

#### CAS2Net 2.0 Administrator Training Session 28 Mar 19 @1400 29 Mar 19 @ 1000

**Conference line 28 Mar 19:** 

Dial: +1 (786) 535-3211 Access Code: 175-694-189

HE

Prepared by: Irene Rincon (RGG) & Jerry Lee (MPF) **Conference line 29 Mar 19:** 

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## **iC** Agenda

- Audience: Administrators
- Objective: Better Understanding of CAS2Net 2.0 Home Menu and Administrator Functions in Trusted Agent, Reports and Pay Pool Notices
- Home Menu
  - Welcome: Notifications/Dashboards
  - FAQs
  - Contacts
- Administrator Menu
  - Trusted Agent
  - Reports Employee Data Report
  - Pay Pool Notices
- Admins Prep for Mid-Points

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#### Home Menu Overview Index: Notifications, Points of Contacts, & Dashboards

## **Home Menu**



Menu	
🖵 Home	•
Index	
FAQs	
About	
Contact	
administrator	•
은 Employee	-
	«

**FC** Home Menu > Index



	Welcome to CA	S2Net 2.0	
	Your last login was on Wednesd	ay March 20, 2019 at 18:58:50 (UTC) from IP Address 172.17.3.2	
	System Notifications	Panel 1 – System Notifications	÷
Index			
FAQs	User Notifications	Panel 2 – User Notifications	÷
About	Points of Contact	Panel 3 – Points of Contact	÷
Contact			
	Administrator Dashboard	Panel 4 – Administrator Dashboard	÷
🔓 Administrator			
	Supervisor 1 Dashboard	Panel 5 – Supervisor 1 Dashboard	÷
	Supervisor 2 Dashboard	Panel 6 – Supervisor 2 Dashboard	÷

User Account Accesses determines the number of Panels available. In this example there are 6 different Panels.

### **FC** Index - Notifications and POCs



-

#### System Notifications

User Notifications

#### Panel 1 – System Notifications

CAS2Net system maintenance is scheduled begin April 19, 2019, 5:30PM (EST) (1730), and conclude on April 21, 2019 5:00PM (1700) EST. Please contact your Administrators if you have any questions or email AcqDemo.Contact@hci.mil.

CAS2Net - Version 1.6.0 released effective 3/12/2019 6:00pm Eastern Standard Time.

#### Panel 2 – User Notifications

03-11-2019 - Contribution Plan Submitted by Employee 03-11-2019 - Contribution Plan Updated by Administrator 02-14-2019 - Contribution Plan Updated by Administrator 02-13-2019 - Contribution Plan Updated by Administrator





## **Index** - Dashboards

- Dashboards provides status of: (based on your role)
  - Contribution Plan
  - Midpoint Assessment
  - Closeout Assessment
  - Annual Assessment
- As a supervisor (1 or 2) overview view of all assigned employees status
- As Manager or Administrator overview view of Group, Pay Pool, or Sub-Panel Level

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## iC Index – Supervisor 1 Dashboard



**FCIndex - Supervisor 2 Dashboard** 

Contribution Plan, Midpoint Assessment, Closeout Assessment, Additional Feedback, and Annual Assessment



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# **FC** Index – Manager Dashboard



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iC Index – Administrator Dashboard Demo







#### Home Menu Overview FAQs

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## **FC** Home > FAQs





## **FAQs** Topics

- Topics organized by role assignment
- Following main topics on all FAQS:
  - AcqDemo & CAS2Net 2.0 Introduction
  - Contribution-Based
     Compensation and Appraisal
     System (CCAS)
  - Employee FAQs/Job-Aids

#### Select a Topic

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Sele /Cli



#### Frequently Asked Questions (FAQs)

Frequently Asked Que	estions by Topic					8
		Select a Topic				
Show 100	entries		Search:			
Question						•
What are the des	ired results for Ac	qDemo?				
What is CAS2Ne	t 2.0 and how do I	familiarize myself with the system?				
Where did AcqDe	emo come from, w	hen did it start, and who are the participants?				
Showing 1 to 3 of 3	entries			Previous	1	Next

## **FC** Home > FAQs



-	COMPLEXING AND A 22 DOMINING	
Frequen	Display Question and Answer ×	
Frequently As	Question What is CAS2Net 2.0 and how do I familiarize myself with the system?	-
	Answer	
Show 10 Questic	CAS2Net software supports the Department of Defense Civilian Acquisition Workforce Personnel Demonstration Program with the Contribution-based Compensation and Appraisal System (CCAS). CCAS is the process under which Demonstration employees are evaluated and compensated based on their contribution to the acquisition community mission. The attached job-aid provides an introduction and overview of functions in CAS2Net system.	Sea
What are What is C	Attachment For more information, see the attached file CAS2Net_Intro&Overview.pdf	
Showing 1	Done	1 Next
	There are not set as the come non, more deal or and the are the purticipanto:	

## **FC** Home > FAQs



CAS2Net 2.0 Y	Your Session will expire in 10:45 minutes.	IREN
	Display Question and Answer ×	
<b>*</b>	Question	
	What is CAS2Net 2.0 and how do I familiarize myself with the system?	
	Answer	
đ	CAS2Net software supports the Department of Defense Civilian Acquisition Workforce Personnel Demonstration Program with the Contribution-based Compensation and Appraisal System (CCAS). CCAS is the process under which	
)wner 🚽	Demonstration employees are evaluated and compensated based on their contribution to the acquisition community mission. The attached job-aid provides an	
l Pay Manager 🛛 👻	introduction and overview of functions in CAS2Net system.	
rator 👻	Attachment	
u	For more information, see the attached file CAS2Net Intro&Overview.pdf	
	where did Acquemo come from, when did it start, and who are the participants?	
	Showing 1 to 3 of 3 entries Pre	vious 1 N
Do you want to ope	pen or save CAS2Net_Intro&Overview.pdf (3.17 MB) from cas2net.army.mil?	×
	Open Save 🔻	Cancel





### Home Menu Overview About

http:/acqdemo.hci.mil

## Home > About









### Home Menu Overview Contacts

http:/acqdemo.hci.mil

## **FC** Contacts

#### Index POC

- Supervisor
- Sub-Panel Manager
- Pay Pool Manager
- POC on Home Menu
  - Component/Organization
- Altess ServiceNow
  - **1-800-981-3234**
  - usarmy.radford.peo-eis.other.service-desk@mail.mil

Component	POC	Email Address
AcqDemo Program Management Office		AcqDeme Contact@hclanil
Ar Force AFIND		HQAFMQA1.A1KA.Acq0emeHelpMeibea@ex.af.mit
ir Forze - all other	Alixon Sizgedil	aisong ziogeti ziv@mai.mi
	Patricia Lindsoy	patricia, a lindery2.civ@proll.mil
	Hazati Frazier	head in the incidentive grand with
any .	Sandy Brook	aandra järeek.civ@rook.ril
	Charley Guinc	Charley agains dv@mail.mil
invy PD	Parrels Voeling	pamaia sealing@ravy.mil
invy NAVSEA	Nick West	nicholasi, west@savy.mi
iny NAVAIR	Nick Ecboshia	nicheles.boboshis.cin@savy.mi
	Rebecco Hampshire	mbecca hampahing navy mi
lavy PED Carriers	Misurice Ward	maarion ward@navy.mit
tavy RD&A	Donna Kazak	donnakozak@nwy.mil
invy SS P	Protha Kelkre	pratus kalen.do@aap.navy.mil
ISIND-MARCORSYSCOM	Shuntae Webster	shartan walata guana mi
	Michael Malinger	michael mailinger@usma.mil
ISNO-MCTSSA	Karen Relly	Kannuniky@aamsunii
ISSOCOM	Rachel Ford	nchellerigunal.ml
	Kim Pongratz	Kin prograte@us.stml
ISTRANSDOM	Angela Catchings	angelaut ontohings.civi@mail.mil
	Donetta Calderon	donetia. Loalderea. dv@malnil
th Entrate-CIAU	Roberto Royne	Roberto.reyen@dmi.mli
	Kim Attaway-Koliny	Kim, Ataway-Kaling @classifi
	Tine Richards	tina richardoğ dasıre i
th Entate-DIDMA	DOMA contact	domaine hy miscaspion e-casimui@mail.mi
th Estate-0 TMRC	Situniia Wright.	shella.comple.clo@coal.co.i
th Estate-MOA	Olusoin Fadairo	okusis isdairo@mda.mi
	Erondy Adams	brandy adamağında mi
	Sam my Jo Koonon	samantha kassas zingimda.mi
	Alexia Eurger	alaxia.hargar@rcia.ml
th Estate-OUSD(ATAL)	Levels Zohmer	invisit antone.dv@mail.mli
	George Osborn	progen automaking meluni

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## **FC** Contacts



#### **Contacts list is available on all users Home Menu**

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#### Administrator Menu Overview Trusted Agent Reports – Employee Data Report Pay Pool Notices

### **iC** Administrator Menu > Trusted Agent

- Define: User who is granted Supervisor role in order to perform the supervisory task in absence of a supervisor
- When/Why would I use this?
  - When a Supervisor is or will be unavailable to perform the Supervisor function, due to mission requirements, in CAS2Net.
- Who assigns this role?
  - Administrator or Super User can assign this role

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## **FC** Trusted Agent



🖵 Home 📠 System Owner Regional Pay Manager Ŧ Must have this 🏖 Administrator role in your Menu Organization Management Mandatory Objectives Pay Pool Notices eDocuments Reports Trusted Agent 📲 User Manageme...

## **FC** Trusted Agent

- Two Panels:
  - Organization Level
    - User Drop-down Menu to select
       PayPool for that
       Supervisor
  - Trusted Agents
    - Select "Add Trusted Agent" to assign role of Trusted agent

	Calent Day Da	al/Sub Danal			
	NAVAIR - Test Only -	NAVAIR-Test Only	/		
Trusted Agents				Add Trusted Agent	•
Show 25 🖌 entries			Search:		
User		Trusted Agent			
	No data avai	lable in table			

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## **IC** Add a Trusted Agent



Use Drop Down menus to find User (supervisor) whose roles require Trusted Agent

Acq

Demo

Once roles have been assigned, Select "Save" Button

Add/Edit Trusted Agent	×
User	
Supervisor, Lead	•
Trusted Agent 🗌 Matrix	
TrustedAgent, Lead	Ψ
	Cancel

rusted Agents			
Organization Level			E
	Select Pay Po	ool/Sub-Panel	
	NAVAIR - Test Only -	NAVAIR-Test Only	Ŧ
Trusted Agents			Add Trusted Agent
Show 25 🗸 entries		Search	

F

## **C** Delete a Trusted Agent

To Delete Role Assignment, Select the Supervisory Role that needs to be modified

Select

/Clicl



Acq

## **iC** Delete a Trusted Agent

Add/Edit Trusted Agent			×
User			
Supervisor, Lead			•
Trusted Agent 🗌 Matrix			
TrustedAgent, Lead			
	Delete	Cancel	Save

#### Select Delete to delete the role assignment

Acq

Demo

Confirm by selecting "Delete" again.

Your Session will expire in 10:45 minutes		
Delete Trusted Agent		×
Are you sure you want to delete this trusted a	agent?	
	Cancel	Delete
Belen, Carmen		•
Delete	Cancel	Save

## **IC** Trusted Agent Removed

Organization Level					8
	Select Pay Po	ool/Sub-Panel			
	NAVAIR - Test Only -	NAVAIR-Test Only			*
Trusted Agents				Add Trusted Agent	•
Show 25 🔽 entries		:	Search:		
User		Trusted Agent			*
	No data avai	lable in table			
Showing 0 to 0 of 0 entries				Previous	Next

#### Trusted Agents list is no longer populated

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### Administrator Menu Overview Reports – Employee Data Report

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# **FC** Admin> Reports





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## **iC** Admin> Reports

Administrator Reports		
Fiscal Year Based Reports		-
	Fiscal Year 2018 -	
	Appraisal Status	
	Contribution Plan	
	Midpoint Assessment	
	Annual Assessment	
	Closeout Assessment	
	Released Additional Feedback	
Current Settings Reports		=
	Employee Data	
	Employee Roster	
	Supervisor Roster	
	Organization Roster	
	Organization Role Roster	

- Fiscal Year Based Reports
  - Reports captured based on fiscal data

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- Report buttons
   populate based on
   Approved/Released
   Assessments
- Current Setting Reports
  - Reports based on current data

**FC** Reports > Appraisal Status

Fiscal Year Based Reports	Fiscal Year 2019 -	<ul> <li>Appraisal Status</li> </ul>
	Appraisal Status	
	Contribution Plan	
Not 2.0 Your Session will ex Select Pay Pool(s)	pire in 13:54 minutes.	Karpe X
33801-5 - HR	Select Pay Pool(s)/Sub-Panel(s)  Check All (None checked will run for all pay pools) xyz - my paypool	
	Ca	incel
edives	Your Session will expire in 13:18 minutes. Downloading	×
	Please wait for d	lownload to begin! Cancel
	Do you want to open or save AppraisalStatus_2	2019_20190csv (18.0 KB) from cas2net-test.army.mil? × <sup>1</sup> Open Save ▼ Cancel

Acq

### **C** Reports > Appraisal Status

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- A	B	c	D	C	F	G	н	1	J	к	L	M Midepint-Job	N Midepint -	•	P	Q	R Ann val - Jak	S Annval	T Annval -
Employee Id	LartName	First Name	Office Symbol	Supervirar	Sub- Panel	Sub-Panol Managor	Paypool	Paypool Manager	AcqDomaStart Date	Contribution Plan Statur	Midpaint Statur	Achievement	Communication	Midpaint - Mizzia Support	n Clareaut Statur	Annual Statur	Achievement	Communication	Mirrian
2					жуж		жуя			Nat Started	Not Started	0		0	0 Nat Started				
3					×yz		×yz			Not Started	Not Started	0		0	0 Nat Started		0	0	
5					NYX XYX		HYX HYX			Not Started	Not Started	0		0	0 Nat Started 0 Nat Started				
6					жув		жув			Not Started	Not Started	0		0	0 Nat Started			0	
7					×yx		жух			Not Started	Not Started	0		0	0 Nat Started		0	0	
					жух		жуя			Not Started	Net Started	0		0	0 Net Started				
10					NYX NYX		жув			Not Started	Nat Started	0		0	0 Nat Started				
11					жух		жух			Not Started	Not Started	0		0	0 NatStarted			. 0	
12					жуж		жуя			Not Started	Not Started	0		0	0 Nat Started			0	
14					xy1		xyz xyz			Not Started	Net Started	0		0	0 Net Started				
15					xyz		жух			Not Started	Nat Started	0		0	0 Nat Started				
16					×y z		жуя			Not Started	Nat Started	0		0	0 Nat Started			. 0	
17					×yz		×yz			Not Started	Not Started	0		0	0 Nat Started				
19					xyz		37 <b>2</b>			Not Started	Not Started	0		0	0 Nat Started			, i	
20					×y z		жуя			Not Started	Nat Started	0		0	0 Nat Started				
21					×yz		жух			Not Started	Not Started	0		0	0 Nat Started			0	
22					жух		жуя			Draft Net Starts d	Net Started	0		0	0 Net Started				
24					NYX NYX		жув			Nat Started	Nat Started	0		0	0 Nat Started				
25					×yz		жух			Nat Started	Not Started	0		0	0 Nat Started				
26					жуя		жуя			Not Started	Nat Started	0		0	0 Nat Started			0	
20					xyx		xyz			Not Started	Not Started	0		0	0 Not Started				
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31					жу <b>х</b>		жух			Not Started	Not Started	0		0	0 Nat Started		0	0	
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35					×yz		жух			Nat Started	Not Started	0		0	0 Nat Started		0	0	
36					жуж		×y z			Not Storted	Not Started	0		0	0 Not Started				
38					878		XYX XYX		3/1/2011	Approved	Draft	0		0	0 Draft				
39					×yx		жух		7/1/2010	Draft	Not Started	0		0	0 Nat Started				
40					×y x		жув		10/7/2010	Draft	Not Started	0		0	0 Nat Started			0	
41					xyz		xyz			Mat Started	Not Started	0		0	0 Mat Started 0 Nat Started				
43					×72		×/*			Draft	Not Started	0		0	0 Nat Started			, i	
44					×y z		жув			Not Storted	Nat Started	0		0	0 Nat Started			. 0	
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49					×yz		жух			Nat Started	Not Started	0		0	0 Nat Started				
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52					xyz		2372			Head Net Started	Not Started	0		0	0 Draft 0 Nat Starte-I				
53					~/* ×/X		xyz			Not Started	Not Started	0		0	0 Not Started				
						0		_					_				_		_
		Appraisal:	Status_	2019_20190	0326_F	÷							4						

- 1. Employee Id
- 2. Last Name
- 3. First Name
- 4. Office Symbol
- 5. Supervisor
- 6. Sub-Panel
- 7. Sub-Panel Manager
- 8. Paypool
- 9. Paypool Manager
- 16. Closeout Status 10. AcqDemo Start Date 11. Contribution Plan Status 17. Annual Status 18. Annual - Job Achievement 12. Midpoint Status 13. Midpoint - Job and/or Innovation 19. Annual - Communication Achievement and/or Innovation and/or Teamwork 14. Midpoint - Communication 20. Annual - Mission Support and/or Teamwork 15. Midpoint - Mission Support

20 Column Spreadsheet

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- Provides Status on:
  - Contribution Plans
  - MidPoint Assessment
  - Closeout
  - Annual Assessments
- Statuses:
  - Approved
  - Draft
  - Not Started
  - Submitted
  - Midpoint/Annuals counts the # of characters in each factor field

## **iC** Current Settings Reports

- Five Type of Current Reports
  - Employee Data
    - Field selection Report
  - Employee Roster
    - Snapshot Report on Employees
      - Presumptive Status, Retain Pay, Career Path, Broadband Level, Occ Series, Salary, Locality, HRSO code, Prev OCS, Start Date
  - Supervisor Roster
    - List of employees and their Supervisor
       1, Supervisor2, PayPool Manager, and
       Sub-Panel Manger Names
  - Organization Roster
    - List Group, PayPool, Sub-Panel CAS2Net IDs
  - Organization Role Roster
    - List user role assignment: Manager, 2<sup>nd</sup> Manager, Administrator, and SuperUser



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## **IC** Employee Data Report



#### Current Settings Reports

Employee Data

- Select Employee Data Button
  - Report default includes all employee
  - Option check box for "Only Demo Employee"
- Select fields to populate report
  - Default includes Pay Pool and Employee Name
  - Check Box for all fields

	Select Employee Data prions
_	Include Only Demo Employees (othermae, all users)
	Select heide to include Chock All
	R Pay Pool
	Employee Name
	Pay Pool Managor
	Sub-Panel Manager
	Tat Level Supervisor
	2nd Level Supervisor
	CAS2Net ID#
	EDIPI
	Email Address
	AcqDemo Start Date
	Start Date in Organization
	Home Organization
	Cffice Symbol
	Retained Pay Status
	Presumptive Status
	HRSO Code
	Certor Path
	Broadband
	Ctc: Series
	Acquisition Carser Field (Current Only)
	Certification Level Required (Current Only)
	Certification Level Completed (Carrent Only)
	Locality
	Base Salary
	Control Point Selary
	Previous OCS
	EOCS Lower
	Expected OCS
	ECCS Upper
	Categorical Factor Scores
	Final Factor Scores
	Carrent OCS
	PAQL Raw Axp Rating
	Portomance Rating of Record
	PAQL Factor Scores
	Wildcard 1
	Li Wildcard 2
	Li Wildcard 3
	Li Wildcard 4
	Li Wildcard 5
	Li Wildcard 6
	Li Wildcard 7
	LJ Wildcard 8

-

# Field Options

- 1. Pay Pool
- 2. Employee Name
- 3. Pay Pool Manager
- 4. Sub-Panel Manager
- 5. 1st Level Supervisor
- 6. 2nd Level Supervisor
- 7. CAS2Net ID#
- 8. EDIPI
- 9. Email Address
- 10. AcqDemo Start Date
- 11. Start Date in Organization
- 12. Home Organization
- 13. Office Symbol
- 14. Retained Pay Status
- 15. Presumptive Status
- 16. HRSO Code

- 17. Career Path
- 18. Broadband
- 19. Occ Series
- 20. Acquisition Career Field (Current Only)
- 21. Certification Level Required (Current Only)
- 22. Certification Level Completed (Current Only)
- 23. Locality
- 24. Base Salary
- 25. Control Point Salary
- 26. Previous OCS
- 27. EOCS Lower
- 28. Expected OCS
- 29. EOCS Upper

- 30. Categorical Factor Scores
- 31. Final Factor Scores

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- 32. Current OCS
- 33. PAQL Raw Avg Rating
- 34. Performance Rating of Record
- 35. PAQL Factor Scores
- 36. Wildcard 1
- 37. Wildcard 2
- 38. Wildcard 3
- 39. Wildcard 4
- 40. Wildcard 5
- 41. Wildcard 6
- 42. Wildcard 7
- 43. Wildcard 8

## **iC** Employee Data Report





- Selected check box for "Only Demo Employee"
- Pay Pool
- Employee Name
- 1<sup>st</sup> Level Supervisor
- AcqDemo Start Date
- Home Organization
- Office Symbol

Select Pay Pool(s)

Select Employee Data Options	×
Include Only Demo Employees (otherwise, all users)	
Select Fields to Include 🗌 Check All	
Pay Pool	
🗹 Employee Name	
🗌 Pay Pool Manager	
Sub-Panel Manager	
✓ 1st Level Supervisor	
2nd Level Supervisor	
CAS2Net ID#	
Email Address	
🗹 AcqDemo Start Date	
Start Date in Organization	
I Home Organization	
Contract Office Symbol	
Retained Pay Status	
Presumptive Status	
×	

Select Pay Pool(s)/Sub-Panel(s) Check All (None checked will run for all pay pools)

2

Continue

### **C** Employee Data Report



- Select Pay Pools
  - Option to Select
    - All
    - One
    - Multiple

Select Pay Pool(s)	×						
Select Pay Pool(s)/Sub-Panel(s) Check All (None checked will run for all pay pools)							
GDIT2 - GDIT2							
NAVAIR - Test Only - NAVAIR-Test Only							
PP99999 - PM Widget							
CRCCTO - RCCTO							
✓ rue pay pool - RPP							
✓ xyz - my paypool							
Cancel	е						



# **FC** Employee Data Report



	A	В	с с	D	E	F	G
1	Pay Pool	Employee Name	1st Level Supervisor	AcqDemo Start Date	Home Organization	Office Symbol	
2	xyz				хуz		
3	xyz				xyz		
4	xyz	-			хуz		
5	xyz	-			хуz		
6	xyz	-			хуz		
7	xyz	-			хуz		
8	xyz	-			xyz		
9	xyz	-			xyz		
10	xyz	-			xyz		
11	xyz				хуz		
12	xyz	-			хуz		
13	xyz	-			хуz		
14	xyz				хуz		
15	xyz				хуz		
16	xyz				хуz		
17	xyz	-			хуz		
18	xyz				хуz		
19	xyz				хуz		
20	rue pay pool			5/1/2018	rue pay pool		
21	xyz				хуz		
22	хуz				хуz		
23	хуг				хуz		
	<b>∢ →</b>	EmployeeDataCurent_FOU	• •				



### Administrator Menu Overview Pay Pool Notice

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## **FC** Admin> Pay Pool Notices



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## **FC** Pay Pool Notices

#### List Pay Pool Notices

Pay Pool Notices	S			•
Show 25 🗸	entries			Search:
Delete	Date	Pay Pool	Description	Notice
	2018-06-25 11:01:21	AMC/LH, 1110	test	test.bd
	2018-06-27 15:53:17	1001	idoc	JRP IDOC CHECKLIST.docx
	2018-07-25 06:08:31	1001	AcqDemo	AcqDemo.xlsx
	2018-08-08 15:54:33	1001	CMS Test 1	CMS 2018 dev30.xlsm
	2018-08-08 15:54:54	1001	CMS Test 2	ppAMCLH_to_CMS_7_25_2018.csv
	2018-08-08 15:55:09	1001	CMS Test 3	ppAMCLH_to_Sub-Panel_Chris_Babbitt_7_6_2018.csv
	2019-03-06 14:00:12	1001, 1012, 1017	CMS Test 4	Sub-Panel Meeting 2018 dev17.pdf
Showing 1 to 7 o	of 7 entries			Previous 1 Next



# **FC** Archive Pay Pool Notices

Pay Pool Notice	S			8	
Show 25	entries			Search:	
Delete	Date 🔺	Pay Pool	Description	Notice	
	2018-06-25 11:01:21	AMC/LH, 1110	test	test.txt	
	2018-06-27 15:53:17	1001	idoc	JRP IDOC CHECKLIST.docx	

Archive Pay Pool N	otice		×
	1001 - ASAALT	Select Pay Pool(s) Check All (None checked will run for all pay pools)	
			Cancel Archive

Acq

# **FC** Archive Pay Pool Notices



#### List Pay Pool Notices

Pool Notices				
w 25 🗸	entries			Search:
Delete	Date	Pay Pool	Description	Notice
	2018-06-27 15:53:17	1001	idoc	JRP IDOC CHECKLIST.docx
	2018-07-25 06:08:31	1001	AcqDemo	AcqDemo.xlsx
	2018-08-08 15:54:33	1001	CMS Test 1	CMS 2018 dev30.xlsm
	2018-08-08 15:54:54	1001	CMS Test 2	ppAMCLH_to_CMS_7_25_2018.csv
	2018-08-08 15:55:09	1001	CMS Test 3	ppAMCLH_to_Sub-Panel_Chris_Babbitt_7_6_2018.csv
	2019-03-06 14:00:12	1001, 1012, 1017	CMS Test 4	Sub-Panel Meeting 2018 dev17.pdf

### **C** Administrator Prep for Mid-Points

- Appraisal Status Reports
- Dashboards

🖵 Home	Welcome to CAS2Net 2.0					
Index	Your last login was on Tuesday March 26, 2019 at 19:41:52 (UTC) from IP A	ddress 172.17.3.2				
	System Notifications					•
About						
	Points of Contact					U
Lo Administrator	Administrator Dashboard					•
2 Employee	*		Salach Gaura / Day	Deel / Sub Devel		
	~~		1020 - PEO M	8S - NBU X V		
	Select Supervisor 1		Select Sur	ervisor 2	Select Functional Review	ver
	Select Option	•	Select C	Option •	Select Option	•
	2019 Contribution Plan Status for Employees	2019 Midpoint A	ssessment Status for Employees	2019 Annual Assessment Status	for Employees	
	Not Started Draft Submitted	Not Started	Draft Submitted	Not Started	Draft	
			Released			
	CAS2Net 2.0 - Powered by ALTESS		The information contained herein is	covered by the Privacy Act of 1974		For Official Use Only (FOUO)

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**Administrator Training Sessions** 

#### March 28, 2019 @ 2:00 pm March 29, 2019 @10:00 am TOPICS

- Home Menu
  - Welcome: Notifications/Dashboards
  - FAQs
  - Contacts
- Administrator Menu
  - Trusted Agent
  - Reports Employee Data Report
  - Pay Pool Notices
- Admins Prep for Mid-Points



#### **Administrator Training Sessions**

April 9, 2019 @ 1000 April 9, 2019 @ 1400

**Topics:** 

#### Administrator Menu

- User Management
  - Assigned Bulk Change
  - Bulk Update Review Spreadsheet
- Update History Due to Grievance
- eDocuments

April 25, 2019 @ 1000 April 25, 2019 @ 1400

**Topics:** 

- TBD Administrator Inputs
- Send topics to <u>AcqDemo.Contact@hci.mil</u>





#### AcqDemo Program Support

Additional Resources CAS2Net 2.0 Users Guide Website eLearning: CAS2Net 2.0 for Employees and Supervisors CAS2Net 2.0 for Administrators > Job Aid for Employee, Supervisor 1 and 2 (Contribution) Plan, Midpoint Assessment, and Annual Assessment) 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