

Some Pay Pool Business Rules May Require Supervisor 2 Approval

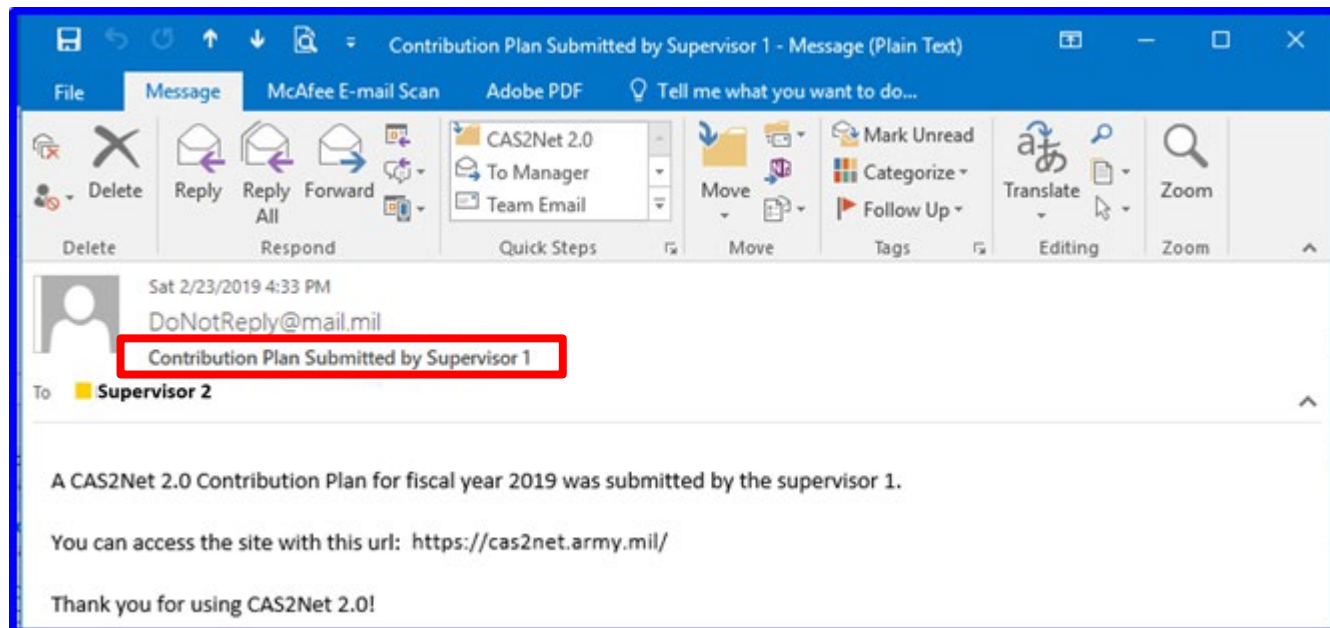
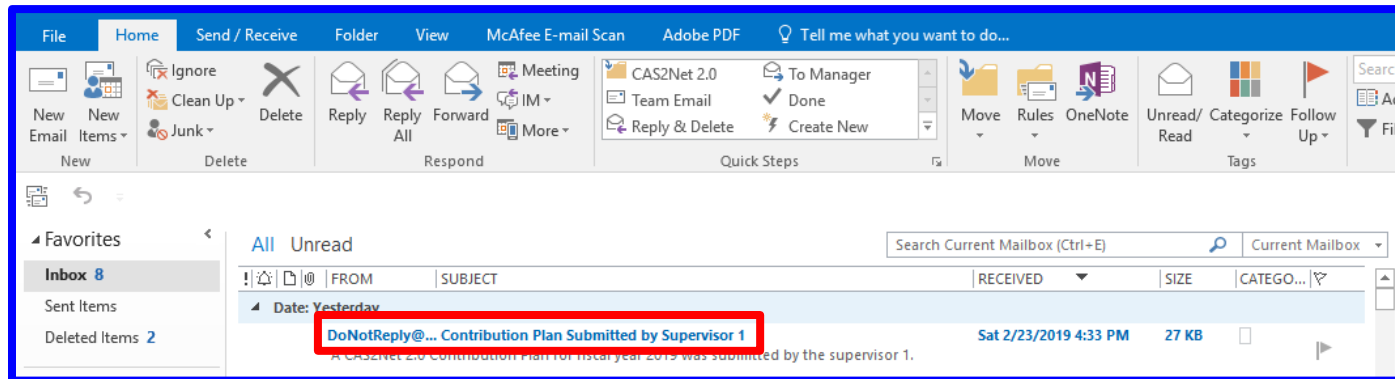
Contribution Plan Supervisor 2 Approval

The following slides may be slightly different when you access CAS2Net due to continuing refinement of CAS2Net.

Purpose

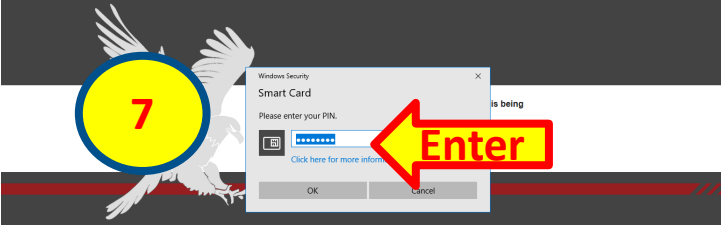
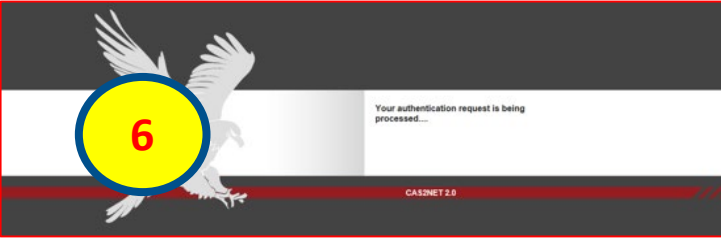
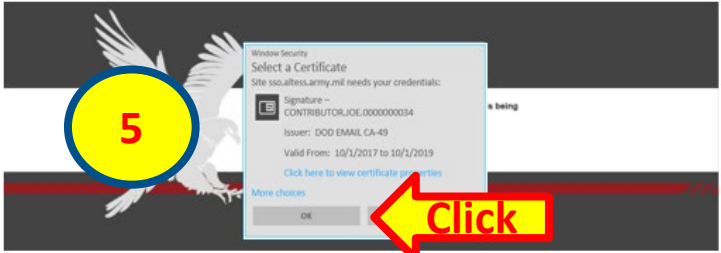
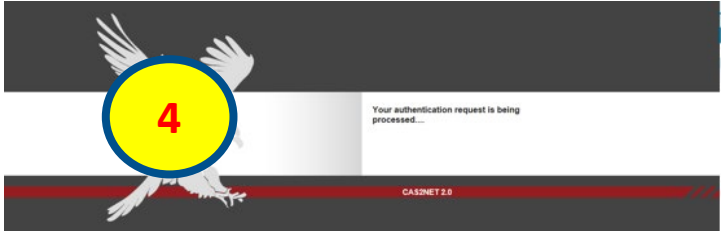
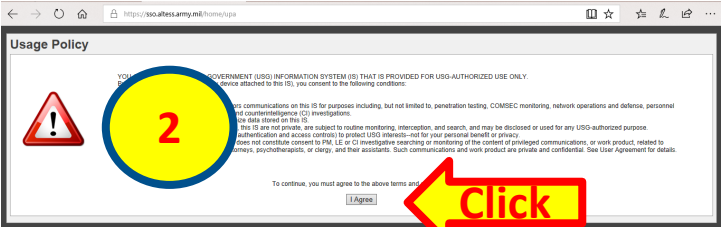
This job aid is a guide on the work flow for the CCAS Contribution Plan in CAS2Net.

Contribution Plan – Email Notification Supervisor 1 to Supervisor 2



CAS2Net Login

1 Use <https://cas2net.army.mil> and Save to Favorites



Contribution Plan – Supervisor 2 Approval

The screenshot displays the CASNet 2.0 web application interface. On the left is a dark navigation menu with options: Home, Index (highlighted with a red box), FAQs, About, Contact, Manager, Supervisor, and Employee. A vertical cyan box labeled "Navigation Menu" is positioned to the left of the menu. At the top right, a blue box labeled "Session Countdown Timer" points to the text "Your Session will expire in 14:21 minutes". Below this, a cyan box explains the expand/collapse icons: "Click + to Expand Panel" and "Click - to Collapse Panel". The main content area shows a "Supervisor 1 Dashboard" with three pie charts for 2014 Contribution Plan Status, Midpoint Assessment Status, and Annual Assessment Status. A "Supervisor 2 Dashboard" is expanded below it, showing the same three charts but with a legend that includes "Ready for Supervisor 2 Approval" (purple). A cyan box labeled "Supervisor 2 Dashboard" with an arrow points to this expanded section. The bottom of the page contains a green footer with "CASNet 2.0 Powered by HCI IT" and "The information contained herein is covered by the Privacy Act of 1974".

Contribution Plan – Supervisor 2 Approval

Employee Contribution Plans

General Information

Fiscal Year: 2019

Employee Contribution Plans - Manager

Show 25 entries

Status	Name	Email	Current Supervisor 1	Effective Date	Supervisor 1	Supervisor 2
Submitted	ADMINISTRATOR, AHMED	AGATHA_POIROT@WIDGET.MIL	LUND, ILSA	10-01-2018		
Ready for Supervisor 2 Approval	POIROT, AGATHA	AHMED.ADMISTRATOR@WIDGET.MIL	LUND, ILSA	10-01-2018	LUND, ILSA	BLAINE, RICK
Draft	LUND, ILSA	ILSALUND@WIDGET.MIL	BLAINE, RICK	10-01-2018		
Draft	SUPERUSER, SABASTIAN	SABASTIAN.SUPERUSER@WIDGET.MIL	LUND, ILSA	10-01-2018		

Showing 1 to 4 of 4 entries

Must Use Supervisor Menu for Supervisor 2 Approval

Employee Contribution Plans

General Information

Employee Contribution Plans - Supervisor 1

Employee Contribution Plans - Supervisor 2

Show 25 entries

Status	Name	Email	Current Supervisor 2	Effective Date	Supervisor 1	Supervisor 2
Submitted	ADMINISTRATOR, AHMED	AHMED.ADMISTRATOR@WIDGET.MIL	BLAINE, RICK	10-01-2018		
Ready for Supervisor 2 Approval	POIROT, AGATHA	AGATHA_POIROT@WIDGET.MIL	BLAINE, RICK	10-01-2018	LUND, ILSA	BLAINE, RICK
Draft	SUPERUSER, SABASTIAN	SABASTIAN.SUPERUSER@WIDGET.MIL	BLAINE, RICK	10-01-2018		

Showing 1 to 3 of 3 entries

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Contribution Plan – Supervisor 2 Approval

Employee Contribution Plan Supervisor 2

Supervisor has approved and waiting for Supervisor 2 to approve

	Submitted	Ready for Supervisor 2 Approval	Draft
	ADMINSTRATOR, AHMED	POIROT, AGATHA	SUPERUSER, SABASTIAN
Email	AHMED.ATOR@1	AGATHA.POIROT@WIDGET.MIL	SABASTIAN.SUPERUSER@WIDGET.MIL
Supervisor 1	ILSA.LUND@WIDGET.MIL	BLAINE, RICK	BLAINE, RICK
Supervisor 2			
Effective Date	10-01-2018	10-01-2018	10-01-2018

Showing 1 to 3 of 3 items

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Contribution Plan – Supervisor 2 Approval

The screenshot displays the 'Employee Contribution Plans' interface. On the left is a navigation menu with 'Supervisor' selected and 'Contribution Plans' highlighted. The main area shows a table of contribution plans. A yellow callout box with the text 'Click On Name / Row' and a red arrow points to the first row of the table. A red box highlights the first row of the table.

Status	Submitted	Name	Effective Date	Supervisor 1	Supervisor 2
Ready for Supervisor 2 Approval	POIROT, AGATHA	AGATHA.POIROT@WIDGET.MIL	10-01-2018	LUND, ILSA	BLAINE, RICK
Draft	SUPERUSER, SABASTIAN	SUPERUSER@WIDGET.MIL	10-01-2018	BLAINE, RICK	

Showing 1 to 3 of 3 entries

CA52Net 2.0 - Powered by ALTESS The information contained herein is covered by the Privacy Act of 1974 For Official Use Only (FOUO)

Contribution Plan – Supervisor 2 Approval

Menu

- Home
- Manager
- Supervisor**
 - Contribution Plans**
 - Midpoint Assessments
 - Annual Assessments
 - Additional Feedback
 - Closeout Assessments
 - eDocuments
 - Reports
- Employee

Contribution Plan for AGATHA POIROT (Ready for Supervisor 2 Approval)

General Information

Fiscal Year: 2019

Supervisor Level 1: LUND, ILSA	Supervisor Level 2: BLAINE, RICK	Sub-Panel Manager: BLAINE, RICK	Pay Pool Manager: BLAINE, RICK
Broadband Level: III	Occupational Series:	Career Path: NH - Business Management and Technical Management Professional	Expected OCS and Range: 0 - 0 - 0

Contribution Planning

Effective Date: 10-01-2018

Job Achievement and/or Innovation | Communication and/or Teamwork | Mission Support | Supervisor 1 Approval

Factor Description

Individual Objectives

Develop a computer program to track material storage and delivery of weapon system parts from the Supply Department to the Operating Forces.

This record is read-only but supervisor 2 approval is permitted.

Action Options: Cancel | Return to Supervisor 1 | Approve

Review

Note: Read Only But Supervisor 2 Approval Require

Action Options

Contribution Plan – Supervisor 2 Approval

Menu

- Home
- Manager
- Supervisor**
 - Contribution Plans**
 - Midpoint Assessments
 - Annual Assessments
 - Additional Feedback
 - Closeout Assessments
 - eDocuments
 - Reports
- Employee

Contribution Plan for AGATHA POIROT (Ready for Supervisor 2 Approval)

General Information

Fiscal Year: 2019

Supervisor Level 1: LUND, ILSA	Supervisor Level 2: BLAINE, RICK	Sub-Panel Manager: BLAINE, RICK	Pay Pool Manager: BLAINE, RICK
Broadband Level: III	Occupational Series:	Career Path: NH - Business Management and Technical Management Professional	Expected OCS and Range: 0 - 0 - 0

Contribution Planning

Effective Date: 10-01-2018

Job Achievement and/or Innovation | Communication and/or Teamwork | Mission Support | Supervisor 1 Approval

Factor Description

Individual Objectives

Develop a computer program to track material storage and delivery of weapon system parts from the Supply Department to the Operating Forces.

This record is read-only but supervisor 2 approval is permitted.

Cancel | Return to Supervisor 1 | Approve

Review

Click Next Factor

Contribution Plan – Supervisor 2 Approval

Menu

- Home
- Manager
- Supervisor**
 - Contribution Plans**
 - Midpoint Assessments
 - Annual Assessments
 - Additional Feedback
 - Closeout Assessments
 - eDocuments
 - Reports
- Employee

Contribution Plan for AGATHA POIROT (Ready for Supervisor 2 Approval)

General Information

Fiscal Year: 2019

Supervisor Level 1: LUND, ILSA	Supervisor Level 2: BLAINE, RICK	Sub-Panel Manager: BLAINE, RICK	Pay Pool Manager: BLAINE, RICK
Broadband Level: III	Occupational Series:	Career Path: NH - Business Management and Technical Management Professional	Expected OCS and Range: 0 - 0 - 0

Contribution Planning

Effective Date: 10-01-2018

Job Achievement and/or Innovation | **Communication and/or Teamwork** | Mission Support | Supervisor 1 Approval

Factor Description

Individual Objectives

Coordinate with organization elements and contractors to resolve a classified e-mail problem.
As the Help Desk Assistant, assist over 300 Operating Forces customers monthly by providing accurate and timely responses to all questions and requests for assistance.
Volunteer to lead teaching six Microsoft Office classes and various administrative correspondence courses.

This record is read-only but supervisor 2 approval is permitted.

Cancel Return to Supervisor 1 Approve

Review

Click Next Factor

Contribution Plan – Supervisor 2 Approval

Menu

- Home
- Manager
- Supervisor**
 - Contribution Plans**
 - Midpoint Assessments
 - Annual Assessments
 - Additional Feedback
 - Closeout Assessments
 - eDocuments
 - Reports
- Employee

Contribution Plan for AGATHA POIROT (Ready for Supervisor 2 Approval)

General Information

Fiscal Year: 2019

Supervisor Level 1: LUND, ILSA	Supervisor Level 2: BLAINE, RICK	Sub-Panel Manager: BLAINE, RICK	Pay Pool Manager: BLAINE, RICK
Broadband Level: III	Occupational Series:	Career Path: NH - Business Management and Technical Management Professional	Expected OCS and Range: 0 - 0 - 0

Contribution Planning

Effective Date: 10-01-2018

Job Achievement and/or Innovation | Communication and/or Teamwork | **Mission Support** | Supervisor 1 Approval

Factor Description

Individual Objectives

Establish contact with matrix activities, HQ, and other services and agencies to provide/maintain accurate information on the widget amplification program.
Provide improved budget procedures and guidance.

This record is read-only but supervisor 2 approval is permitted.

Cancel | Return to Supervisor 1 | Approve

Review

Click Next Factor

Contribution Plan – Supervisor 2 Approval

Menu

- Home
- Manager
- Supervisor**
 - Contribution Plans**
 - Midpoint Assessments
 - Annual Assessments
 - Additional Feedback
 - Closeout Assessments
 - eDocuments
 - Reports
- Employee

Contribution Plan for AGATHA POIROT (Ready for Supervisor 2 Approval)

General Information

Fiscal Year: 2019

Supervisor Level 1: LUND, ILSA	Supervisor Level 2: BLAINE, RICK	Sub-Panel Manager: BLAINE, RICK	Pay Pool Manager: BLAINE, RICK
Broadband Level: III	Occupational Series:	Career Path: NH - Business Management and Technical Management Professional	Expected OCS and Range: 0 - 0 - 0

Contribution Planning

Effective Date: 10-01-2018

Job Achievement and/or Innovation	Communication and/or Teamwork	Mission Support	Supervisor 1 Approval
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Method(s) of Communication: Face to Face
Date Communicated: 02-04-2019
Communicated By: LUND, ILSA

This record is read-only but supervisor 2 approval is permitted.

Click Approve →

Review Method and Date of Communication

Click Approve

Contribution Plan – Supervisor 2 Approval

Changed from
Ready for Supervisor 2 Approval
to Approved

Menu

- Home
- Manager
- Supervisor**
- Contribution Plans**
- Annual Assessments
- Additional Feedback
- Closeout Assessments
- eDocuments
- Reports

Employee

Contribution Plan for AGATHA POIROT (Approved)

General Information

Contribution Planning

Job Achievement and/or Innovation | Communication and/or Teamwork | Mission Support | Supervisor 1 Approval

Factor Description

Individual Objectives

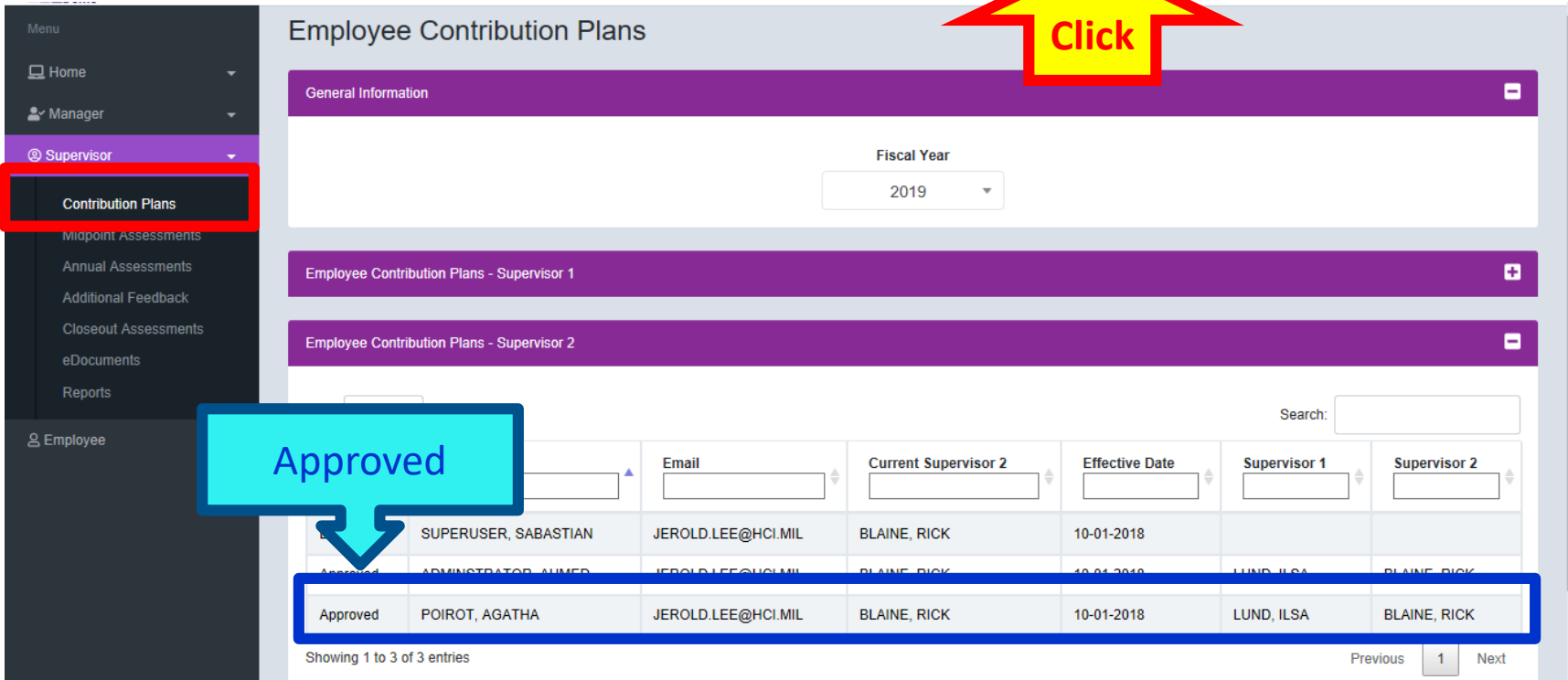
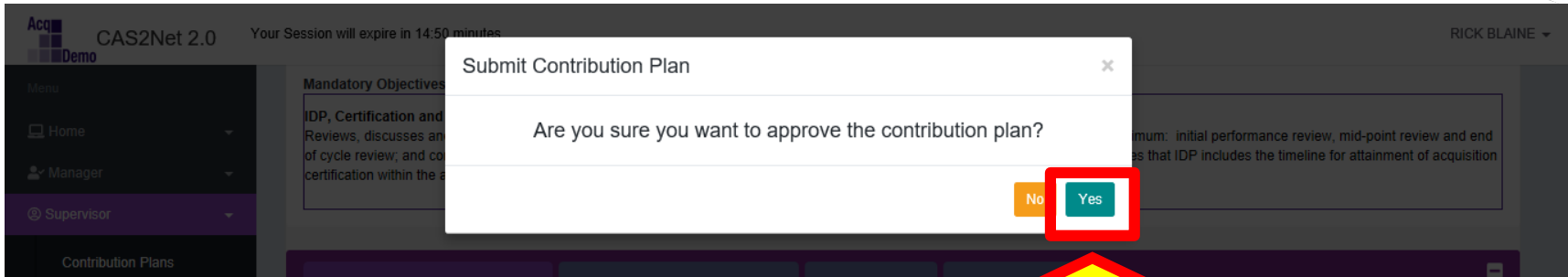
Develop a computer program to track material storage and delivery of weapon system parts from the Supply Department to the Operating Forces.

This record is read-only because it has been approved.

Cancel

Read Only, Approved

Contribution Plan – Supervisor 2 Approval



Contribution Plan – Supervisor 1 Employee Detail

Menu

- Home
- Supervisor**
 - Contribution Plans**
 - Midpoint Assessments
 - Annual Assessments
 - Additional Feedback
 - Closeout Assessments
 - eDocuments
 - Reports
- Employee

Employee Contribution Plans - Supervisor 1

Show 25 entries

Search:

Status	Name	Email	Current Supervisor 1	Effective Date	Supervisor 1	Supervisor 2
Ready for Supervisor 2 Approval	POIROT, AGATHA	AGATHA.POIROT@WIDGET.MIL	LUND, ILSA	10-01-2018	LUND, ILSA	BLAINE, RICK
Draft	ADMINSTRATOR, AHMED	AHMED.ADMINISTRATOR@WIDGET.MIL	LUND, ILSA	10-01-2018		
* Not Started	SUPERUSER, SABASTIAN	SABASTIAN.SUPERUSER@WIDGET.MIL	LUND, ILSA			
* Not Started	WATSON, SHERLOCK	SHERLOCK.WATSON@WIDGET.MIL	LUND, ILSA			

Showing 1 to 4 of 4 entries

* In Status column: indicates an item must be initiated by the employee

Previous 1 Next

Employee Contribution Plans - Supervisor 1

Show 25 entries

Search:

Status	Name	Email	Current Supervisor 1	Effective Date	Supervisor 1	Supervisor 2
Draft	SUPERUSER, SABASTIAN	SABASTIAN.SUPERUSER@WIDGET.MIL	LUND, ILSA	10-01-2018		
Approved	ADMINSTRATOR, AHMED	AHMED.ADMINISTRATOR@WIDGET.MIL	LUND, ILSA	10-01-2018	LUND, ILSA	BLAINE, RICK
Approved	POIROT, AGATHA	AGATHA.POIROT@WIDGET.MIL	LUND, ILSA	10-01-2018	LUND, ILSA	BLAINE, RICK
* Not Started	WATSON, SHERLOCK	SHERLOCK.WATSON@WIDGET.MIL	LUND, ILSA			

Showing 1 to 4 of 4 entries

* In Status column: indicates an item must be initiated by the employee

Previous 1 Next

Contribution Plan - Supervisor 2 Return to Supervisor 1 or Modify

Contribution Plan – Supervisor 2 to Supervisor 1

Menu

- Home
- Manager
- Supervisor
- Employee

Contribution Plan for AGATHA POIROT (Ready for Supervisor 2 Approval)

General Information

Fiscal Year: 2019			
Supervisor Level 1: LUND, ILSA	Supervisor Level 2: BLAINE, RICK	Sub-Panel Manager: BLAINE, RICK	Pay Pool Manager: BLAINE, RICK
Broadband Level: III	Occupational Series:	Career Path: NH - Business Management and Technical Management Professional	Expected OCS and Range: 0 - 0 - 0

Contribution Planning

Effective Date: 10-01-2018

Job Achievement and/or Innovation
Communication and/or Teamwork
Mission Support
Supervisor 1 Approval

Method(s) of Communication Face to Face	Date Communicated 02-04-2019
Communicated By LUND, ILSA	

This record is read-only but supervisor 2 approval is permitted.

Cancel
Return to Supervisor 1
Approve

Option to Return to Supervisor 1, see next slide

Contribution Plan – Supervisor 2 to Supervisor 1

If returning Contribution Plan to Supervisor 1, enter justification

Click

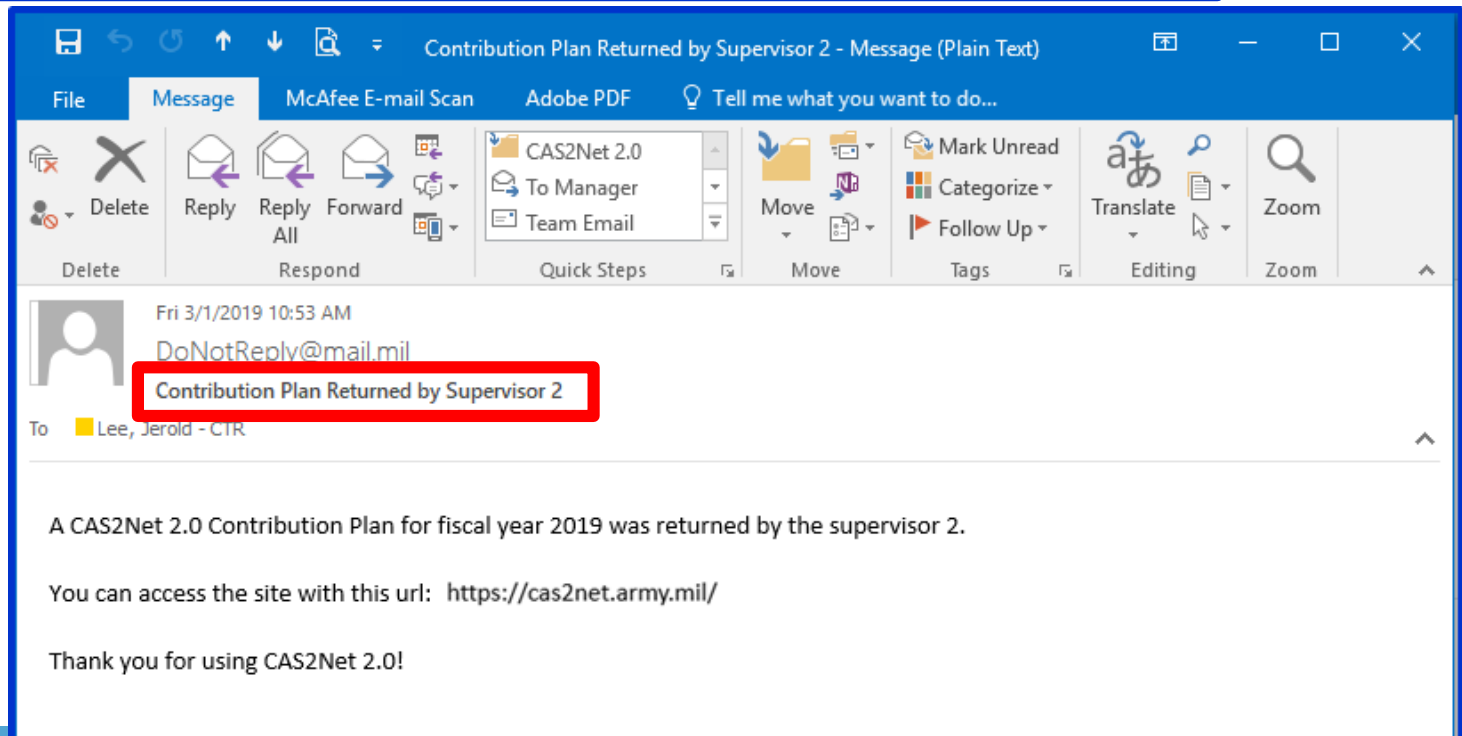
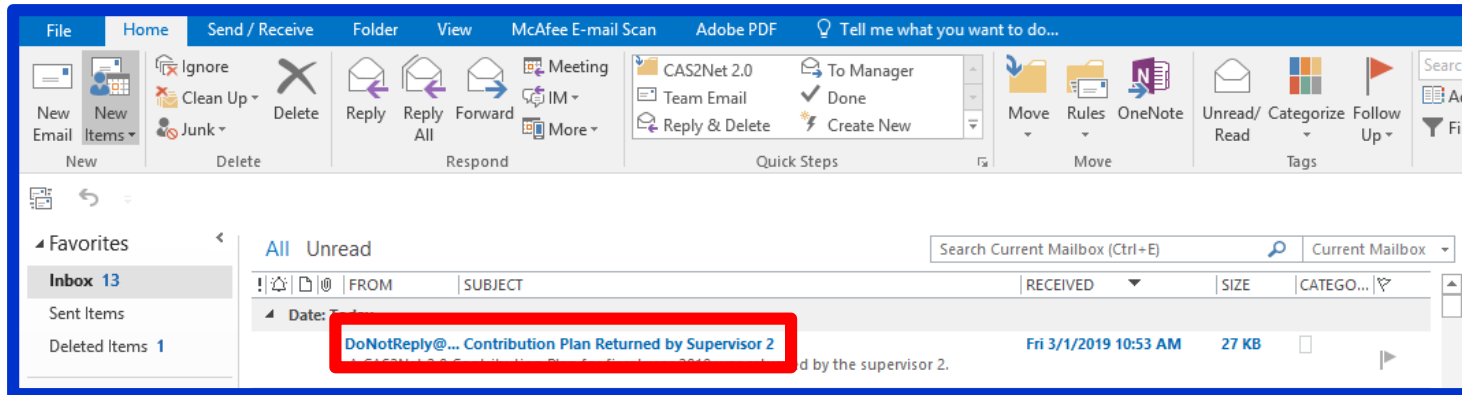
Return Contribution Plan

Are you sure you want to return contribution plan to the supervisor 1? If so, this will clear the method of communication and date.

Justification

No Yes

Contribution Plan Returned – Email Notification Supervisor 2 to Supervisor 1



Contribution Plan – Supervisor 2 to Supervisor 1

Supervisor 2

Employee Contribution Plans

General Information

Employee Contribution Plans - Supervisor 1

Employee Contribution Plans - Supervisor 2

Show 25 entries

Status	Name	Email	Current Supervisor 2	Effective Date	Supervisor 1	Supervisor 2
Submitted - Returned	ADMINSTRATOR, AHMED	JEROLD.LEE@HCI.MIL	BLAINE, RICK	10-01-2018	LUND, ILSA	BLAINE, RICK
Draft	SUPERUSER, SABASTIAN	JEROLD.LEE@HCI.MIL	BLAINE, RICK	10-01-2018		
Approved	POIROT, AGATHA	JEROLD.LEE@HCI.MIL	BLAINE, RICK	10-01-2018	LUND, ILSA	BLAINE, RICK

Showing 1 to 3 of 3 entries

Supervisor 1

Employee Contribution Plans

General Information

Employee Contribution Plans - Supervisor 1

Show 25 entries

Status	Name	Email	Current Supervisor 1	Effective Date	Supervisor 1	Supervisor 2
Submitted - Returned	ADMINSTRATOR, AHMED	JEROLD.LEE@HCI.MIL	LUND, ILSA	10-01-2018	LUND, ILSA	BLAINE, RICK
Draft	SUPERUSER, SABASTIAN	JEROLD.LEE@HCI.MIL	LUND, ILSA	10-01-2018		
Approved	POIROT, AGATHA	JEROLD.LEE@HCI.MIL	LUND, ILSA	10-01-2018	LUND, ILSA	BLAINE, RICK
* Not Started	WATSON, SHERLOCK	JEROLD.LEE@HCI.MIL	LUND, ILSA			

Showing 1 to 4 of 4 entries

* In Status column: indicates an item must be initiated by the employee

CAS2Net

Questions, Issues, Problems

Altess ServiceNow Service Desk

24/7/365

usarmy.radford.peo-eis.other.service-desk@mail.mil

or

1-800-981-3234