

CAS2Net - Bulk Update for Superusers

**Supervisor and Team Lead
Cash Differential**

**Control Points
(Salary or OCS)**

Administrator > User Management

- Open Organization Management
- Open Organization Details Panel

Menu

Home

System Owner

Administrator

Appraisal Status

Offline Interface

Previous Cycle Data

Organization Management

Mandatory Objectives

Pay Pool Notices

eDocuments

Reports

Trusted Agent

User Management

Supervisor

Employee

Edit Organization Level

DoD > PP99999

Organization Hierarchy

Organization Details under DoD - AcqDemo Pgrm Office

Refresh Contribution Plans + Move + Delete +

CAS2Net Id: 3132

Is Pay Pool: No Yes

Component Id: PP99999

Name: PM Widget

Description: PM Widget

Contribution Plan by Factors: No Yes

Require Employee Initiate and Submit: No Yes

Supervisor Enters Numeric Scores: No Yes

Control Point By OCS: No Yes

Use Mandatory Objectives: No Yes

Assessments Require Approved Plan: No Yes

Require Supervisor 2 Approval: No Yes

Can Set Cash Differential: No Yes

- If Pay Pool is using the Supervisor and Team Lead Cash Differential, “Can Set Cash Differential” toggle must be set at “Yes”
- If Pay Pool has no control points, “Control Point By OCS” toggle must be set at “No”
- If Pay Pool has salary control points, “Control Point By OCS” toggle must be set at “No”
- If Pay Pool has OCS control points, “Control Point By OCS” toggle must be set at “Yes”

Administrator > User Management Supervisor and Team Lead Cash Differential and Control Point by OCS/Salary

Two options to update CAS2Net with the Supervisor and Team Lead Cash Differential and/or Control Points

Option 1: Update each User Profile authorized a cash differential and/or has a control point by OCS or salary

Option 2: Update all User Profiles authorized the cash differential and/or has a control point by OCS or salary

Administrator > User Management Supervisor and Team Lead Cash Differential and Control Point by OCS/Salary

Option 1: Update each User Profile authorized a cash differential and/or control point

1. For the Cash Differential ensure User is either a Team Lead or a Supervisor (any User may have a control point)
2. For Control Point, enter salary control point Or OCS control point if toggled in Organization Details)
3. For Cash Differential, click drop down

User Profile - CONTRIBUTOR, JOE

General User Information Impersonate User

EDIPI: 1458923657 Prefix: [] First: JOE Middle: [] Last: CONTRIBUTOR Suffix: []

Phone Number: [] Phone Ext: [] DSN: []

Email: JOE.CONTRIBUTOR.CIV@MAIL.MIL Title: []

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

Can Be Supervisor: No Yes **Can Be Team Lead: No Yes** Can Be Functional Reviewer: No Yes Can Edit User History: No Yes Can Impersonate Restricted Users: No Yes Can Be ACDP Approver: No Yes

Organization Information Transfer User Supervisor 1 History

Salary Information

Retained Pay Status: No Yes Allow Over Control Point: No Yes

Presumptive Status: Select Option Control Point Salary: \$ 75,000

Basic Pay: \$ 71,795 Locality: DCB - Wash DC/Bal... Locality Rate: 29.32 %

Differential Situation: None **Click**

Administrator > User Management Supervisor and Team Lead Cash Differential

Option 1: Update each User Profile authorized a cash differential

3. Cash Differential

Select one of three situations

- Organization Level and Scope
- Extremely Difficult to Fill
- Pay Inequity

Salary Information

Retained Pay Status: No Yes

Allow Over Control Point: No Yes

Presumptive Status: Select Option

Control Point Salary: \$ 75,000

Locality Rate: 29.32 %

Presumptive Status dropdown options: Organizational Level and Scope, Extremely Difficult to Fill, Pay Inequity, None

4. Select Date

5. Enter Percent

6. Differential Amount – Automatic Calculation on Basic Pay

Salary Information

Retained Pay Status: No Yes

Allow Over Control Point: No Yes

Presumptive Status: Select Option

Control Point Salary: \$ 75,000

Basic Pay: \$ 71,795

Locality: DCB - Wash DC/Bal... x

Locality Rate: 29.32 %

Differential Situation: Organizational Level and Scope x

Differential Effective Date: 01-06-2019

Differential Percent: 5.00 %

Differential Amount: \$ 3,590

Administrator > User Management > Bulk Update Supervisor and Team Lead Cash Differential

Option 2: Update all User Profiles authorized the cash differential and/or control point, go to User Management, select Bulk Update

The screenshot shows the 'User Import - Update' interface. The left sidebar contains a navigation menu with the following items: Home, Administrator, Appraisal Status, Office Interface, Previous Cycle Data, Organization Management, Mandatory Objectives, Pay Pool Policies, eDocuments, Reports, Trusted Agent, **User Management**, Assigned, Transfers, Archived/Unassigned, Replace Supervisor 1, Replace Supervisor 2, Replace Functional Reviewer, Bulk Add, and **Bulk Update**. The main content area is titled 'User Import - Update' and features a 'User Import File' section with a 'User Bulk Update Template File' link, a 'Select File to Upload' field with a 'Browse...' button, and 'Cancel' and 'Upload Import File' buttons. A green banner at the bottom of the main area reads 'CAS2Net 1.8 - Powered by ALTEVE The information contained herein is covered by the Privacy Act of 1974 For Official Use Only (FOUO)'. A 'Save As' dialog box is open at the bottom, showing the file name 'CAS2NetUserUpdateImport.xlsx (12.1 KB)' and the source 'From: cas2net.army.mil'. The dialog box has 'Open', 'Save', 'Save As', and 'Cancel' buttons.

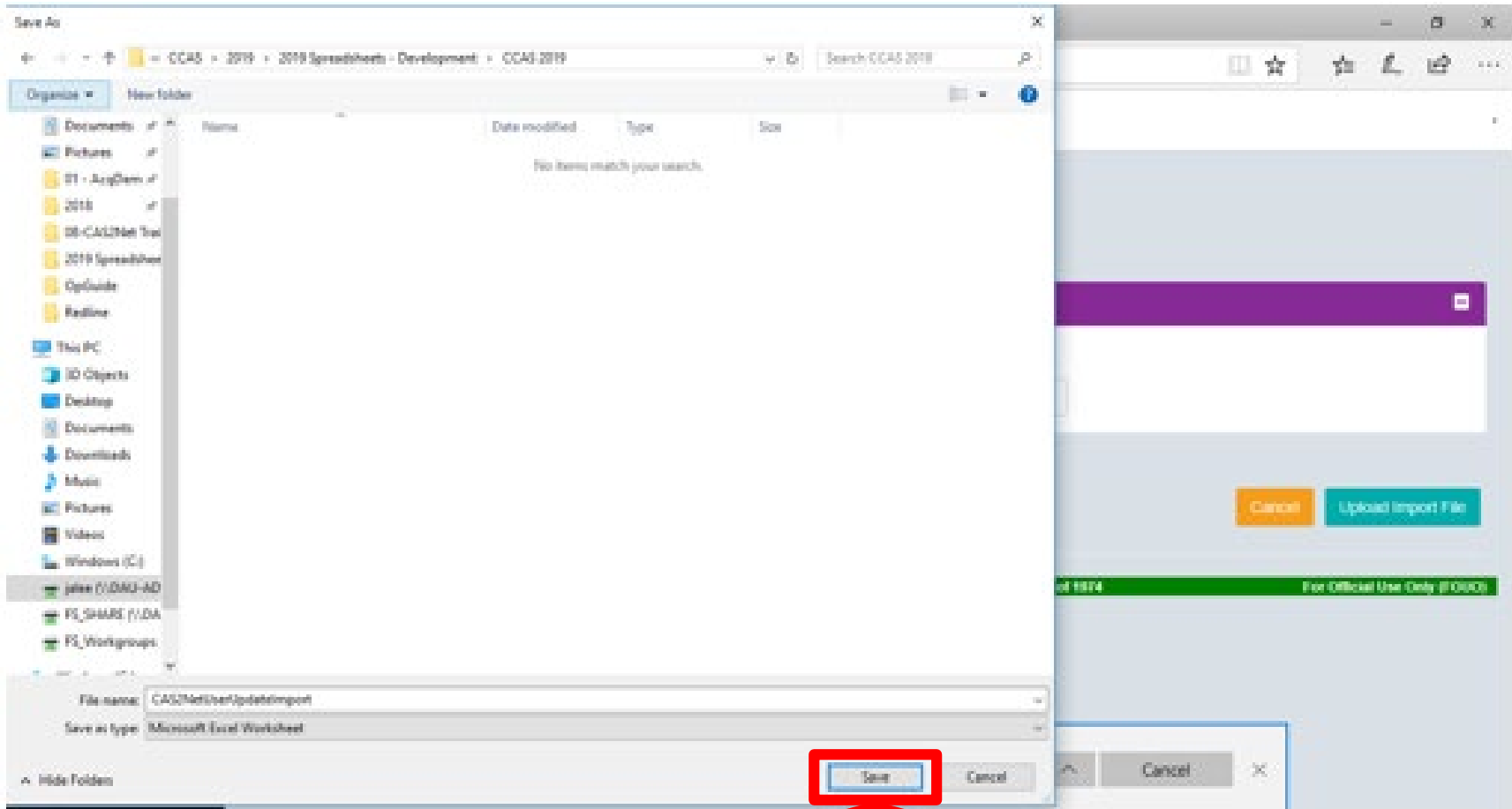
1. Click on 'User Management' in the left sidebar.

2. Click on 'Bulk Update' in the left sidebar.

3. Click on 'User Bulk Update Template File' in the 'User Import File' section.

4. Click on 'Save As' in the 'Save As' dialog box.

Administrator > User Management > Bulk Update Supervisor and Team Lead Cash Differential



Click

Administrator > User Management > Bulk Update Supervisor and Team Lead Cash Differential

User Import - Update

User Import File ✖

[User Bulk Update Template File](#)

Select File to Upload

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

CAS2NetUserUpdateImport.xlsx finished downloading.

Click then select
CAS2NetUserUpdateImport

Administrator > User Management > Bulk Update Supervisor and Team Lead Cash Differential

1. Must enter EDIPI

2. If Supervisor, enter "Yes" or If Team Lead, enter "Yes"

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
EDIPI	LastName	FirstName	MiddleName	Prefix	Suffix	Email	Title	PhoneNumber	PhoneExt	DSN	CanLogin	IsDemoEmployee	CanBeSupervisor	CanBeFunctionalReviewer	CanBeTeamLead	AcqDemoStartDate	OrganizationLevel
number(10)	Cannot Be Updated	Cannot Be Updated	Cannot Be Updated	Cannot Be Updated	Cannot Be Updated	string(255)	string(100)	phone ###-###-####	number(5)	number(15)	1 = YES 0 = NO	Cannot Be Updated	1 = YES 0 = NO	1 = YES 0 = NO	Cannot Be Updated	PayPool System ID or Sub-Panel System ID Retrieve ID from CAS2Net 2.0	

S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH
StartDateInOrganization	CareerPath	BroadbandLevel	OccupationalSeries	AcquisitionCareerField	CertificationLevelRequired	CertificationLevelCompleted	PresumptiveStatus	Locality	OfficeSymbol	HRSO	BasicPay	ControlPointSalary	ControlPointScore	IsAcdp	AcdpStartDate
date mm/dd/yyyy	ID NH; NK; NJ	ID I, II, III, IV	ID	Cas2Net 2.0 ID OR string(75)	1,2,3	1,2,3	2,4,5	Code	string(20)	Code	number(7)	number(7) If ControlPointScore is also populated, it is ignored	number(3) If ControlPointSalary is also populated, this is ignored	1 = YES 0 = NO	date mm/dd/yyyy

3. Enter 1, 2, or 3 for cash differential situation

4. Enter Percent Team Lead capped at 5% Supervisor capped at 10%

AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU
AcdpTargetCareerPath	AcdpMaxBroadbandLevel	AcdpTargetOccupationalSeries	AcdpDevelopmentalProgram	AcdpAssociatedPrdNumbers	AcdpPrdNumber	AcdpApproverEdipi	DifferentialSituation	DifferentialPercent	DifferentialDate	Wildcard1	Wildcard2	Wildcard3
ID NH; NK; NJ	ID I, II, III, IV	ID	Cas2Net 2.0 ID OR string(75)	string(100)	string(30)	number(10)	1 = OrganizationalLevelScope 2 = ExtremelyDifficultToFill 3 = PayInequity	number(5)	date mm/dd/yyyy	string(100)	string(100)	string(100)

5. Enter effective date

AV	AW	AX	AY	AZ	BA	BB	BC
Wildcard4	Wildcard5	Wildcard6	Wildcard7	Wildcard8	Supervisor1EDIPI	Supervisor2EDIPI	FunctionalReviewerEDIPI
string(100)	string(100)	string(100)	string(100)	string(100)	number(10)	number(10)	number(10)

Administrator > User Management > Bulk Update Control Points

1. Must enter EDIPI

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
EDIPI	LastName	FirstName	MiddleName	Prefix	Suffix	Email	Title	PhoneNumber	PhoneExt	DSN	CanLogin	IsDemoEmployee	CanBeSupervisor	CanBeFunctionalReviewer	CanBeTeamLead	AcqDemoStartDate	OrganizationLevel
number(10)	Cannot Be Updated	Cannot Be Updated	Cannot Be Updated	Cannot Be Updated	Cannot Be Updated	string(255)	string(100)	phone ###-###-####	number(5)	number(15)	1 = YES 0 = NO	Cannot Be Updated	1 = YES 0 = NO	1 = YES 0 = NO	1 = YES 0 = NO	Cannot Be Updated	PayPool System ID or Sub-Panel System ID Retrieve ID from CAS2Net 2.0

2. If Salary Control Point, use Column AE then enter dollar value for each listed EDIPI or If OCS Control Point, use Column AF then enter OCS value for each listed EDIPI

S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH
1	StartDateInOrganization	CareerPath	BroadbandLevel	OccupationalSeries	AcquisitionCareerField	CertificationLevelRequired	CertificationLevelCompleted	PresumptiveStatus	Locality	OfficeSymbol	HRSO	BasicPay	ControlPointSalary number(7) if ControlPointScore is also populated, it is ignored	ControlPointScore number(3) if ControlPointSalary is also populated, this is ignored	AcqDemoStartDate
2	date mm/dd/yyyy	ID NH; NK; NJ	ID I, II, III, IV	ID	Cas2Net 2.0 ID OR string(75)	1,2,3	1,2,3	2,4,5	Code	string(20)	Code	number(7)		= YES = NO	date mm/dd/yyyy
3															
4															

AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	
1	AcqpTargetCareerPath	AcqpMaxBroadbandLevel	AcqpTargetOccupationalSeries	AcqpDevelopmentalProgram	AcqpAssociatedPrdNumbers	AcqpPrdNumber	AcqpApproverEdipi	DifferentialSituation	DifferentialPercent	DifferentialDate	Wildcard1	Wildcard2	Wildcard3
2	ID NH; NK; NJ	ID I, II, III, IV	ID	Cas2Net 2.0 ID OR string(75)	string(100)	string(30)	number(10)	1 = Organizational levelScope 2 = ExtremelyDifficultToFill 3 = Paynequity	number(5)	date mm/dd/yyyy	string(100)	string(100)	string(100)
3													
4													

AV	AW	AX	AY	AZ	BA	BB	BC	
1	Wildcard4	Wildcard5	Wildcard6	Wildcard7	Wildcard8	Supervisor1EDIPI	Supervisor2EDIPI	FunctionalReviewerEDIPI
2	string(100)	string(100)	string(100)	string(100)	string(100)	number(10)	number(10)	number(10)
3								
4								

Administrator > User Management > Bulk Update

Example: Supervisor and Team Lead Cash Differential and OCS Control Points

If Pay Pool is using Cash Differential and OCS Control Points

- Go to Organization Management
- Review Organization Details Panel and ensure
 - “Control Point By OCS” toggled to “Yes”
 - “Can Set Cash Differential” toggled to “Yes”

Menu

Home

Administrator

Appraisal Status

Offline Interface

Previous Cycle Data

Organization Management

Mandatory Objectives

Pay Pool Notices

eDocuments

Reports

Trusted Agent

User Management

Employee

Edit Organization Level

PP99999

Organization Hierarchy

Organization Details under DoD - AcqDemo Pgrm Office

Refresh Contribution Plans

Move

Delete

CAS2Net Id: 3132

Is Pay Pool: No Yes

Component Id: PP99999

Name: PM Widget

Description: PM Widget

Contribution Plan by Factors: No Yes

Require Employee Initiate and Submit: No Yes

Supervisor Enters Numeric Scores: No Yes

Use Mandatory Objectives: No Yes

Assessments Require Approved Plan: No Yes

Require Supervisor 2 Approval: No Yes

Control Point By OCS

No Yes

Control Point Pay Line: Standard Pay Line (SPL)

Can Set Cash Differential

No Yes

Administrator > User Management > Bulk Update

Example: Supervisor and Team Lead Cash Differential and Salary Control Points

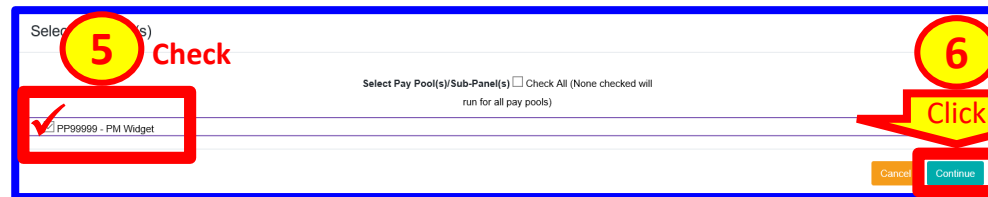
- With toggles for “Can Set Cash Differential” and “Control Point By OCS” set to “Yes”
- User Profiles can be updated with the cash differential and control point

The image displays two screenshots of a user management interface. The top screenshot is for a user profile titled "User Profile - LEVEL, SECOND". It shows various fields for user information, including EDIPI (000000007), First Name (SECOND), Last Name (LEVEL), and Email (second.level@widget.mil). Under the "General User Information" section, there are several toggle buttons: "Can Access CAS2Net 2.0" (No/Yes), "Is Demo Employee" (No/Yes), "Is System Owner" (No/Yes), "Can Be Supervisor" (No/Yes), "Can Be Team Lead" (No/Yes), and "Can Be Functional Reviewer" (No/Yes). The "Can Be Supervisor" button is highlighted with a red box. Below this, there are sections for "Organization Information" and "Salary Information". The "Salary Information" section includes "Retained Pay Status" (No/Yes), "Allow Over Control Point" (No/Yes), "Presumptive Status" (1 - Due to time), "Basic Pay" (\$ 136,659), "Locality" (ATL - Atlanta), "Locality Rate" (21.64), and "Differential Situation" (None). The "Differential Situation" dropdown is also highlighted with a red box. The bottom screenshot is for a user profile titled "User Profile - SUPERVISOR, FIRST LEVEL". It shows similar fields, including EDIPI (000000009), First Name (FIRST), Last Name (SUPERVISOR), and Email (firstlevel.supervisor@widget.mil). The "Can Be Supervisor" button is highlighted with a red box. The "Salary Information" section includes "Retained Pay Status" (No/Yes), "Allow Over Control Point" (No/Yes), "Presumptive Status" (1 - Due to time), "Basic Pay" (\$ 99,000), "Locality" (ATL - Atlanta), "Locality Rate" (21.64), and "Differential Situation" (None). The "Control Point OCS" dropdown is highlighted with a red dashed box, and the "Differential Situation" dropdown is highlighted with a red box.

Administrator > User Management > Bulk Update

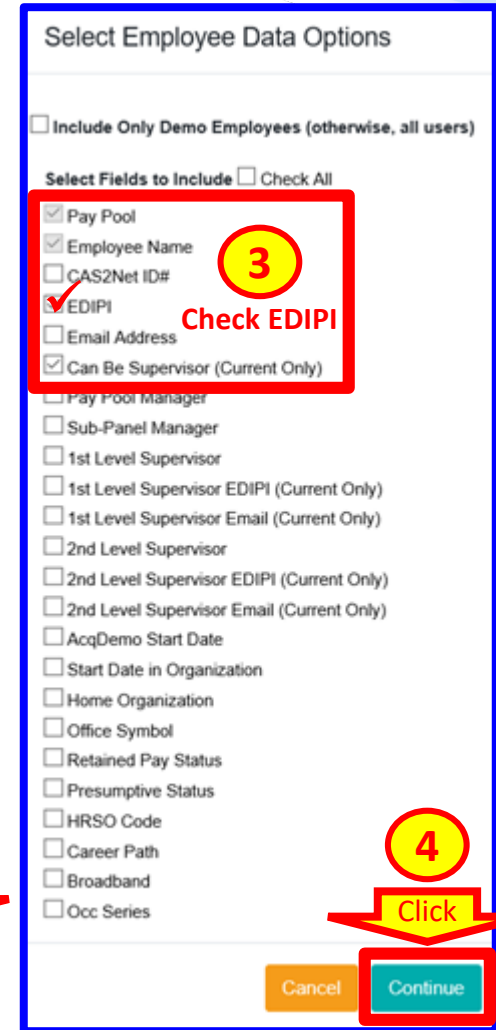
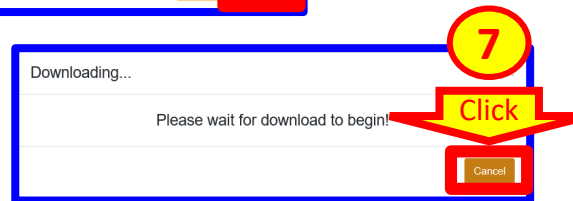
How to get the EDIPI's

- Go to Reports > Current Setting Reports
- Click "Employee Data"



8 Employee Data with EDIPI

	A	B	C	D	E
1	Pay Pool	Employee Name	CAS2Net	EDIPI	Can Be Supervisor (Current Only)
2	PP99999	ADMINISTRATOR, ABBY	19560	1000000005	
3	PP99999	LEVEL, SECOND	19560	1000000087	
4	PP99999	SUPERUSER, SHANNON	19560	1000000088	
5	PP99999	SUPERVISOR, FIRST LEVEL	19560	1000000089	
6	PP99999	TEST, SITE	19539	1450385093	



Administrator > User Management > Bulk Update

Note:

- Row 2 has the descriptive requirement for each column data entry and is a guide to complete the Bulk Update Template
- Not all columns need to be completed

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	EDIPI	LastName	FirstName	MiddleName	Prefix	Suffix	Email	Title	PhoneNumber	PhoneExt	DSN	CanLogin	IsDemoEmployee	CanBeSupervisor	CanBeFunctionalReviewer	CanBeTeamLead	AcqDemoStartDate	OrganizationLevel
2	number{10}	Cannot Be Updated	Cannot Be Updated	Cannot Be Updated	Cannot Be Updated	Cannot Be Updated	string(255)	string(100)	phone ###-###-####	number(5)	number(15)	1 = YES 0 = NO	Cannot Be Updated	1 = YES 0 = NO	1 = YES 0 = NO	1 = YES 0 = NO	Cannot Be Updated	PayPool System ID or Sub-Panel System ID Retrieve ID from CAS2Net 2.0
3																		
4																		

- But after completing the Bulk Update Template, you must delete the descriptive Row 2 for a successful import

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	EDIPI	LastName	FirstName	MiddleName	Prefix	Suffix	Email	Title	PhoneNumber	PhoneExt	DSN	CanLogin	IsDemoEmployee	CanBeSupervisor	CanBeFunctionalReviewer	CanBeTeamLead	AcqDemoStartDate	OrganizationLevel
2	1000000087																	
3	1000000089																	

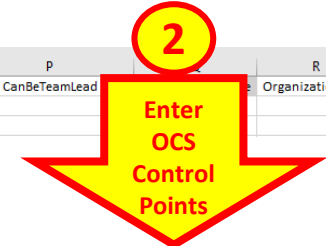
Administrator > User Management > Bulk Update

Example: Supervisor and Team Lead Cash Differential and OCS Control Points



1	Pay Pool	Employee Name	CAS2Ne	EDIPI	Can Be Supervisor (Current Only)
2	PP99999	ADMINISTRATOR, ABBY	1956	1000000005	
3	PP99999	LEVEL, SECOND	1956	1000000087	
4	PP99999	SUPERUSER, SHANNON	1956	1000000088	
5	PP99999	SUPERVISOR, FIRST LEVEL	1956	1000000089	
6	PP99999	TEST, SITE	1953	1450385093	

1	EDIPI	LastName	FirstName	MiddleName	Prefix	Suffix	Email	Title	PhoneNumber	PhoneExt	DSN	CanLogin	IsDemoEmployee	CanBeSupervisor	CanBeFunctionalReviewer	CanBeTeamLead	OrganizationLevel
2	1000000087																
3	1000000089																



1	StartDateInOrganization	CareerPath	BroadbandLevel	OccupationalSeries	AcquisitionCareerField	CertificationLevelRequired	CertificationLevelCompleted	PresumptiveStatus	Locality	OfficeSymbol	HRSO	BasicPay	ControlPointSalary	ControlPointScore	IsAcdp	AcdpStartDate
2														100		
3														92		

1	AcdpTargetCareerPath	AcdpMaxBroadbandLevel	AcdpTargetOccupationalSeries	AcdpDevelopmentalProgram	AcdpAssociatedPrdNumbers	AcdpPrdNumber	AcdpApproverEdipi	DifferentialSituation	DifferentialPercent	DifferentialDate	Wildcard1	Wildcard2	Wildcard3
2								1	10	1/20/2019			
3								1	7.5	1/20/2019			

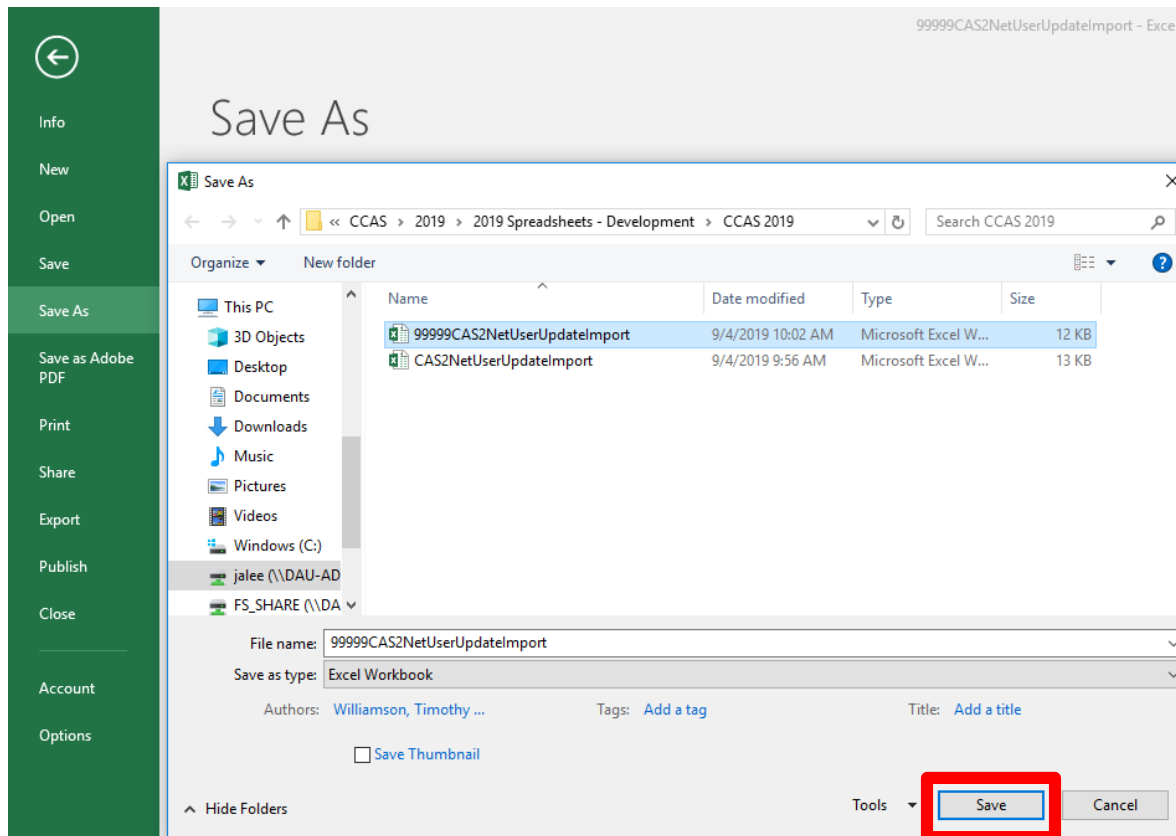
1	Wildcard4	Wildcard5	Wildcard6	Wildcard7	Wildcard8	Supervisor1EDIPI	Supervisor2EDIPI	FunctionalReviewerEDIPI
2								
3								



Administrator > User Management > Bulk Update

Example: Supervisor and Team Lead Cash Differential and OCS Control Points

- After completing the Bulk Update Template, save



Administrator > User Management > Bulk Update

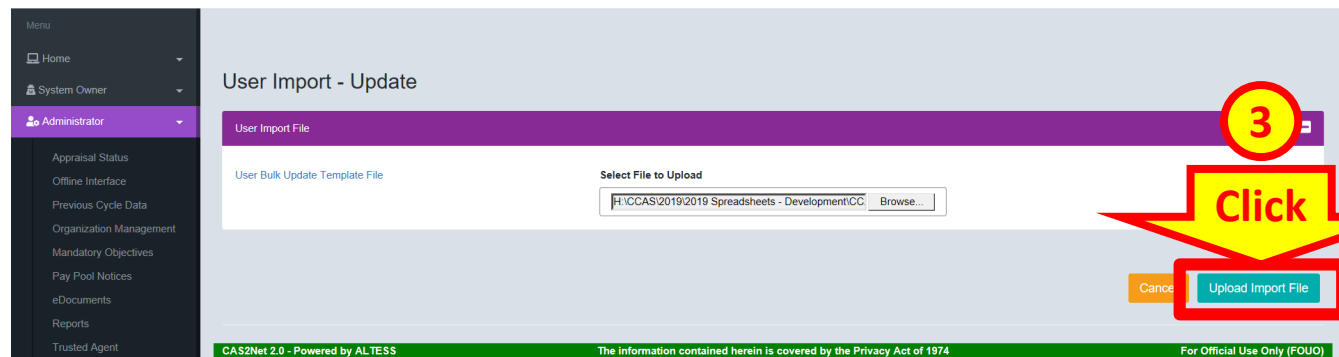
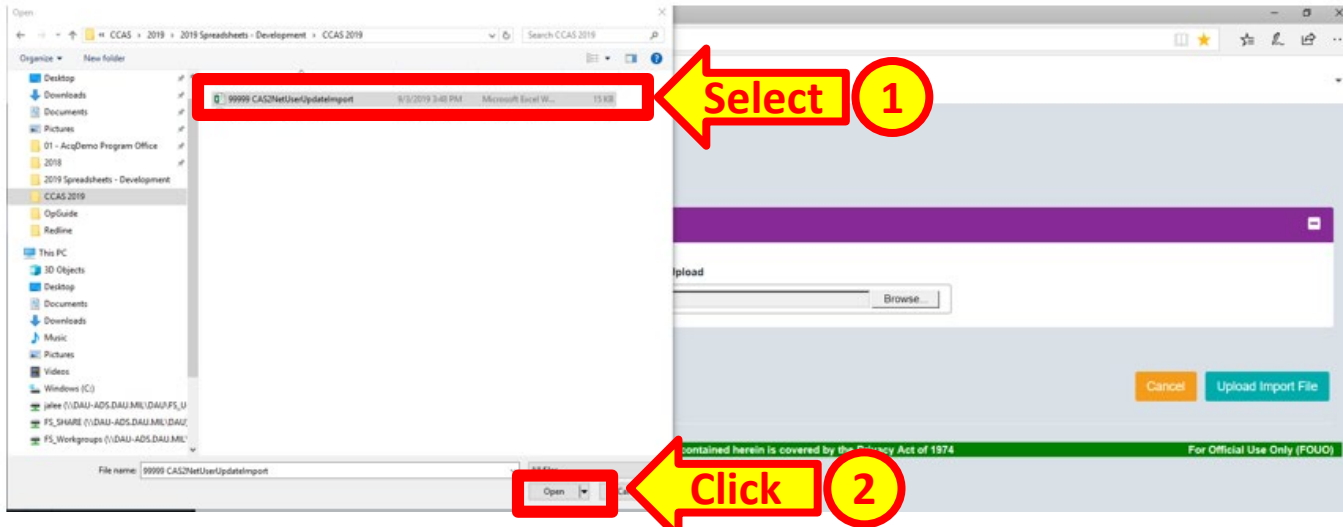
Example: Supervisor and Team Lead Cash Differential and OCS Control Points

- To upload Bulk Update Template

The screenshot displays the 'User Import - Add' interface. On the left is a dark sidebar menu with 'Administrator' selected. The main content area has a purple header 'User Import File' and a white section 'User Bulk Add Template File'. A 'Select File to Upload' label is above a file input field with a 'Browse...' button. A yellow arrow with the word 'Click' points to the 'Browse...' button. Below the input field are 'Cancel' and 'Upload Import File' buttons. A green footer bar contains the text: 'CAS2Net 2.0 - Powered by ALTESS', 'The information contained herein is covered by the Privacy Act of 1974', and 'For Official Use Only (FOUO)'.

Administrator > User Management > Bulk Update

Example: Supervisor and Team Lead Cash Differential and OCS Control Points



Administrator > User Management > Bulk Update

Example: Supervisor and Team Lead Cash Differential and OCS Control Points

User Import - Update

• Import Successfull

User Import File

User Bulk Update Template File

Select File to Upload

Browse...

Cancel Upload Import File

Administrator > User Management > Bulk Update

Example: Supervisor and Team Lead Cash Differential and OCS Control Points

User Profiles Updated with

Cash Differential

- Situation
- Effective Date
- Percent
- Amount

Control Point

- OCS

User Profile - LEVEL, SECOND

General User Information Impersonate User

Organization Information Transfer User Supervised List Supervisor 1 History

Salary Information

Retained Pay Status: No Yes

Allow Over Control Point: No Yes

Presumptive Status:

Control Point OCS:

Basic Pay: \$ 136,659

Locality: RUS - Rest of US

Locality Rate: 15.67 %

Differential Situation	Differential Effective Date	Differential Percent	Differential Amount
Organizational Level and Scope	01-20-2019	10.00 %	\$ 13,666

User Profile - SUPERVISOR, FIRST LEVEL

General User Information Impersonate User

Organization Information Transfer User Supervised List Supervisor 1 History

Salary Information

Retained Pay Status: No Yes

Allow Over Control Point: No Yes

Presumptive Status:

Control Point OCS:

Basic Pay: \$ 99,000

Locality: RUS - Rest of US

Locality Rate: 15.67 %

Differential Situation	Differential Effective Date	Differential Percent	Differential Amount
Organizational Level and Scope	01-20-2019	7.50 %	\$ 7,425

CAS2Net and Spreadsheets

Questions - Issues – Problems

ALTESS Service Desk

24 / 7 /365

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

or

1-800-981-3234