
 - a. Be sure you are **NOT** logged in through your TEAMs or Microsoft Office account when accessing through the web browser.
2. When the “Open Microsoft Teams” dialogue box opens, click **Cancel**.
3. Select **Continue on this Browser**.
4. Continue with audio and video options, then enter your name.
5. Click **Join now**.

Trouble Shooting Tips:

1. Clear your web browsers cache:
<https://support.google.com/accounts/answer/32050?hl=en&co=GENIE.Platform%3DDesktop>
2. Try using a different web browser.
3. If unable to log in through a web browser, use the TEAMs dial-in number to follow along with the session.

Note: If you have any questions or experience any issues related to the above notice; please email Tyanne Green (Tyanne.Green@dau.edu) and Jerry Lee (jerry.lee@dau.edu).