# CAS2Net and CCAS Open Forum

**Thursday**
**5 October 2023**
**1:00 PM Eastern Time**

## Topic:  Discrepancy Reports

To join this Microsoft Teams Open Forum  on your computer, mobile app or room device
***Copy and paste the following to join the meeting***
**https://teams.microsoft.com/l/meetup-join/19%3ameeting_NzQwY2I3MTktZmI1YS00YWM0LThhY2YtMDI4MDA3ZDIzNGMw%40thread.v2/0?context=%7b%22Tid%22%3a%221c21be44-2435-49bf-bc1f-cba317187058%22%2c%22Oid%22%3a%22ad5815de-5095-4600-8a86-0164be9d07a8%22%7d**

# Housekeeping Items

1. Presentations are sent in advance through the CAS2Net Pay Pool Notices
2. Posted to What's New
3. Available in User Notifications
4. Enter your email address in chat if you did not receive it
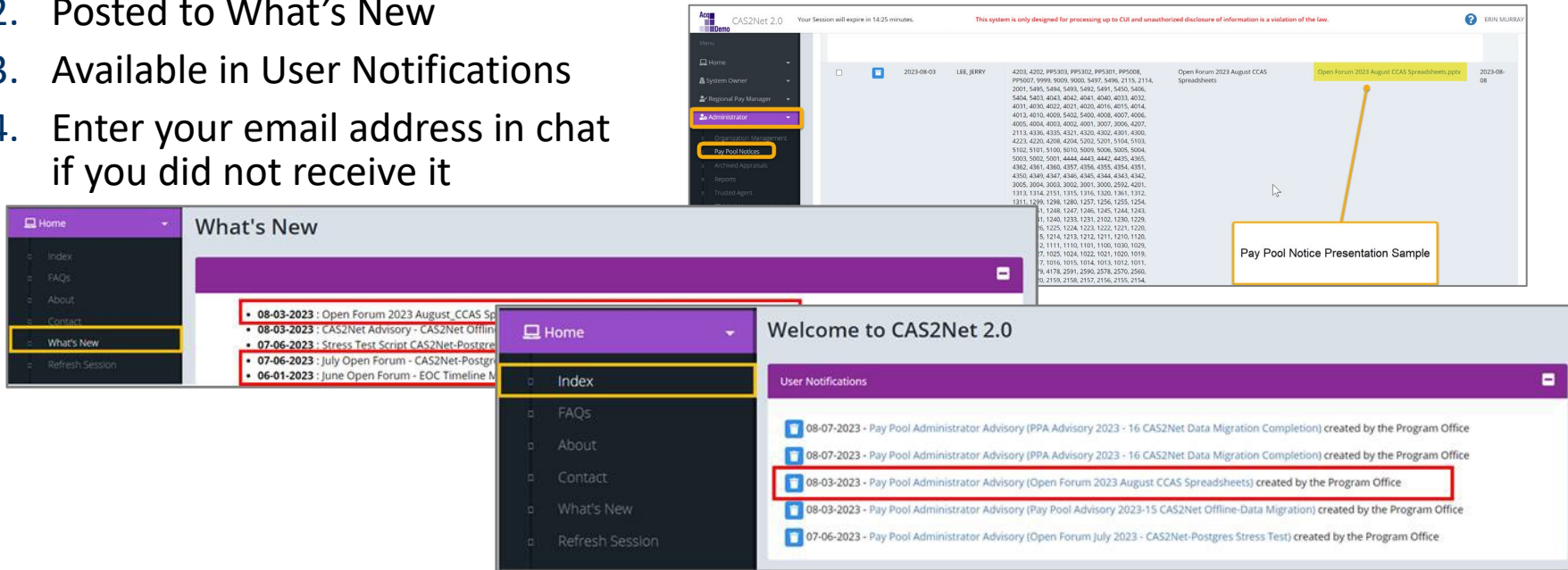


5. Please remember to "Mute" your phone to prevent any background noise and additional feedback.
6. All Open Forum Sessions will be recorded
7. Each recorded session will be posted to the AcqDemo website (including presentation slides) at https://acqdemo.hci.mil/training.html#cas2netOpenForums

# CAS2Net and CCAS End of Cycle

- **Activated** Sunday 1 October 2023
  - ✓ End of Cycle Modules
    - ✓ Appraisal Status
    - ✓ Offline Interface
    - ✓ Previous Cycle Data
    - ✓ Sub-Panel Meeting
    - ✓ CMS Online
  - ✓ **Posted** to Pay Pool Notices
    - ✓ 2023 Sub-Panel Meeting Spreadsheet
    - ✓ 2023 Compensation Management Spreadsheet (CMS)
    - ✓ 2023 Pay Pool Analysis Tool (PPAT)
  - o **AcqDemo web site** and **Posted** to Pay Pool Notices
    - ✓ 2023 Sub-Panel Spreadsheet User Guide
    - ✓ 2023 CMS User Guide
    - ✓ 2023 PAT User Guide

# Just-In-Time AcqDemo 2023 Spreadsheet Training

**Basic AcqDemo Spreadsheet Operations**

- AcqDemo-wide Course
- ✓ Monday, 2 October 2023 @ 1300 EST
- Friday, 6 October 2023 @ 0900 EST
- Tuesday, 17 October 2023 @ 1300 EST **(ADDED)**

**Advanced AcqDemo CMS Spreadsheet Operations**

- AcqDemo-wide Course
- Friday, 6 October 2023 @ 1300 EST
- Friday, 13 October 2023 @ 0900 EST
- Wednesday, 18 October 2023 @ 1300 EST **(ADDED)**

*\*\*If you haven't received the training invitation, contact Component/Command/Agency Representative(s)*

# Discrepancy Reports

**The DCPDS to CAS2Net Update script runs every 2 weeks along with the federal pay period calendar. On the first Wednesday of each pay period, the results uploaded into Pay Pool Notices for each pay pool where the script identifies a difference, an error, or a warning.**

**The filename format is**

- **dcpds_[DCPDS File Date]_[Script Run Date]_[Pay Pool Code]_[CAS2Net Org ID].xslx,**

- **e.g., dcpds_20221012_20221012_9999_630.xlsx**

## List Pay Pool Notices

**Pay Pool Notices**     Add Pay Pool Notice ⊕   Upload to AcqDemo PRMO ⬆   ▬

Show [ 100 ▾ ] entries      Search: [                    ]

| Select ☐ | Archive | Uploaded 2022-10- | Creator | Pay Pool 9999 | Description | Notice | Viewed |
|---|---|---|---|---|---|---|---|
| ☐ | 🗄 | 2022-10-12 | CAS2NET, INTERNAL | 9999 | Discrepancy Report for 9999 - 2022-10-12 | dcpds_20221012_20221012_9999_630.xlsx | |

# Discrepancy Reports

**DCPAS provides DCPDS data for AcqDemo employees on the Wednesday following the start of each pay period. As part of this process, the script will check the data for each employee to ensure that the information meets specific rules before the information is updated in CAS2Net.**

**If the DCPDS information for the employee passes this set of rules, the employee record in CAS2Net will be updated with any updates from their DCPDS record. The spreadsheet will consist of the worksheets listed in this table.**

**End of Cycle Discrepancy Reports will have:**

- **CAS2Net Prev-Cycle Errors and**
- **CAS2Net Prev-Cycle Warnings**

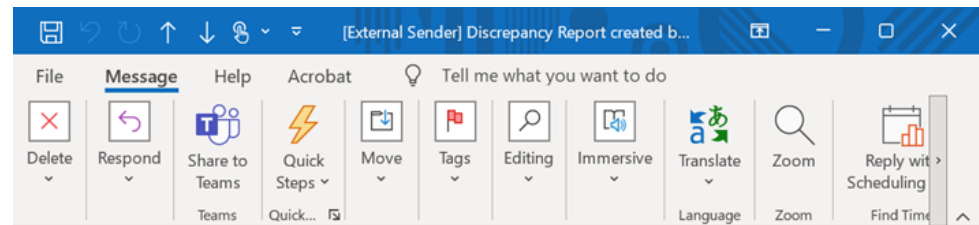| Worksheet | Description |
|---|---|
| Differences | Identifies the differences between an employee's DCPDS and CAS2Net records. Cells with a 'Green' background displays the change that will occur to the employee profile in CAS2Net. |
| CAS2Net Prev-Cycle Errors | Identifies errors found with CAS2Net Previous Cycle Data. Cells with a 'Red' background annotates the field(s) that may be in error. |
| CAS2Net Prev-Cycle Warnings | Identifies warnings found with CAS2Net Previous Cycle Data. Cells with a 'Yellow' background annotates the field that has a warning. |
| DCPDS Errors | Identifies errors found with DCPDS Data. Cells with a 'Red' background annotates the field(s) that may be in error. |
| DCPDS Warnings | Identifies warnings found with DCPDS Data. Cells with a 'Yellow' background annotates the field that has a warning. |
| CAS2Net Profile Errors | Identifies errors found with CAS2Net Data. Cells with a 'Red' background annotates the field(s) that may be in error. |
| CAS2Net Profile Warnings | Identifies warnings found with CAS2Net Data. Cells with a 'Yellow' background annotates the field that has a warning. |

# Discrepancy Reports

- **Schedule of Discrepancy Reports**



- **CAS2Net generated email**

# Discrepancy Reports - Worksheet

# Profile Differences

**This Profile Differences worksheet identifies updates to each employee's user profile in CAS2Net based on the information contained in DCPDS, which is the system of record for this data.**

**The report will only show employees where the fields in CAS2Net do not match the corresponding fields in DCPDS.**

**The report will display information to identify each employee who requires a change to their user profile in CAS2Net; followed by columns with 'Old' and 'New' fields corresponding to the fields in CAS2Net we are checking to identify differences between CAS2Net and DCPDS.**

**Any differences are visually annotated with a green background for the spreadsheet cell corresponding to the New [Field] column.**

**The cell with the green background shows the value *we are updating in the employee's user profile in CAS2Net***

# Discrepancy Reports – Profile Differences

- **Profile Differences**
- **The cell with the** `green` **background shows the value** *we are updating in the employee's user profile in CAS2Net*

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Num | Employee Name | Office Symbol | EDIPI | UserId | UIC / PAS | Pay Pool | Old Career Path | New Career Path | Old Band Level | New Band Level | Old Occ Series | New Occ Series | Old HRSO Code | New HRSO Code | Old Loc Code | New Loc Code |
| 2 | | | | | | | 1228 | NH | NH | 3 | 3 | 0346 | 0346 | AD | AD | DCB | DCB |
| 3 | | | | | | | 1012 | NH | NH | 4 | 3 | 0340 | 0340 | AD | AD | HNT | HNT |
| 4 | | | | | | | 1019 | NH | NH | 3 | 4 | 0346 | 0346 | AD | JX | HNT | HNT |
| 5 | | | | | | | 1020 | NH | NH | 4 | 4 | 0340 | 0343 | AD | JX | HNT | HNT |
| 6 | | | | | | | 1025 | NH | NH | 4 | 4 | 0346 | 0346 | AD | AD | DET | DET |
| 7 | | | | | | | 1113 | NH | NH | 3 | 3 | 0855 | 0855 | YU | YU | RUS | RUS |
| 8 | | | | | | | 1280 | NH | NH | 2 | 2 | 1910 | 1910 | | BG | RUS | RUS |
| 9 | | | | | | | 1221 | NH | NH | 3 | 3 | 2210 | 2210 | AD | AD | DCB | DCB |
| 10 | | | | | | | 1019 | NH | NH | 2 | 2 | 0560 | 0560 | AD | AD | DCB | DCB |

| | Q | R | S | T | U | V | W | X | Y | Z | AA | AB | AC |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | New Loc Code | Old Basic Pay | New Basic Pay | Old Ret Pay | New Ret Pay | Old Pos Date | New Pos Date | Old Prom Date | New Prom Date | Has Prom | Barg Unit Status | Old Is BUE | New Is BUE |
| 2 | DCB | 106911 | 106911 | No | No | 2021-12-26 | 2023-09-10 | | | | AR3059 | Yes | Yes |
| 3 | HNT | 100141 | 100141 | No | No | 2022-09-11 | 2023-09-19 | 2012-04-08 | 2012-04-08 | | AR2996 | Yes | Yes |
| 4 | HNT | 91255 | 100381 | No | No | 2022-02-13 | 2023-09-24 | 2015-10-18 | 2015-10-18 | | 8888 | No | No |
| 5 | HNT | 100603 | 100603 | No | No | 2022-11-06 | 2023-09-24 | | | | 8888 | No | No |
| 6 | DET | 128450 | 128450 | No | No | 2020-06-21 | 2023-09-24 | 2010-07-01 | 2010-07-01 | Rateable Temp - Yes | 8888 | No | No |
| 7 | RUS | 71099 | 71099 | No | No | | 2023-09-10 | | 2023-09-10 | | 7777 | No | No |
| 8 | RUS | 59319 | 59319 | No | No | | 2023-07-30 | | 2022-07-31 | | AR2826 | No | Yes |
| 9 | DCB | 94671 | 94671 | No | No | | 2023-09-11 | | | | AR3059 | No | Yes |
| 10 | DCB | 40082 | 40082 | No | No | | 2023-09-11 | | | | 8888 | No | No |

# Discrepancy Reports - Worksheet

## CAS2Net Prev-Cycle Errors

The CAS2Net Prev-Cycle Errors worksheet identifies errors with CAS2Net Previous Cycle Data for AcqDemo employees who are currently being rated in a pay pool.

This sheet will only be in the report during the post cycle from October to the middle of January.

The fields that may be in error will be highlighted using a **red** background.

The worksheet will only contain employees where we found an error with the employee's CAS2Net Previous Cycle Data record.

# Discrepancy Reports – Prev-Cycle Errors

**CAS2Net Previous Cycle Errors**

**The fields that may be in error will be highlighted using a `red` background.**

**Initial reports may have "At least one PAQL score is missing, At least one numeric score is missing, At least one categorical score is missing"**

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | UserID | Employee Name | EDIPI | In DCPDS | AcqDemo Start Date | Sub Panel | Pay Pool | Org Start Date | Position Start Date | Has Supv 1 | Career Path | Band Level | Occ Series | HRS O Code | Loc Code | Basic Pay | Band Min | Band Max | Local Band Max | Ret Pa y | Message |
| 2 | | | | Yes | 05-22-2011 | AAW D&E | | 1010 | 05-22-2011 | | Yes | NH | IV | 0301 | | NY | 146757 | 95973 | 146757 | 176300 | No | At least one PAQL score is missing / At least one numeric score is missing / At least one categorical score is missing |
| 3 | | | | Yes | 05-22-2011 | G8 | | 1010 | 05-22-2011 | | Yes | NH | III | 0343 | | DCB | 105579 | 68299 | 105579 | 138868 | No | At least one PAQL score is missing / At least one numeric score is missing / At least one categorical score is missing |

**Last year (FY2022), CAS2Net Previous Cycle Data included non-Demo employee, resulting in errors**

| 11533 | | | | No | 07-18-2022 | 1223 | | 1223 | 07-18-2022 | 07-18-2022 | No | N/A | | | | | | | | No | Active User not processed by DCPDS import / Missing SSN for transaction / Supervisor 1 is not assigned / Broadband Level is missing or invalid / Occupational Series is missing or invalid / Locality is missing or invalid / Basic Pay is missing / Unable to determine salary band / At least one numeric score is missing / At least one categorical score is missing |

**Hot fixed in 2022, so far only Demo employees in the 2023 Previous Cycle Data**

# Discrepancy Reports - Worksheet

## CAS2Net Prev-Cycle Errors

**The table describes the error messages you will see for errors found with an employee's Previous Cycle Data record in CAS2Net.**

| Message | Description |
|---|---|
| **Active User not processed by DCPDS import** | The employee has a Previous Cycle Data record and an Active User Profile, but there is no DCPDS record for the employee. Archive or transfer the employee record in CAS2Net if the employee has departed. Otherwise, ensure the employee has a DCPDS record marked with a demo location code of 'Q', and that their EDIPI in CAS2Net matches the EDIPI in DCPDS. |
| **Supervisor 1 is not assigned** | The employee does NOT have a 'Supervisor 1' assigned in their CAS2Net Previous Cycle Data record on the 'Organization Information' panel. Add a 'Supervisor 1' by using the dropdown. |

# Discrepancy Reports - Worksheet

## CAS2Net Prev-Cycle Errors

| Message | Description |
|---|---|
| **Occupational Series is missing or invalid** | The employee is missing 'Occupational Series' in their CAS2Net previous cycle data on the 'Organization Information' panel or is not a valid option based on the selected Career Path.  Update the 'Occupational Series' to a valid Occupational Series that is listed in Appendix B of the AcqDemo OpsGuide. |
| **Locality is missing or invalid** | The employee is missing 'Locality' in their CAS2Net Previous Cycle Data record on the 'Salary Information' panel or it is an invalid option.  Update the previous cycle data to select a valid option from the 'Locality' dropdown. |
| **Basic Pay is missing** | The employee's Starting Basic Pay [XXXX] is missing from the 'Salary Info panel in CAS2Net previous cycle data. |
| **Unable to determine salary band** | The Career Path / Broadband level combination is not valid in CAS2Net previous cycle data. Ensure that the Career Path and Broadband level are a valid combination in CAS2Net previous cycle data. |

# Discrepancy Reports - Worksheet
# CAS2Net Prev-Cycle Errors

| Message | Description |
|---------|-------------|
| **Basic Pay is below band min** | The employee's Starting Basic Pay [XXXX] is below the band minimum based on the selected Career Path, Broadband Level, and Basic Pay found in CAS2Net previous cycle data.  Update the Career Path, Broadband Level, and/or Starting Basic Pay [XXXX] in CAS2Net previous cycle data. |
| **Non-Retained Pay over band max** | The employee's Starting Basic Pay [XXXX] is over the band max based on the selected Career Path, Broadband Level, and Basic Pay found in CAS2Net previous cycle data.  Update the Career Path, Broadband Level, Starting Basic Pay [XXXX], and/or Retained Pay flag in CAS2Net previous cycle data. |
| **Retained Pay under local band max** | The employee is marked as a Retained Pay employee, but the Starting Basic Pay [XXXX] is below the local band max based on the selected Career Path, Broadband Level, Basic Pay, and Locality Code in CAS2Net previous cycle data.  Update the Career Path, Broadband Level, Starting Basic Pay [XXXX], Locality Code, and/or Retained Pay flag in CAS2Net previous cycle data. |
| **At least one PAQL score is missing** | The employee is missing the PAQL score for one or more factors.  Add missing PAQL(s) in the offline version of the Sub-Panel or CMS and then import into CAS2Net or add missing PAQL(s) to online Sub-Panel or CMS. |

# Discrepancy Reports - Worksheet

## CAS2Net Prev-Cycle Errors

| Message | Description |
|---|---|
| At least one numeric score is missing | The employee is missing the numeric score for one or more factors.  Add missing numeric score(s) in the offline version of the Sub-Panel or CMS and then import into CAS2Net or add missing numeric score(s) to online Sub-Panel or CMS. |
| At least one categorical score is missing | The employee is missing the categorical score for one or more factors.  Add missing categorical score(s) in the offline version of the Sub-Panel or CMS and then import into CAS2Net or add missing categorical score(s) to online Sub-Panel or CMS. |
| Missing SSN for transaction | The employee is missing their SSN in their DCPDS record. Work with your personnel office to add the SSN to the employee's DCPDS record. NOTE: This is needed for us to process the pay transactions. |

# Discrepancy Reports - Worksheet

## CAS2NET Prev-Cycle Warnings

**The CAS2Net Previous Cycle Warnings worksheet identifies warnings for potential issues with CAS2Net previous cycle data.**

**The fields with a warning will be highlighted using a <mark>yellow</mark> background.**

**It is NOT necessary to update CAS2Net but is provided just to document something you may want to review and update.**

| UserID | Employee Name | EDIPI | Sub Panel | Pay Pool | Org Start Date | Position Start Date | Message |
|---|---|---|---|---|---|---|---|
| | | | | | 01-25-1999 | | Position Start Date missing<br>Use TOA flag is false, but has TOA amount |
| | | | | | 01-25-1999 | | Position Start Date missing<br>Use TOA flag is false, but has TOA amount |
| | | | | | 10-09-2021 | | Position Start Date missing<br>Use TOA flag is false, but has TOA amount |
| | | | | | 01-25-1999 | | Position Start Date missing<br>Use TOA flag is false, but has TOA amount |
| | | | | | 05-22-2011 | 03-27-2022 | Use TOA flag is false, but has TOA amount |
| | | | | | 08-12-2012 | | Position Start Date missing<br>Use TOA flag is false, but has TOA amount |
| | | | | | 05-22-2011 | | Position Start Date missing<br>Use TOA flag is false, but has TOA amount |
| | | | | | 05-22-2011 | | Position Start Date missing<br>Use TOA flag is false, but has TOA amount |
| | | | | | 05-22-2011 | | Position Start Date missing<br>Use TOA flag is false, but has TOA amount |
| | | | | | 05-22-2011 | | Position Start Date missing<br>Use TOA flag is false, but has TOA amount |
| | | | | | 05-22-2011 | | Position Start Date missing<br>Use TOA flag is false, but has TOA amount |
| | | | | | 05-22-2011 | | Position Start Date missing<br>Use TOA flag is false, but has TOA amount |
| | | | | | 05-22-2011 | | Position Start Date missing<br>Use TOA flag is false, but has TOA amount |
| | | | | | 05-22-2011 | | Position Start Date missing<br>Use TOA flag is false, but has TOA amount |

# Discrepancy Reports - Worksheet

## CAS2NET Prev-Cycle Warnings

**This table list the warnings you will see with an employee's CAS2Net Previous Cycle Data record.**

| Message | Description |
| --- | --- |
| **AcqDemo Start Date on PCD does not match AcqDemo Start Date on user profile** | The AcqDemo Start Date in CAS2Net previous cycle data does not match the AcqDemo Start Date on the CAS2Net user profile. Change the AcqDemo Start Date in previous cycle data or in the user profile to match. |
| **Organization Start Date missing** | The Organization Start Date is missing from the previous cycle data in CAS2Net.  Add an Organization Start Date if needed. |
| **Position Start Date missing** | The Position Start Date in CAS2Net previous cycle data is missing. Add a Position Start Date into previous cycle data if required for this employee so you can take this date into consideration when reviewing in the Compensation Management Spreadsheet (CMS). |
| **Use TOA flag is false, but has TOA amount** | The Use Time Off Award flag is set to 'No' in CAS2Net previous cycle data but the employee has received a time off award during the pay pool process.  For the employee to see the time off award following the payout, you will need to set this flag to 'Yes". |

# Discrepancy Reports - Worksheet

## DCPDS Errors

The DCPDS Errors worksheet identifies errors when trying to use DCPDS data to update CAS2Net.

The fields that may be in error will be highlighted using a `red` background.

The report will only contain employees where we found *an error that kept the employee's CAS2Net User Profile from being updated*.

Please review the errors listed and update in DCPDS.

The CAS2Net data will be updated as necessary when the biweekly script is run again.

If you need the record in CAS2Net updated sooner, you can also update the CAS2Net record to match the changes you completed in DCPDS.

# Discrepancy Reports – DCPDS Errors

**DCPDS Errors**

**The fields that may be in error will be highlighted using a red background.**

| | Num | Employee Name | EDIPI | Sub-Agency | UIC / PAS | Pay Pool | UserID | Career Path | Band Level | Occ Series | HRSO Code | Loc Code |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2 | | | | | | | | NH | 02 | 1640 | FN | WA |
| 3 | | | | | | | | NH | 03 | 1102 | FR | SO |
| 4 | | | | | | | | NH | 03 | 1515 | FN | WA |
| 5 | | | | | | | | NH | 03 | 1515 | FN | WA |
| 6 | | | | | | | | NH | 03 | 1515 | FN | WA |
| 7 | | | | | | | | NH | 03 | 0560 | AD | HU |
| 8 | | | | | | | | NH | 02 | 1640 | FN | WA |
| 9 | | | | | | | | NH | 03 | 0801 | FN | WA |
| 10 | | | | | | | | NH | 02 | 1640 | FN | WA |

| | M | N | O | P | Q | R | S | T | U | V | W | X | Y |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | Employee' set in CAS2Net | | |
| | 71099 | 109908 | 109908 | 129878 | 0 | No | 06-NOV-11 | 12-MAR-23 | | 3 | Non-Retained Pay over band max | | |
| | | | | 92429 | 0 | No | | 30-JUL-23 | | | No user found for edipi 1063005599 | | |
| | | | | 92025 | 0 | No | 10-SEP-23 | 10-SEP-23 | | | No user found for edipi 1523354562 | | |
| | | | | 116502 | 0 | No | 30-JUL-23 | 30-JUL-23 | | 5 | User is archived/inactive | | |
| | 99908 | 152771 | 183500 | 118986 | 0 | No | | 11-SEP-22 | | 15 | HRSO Code 'FN' is invalid | | |
| | 71099 | 109908 | 145617 | 109908 | 0 | No | | 03-JUL-22 | | 15 | HRSO Code 'FN' is invalid | | |
| | 71099 | 109908 | 109908 | 109908 | 0 | No | 22-SEP-13 | 13-AUG-23 | | 3 | User does not have 'Is Demo Employee' set in CAS2Net | | |
| | | | | 72649 | 0 | No | 10-SEP-23 | 10-SEP-23 | | 2 | User is archived/inactive | | |
| | 71099 | 109908 | 145617 | 109908 | 0 | No | | 03-JUL-22 | | 15 | HRSO Code 'FN' is invalid | | |
| | 99908 | 152771 | 152771 | 115464 | K | Yes | 12-FEB-23 | 12-FEB-23 | | 17 | Retained Pay under local band max | | |
| | 99908 | 152771 | 183500 | 153427 | 0 | No | | 04-AUG-23 | | 3 | Non-Retained Pay over band max | | |

# Discrepancy Reports – DCPDS Errors

## DCPDS Errors

**The table describes the error messages you will see for errors found with an employee's DCPDS record.**

*Again, no updates were completed in CAS2Net for any employee with a DCPDS error.*

**NOTE: The DCPDS Errors worksheet will also contain the 'Unclaimed Records' Report**

| Message | Description |
|---|---|
| **Sub-Panel not set for user** **Sub-Panel (TRANSFER) not in a pay pool** **User is archived/inactive** **User is in transfer pool** | The employee has a record in DCDPS and in the 'Archived/Transfer' list in CAS2Net. The employee should be either moved into the appropriate Pay Pool, or the DCPDS record should be updated to remove the employee from AcqDemo. |
| **Sub-Panel ([Org Name]) not in a pay pool** | The employee has a record in DCPDS, and a record in CAS2Net. However, the record in CAS2Net is assigned to an organization that is not associated with an active Pay Pool. The employee should be moved to the appropriate organization level on the 'Organization Information' panel in the employee's CAS2Net User Profile. |

# Discrepancy Reports – DCPDS Errors

## DCPDS Errors

| Message | Description |
|---------|-------------|
| **No user found for EDIPI [edipi]** | The employee is marked as an AcqDemo employee in DCPDS, but they do NOT have a record in CAS2Net. Administrator either creates a record in CAS2Net for this employee, or change the DCPDS record to remove the employee from AcqDemo |
| **EDIPI occurs for multiple employees** | The DCPDS file has multiple records for EDIPI |
| **Basic Pay is below band min** | The employee's Basic Pay is below the band minimum based on the selected Career Path, Broadband Level, and Basic Pay found in DCPDS. Update the Career Path, Broadband Level, and/or Basic Pay in DCPDS. |
| **Non-Retained Pay over band max** | Non-Retained Pay over band over the band max based on the selected Career Path, Broadband Level, and Basic Pay found in DCPDS. Update the Career Path, Broadband Level, Basic Pay, and/or Retained Pay flag in DCPDS. |
| **Retained Pay under local band max** | The employee is marked as a Retained Pay employee, but the Basic Pay is below the local band max based on the selected Career Path, Broadband Level, Basic Pay, and Locality Code in DCPDS. Update the Career Path, Broadband Level, Basic Pay, Locality Code, and/or Retained Pay flag in DCPDS. |
| **Locality Code '[Locality Code]' is invalid** | The employee's locality code in DCDPS is not valid. Please fix the locality code in DCPDS. |

# Discrepancy Reports – DCPDS Errors

## DCPDS Errors

| Message | Description |
|---|---|
| **Occ Series '[XXXX]' is invalid** | The employee's Occupational Series in DCPDS is not a valid option for AcqDemo. Change the Occupational Series in DCPDS to an Occupational Series that is listed in Appendix B of the AcqDemo OpGuide. |
| **Occupational Series '[dcpdsSeriesCode]' is invalid for Career Path '[dcpdsCareerPathCode]'** | The employee's Occupational Series in DCPDS is not a valid option for the Career Path. Change the Occupational Series or Career Path in DCPDS to a valid combination. (Valid options for each Career Path can be found in the AcqDemo Operating Guide). |
| **Career Path Code '[XX]' is invalid** | The employee's Career Path in DCPDS is not a valid option for AcqDemo. Change the Career Path in DCPDS to NH, NJ, or NK. |
| **HRSO Code '[XX]' is invalid** | The employee's CCPO ID in DCPDS is not defined as an HRSO Code in CAS2Net. Change the CCPO ID in DCPDS or send a request to add the HRSO Code in CAS2Net to AcqDemo.Contact@hci.mil. |
| **No pay band in current cycle** | The employee's Broadband Level does not exist in the selected Career Path. Change the Career Path and/or Broadband Level in DCPDS. |
| **Unable to process temporary promotion due to other errors** | The employee has a Temporary Promotion identified in their DCPDS record, but the Temporary Promotion could not be created in CAS2Net due to errors in the fields annotated by the cell(s) with a red background. Fix the errors in DCPDS, so the system can create the Temporary Promotion. |

# Discrepancy Reports - Worksheet
# DCPDS Warnings

The DCPDS Warnings worksheet identifies warnings when updating CAS2Net with DCPDS data.

The fields with a warning will be highlighted using a <mark>yellow</mark> background.

*It is NOT necessary to update DCPDS or CAS2Net, but is provided just to document the difference between the two systems.*

At the present time, these are the types of warning you will see for warnings found with an employee's CAS2Net record.

| Message |
|---|
| DCPDS employee name does not match user in CAS2Net (LAST NAME, FIRST MI) |
| Differential Amount is different from CAS2Net (Dollar Amount in CAS2Net) |
| Is Supervisor or Team Leader is different from CAS2Net (Neither Supv/Team Lead) |
| Is Supervisor or Team Leader is different from CAS2Net (Supv) |
| Is Supervisor or Team Leader is different from CAS2Net (Team Lead) |
| Pay Pool Code 'XXXX' is different from CAS2Net |
| Pay Rate Determinant ('X') is invalid |
| Perm Broadband Level 'XXXX' is invalid for Career Path 'NK' |
| Temp promotion basic pay is less than or equal to permanent basic pay |
| Temp Promotion from outside AcqDemo ends before pay out date |

# Discrepancy Reports – DCPDS Warnings

**DCPDS Warnings**

**The fields with a warning will be highlighted using a <mark>yellow</mark> background.**

| | A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Num | Employee Name | EDIPI | UIC / PAS | Pay Pool | UserID | PRD | Has Prom | Message |
| 2 | | **2022** | | | | | 0 | | DCPDS employee name does not match user in CAS2Net (EMPLOYEE NAME) / Pay Pool Code '1000' is different from CAS2Net |
| 3 | | | | | | | 0 | | DCPDS employee name does not match user in CAS2Net (EMPLOYEE NAME) |
| 4 | | | | | | | 0 | | Pay Pool Code '0' is different from CAS2Net |
| 5 | | | | | | | 0 | | DCPDS employee name does not match user in CAS2Net (EMPLOYEE NAME) |
| 6 | | | | | | | 0 | | Pay Pool Code '2000' is different from CAS2Net |
| 7 | | | | | | | 0 | | DCPDS employee name does not match user in CAS2Net (EMPLOYEE NAME) |
| 8 | | | | | | | 0 | | DCPDS employee name does not match user in CAS2Net (EMPLOYEE NAME) / Pay Pool Code '3000' is different from CAS2Net |
| 9 | | | | | | | 0 | | DCPDS employee name does not match user in CAS2Net (EMPLOYEE NAME) / Pay Pool Code '4000' is different from CAS2Net |
| 10 | | | | | | | 0 | | DCPDS employee name does not match user in CAS2Net (EMPLOYEE NAME) / Pay Pool Code '5000' is different from CAS2Net |

**2023 added "Is Supervisor/Is Team Leader" and "Differential Amount". Comparing what is in DCPDS to the CAS2Net User Profiles.**

| | A | B | C | D | E | F | G | H | I | J | K |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Num | Employee Name | EDIPI | UIC / PAS | Pay Pool | UserID | PRD | Has Prom | Is Supervisor or Team Leader | Differential Amount | Message |
| 184 | | | | | | | 0 | | Supv | | Supervisor or Team Leader is different from CAS2Net (Neither Supv/Team Lead) / Pay Pool Code '1000' is different from CAS2Net |
| 185 | | | | | | | 0 | | | | Pay Pool Code '0' is different from CAS2Net |
| 186 | | | | | | | 0 | | | | Pay Pool Code '0' is different from CAS2Net |
| 187 | | | | | | | 0 | | upv | 5000 | Differential Amount is different from CAS2Net (0) / Pay Pool Code '0' is different from CAS2Net |
| 188 | | | | | | | 0 | | | | Pay Pool Code '0' is different from CAS2Net |
| 189 | | | | | | | 0 | | Supv | 0 | Supervisor or Team Leader is different from CAS2Net (Neither Supv/Team Lead) / Pay Pool Code '1000' is different from CAS2Net |
| 190 | | | | | | | 0 | | | | Pay Pool Code '1000' is different from CAS2Net |
| 191 | | | | | | | 0 | | Supv | 0 | Supervisor or Team Leader is different from CAS2Net (Neither Supv/Team Lead) / Pay Pool Code '1000' is different from CAS2Net |
| 192 | | | | | | | 0 | | | 0 | Pay Pool Code '1000' is different from CAS2Net |
| 193 | | | | | | | 0 | | | | Pay Pool Code '1000' is different from CAS2Net |

# Discrepancy Reports - Worksheet

## CAS2NET Profile Errors

The CAS2Net Profile Errors worksheet identifies errors with CAS2Net data for AcqDemo employees (IsDemoEmployee = Yes).

The fields that may be in error will be highlighted using a **red** background.

The worksheet will only contain employees where we found an error with the employee's CAS2Net record.

Some of these errors may also exist on the DCPDS Errors worksheet, so you have the option of fixing the record in DCPDS and allowing the updates to process during the next biweekly run of the script.

*If you need the record in CAS2Net updated sooner, you can go ahead and update the CAS2Net record.*

# Discrepancy Reports – CAS2Net Profile Errors

**CAS2NET Profile Errors**

**The fields that may be in error will be highlighted using a `red` background.**

| | UserID | Employee Name | EDIPI | Sub Panel | Pay Pool | In DCPDS | AcqDemo Start Date | Org Start Date | Position Start Date | Has Supv1 | Career Path | Band Level | Occ Series | HRSO Code | Loc Code | Basic Pay | Band Min | Band Max | Local Band Max | Ret Pay | Runs With Errors | Message |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2 | | | | | | No | 06-06-2010 | 06-06-2010 | | Yes | NH | III | 0301 | AD | DET | 84507 | 71099 | 109908 | 141089 | No | 8 | User not processed by DCPDS import |
| 3 | | | | | | No | 04-24-2011 | 04-24-2011 | 06-10-2018 | Yes | NH | IV | 0346 | AD | DET | 152771 | 99908 | 152771 | 183500 | No | 6 | User not processed by DCPDS import |
| 4 | | | | | | No | 09-12-2021 | 09-25-2023 | | Yes | NH | III | 1515 | AD | HNT | 109908 | 71099 | 109908 | 132945 | No | 3 | User not processed by DCPDS import |
| 57 | | | | | | Yes | 08-04-2023 | 08-04-2023 | 08-04-2023 | Yes | NH | IV | 0801 | AD | NY | 153427 | 99908 | 152771 | 183500 | Yes | 4 | Retained Pay under local band max |
| 58 | | | | | | No | 09-10-2023 | 12-20-2010 | 09-10-2023 | Yes | NH | III | 1101 | BV | DET | 85414 | 71099 | 109908 | 141089 | No | 1 | User not processed by DCPDS import |
| 59 | | | | | | No | 09-11-2023 | 09-11-2023 | 09-11-2023 | Yes | NH | II | 0080 | | DCB | 77112 | 32357 | 77112 | 102166 | No | 1 | User not processed by DCPDS import HRSO is missing or invalid |
| 60 | | | | | | No | 07-16-2023 | 07-16-2023 | | Yes | NH | III | 0830 | YU | DCB | 71099 | 71099 | 109908 | 145617 | No | 1 | User not processed by DCPDS import |
| 61 | | | | | | No | 07-30-2023 | | 07-30-2023 | Yes | NH | II | 1550 | | DCB | 59319 | 32357 | 77112 | 102166 | No | 1 | User not processed by DCPDS import HRSO is missing or invalid |
| 62 | | | | | | No | 09-25-2023 | 09-25-2023 | 09-25-2023 | Yes | NK | III | 0303 | YU | RUS | 50662 | 44389 | 70190 | 81771 | No | 1 | User not processed by DCPDS import |
| 63 | | | | | | No | 09-25-2023 | 09-25-2023 | 09-25-2023 | Yes | NH | III | 0301 | AD | HNT | 109908 | 71099 | 109908 | 132945 | No | 1 | User not processed by DCPDS import |
| 64 | | | | | | No | 09-11-2023 | 09-11-2023 | 09-11-2023 | Yes | NH | III | 0340 | AD | DET | 109908 | 71099 | 109908 | 141089 | No | 1 | User not processed by DCPDS import |

**The table at the next slide describes the error messages you will see for errors found with an employee's CAS2Net record.**

# Discrepancy Reports – CAS2Net Profile Errors

## CAS2NET Profile Errors

| Message | Description |
|---|---|
| **User not processed by DCPDS import** | The employee has an Active User Profile in CAS2Net, but they do NOT have a record in DCPDS. Ensure the EDIPI in CAS2Net and DCPDS match, and the employee's DCPDS record has a Demo Location Code of 'Q'. |
| **AcqDemo Start Date missing** | The employee is missing 'AcqDemo Start Date' in their CAS2Net User Profile on the 'Organization Information' panel. Add the 'AcqDemo Start Date'. |
| **Organization Start Date missing** | The employee is missing 'Organization Start Date' in their CAS2Net User Profile on the 'Organization Information' panel. Add the 'Organization Start Date'. |
| **Career Path is missing or invalid** | The employee is missing 'Career Path' in their CAS2Net User Profile on the 'Organization Information' panel or it is invalid. Update the 'Career Path' by using the dropdown. |
| **Broadband Level is missing or invalid** | The employee is missing 'Broadband Level' in their CAS2Net User Profile on the 'Organization Information' panel or it is invalid. Update the 'Broadband Level' using the dropdown. |

# Discrepancy Reports – CAS2Net Profile Errors

## CAS2NET Profile Errors

| Message | Description |
|---|---|
| **Occupational Series is missing or invalid** | The employee is missing 'Occupational Series' in their CAS2Net User Profile on the 'Organization Information' panel or is not a valid option based on the selected Career Path. Update the 'Occupational Series' to a valid Occupational Series that is listed in Appendix B of the AcqDemo OpGuide. |
| **Sub-Panel not set for user** | The employee has an Active User Profile but is not assigned to an organization. Find the employee in the 'Archived/Transfer' list and move the employee to the correct 'Organization Level'. |
| **Sub-Panel [Name (Pay Pool Code)] not in an active pay pool** | The employee is assigned to an 'Organization Level' that is not associated with a Pay Pool or the associated Pay Pool is inactive. Update the 'Organization Level' in their CAS2Net User Profile on the 'Organization Information' panel using the dropdown. |
| **Sub-Panel [Code (CAS2NetID)] is inactive** | The employee is assigned to an 'Organization Level' that is inactive in their CAS2Net User Profile on the 'Organization Information' panel. Update the 'Organization Level' using the dropdown to an active organization. |

# Discrepancy Reports – CAS2Net Profile Errors

## CAS2NET Profile Errors

| Message | Description |
|---|---|
| **HRSO is missing or invalid** | The employee is missing HRSO Code in their CAS2Net User Profile on the 'Organization Information' panel or is not a valid option. Change the HRSO Code to a valid code defined in CAS2Net. Please send a request to add the HRSO Code in CAS2Net to AcqDemo.Contact@dau.edu if you can't find the appropriate code in the HRSO Code dropdown. |
| **Supervisor 1 is not assigned** | The employee does NOT have a 'Supervisor 1' assigned in their CAS2Net User Profile on the 'Organization Information' panel. Add a 'Supervisor 1' by using the dropdown. |
| **Basic Pay Missing** | The employee is missing Basic Pay in their CAS2Net User Profile on the 'Salary Information' panel. Update the user profile to include Basic Pay. |
| **Basic Pay is below band min** | The employee's Basic Pay is below the band minimum based on the selected Career Path, Broadband Level, and Basic Pay found in CAS2Net. Update the Career Path, Broadband Level, and/or Basic Pay in CAS2Net. |
| **Non-Retained Pay over band max** | The employee's Basic Pay is over the band max based on the selected Career Path, Broadband Level, and Basic Pay found in CAS2Net. Update the Career Path, Broadband Level, Basic Pay, and/or Retained Pay flag in CAS2Net. |

# Discrepancy Reports – CAS2Net Profile Errors

## CAS2NET Profile Errors

| Message | Description |
|---------|-------------|
| **Retained Pay under local band max** | The employee is marked as a Retained Pay employee, but the Basic Pay is below the local band max based on the selected Career Path, Broadband Level, Basic Pay, and Locality Code in CAS2Net. Update the Career Path, Broadband Level, Basic Pay, Locality Code, and/or Retained Pay flag in CAS2Net. |
| **Locality is missing or invalid** | The employee is missing 'Locality' in their CAS2Net User Profile on the 'Salary Information' panel or it is an invalid option.  Update the user profile to select a valid option from the 'Locality' dropdown. |
| **Unable to determine salary band** | The employee is missing either the 'Career Path' or 'Broadband Level' in their CAS2Net User Profile on the 'Organization Information' panel. Update the user profile by selecting a valid 'Career Path' and/or 'Broadband Level' from the dropdowns. |
| **Pay band on temporary promotion does not match user profile** | The employee has a 'Temporary Promotion' in 'Post Cycle Activity' that does not match the CAS2Net User Profile.  Update the 'Post Cycle Activity' Temporary Promotion or the User Profile to match. |

# Discrepancy Reports - Worksheet

## CAS2NET Profile Warnings

**The CAS2Net Profile Warnings worksheet identifies warnings when updating CAS2Net with DCPDS data.**

**The fields with a warning will be highlighted using a <mark>yellow</mark> background.**

**It is NOT necessary to update DCPDS or CAS2Net but is provided just to document the difference between the two systems.**

| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | UserID | Employee Name | EDIPI | Sub Panel | Pay Pool | Org Start Date | Position Start Date | Message |
| 2 | | | | | | 05-22-2011 | | Position Start Date missing |
| 3 | | | | | | 05-22-2011 | | Position Start Date missing |
| 4 | | | | | | 05-22-2011 | | Position Start Date missing |
| 5 | | | | | | 05-22-2011 | | Position Start Date missing |
| 6 | | | | | | 05-22-2011 | | Position Start Date missing |
| 7 | | | | | | 05-22-2011 | | Position Start Date missing |
| 8 | | | | | | 05-22-2011 | | Position Start Date missing |
| 9 | | | | | | 05-22-2011 | | Position Start Date missing |
| 10 | | | | | | 05-22-2011 | | Position Start Date missing |

# Discrepancy Reports – CAS2Net Profile Warnings

## CAS2NET Profile Warnings

**This table list the warnings you will see with an employee's CAS2Net record.**

| Message | Description |
|---|---|
| **Organization Start Date missing** | The organization start date is missing from the CAS2Net User Profile. |
| **Position Start Date missing** | The position start date is missing from the CAS2Net User Profile. |
| **Organization Start Date missing**<br><br>**Position Start Date missing** | Both the organization start date and position start date are missing from the CAS2Net User Profile. |

**The fields with a warning will be highlighted using a <mark>yellow</mark> background.**

**It is NOT necessary to update DCPDS or CAS2Net but is provided just to document the difference between the two systems.**

# DCPDS Opt-Out

- **Option to opt-out from the automatic changes from DCPDS**



Info! Cannot add to previous cycle date because user contains a previous cycle record.

User Profile - BIRD, BLU (ID #232657)

General User Information — Add to Previous Cycle Data | Impersonate User

Organization Information — Transfer User | User Change History | Supervisor 1 History | Organization History

DCPDS Position Start Date | DCPDS Last Promoted Date | DCPDS Opt-Out [ No | Yes ] | Is BUE [ No | Yes ]

- **Discrepancy will still be reported**
- **If the "DCPDS Opt-Out" flag is set to "Yes" on their CAS2Net User Profile, any update will be skipped for that employee … CAS2Net will not automatically update**
- **DCPDS Opt-Out will require an Administrator action**

# Discrepancy Reports – Color Codes

- **Cells with a 'Green' background displays the change to the employee profile in CAS2Net.**

- **Cells with a 'Yellow' background are differences that we did NOT change in CAS2Net based on the 'DCPDS Opt-Out' flag being set to 'Yes' on the employee's user profile.**

- **Cells with a 'Yellow' background annotates the field that has a warning.**

- **Cells with a 'Red' background annotates the field(s) that may be in error.**

# CAS2Net User Guide

# For more on the Discrepancy Reports



**Click**  **"SUPER USER"** is the username

## https://cas2net.army.mil/Home/ShowUserGuide/Cas2Net_UserGuide.pdf

# End of Cycle Key Dates



PAY PERIOD CALENDAR 2023 and 2024
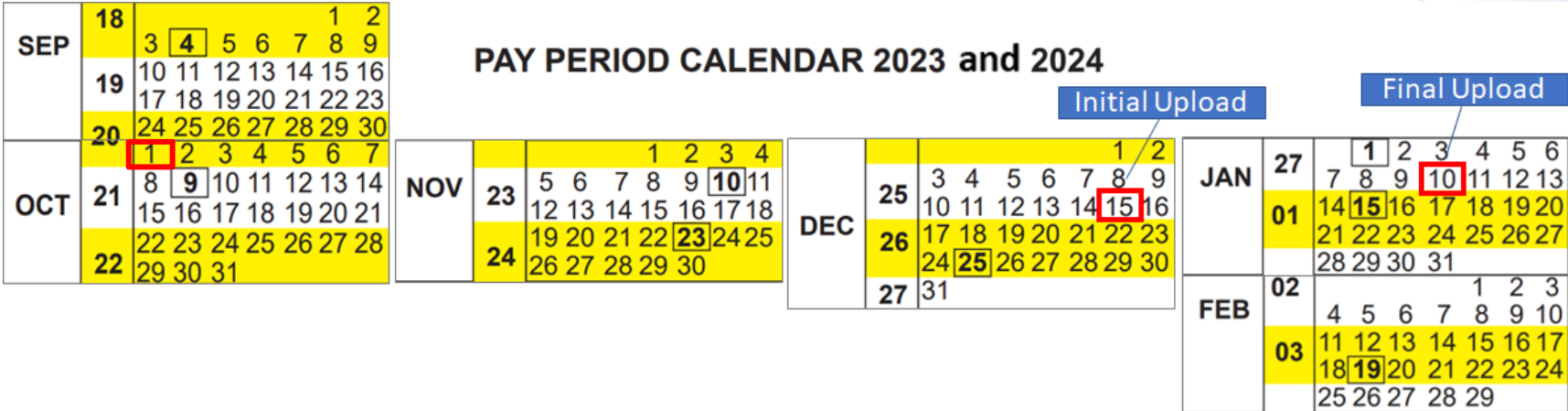
| 2023 End of Cycle Timeline | | | |
|---|---|---|---|
| | Date | Event | Action By |
| Sunday | 1-Oct-23 | Activate CAS2Net End of Cycle Process Modules (Appraisal Status, Offline Interface, Previous Cycle Data, Sub-Panel Meeting, and CMS Online) | PMO |
| Sunday | 1-Oct-23 | Post Sub-panel Meeting Spreadsheet (SPMS), Compensation Management Spreadsheet (CMS) and Pay Pool Analysis Tool (PAT) to CAS2Net Pay Pool Notices | PMO |
| Friday | 15-Dec-23 | **Initial upload so AcqDemo Program Office can check CMS parameters**<br>Subject to Component or Command Initial Upload Date | **Pay Pool Administrators** |
| Wednesday | 10-Jan-24 | **Pay pools finalize upload**<br>Subject to Component or Command Initial Upload Date | **Pay Pool Administrators** |
| Sunday | 14-Jan-24 | Beginning date of the first full pay period in January – Effective date of CCAS payouts (ratings effective 1 Jan 2024) | |
| Friday-Saturday | 19-20 Jan 24 | CAS2Net upload pay and rating transaction files to regional pay offices | PMO |

# 2023 Open Forum Schedule

- ✓ 05 January, 1pm – 2:30pm ET: Pay Transactions and Turning CAS2Net Data Base
- ✓ 02 February, 1pm – 2:30pm ET: CCAS Grievance and Archived/Transfer
- ✓ 02 March, 1pm – 2:30pm ET: Assigning Mandatory Objectives, Midpoint Assessment/Review, Additional Feedback, and Closeout Assessment
- ✓ 06 April, 1pm – 2:30pm ET: ACDP Assessments and Communicating with AcqDemo Program Office on CAS2Net and CCAS Issues
- ✓ 04 May, 1pm – 2:30pm ET: Reports – FY-based Reports & Current Settings Reports
- ✓ 01 June, 1pm – 2:30pm ET: Macro Free ~~Sub Panel Spreadsheet and~~ Compensation Management Spreadsheet (CMS) Introduction
- ✓ 06 July, 1pm – 2:30pm ET: ~~Creating Sub-Organization Levels and Assigning Sub-Panel Managers, and User Role Assignments and/or~~ CAS2Net Performance Test
- ✓ 03 August, 1pm – 2:30pm ET: CCAS Spreadsheet Test Schedule (Offline Sub-Panel Meeting Spreadsheet, Offline CMS, Macro Free versions, and CAS2Net Online versions)
- ✓ 07 September, 1pm – 2:30pm ET: End of Cycle Modules (Appraisal Status, Offline Interface, Previous Cycle Data) and Transfer, Archive and Post Cycle Activities
- • ~~14 September, 1pm – 2:30pm ET: Sub-Panel Meeting Online and CMS Online~~
- ✓ 21 September, 1pm-2:30pm ET: Macro-enabled Sub-Panel Meeting Spreadsheet and CMS
- ✓ 28 September, 1pm-2:30pm ET: CAS2Net Sub-Panel Meeting and CMS Online
- ✓ **05 October, 1pm-2:30pm ET: Discrepancy Reports**
- • **12 October, 1pm-2:30pm ET: Lock/Unlock Supervisor 1, Sub-Pay Pool and Pay Pool**
- • 19 October, 1pm-2:30pm ET: Pay Pool Analysis Tool (PAT)
- • 02 November, 1pm-2:30pm ET: Initial and Final Upload
- • 16 November, 1pm-2:30pm ET: Not Final Reports and Data Complete Reports
- • 07 December, 1pm-2:30pm ET: Grievance/Grievance Window
- • 04 Jan 2024, 1pm-2:30pm ET: CCAS Pay Transactions for Regional Pay Offices

# Open Forum Questions?

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