



CAS2Net 2.0 Administrator Training Functionality

**Conferencing line:
Dial: +1 (224) 501-3412
Access Code: Verify Invite**

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- Audience
 - Administrators
- Objective: Understand how to navigate CAS2Net functionalities
- Training Knowledge
 - Understand 1.0 Data maintenance functions relate to 2.0 functions
 - Understand where to maintain employee record
 - Understand how to transfer employee record
 - Understand how to archive employee record
 - Understand where to add a new employee record
 - Understand where to manage supervisor assignments
 - Understand where to manage Organization Structures
 - Pay Pools
 - Sub-Panels
 - How to Move a Pay Pool/Sub-Panel

- Access the CAS2Net 2.0 site by going to the following URL:
<https://cas2net.army.mil>



CAS2Net 1.0

What is the Same:

- Login Access with CAC
- Employees and Supervisor Accounts
 - Contribution Plan and Assessment workflow similar
 - Print Reports

CAS2Net 2.0

What is Different

- Greater Administrator Flexibilities:
 - Pay Pool Management
 - User Management
 - Bulk Update features
 - More detailed Reports
- Dashboards:
 - Administrator
 - Managers
 - Supervisors 1 and 2

CAS2Net 2.0 uses "User" Vs "Employee"

Data Maintenance

- Modify/Archive employee record using query form
- Modify/Archive employee record using quick pick list
- Insert New Employee Record
- Assign Supervisors to an Employee
- Assign Employees to a Supervisor
- Replace Supervisor Assignments
- eDocuments Maintenance **Not available in 2.0**
- Replace PAS Code **Not available in 2.0**
- Replace Office Symbol
- Maintain Pay Pool
- eDocument Transfer **Not available in 2.0**

Administrator

- Appraisal Status
- Offline Interface
- Organization Management
- Mandatory Objectives
- Pay Pool Notices
- Reports
- Trusted Agent
- User Management**
- Assigned
- Transfers
- Archived/Unassigned
- Replace Supervisor 1
- Replace Supervisor 2
- Replace Functional Reviewer
- Bulk Add
- Bulk Update
- CMS Settings
- Supervisor**
- Contribution Plans
- Midpoint Assessments
- Annual Assessments
- Additional Feedback
- Closeout Assessments
- eDocuments
- Reports
- Employee**

Data Maintenance

Modify/Archive employee record using query form

Modify/Archive employee record using quick pick list

Insert New Employee Record

Look for Employee(s)

In text fields you may use the % symbol as a wildcard. Text fields are not case sensitive.

Select Group: Active Only
 Archived Only
 All

Person ID:

First Name:

Middle Initial:

Last Name:

Social Security Num:

Query from Table
 Query Options: Name, Email, Pay Pool, Pay Pool Manager, Organization level, and or Supervisor

Insert/Add User Record

Menu

- Home
- System Owner
- Administrator**
 - Organization Management
 - Mandatory Objectives
 - Pay Pool Notices
 - Reports
 - Trusted Agent
 - User Management**
 - Assigned**
 - Transfers
 - Archived/Unassigned
 - Replace Supervisor 1
 - Replace Supervisor 2
 - Replace Functional Reviewer
 - Bulk Add
 - Bulk Update
 - CMS Settings

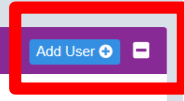
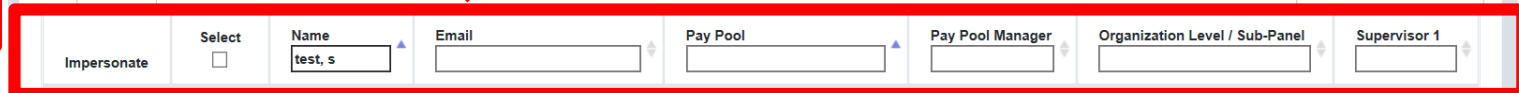
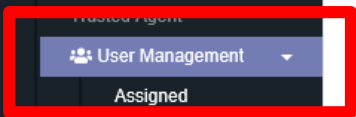
List Assigned Users

Assigned Employees

Show 25 entries Search:

Impersonate	Select	Name	Email	Pay Pool	Pay Pool Manager	Organization Level / Sub-Panel	Supervisor 1
<input type="checkbox"/>	<input type="checkbox"/>	test, s	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test, Site	test.site@ssp.navy.mil			SSP - Navy Strategic Systems Program	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	TEST, SITE	TEST.SITE@SSP.NAVY.MIL	2295 - SSP Field Activity Pay Pool Managers		2295 - SSP Field Activity Pay Pool Managers	

Showing 1 to 2 of 2 entries (filtered from 1,531 total entries) Previous 1 Next



User Profile - TeSt, JOSEPH U

General User Information Impersonate User ⓘ

EDIPI: 0123456789 Prefix: [] First: JOSEPH Middle: U Last: TeSt Suffix: Jr

Phone Number: 800-111-9635 Phone Ext: [] DSN: []

Email: j.u.test@notmil.com Title: Big Time

Can Access CAS2Net 2.0: No Yes

Is Demo Employee: No Yes

Is System Owner: No Yes

Is Regional Manager: No Yes

Can Be Supervisor: No Yes

Can Be Functional Reviewer: No Yes

Can Edit User History: No Yes

Can Impersonate Restricted Users: No Yes

Organization Information Refresh Contribution Plan ⓘ Transfer User ⓘ Supervisor 1 History ⓘ

Salary Information ⓘ

Other User Information ⓘ

Organization Roles ⓘ

Trusted Agents ⓘ

Post-Cycle Activity Archive Cancel Save

WHAT CAN I DO IN USER PROFILE

- Update User Profile
 - General User Information
 - Organization Information
 - Transfer Employee via “Transfer User”
 - Transfer by changing Organization Level
 - Update rating chain information
 - View Supervisor 1 History
- Assign/Update User Role in Organization Roles (i.e., Admin/Manager role)
- *Assign/Update Trusted Agent Information*
- Update Post-Cycle Activities
- Archive a User Record

NOTE: Remember to “SAVE” any changes

Part 1 - Complete this section for all Demo and Non-Demo employees

ID: 38498

Prefix:

First Name: test

Middle Initial:

Last Name: new

Suffix:

SSN:

E-Mail Address::

General User Information Impersonate User

EDIPI 0123456789

Prefix: First: JOSEPH Middle: U Last: TeSt Suffix: Jr

Phone Number: 800-111-9635 Phone Ext: DSN:

Email: j.u.test@notmil.com Title: Big Time

Can Access CAS2Net 2.0
 Is Demo Employee
 Is System Owner
 Is Regional Manager

Can Be Supervisor
 Can Be Functional Reviewer
 Can Edit User History
 Can Impersonate Restricted Users

Major Difference:

- No ID visible
- No SSN
- Using EDIPI
- System access toggle keys

Part 1 – Toggle Keys			
Can Access CAS2Net 2.0	NO – Not Active User	Can Be Functional Reviewer	NO – Not a Functional Reviewer
	YES – Active user		YES – Functional Reviewer
Can Be Supervisor	NO – Not A Supervisor	Is System Owner	PMO Level Only
	YES – Is a Supervisor	Can Edit User History	PMO Level Only
Is Demo Employee	NO – Non Civilian AcqDemo Employee (Cont/Mil)	Is Regional Manager	PMO Level Only
	YES – Civilian AcqDemo Employee	Can Impersonate Restricted Users	PMO Level Only

Part 2: Complete this section for all Demo employees

In Demo: Demo

Start Date: (mm/dd/yyyy) ?

End Date: (mm/dd/yyyy) [View Loss](#)

Basic Pay:

Retained Pay Status:

Presumptive Rating Status: None
 Due to time
 Due to circumstance (expected)
 Due to circumstance (recertify)
 Prolonged Absence Due to Work-related Injury or Full Time Union Representation Duties (expected)

Last OCS:

Post-Cycle Activity: None
 Temporary Promotion [View](#)
 Permanent Promotion [View](#)
 Demotion

CCPO Code:

Locality Code:

Service: Air Force
 Army
 Marine Corps
 Navy
 Office of the Secretary of Defense

Supervisors: Level 1 Supervisor:
 Level 2 Supervisor:
 Sub-Panel Meeting:
 Pay Pool Manager:
 Center Senior Functional:

Career Path: N/A-Not Assigned
 NH-Business Management and Technical Management Professional
 NI-Technical Management Support
 NK-Administrative Support

Broadband Level: Not Assigned
 Level 1
 Level 2
 Level 3
 Level 4

Series: *LOV* ELECTRONICS ENGINEERING

Organization: Pay Pool Code:
 PAS Code (Air Force only):
 Office Symbol:

IN PART 3 (SALARY INFO)

IN PART 3 (SALARY INFO)

NOT IN 2.0

Changes to Supervisor must be done using the following link [\[Assign Supervisors\]](#)

Click this button to see supervised employees: [Supervised List](#)

Organization Information

[Refresh Contribution Plan](#) [Transfer User](#) [Supervisor 1 History](#)

AcqDemo Start Date:

Start Date in Organization:

Career Path:

Broadband Level:

Occupational Series:

Career Field:

Certification Level Required:

Certification Level Completed:

Organization Level (Pay Pool / Sub-Panel): X*

Office Symbol:

HRSO:

Supervisor 1 Matrix: X*

Supervisor 2 Matrix:

Functional Reviewer Matrix:

Sub-Panel Manager:

Email: test.test.ch@gmail.mil

Phone Number: 5407311234

Major Differences in Part 2

- All Salary Details are located in Salary Information Panel
- Service information not collected
- Functional Reviewer
- Matrix function
- Transfer User
 - Validates Closeout Assessments and Employee assignments

Salary Information & Wildcards

Salary Information

Retained Pay Status: No Yes
Allow Over 20%: No Yes
Allow Over Control Point: No Yes
CRI Override: No Yes
CRI Rollover: No Yes
CA Override: No Yes

Presumptive Status: Select Option
Control Point OCS:
Control Point Salary: \$

Basic Pay: \$ 129,226
Locality: DCB - Wash...
Locality Rate: 28.22 %

Other User Information

Wildcard 1:
Wildcard 2:
Wildcard 3:
Wildcard 4:
Wildcard 5:
Wildcard 6:
Wildcard 7:
Wildcard 8:

Presumptive Status

Select Option

- 1 - Due to time|
- 2 - Due to circumstance (expected)
- 3 - Due to circumstance (recertify)
- 4 - Due to circumstance (Prolonged Absence)
- 5 - Due to circumstance (Reduction)

Additional Panels:

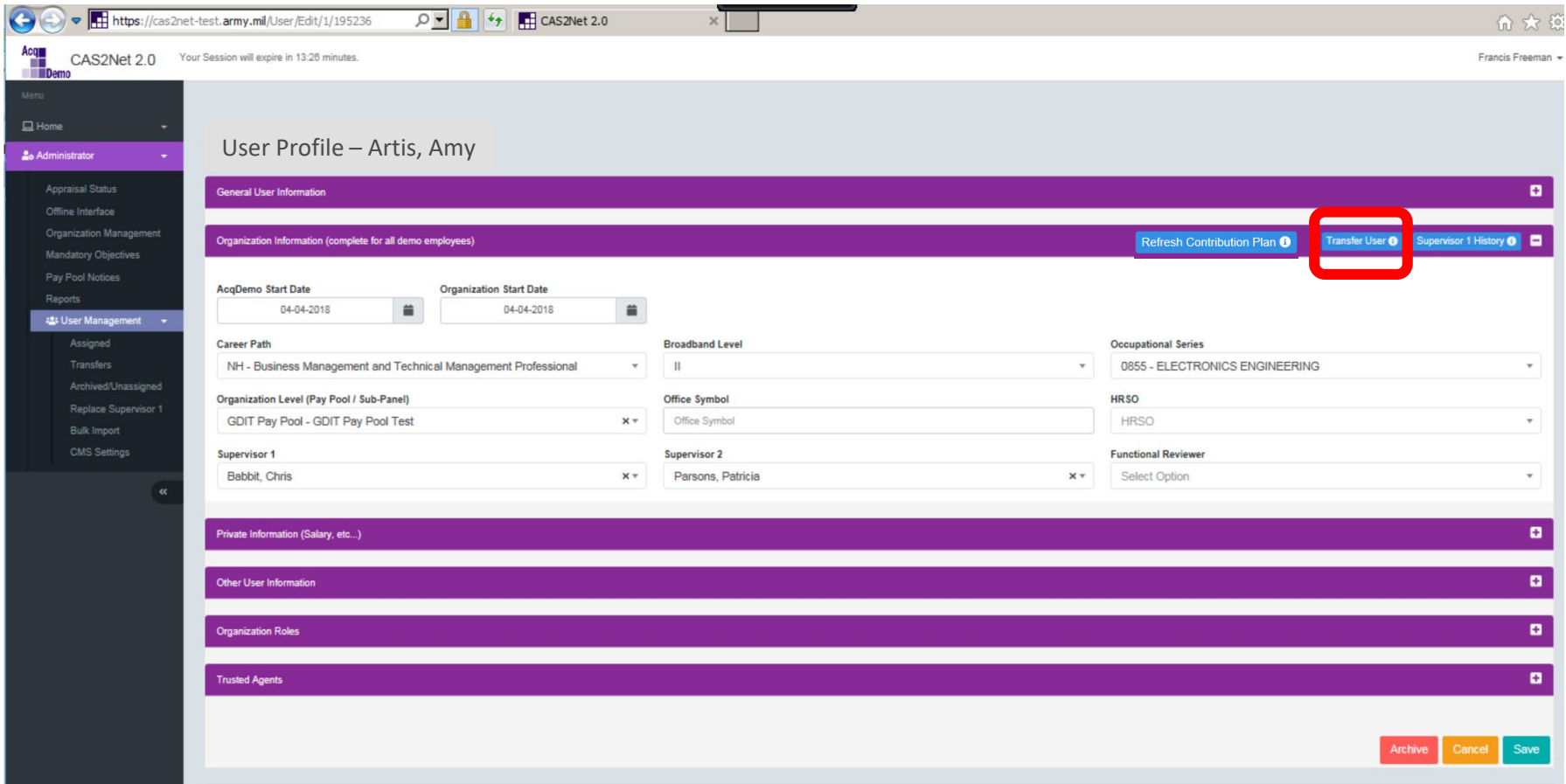
- Salary Information
 - Update Presumptive Ratings, Control Point OCS or Control Point Salary, Basic Pay and Locality

Items grayed out are updated via CMS or higher access required

- Other User Information
 - Wildcard fields (Additional fields to track users information)

Transfer User button

Use the Transfer function to move an employee into Transfer



Validates Closeout Assessments and Employee assignments

Closeout Requirement for Transfers

An employee MUST have a closeout assessment before they transfer, if not, the Administrator can submit the supervisor's closeout comments

The screenshot shows a web browser window with the URL <https://cas2net-test.army.mil/User/Edit/1/195391>. The main content area displays the 'User Profile – Art' page. A modal dialog box titled 'Transfer User' is open, containing the following text: 'Employee does not have a closeout. Would you like to create a closeout and transfer the employee?'. Below this text is a section for 'Supervisor 1 Comments' with a rich text editor. The editor toolbar includes icons for bold, italic, underline, bulleted list, numbered list, indent, outdent, link, unlink, and insert. The character count at the bottom of the editor is 'Characters: 0/4000'. At the bottom of the dialog are two buttons: 'No' (orange) and 'Yes' (teal). The background page shows a sidebar menu with 'User Management' expanded to 'Transfers'.

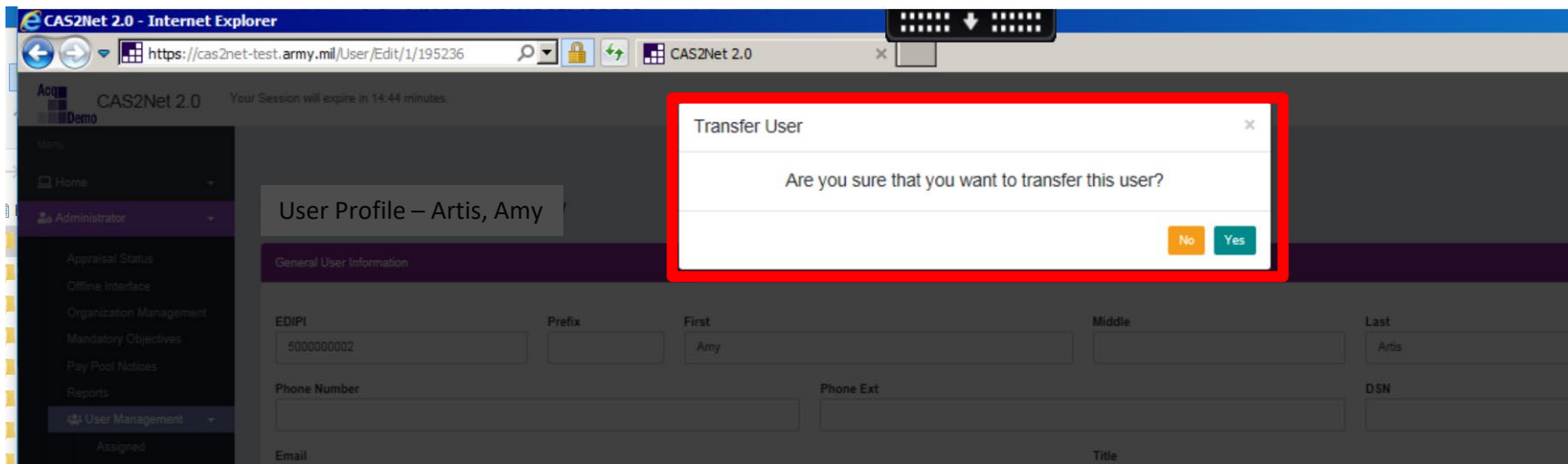
Administrator Supervisor's Comment Closeout Requirement for Transfers

An employee MUST have a closeout assessment before they transfer, if not, the Administrator can submit the supervisor's closeout comments

The screenshot shows a web browser window with the URL <https://cas2net-test.army.mil/User/Edit/1/195391>. The application is CAS2Net 2.0. A modal dialog titled "Transfer User" is open, displaying the message: "Employee does not have a closeout. Would you like to create a closeout and transfer the employee?". Below this message is a text area for "Supervisor 1 Comments" containing the text: "IAW the DoD Employee Movement Matrix Table 2, employee is reassigned from an AcqDemo pay pool to another AcqDemo pay pool with less than 90 days since the beginning of the rating period on 1 Oct, a closeout is not required." The dialog also shows a character count of 0/4000 and a "No" button.

Employees with a completed closeout, the system will confirm you want to transfer the user.

Click Yes or No



Employee is Transferred

Look for the Organization Level Field to indicate the Transfer Pay Pool

The screenshot shows the CAS2Net 2.0 user profile interface for Amy Artis. The page is titled "User Profile – Artis, Amy". The "General User Information" section includes fields for EDIPI (5000000002), Prefix, First (Amy), Middle, Last (Artis), and Suffix. There are also fields for Phone Number, Phone Ext, DSN, Email (amy.artis.nov@mail.mil), and Title. Below these are several toggle buttons for permissions: "Can Access CAS2Net 2.0" (Yes), "Is Demo Employee" (Yes), "Is System Owner" (No), "Is Regional Manager" (No), "Can Be Supervisor" (No), "Can Be Functional Reviewer" (No), and "Can Edit User History" (No). The "Organization Information" section includes "AcqDemo Start Date" (04-04-2018) and "Organization Start Date". The "Career Path" is "NH - Business Management and Technical Management Professional". The "Broadband Level" is "II". The "Occupational Series" is "0855 - ELECTRONICS ENGINEERING". The "Office Symbol" is "Office Symbol". The "HRSO" is "HRSO". The "Supervisor 2" is "Select Option". The "Functional Reviewer" is "Select Option". The "Organization Level (Pay Pool / Sub-Panel)" dropdown is highlighted with a red box and shows "TRANSFER - Transfer Organization".

Select Employee to Receive from the Transfer List
System allows you the option to select one, some or all employees to receive
The Selected Users table will appear after you select the employee(s).
Click Transfer to transfer the employee records to your pay pool.

The screenshot shows the HCI system interface. On the left is a navigation menu with options like Home, System Owner, Administrator, and User Management. The main content area is titled 'Select Employees to Receive'. It features a table with columns for 'Select', 'Name', 'EDIPI', and 'Email'. Three employees are listed: Amazonio, Alexa; GALLOWAY, CHRISTOPHER S; and MALLINGER, MICHAEL D. Below the table, a red box highlights the 'Selected Users' section, which contains a table with one entry: Artis, Amy. At the bottom right, there are 'Cancel' and 'Transfer' buttons, with the 'Transfer' button highlighted by a red box.

Select	Name	EDIPI	Email
<input type="checkbox"/>	Amazonio, Alexa	9898989898	alexa.amazonio@gmail.com
<input type="checkbox"/>	GALLOWAY, CHRISTOPHER S	1046014070	chris.galloway@us.af.mil
<input type="checkbox"/>	MALLINGER, MICHAEL D	1380041657	michael.mallinger@usmc.mil

Showing 1 to 3 of 3 entries

Select	Name	EDIPI	Email
<input checked="" type="checkbox"/>	Artis, Amy	5000000002	amy.artis.ncv@mail.mil

Showing 1 to 1 of 1 entries

Cancel Transfer

Transfer menu allows single updates or updates for multiple transferred employees.
Note: Bulk change is restricted to one selection for each field. Example: Same Start Date, same Supervisor, etc.

Bulk Change Transfer Employees

Employee List

Name	EDIPI	Email
Amazonio, Alexa	9898989898	alexa.amazonio@gmail.com
Artis, Amy	5000000002	amy.artis.nov@mail.mil

Showing 1 to 2 of 2 entries

Bulk Change Fields

Organization Start Date: 09-19-2018

Transfer Employees to Organization (Pay Pool/Sub-Panel): Select Organization

Supervisor 1: Select Supervisor 1

Supervisor 2: Select Supervisor 2

Locality: Select Locality

Cancel Save

Archive User Profile

Menu

- Home
- System Owner
- Administrator
- Appraisal Status
- Offline Interface
- Organization Management
- Mandatory Objectives
- Pay Pool Notices
- Reports
- Trusted Agent
- User Management
 - Assigned
 - Transfers
 - Archived/Unassigned
 - Replace Supervisor 1
 - Replace Supervisor 2
 - Replace Functional Reviewer
 - Bulk Add
 - Bulk Update
 - CMS Settings

User Profile – Smith, John

General User Information Impersonate User

Organization Information Refresh Contribution Plan Transfer User Supervisor 1 History

Salary Information

Other User Information

Organization Roles

Trusted Agents

History Post-Cycle Activity **Archive** Cancel Save

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Archive User Profile

Menu

- Home
- System Owner
- Administrator
- Appraisal Status
- Offline Interface
- Organization Management
- Mandatory Objectives
- Pay Pool Notices
- Reports
- Trusted Agent
- User Management
 - Assigned
 - Transfers
 - Archived/Unassigned
 - Replace Supervisor 1
 - Replace Supervisor 2
 - Replace Functional Reviewer
 - Bulk Add
 - Bulk Update
 - CMS Settings

User Profile

Archive Employee

Are you sure you want to archive this employee?

No Yes

Click "Yes"

History Post-Cycle Activity Archive Cancel Save

CAS2Net 2.0 - Powered by ALTESS The information contained herein is covered by the Privacy Act of 1974 For Official Use Only (FOUO)

Archive User Profile

Menu

- Home
- System Owner
- Administrator
- Appraisal Status
- Offline Interface
- Organization Management
- Mandatory Objectives
- Pay Pool Notices
- Reports
- Trusted Agent
- User Management
- Assigned
- Transfers
- Archived/Unassigned
- Replace Supervisor 1
- Replace Supervisor 2
- Replace Functional Reviewer
- Bulk Add
- Bulk Update
- CMS Settings

List Assigned Users

Assigned Employees
Add User

Show 25 entries Search:

Impersonate	Select	Name	Email	Pay Pool	Pay Pool Manager	Organization Level / Sub-Panel	Supervisor 1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Archived record no longer available in List of Assigned Users

How to Assign from Archive/Unassigned Menu

Employee can be received from Archived/Unassigned Pay Pool; similar to Transfers function.

Use the Archive button to archive an employee leaving or separating from AcqDemo. Note: Archive will not delete their record.

List Unassigned Users

Select Employees

Show 25 entries Search:

Select	Name	EDIPI	Email
<input type="checkbox"/>	dummy		
<input checked="" type="checkbox"/>	DUMMY, TEST	0001001001	IRENE.RINCON.CTR@DAU.MIL

Showing 1 to 1 of 1 entries (filtered from 13,851 total entries) Previous 1 Next

Selected Users

Select	Name	EDIPI	Email
<input checked="" type="checkbox"/>	DUMMY, TEST	0001001001	IRENE.RINCON.CTR@DAU.MIL

Showing 1 to 1 of 1 entries

Cancel Continue

Note: Bulk change in Unassigned/Archived user is restricted to one selection for each field. Example: Same Start Date, same Supervisor, etc.

Bulk Change Unassigned/Archived Users

Employee List ✖

Name	EDIPI	Email
DUMMY, TEST	0001001001	IRENE.RINCON.CTR@DAU.MIL

Showing 1 to 1 of 1 entries

Bulk Change Fields ✖

Start Date in Organization

02-13-2019

Assign Employees to Organization (Pay Pool/Sub-Panel)

Select Organization ▼

Supervisor 1

Select Supervisor 1 ▼

Supervisor 2

Select Supervisor 2 ▼

Locality

Select Locality ▼

Cancel
Save

Mandatory Fields * EDIPI, First and Last Name, Email Address, Pay Pool Organization

General User Information

EDIPI * Required Prefix First * Required Middle Last * Required Suffix

Phone Number Phone Ext DSN

Email * Required Title

Can Access CAS2Net 2.0 Is Demo Employee Is System Owner Is Regional Manager

Can Be Supervisor Can Be Functional Reviewer Can Edit User History

Organization Information

AcqDemo Start Date Start Date in Organization

Career Path Broadband Level Occupational Series

Career Field Certification Level Required Certification Level Completed

Organization Level (Pay Pool / Sub-Panel) * Required Office Symbol HRSO

Salary Information

Other User Information

Cancel Save

Part 1 - Complete this section for all Demo and Non-Demo employees

Prefix: _____

First Name * _____

Middle Initial: _____

Last Name * _____

Suffix: _____

SSN * _____

SSN required only for Demo employees

EMail Address: _____

Part 2: Complete this section for all Demo employees

Demo * Demo

Start Date: (mm/dd/yyyy) _____ (mm/dd/yyyy)

End Date: (mm/dd/yyyy) _____ (mm/dd/yyyy)

Basic Pay: _____

Retained Pay Status: Retained Pay

Presumptive Rating Status: None
 Due to time
 Due to circumstance (expected)
 Due to circumstance (recertify)
 Prolonged Absence Due to Work-related Injury or Full Time Union Representation Duties (expected)

Last OCS: _____

Post-cycle Activity: None
 Temporary Promotion
 Permanent Promotion
 Demotion

What to do if employee is... promoted? leaving? joining?

CCPO Code:

Locality Code:

Service: Not Assigned
 Air Force
 Army
 Marine Corps
 Navy
 Office of the Secretary of Defense

Supervisors: Level 1 Supervisor: _____
 Level 2 Supervisor: _____
 Sub-Panel Meeting: _____
 Pay Pool Manager: _____
 Center Senior Functional: _____

Insert the New Employee Record first. Then the link to supervisor assignments will be enabled.
 [Assign Supervisors]

Career Path: N/A-Not Assigned
 NH-Business Management and Technical Management Professional
 N3-Technical Management Support
 NK-Administrative Support

Broadband Level: Not Assigned
 Level 1
 Level 2
 Level 3
 Level 4

Organization: Pay Pool Code * _____ (transfer)
 PAS Code (Air Force only): _____
 Office Symbol: _____
 Series * _____
 LOV

Part 3: Complete this section for all employees requiring CAS2Net user accounts
 CAS2Net Access field should be checked.

CAS2Net Access * CAS2Net Access

EDIPI * _____

Group * MDA-NAVSEA AEGIS BMD Assignments
 TARDEC Read-Only access
 TARDEC-Warren PEO Assignments
 Employees

The information contained herein is covered by the Privacy Act of 1974.

Add New User – General User Information

Mandatory Fields * EDIPI, First and Last Name, Email Address, Pay Pool Organization

General User Information ✖

EDIPI Value already exists Prefix First * Required Middle Last * Required Suffix

Phone Number Phone Ext DSN

Email * Required Title

Can Access CAS2Net 2.0 No Yes Is Demo Employee No Yes Is System Owner No Yes Is Regional Manager No Yes

Can Be Supervisor No Yes Can Be Functional Reviewer No Yes Can Edit User History No Yes

Toggle Keys	
Can Access CAS2Net 2.0	NO – Not Active User
	YES – Active user
Can Be Supervisor	NO – Not A Supervisor
	YES – Is a Supervisor
Is Demo Employee	NO – Non Civilian AcqDemo Employee (Cont/Mil)
	YES – Civilian AcqDemo Employee
Can Be Functional Reviewer	NO – Not a Functional Reviewer
	YES – Functional Reviewer
Is System Owner	PMO Level Only
Can Edit User History	PMO Level Only
Is Regional Manager	PMO Level Only

hici Add New User – Organization Information

AcqDemo Start Date: When employee started in AcqDemo (e.g., 05-22-2011)

Start Date in Organization: When employee is assigned to the Organization

(Note 1: This feature is operational with the deployment of CAS2Net 2.0, so it may not be the actual “Start Date in the Organization” for most employees and may be 05-22-2011)

(Note 2: If Conversion Organization: Most cases would be the same date)

* Organization Level (Pay Pool/Sub-Panel) is a Mandatory required field to created the record. Select the appropriate Pay Pool or Sub-Panel for Employee (Note: Non-AcqDemo Employee will have additional group level in option list)

All other fields select appropriate option from drop down menu

The screenshot shows a web form titled "Organization Information" with a purple header. The form contains several fields:

- AcqDemo Start Date**: A date input field with a calendar icon.
- Start Date in Organization**: A date input field with a calendar icon, highlighted with a red box and a yellow "New" label above it.
- Career Path**: A dropdown menu with "Select Option" as the current selection.
- Broadband Level**: A dropdown menu with "Select Option" as the current selection.
- Occupational Series**: A dropdown menu with "Select Option" as the current selection.
- Career Field**: A dropdown menu with "Select Option" as the current selection, highlighted with a red box and a yellow "New" label to its right.
- Certification Level Required**: A dropdown menu with "Select Option" as the current selection, highlighted with a red box and a yellow "New" label to its right.
- Certification Level Completed**: A dropdown menu with "Select Option" as the current selection, highlighted with a red box and a yellow "New" label to its right.
- Organization Level (Pay Pool / Sub-Panel) * Required**: A dropdown menu with "Select Option" as the current selection.
- Office Symbol**: A text input field with "Office Symbol" as the placeholder.
- HRSO**: A dropdown menu with "HRSO" as the current selection.

Existing User Detail Window

If user exist in the system, "Value Already Exist" Displays above the EDIPI.

Add User

General User Information

EDIPI Value already exists Prefix First * Required

Once you tab/enter out of the EDIPI field, a Existing User Detail window will display to show where the employee exist at.

Existing User Detail

Name: [PARTON, ANTHONY D. \(click to see profile\)](#)

Email: ANTHONY.PARTON@HCI.MIL

Phone Number: 703-805-2496

Phone Ext.

Phone Dsn.

Supervisor 1: Wortman, Scott

Sub-Panel: 5006 - Human Capital Initiatives

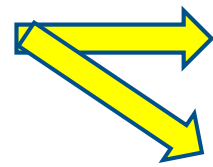
Sub-Panel Manager

Pay Pool: 5006 - Human Capital Initiatives

Pay Pool Manager

Pay Pool Administrators		
Name	Email	Phone
Shafovaloff, Garry	Garry.Shafovaloff@hci.mil	(703) 805-4969

Ok



Record may still reside in:

- Previous organization
- Transfer or
- Archived/Unassigned

Administrator

- Organization Management
- Mandatory Objectives
- Pay Pool Notices
- Reports
- Trusted Agent
- User Management**
 - Assigned
 - Transfers
 - Archived/Unassigned
 - Replace Supervisor 1

Existing User Detail

Name: [AARON, GAIL \(click to see profile\)](#)

Email: GAIL.AARON@US.AF.MIL

Phone Number

Phone Ext.

Phone Dsn.

Supervisor 1

Sub-Panel: TRANSFER - Transfer Organization

Sub-Panel Manager

Ok

Supervisor Assignment

Data Maintenance

- Modify/Archive employee record using query form
- Modify/Archive employee record using quick pick list
- Insert New Employee Record
- Assign Supervisors to an Employee**
- Assign Employees to a Supervisor**
- Replace Supervisor Assignments**

eDocuments Maintenance

- Replace PAS Code
- Replace Office Symbol
- Maintain Pay Pool
- eDocument Transfer

Action	In 2.0
Assign Supervisors to Employee	Single updates will be done in User Management > Assigned in User's Profile
Assign Employees to Supervisor	This is considered a Bulk change. You would use Replace Supervisor 1 Menu
Replace Supervisor Assignments	This is considered a Bulk change. You would use Replace Supervisor 1 Menu

- Home
- System Owner
- Administrator**
- Organization Management
- Mandatory Objectives
- Pay Pool Notices
- Reports
- Trusted Agent
- User Management**
- Assigned**
- Transfers
- Archived/Unassigned
- Replace Supervisor 1**
- Replace Supervisor 2
- Replace Functional Reviewer

Assign Supervisor to Employee

Assign Supervisors to an Employee

Please select an Employee to Assign Supervisors

Supervisor Assignments

Cycle Year: 2019

Employee: (null)-----

Level 1 Supervisor: (null)-----

Level 2 Supervisor: (null)-----

Sub-Panel Manager: (null)-----

Pay Pool Manager: (null)-----

Center Senior Functional: (null)-----

To Assign Supervisor to Employees

- User Management >Assigned Menu
- Select Employee from Assigned User List
- Scroll to Organization Information panel
- Update Supervisor information
- Save the update

Note:

Sub-Panel and/or Pay Pool Manager information is updated via Organization Management in the appropriate Pay Pool

Organization Information Refresh Contribution Plan Supervisor 1 History

AcqDemo Start Date: 07-12-2016 Start Date in Organization: 07-12-2016

Career Path: N/A - Not Assigned

Broadband Level: 0

Occupational Series: Select Option

Career Field: Select Option

Certification Level Required: Select Option

Certification Level Completed: Select Option

Organization Level (Pay Pool / Sub-Panel): 4153 - WR-ALC 402 SMXG-1

Office Symbol: Office Symbol

HRSO: HRSO

Supervisor 1 Matrix Select Option

Supervisor 2 Matrix Select Option

Functional Reviewer Matrix Select Option

Pay Pool Manager: FRAZIER, DONNA

Sub-Panel Manager: FRAZIER, DONNA

Email: DONNA.FRAZIER@US.AF.MIL

Phone Number:

User List

Name	Email	Pay Pool	Supervisor 1	Supervisor 2	Has Closeout
User, Dummy	test.site@ssp.navy.mil				No
User, Dummy	test.site@ssp.navy.mil				No

Showing 1 to 2 of 2 entries

Bulk Change Fields

Only Update Users in Pay Pool

Select Pay Pool

Supervisor 2
Select Supervisor 2

Assign Employees to a Supervisor/ Update Supervisor Assignments

1 Assign Employees to a Supervisor



Please Select a Supervisor to Assign Employees

Supervisor: (null)----- Sort By: Name Org

First Level Supervisor Second Level Supervisor Sub-Panel Meeting Manager Pay Pool Manager
 Center Senior Functional

2019 2020

Submit Reset

- To Assign Supervisor to Employees
- User Management > Supervisor 1
 - From Pay Pool Drop Down, Select Pay Pool First
 - From Supervisor 1 Drop Down, Select Supervisor
 - Select Employee to replace supervisor
 - Save the update

2 Update Supervisor Assignments

Cycle Year:

2019 and 2020
 2019 Only
 2020 Only

Manager Level:

First Level Supervisor
 Second Level Supervisor
 Sub-Panel Meeting Manager
 Pay Pool Manager
 Center Senior Functional

Original Supervisor: (null)-----

Replacement Supervisor: (null)-----

Update Clear

User Management

- Assigned
- Transfers
- Archived/Unassigned
- Replace Supervisor 1**
- Replace Supervisor 2
- Replace Functional Reviewer
- Bulk Add
- CMS Settings

Replace Supervisor 1

Change Supervisor 1

Pay Pool: TEST AMC - Test-AMC/LH-hold

Supervisor 1: HOLMES, BRETT T

Has Closeout	Name	Email
No	AARON, GAIL	GAIL.AARON@US.AF.MIL
No	CASE6, NANCY	NANCY.CASE6@DUA.MIL

Showing 1 to 2 of 2 entries

Note:
 CAS2Net 2.0 will not allow you to change supervisor if Employee does not have Closeout.
 Tip: You can update in Employee Profile.

Pay Pool Maintenance

Pay Pool Maintenance is maintain in the Organization Management. Expand the “Organization Details” section to access additional CCAS settings for your organization.

Maintain Pay Pool

Pay Pool:

Allow Contribution Planning Mandatory Objectives? Yes No

[Full Access User ONLY] Contribution Planning By Factor? Yes No

[Full Access User ONLY] Allow Pay Pool Appraisal Print Option? Yes No

[\[Data Maintenance Menu \]](#)

Please send comments/suggestions about this form to [CAS2Net Support](#)

Toggle Keys

Contribution Plan By Factors

NO – One Box for Plan

YES – Box per Factor

Mandatory Objectives

NO – No Box for

YES – Box for

Require Supervisor 2 Approval

NO – Supervisor 1 approves CP, MPR, Closeout, Additional Feedback, Annual

YES – CP, MPR, Closeout, Additional Feedback, Annual to Supervisor 2 for review and approval

Require Employee Initiate

NO – Supervisor must initiate

YES – Employee initiate Contribution Plan and Assessments

Organization Details under TEST - TEST COMPONENT

CAS2Net Id:	Pay Pool Id:	Name:	Description:
830	TEST AMC	Test-AMC/LH-hold	Test-AMC/LH-hold

Is Pay Pool:	Contribution Plan by Factors:	Mandatory Objectives:	Require Supervisor 2 Approval:	Require Employee Initiate:
<input type="radio"/> No <input checked="" type="radio"/> Yes	<input type="radio"/> No <input checked="" type="radio"/> Yes	<input type="radio"/> No <input checked="" type="radio"/> Yes	<input type="radio"/> No <input checked="" type="radio"/> Yes	<input type="radio"/> No <input checked="" type="radio"/> Yes

Job Achievement and/or Innovation Factor Weight:	Communication and/or Teamwork Factor Weight:	Mission Support Factor Weight:
<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>

CRI	CRI Percent	CRI Set-Aside	CRI Min Amount	CRI Min Carry
<input type="text" value="0"/>	<input type="text" value="2.28"/> %	<input type="text" value="\$ 0"/>	<input type="text" value="\$ 0"/>	<input type="text" value="\$ 0"/>

CA	CA Percent	CA Set-Aside	CA Min Amount
<input type="text" value="0"/>	<input type="text" value="1"/> %	<input type="text" value="\$ 0"/>	<input type="text" value="\$ 0"/>

Sub Organization Levels

Search:	<input type="text"/>
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Sub-Panel Id	Name	Description
PPAMC/LH-hold-SP1	SP Mngr-BOB ARNOLD	
PPAMC/LH-hold-SP2	SP Mngr-DAN CURTISS	
PPAMC/LH-hold-SP3	SP Mngr-HELENA GONZALEZ	

Showing 1 to 3 of 3 entries Previous Next

User Roles

Search:	<input type="text"/>
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Role	User
No data available in table	

Showing 0 to 0 of 0 entries Previous Next

Add a Role to User Profile

There are **two** ways to add a role to a user

- User's Profile
- Organization management

Once the User's Records is updated

- Scroll to "Organization Roles" section and expand the panel
- Select the "Add Role" Button

Organization Roles

Show 10 entries Search:

Organization	Role
No data available in table	

Showing 0 to 0 of 0 entries Previous Next

Add/Edit Organization User Role

Organization Level: Select Option

Role: Select Role

Cancel Save

Update/Assign Roles – Organization Management

Administrators assign and maintain User Roles in their organization profile

- Open User Roles Section of the organization you want to assign a role in
- Select “Add Role” button

The screenshot shows the 'Edit Organization Level' page for 'NAVAIR HQ'. The interface includes a sidebar menu with options like Home, Administrator, Organization Management, and Employee. The main content area has several sections: 'Organization Hierarchy', 'Organization Details under NV - Navy' (with Move and Delete buttons), 'User Roles' (with an 'Add Role' button circled in red), and 'Sub Organization Levels' (with an 'Add Level' button). At the bottom are 'Cancel' and 'Save' buttons.

Organization Details under NV - Navy

CAS2Net Id:	Pay Pool Group Id	Name:	Description:
499	NAVAIR HQ	NAVAIR HQ	NAVAIR HQ

User Roles

Search:

Role	User
Administrator	HILL, ERIKA
Administrator	SANTOS, STEPHANIE
Super User	BOBOSHKO, NICHOLAS
Super User	HAMPSHIRE, REBECCA

Showing 1 to 4 of 4 entries

Previous 1 Next

Sub Organization Levels

Cancel Save

Add User Role

Refer to your organization's management team to identify which individuals have a special role in CAS2Net 2.0

The screenshot shows the 'Add/Edit Organization User Role' dialog box in the CAS2Net 2.0 interface. The dialog has two dropdown menus: 'User' and 'Role'. The 'User' dropdown is open, showing a list of names with 'HAMPSHIRE, REBECCA' selected. The 'Role' dropdown is also open, showing 'Select Role'. There are 'Cancel' and 'Save' buttons. The background shows the 'Edit Organization' page with a table of user roles.

Role	User
Administrator	HILL, ERIKA
Administrator	SANTOS, STEPHANIE
Super User	BOBOSHKO, NICHOLAS
Super User	HAMPSHIRE, REBECCA

Flexibilities in Pay Pool Management

CAS2Net 2.0 allows you the flexibility to manage your organization's structure

- Update Pay Pool and/or Sub-Panels
- Move a Pay Pool and/or Sub-Panels
- Delete a Pay Pool and/or Sub-Panel

All of your Pay Pool Management is Managed in "Organization Management" Menu Option

Caution: Before Moving or Deleting Pay Pools and/or Sub-panels, it is recommended you download an Employee Data Report first.

Moving a Pay Pool

Go to Organization Management to select the pay pool or sub-panel you need to

System (Name) MOVE. Add Level

Administrator Search:

- Appraisal Status
- Offline Interface
- Organization Management**
- Mandatory Objectives
- Pay Pool Notices
- Reports
- Trusted Agent
- User Management

Pay Pool Group Id	Pay Pool Id	Name	Description
	2117	Team Mines	Underwater Defensive Devices
	rue pay pool	RPP	test pay pool
	xyz	my paypool	new pay pool
123		HQ	HQ
AcqDemo		AcqDemo Program Office Test	AcqDemo Org Test
test		Test AF Data	Legacy Test AF Data

Showing 1 to 6 of 6 entries Previous **1** Next

This Example: RUE Pay Pool is being moved to 123 Pay Pool Group

Begin by selecting the Pay Pool you want to move

Moving a Pay Pool

Once the Pay Pool or sub-panel you want to move opens
Select "Move" button in Organization Detail section

Organization Details under TEST - TEST COMPONENT

Refresh Contribution Plans G **Move** Delete

CAS2Net Id: 60 Pay Pool Id: rue pay pool Name: RPP Description: test pay pool

Is Pay Pool: No Yes Contribution Plan by Factors: No Yes Mandatory Objectives: No Yes Require Supervisor 2 Approval: No Yes Require Employee Initiate: No Yes Control Point By OCS: No Yes

Job Achievement and/or Innovation Factor Weight: 1 Communication and/or Teamwork Factor Weight: 1 Mission Support Factor Weight: 1

CRI: 0 CRI Percent: 2.26 % CRI Set-Aside: \$ 0 CRI Min Amount: \$ 0 CRI Min Carry: \$ 0

CA: 0 CA Percent: 1 % CA Set-Aside: \$ 0 CA Min Amount: \$ 0

Sub Organization Levels Add Level

User Roles Add Role

Cancel Save

Move Organization Level ✕

New Organization Hierarchy

DoD - AcqDemo Pgrm Office ▼

TEST - TEST COMPONENT ✕▼

123 - HQ ✕▼

Select Organization ▼

Cancel Save

Next, Select the Organization area you want to move it to.
After select Save button.

A new screen will show and you will see the navigation Bread crumb update.
You can also see if in the 123 Sub-Organization Levels listing.

Edit Organization Level DoD > TEST > 123 > rue pay pool

Organization Hierarchy +

Organization Details under 123 - HQ Refresh Contribution Plans Move Delete ☰

CAS2Net Id: Pay Pool Id: Name: Description:

Is Pay Pool: Contribution Plan by Factors: Mandatory Objectives: Require Supervisor 2 Approval: Require Employee Initiate: Control Point By OCS:

Job Achievement and/or Innovation Factor Weight: Communication and/or Teamwork Factor Weight: Mission Support Factor Weight:

CRI: CRI Percent: % CRI Set-Aside: CRI Min Amount: CRI Min Carry:

CA: CA Percent: % CA Set-Aside: CA Min Amount:

Sub Organization Levels Add Level +

Edit Organization Level DoD > TEST > 123T

Organization Hierarchy +

Organization Details under TEST - TEST COMPONENT Move < Delete ↻

CAS2Net Id: Name: Description:

Is Pay Pool: No Yes

Sub Organization Levels Add Level ➕

User Roles Add Role ➕

Role

Showing 0 to 0 of 0 entries

Previous Next

Delete Organization Level

Are you sure you want to delete this organization level?
This will cause all sub-organization levels to be unreachable.



QUESTIONS
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Additional Resources

- *CAS2Net 2.0 Users Guide*
- *Website eLearning:*
 - *CAS2Net 2.0 for Employees and Supervisors*
 - *CAS2Net 2.0 for Administrators*
- *Focus Session Slides*
- *Electronic Contact Info:*
 - ***Altess ServiceNow Service Desk 24/7/365***
 - ***1-800-981-3234***
 - ***usarmy.radford.peo-eis.other.service-desk@mail.mil***