

CAS2Net and CCAS Open Forum

Thursday
26 September 2024
1:00 PM Eastern Time

Topic:

Macro Free Sub Panel Spreadsheet and Macro Free CMS

[TEAMS Meeting Link](#)

[Meeting ID:](#) 231 024 528 524

[Passcode:](#) SMZdLr

[Meeting Call in Information](#)

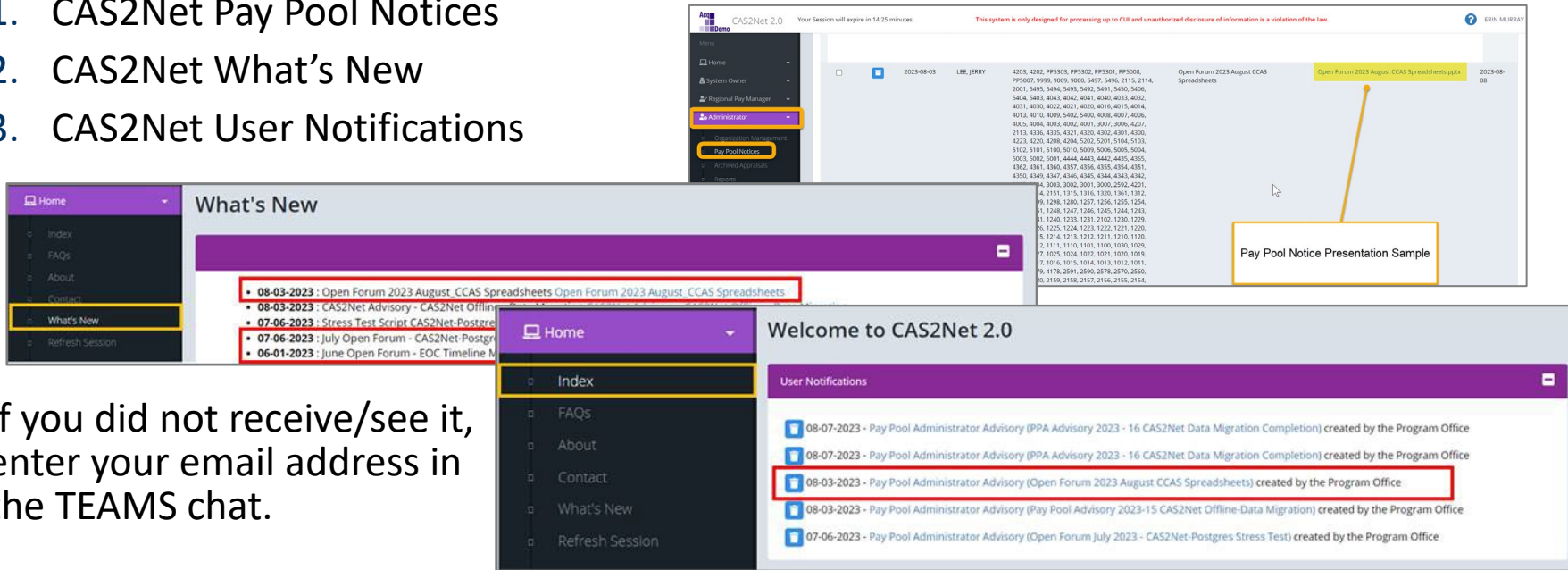
+1 571-403-9146

[Phone Conference ID:](#) 989 870 18#

Housekeeping Items

Open Forum slides are sent in advance through

1. CAS2Net Pay Pool Notices
2. CAS2Net What's New
3. CAS2Net User Notifications



If you did not receive/see it, enter your email address in the TEAMS chat.

Please remember to “Mute” your phone to prevent any background noise and additional feedback.

All Open Forum Sessions will be recorded.

Each recorded session will be posted to the AcqDemo website (including presentation slides) at <https://acqdemo.hci.mil/training.html#cas2netOpenForums>.

Weekly Open Forum

- ✓ 12 September, 1pm – 2:30pm ET: Transfer, Archive and Post Cycle Activities
- ✓ 19 September, 1pm-2:30pm ET: Changes in Sub-Panel Meeting and CMS
- ✓ 26 September, 1pm-2:30pm ET: Macro Free Sub Panel Spreadsheet and Macro Free CMS
- 03 October, 1pm-2:30pm ET: Discrepancy Reports
- 10 October, 1pm-2:30pm ET: Lock/Unlock Supervisor 1, Sub-Pay Pool and Pay Pool
- 17 October, 1pm-2:30pm ET: Pay Pool Analysis Tool (PAT)

CAS2Net and CCAS Open Forum

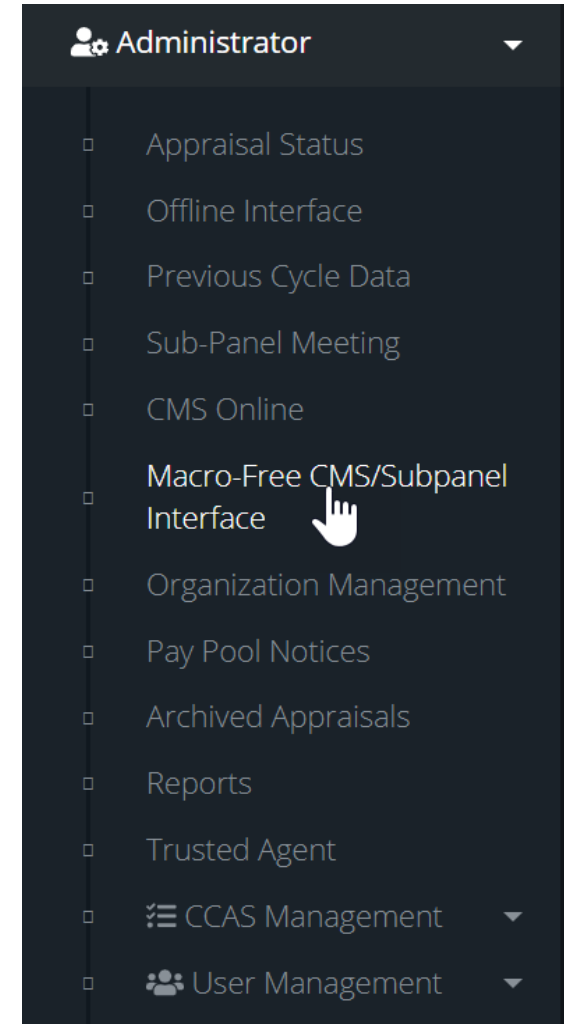
Thursday
26 September 2024
1:00 PM Eastern Time

Topic:

Macro Free Sub Panel Spreadsheet and Macro Free CMS

Macro-Free SPS/CMS - Overview

- The **Macro-Free Sub-Panel Meeting Spreadsheet (SPS)** and **Macro-Free Contribution Management Spreadsheet (CMS)** are Microsoft Excel workbooks.
- The **Macro-Free SPS** and **Macro-Free CMS** workbooks must be downloaded from the Administrator section of CAS2Net located at <https://cas2net.army.mil> on and after 1 October.
- For training purpose, Administrators may download/use the Macro-Free CMS from <https://cas2net-training.army.mil>.

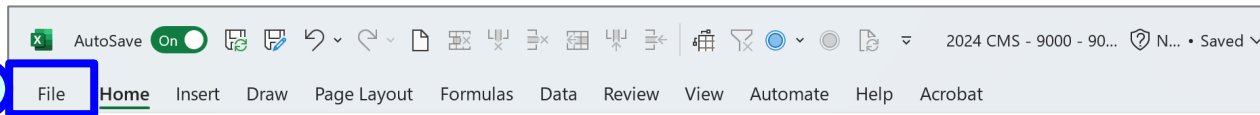


Excel Version Required

Excel for Microsoft 365, Excel for Microsoft 365 for Mac, Excel for the web, Excel 2021, Excel 2021 for Mac or newer

To find the version of Excel, you can follow these steps:

1. Click on “File”.

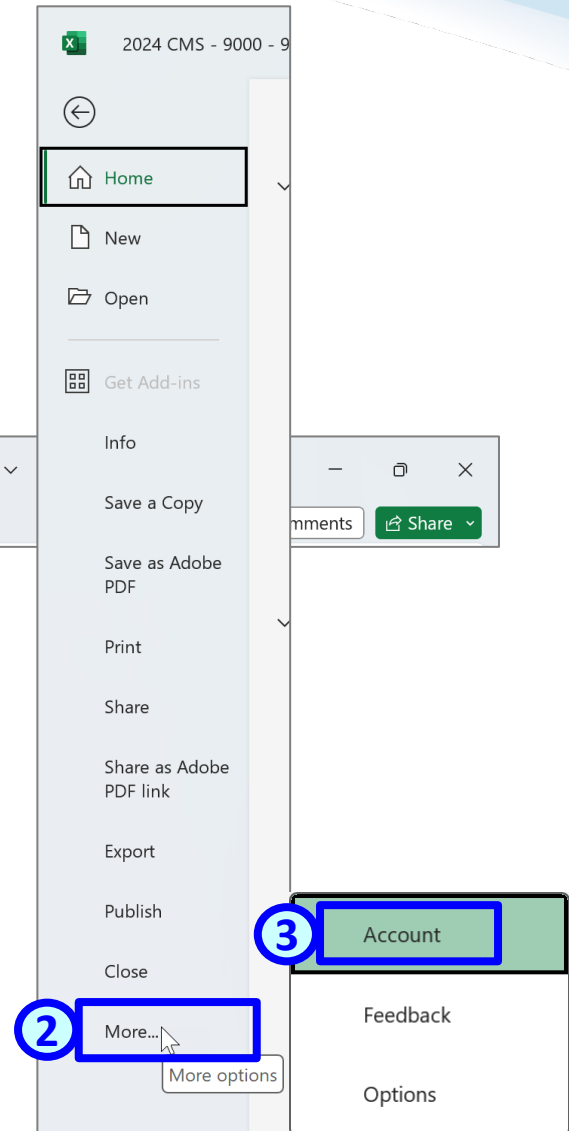


2. Navigate to Move, Help or Account.

3. Click on “Account” or “About Excel” or “About Microsoft Excel”.

4. A new window will open and show the version number ... next slide.

5. In some cases, you will also find the full version, product ID, and a link to the copyright information ... next slide.

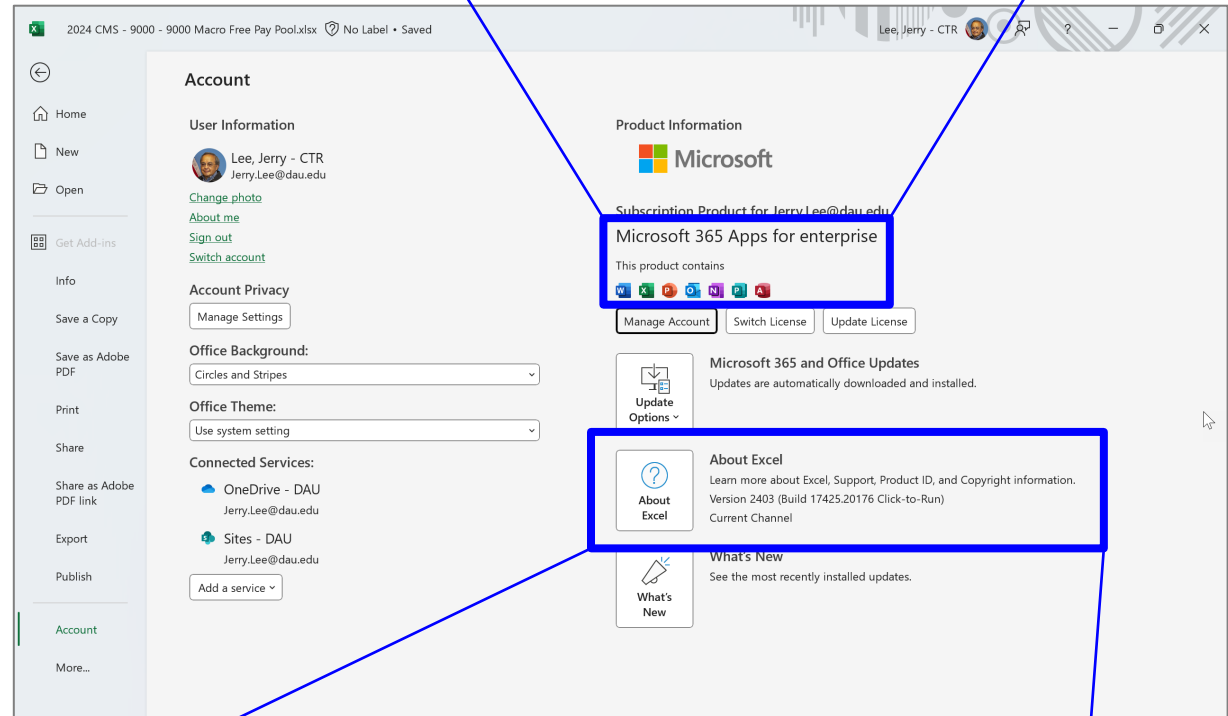


System Requirement

Excel for Microsoft 365, Excel for Mac, Excel for the web, Excel 2021, Excel 2021 for Mac or newer

4. A new window will open and show the version number.

5. In some cases, you will also find the full version, product ID, and a link to the copyright information.



About Excel

Learn more about Excel, Support, Product ID, and Copyright information.
 Version 2403 (Build 17425.20176 Click-to-Run)
 Current Channel

CAS2Net > Macro-Free CMS/Subpanel Interface

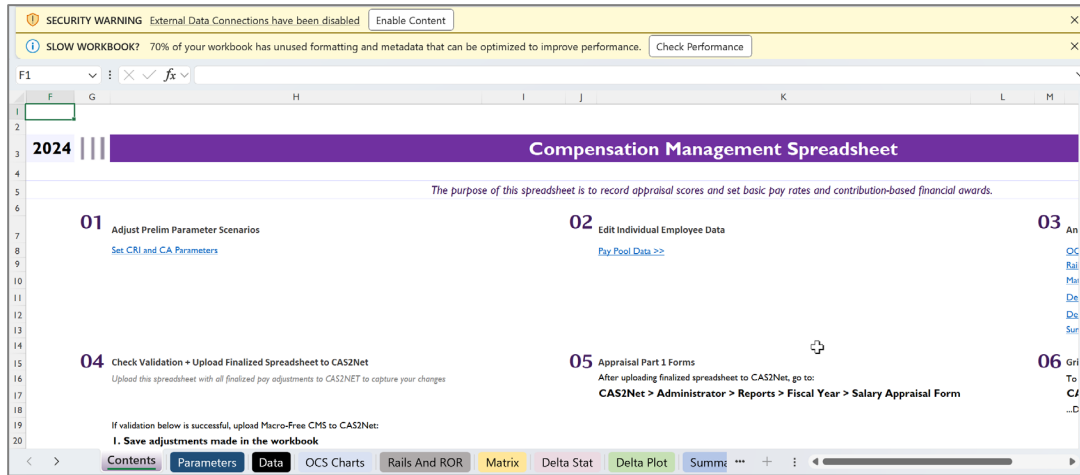
To download/upload Macro-Free Sub-Panel Spreadsheet or Macro Free CMS

1. In CAS2Net, go to Administrator > Macro-Free CMS/SubPanel Interface
2. In Select Organization Download Type, select either Both or CMS or Sub-Panel
3. In Select Pay Pool, select your pay pool or sub-panel
4. Click Download or Upload

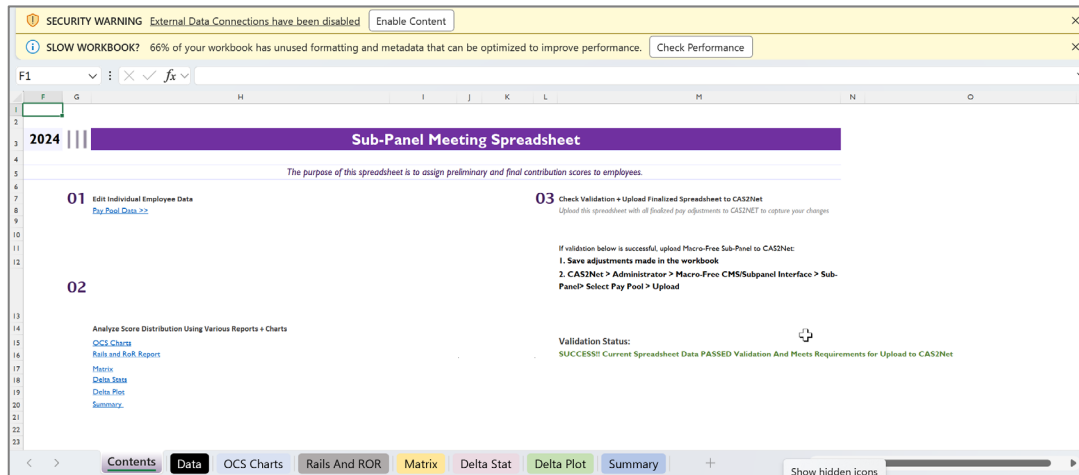
The screenshot displays the 'Macro-Free CMS/Subpanel Interface' page. On the left is a dark navigation menu with the 'Administrator' header. The menu items include: Appraisal Status, Offline Interface, Previous Cycle Data, Sub-Panel Meeting, CMS Online, Macro-Free CMS/Subpanel Interface (highlighted with a blue circle and '1'), Organization Management, Pay Pool Notices, Archived Appraisals, Reports, Trusted Agent, CCAS Management, and User Management. The main content area has a purple header and contains the following form elements: a 'Fiscal Year' dropdown set to '2024'; a 'Select Organization Download Type' section with radio buttons for 'Both' (circled with '2'), 'CMS', and 'Sub-Panel'; a 'Select Pay Pool' dropdown set to 'Select Option' (circled with '3'); and four blue buttons: 'Download' (circled with '4'), 'Upload', 'Download Macro-Free Grievance', and 'Download Macro-Free Temp Promotion'. At the bottom, a green footer bar contains the text 'CAS2Net 2.0 - Powered by ALTESS a', 'The information contained herein is covered by the Privacy Act of 1974', and 'CUI'.

Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

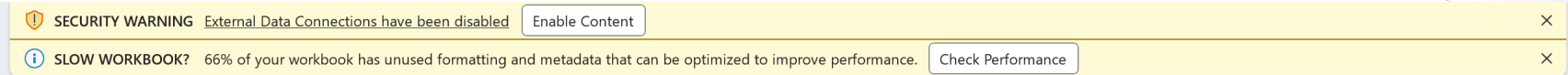
Downloaded Macro-Free Sub-Panel Meeting Spreadsheet



Downloaded Macro-Free CMS

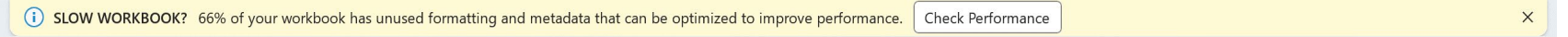


Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS



Must Enable Content

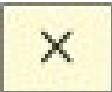
Enable Content



Must close Check Performance

Check Performance

by clicking on

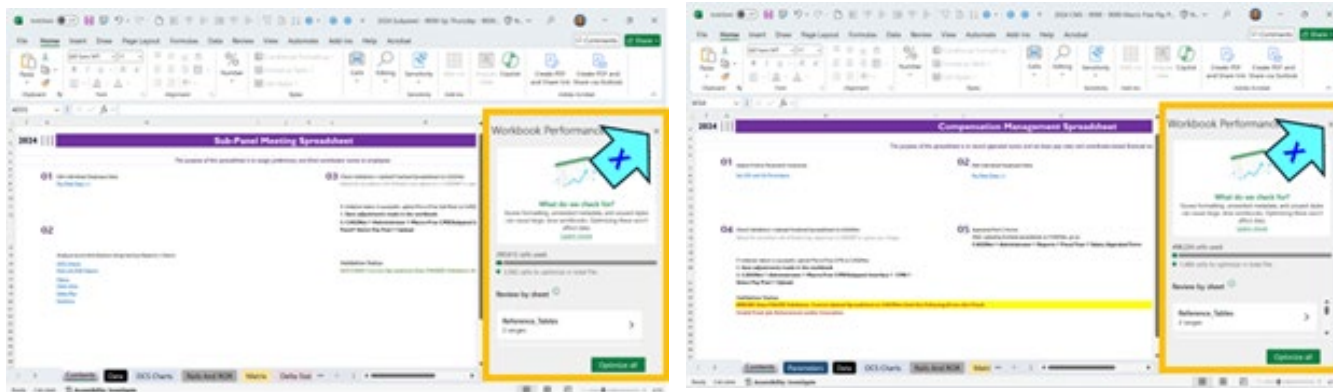


What does the Check Performance do in Excel?

Microsoft released a Check Performance feature in the web version of Excel back in 2022. It searches for empty cells that still contain formatting data, such as custom text alignment or a fill color, and clears that data.

How do I turn off check performance in Excel?

It is currently not possible to disable this feature, but Microsoft is working on it.



CAS2Net > Macro-Free CMS/Subpanel Interface

Downloaded Macro-Free Sub-Panel Meeting Spreadsheet (SPS)

CAS2Net ID	Name	Last Name	First Name	Middle Initial	Suffix	EDIPI	Pay Pool	Office Symbol	Wildcard 1
249937	ALA, BAMA	ALA	BAMA			900000032	9000		
254069	BANK, SERRANELLA	BANK	SERRANELLA			900000066	9000		
249928	FLOR, IDA	FLOR	IDA			900000037	9000	SP-4 Thursday	
249769	GEOR, GIA	GEOR	GIA			900000004	9000	SP-4 Thursday	
249935	IN, DIANA	IN	DIANA			900000019	9000	SP-4 Thursday	
249934	MICH, GAN	MICH	GAN			900000026	9000	SP-4 Thursday	
249933	NORTH CAROLINA	NORTH	CAROLINA			900000012	9000	SP-4 Thursday	
249936	OH, O	OH	O			900000017	9000	SP-4 Thursday	
254063	RICO, PUERTO	RICO	PUERTO			900000062	9000		
249931	SOUTH CAROLINA	SOUTH	CAROLINA			900000008	9000	SP-4 Thursday	
249932	VR, GINA	VR	GINA			900000010	9000	SP-4 Thursday	
232456	WREN, CAROLINA	WREN	CAROLINA			999999908	9000	SP-4 Thursday	

- Is populated
- No need to download a file to import into the Macro-Free SPS

Downloaded Macro-Free CMS

CAS2Net ID	Name	Last Name	First Name	Middle Initial	Suffix	EDIPI	Pay Pool	Subpanel	Office Symbol
249937	ALA, BAMA	ALA	BAMA			900000032	9000		SP-4 Thursday
249942	ALAS, KA	ALAS	KA			900000049	9000		SP-1 Monday
249982	AR, KANSAS	AR	KANSAS			900000025	9000		9000 Sp-Wednesday
249949	AR, ZONA	AR	ZONA			900000048	9000		9000 Sp-Monday
254065	ATOLL, JOHNSON	ATOLL	JOHNSON			900000063	9000		9000 Sp-Thursday
254069	BANK, SERRANELLA	BANK	SERRANELLA			900000066	9000		9000 Sp-Thursday
232457	BLD, BEL	BLD	BEL			999999909	9000		9000 Sp-Tuesday
249946	CALL, FORNIA	CALL	FORNIA			900000031	9000		9000 Sp-PPP Members
232458	CHECKADEL, CAPPED	CHECKADEL	CAPPED			999999910	9000		9000 Sp-Wednesday
249968	COLL, RAGO	COLL	RAGO			900000038	9000		9000 Sp-Tuesday
249770	CON, NECTICUT	CON	NECTICUT			900000005	9000		9000 Sp-Friday
249761	DELA, WARE	DELA	WARE			900000001	9000		Supervisors
232454	FINCH, GOLD	FINCH	GOLD			999999906	9000		9000 Sp-Monday
249938	FLOR, IDA	FLOR	IDA			900000037	9000		9000 Sp-Thursday
249769	GEOR, GIA	GEOR	GIA			900000004	9000		9000 Sp-Thursday
232455	GRACKLE, COMMON	GRACKLE	COMMON			999999908	9000		9000 Sp-Monday
249943	HAWA, I	HAWA	I			900000050	9000		SP-1 Monday
249947	IDA, HO	IDA	HO			900000043	9000		9000 Sp-Monday
249986	ILL, NOIS	ILL	NOIS			900000021	9000		9000 Sp-Wednesday
249935	IN, DIANA	IN	DIANA			900000019	9000		9000 Sp-Thursday
249760	IO, WA	IO	WA			900000029	9000		9000 Sp-Wednesday
254067	ISLAND, MARIANNA	ISLAND	MARIANNA			900000064	9000		9000 Sp-Tuesday
249974	KAN, SAS	KAN	SAS			900000034	9000		9000 Sp-Tuesday
249987	KEN, TUCKY	KEN	TUCKY			900000015	9000		9000 Sp-Wednesday

- Is populated
- No need to download a file to import into the Macro-Free CMS

Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

- The Macro-Free SPS and Macro-Free CMS

Worksheets in	Contents	Parameters	Data	OCS Chart(s)	Matrix	Delta Stat	Delta Plot	Summary
SPS	Yes	NA	Yes 58 Columns	Cur Pay 2024 SPL	Yes	Yes	Yes	Yes
CMS	Yes	Yes	Yes 140Columns	Cur Pay and 2024 SPL and New Pay and 2025 SPL	Yes	Yes	Yes	Yes

- provide similar functionalities to the Macro-Enabled SPS and Macro-Enabled CMS
- some worksheets may lack specific features due to their operation without macros
 - CMS - Printing the Part 1 must be from CAS2Net > Reports
- tested and verified macro-free data for the January pay transactions
- This Open Forum will be on the uniqueness in the Macro-Free SPS and Macro-Free CMS

Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

Contents – Validation Status – Issues stopping a successful upload to CAS2Net

• Macro-Free SPS

Sub-Panel Meeting Spreadsheet

The purpose of this spreadsheet is to assign preliminary and final contribution scores to employees.

01 Edit Individual Employee Data
Pay Pool Data >>

02

Analyze Score Distribution Using Various Reports + Charts
[OCS Charts](#)
[Rails and Roll Report](#)
[Matrix](#)
[Delta Stats](#)
[Delta Plot](#)
[Summary](#)

03 Check Validation + Upload Finalized Spreadsheet to CAS2Net
 Upload this spreadsheet with all finalized pay adjustments to CAS2NET to capture your changes

If validation below is successful, upload Macro-Free Sub-Panel to CAS2Net:
 1. Save adjustments made in the workbook
 2. CAS2Net > Administrator > Macro-Free CMS/Subpanel Interface > Sub-Panel > Select Pay Pool > Upload

Validation Status:
ERROR!! Data FAILED Validation. Cannot Upload Spreadsheet to CAS2Net Until the Following Errors Are Fixed:
 Invalid Final: Communication and/or Teamwork
 Invalid Categorial: Communication and/or Teamwork
 Invalid PAQL I

Validation Status:
ERROR!! Data FAILED Validation. Cannot Upload Spreadsheet to CAS2Net Until the Following Errors Are Fixed:
 Invalid Final: Communication and/or Teamwork
 Invalid Categorial: Communication and/or Teamwork
 Invalid PAQL I

• Macro-Free CMS

Compensation Management Spreadsheet

The purpose of this spreadsheet is to record appraisal scores and set basic pay rates and contribution-based financial awards.

01 Adjust Prelim Parameter Scenarios
Set CBI and CA Parameters

02 Edit Individual Employee Data
Pay Pool Data >>

03 Analyze Score Distribution Using Various Reports + Charts
[OCS Charts](#)
[Rails and Roll Report](#)
[Matrix](#)
[Delta Stats](#)
[Delta Plot](#)
[Summary](#)

04 Check Validation + Upload Finalized Spreadsheet to CAS2Net
 Upload this spreadsheet with all finalized pay adjustments to CAS2NET to capture your changes

If validation below is successful, upload Macro-Free CMS to CAS2Net:
 1. Save adjustments made in the workbook
 2. CAS2Net > Administrator > Macro-Free CMS/Subpanel Interface > CMS > Select Pay Pool > Upload

05 Appraisal Part 1 Forms
 After uploading finalized spreadsheet to CAS2Net, go to:
 CAS2Net > Administrator > Reports > Fiscal Year > Salary Appraisal Form

06 Grievance, Temp Promotion
 To download Grievance or Temp Promotion CMS file go to:
 CAS2Net > Administrator > Macro-Free CMS/Subpanel Interface > CMS > Select Pay Pool > ...Download Grievances or download Temp Promotion

Validation Status:
ERROR!! Data FAILED Validation. Cannot Upload Spreadsheet to CAS2Net Until the Following Errors Are Fixed:
 Invalid Final: Job Achievement and/or Innovation
 Invalid Final: Communication and/or Teamwork
 Invalid: Award Balance
 Invalid: Final Award Balance

Validation Status:
ERROR!! Data FAILED Validation. Cannot Upload Spreadsheet to CAS2Net Until the Following Errors Are Fixed:
 Invalid Final: Job Achievement and/or Innovation
 Invalid Final: Communication and/or Teamwork
 Invalid: Award Balance
 Invalid: Final Award Balance

Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

The **Parameters** worksheet is where the pay pool manager sets the parameters that define the pay adjustment scenario for the pay pool. The lines in white) are for information only and are not adjustable by the pay pool manager.

- Macro-Free SPS does not have a Parameters worksheet
- Macro-Free CMS

<< Contents Data >>

Is this your organization's first year in AcqDemo? Use OCS Control Panel? [Go to OCS Control Panel >>](#)

Add CRI remainder to CA? To change dropdown selection to file, set values for columns for column Approved % to TOA or 0. Use Time Off Award? [Go to Approved % to TOA >>](#)

GPI (G)%		1.70%		
GS-1-step1 pay (23)		\$22,360		
GS-1-step1 pay (24)		\$21,966		
Total FY24 Basic Pay for Funding		\$6,076,037		
CRI Funding %	If first year in AcqDemo, enter value between 2.0% - 2.3%. Otherwise, enter value between 2.0% - 2.4%	2.10%	Cash Amount \$127,596	Plus Unused GPI \$133,059
CRI Set-Aside	Enter as % or \$! % Enter value between 0% - 20%	3.78%	Cash Amount \$5,000	
GPI (G) Carry Over		\$5,463		
CRI Remainder		\$1,627		
Award Remainder		\$1,633		
Available CRI Amount		\$128,059		
Total CRI Plus Delta Y		\$517,136		
Alpha 1		0.47%		
Available CA Amount		\$1,945,576		
Total CA Plus Delta Y		\$517,125		
Alpha 2		0.2314		
Minimum CRI Budget %		2.00%		
Minimum Award Budget %		0.00%		
Award Provision Plan		Do not spend in CMS (add to non-CCAS)		
TOA Remainder		Do not spend in CMS (add to non-CCAS)		
Total FY24 Adjusted Basic Pay		\$7,098,551		
Award Funding %	Enter value between 0.0% - 100.0%	2.000%	\$141,971	Plus Unused CRI \$120,676
Award Spent in CMS (+190%)		85.00%	\$120,676	
Non-CCAS Award for Remainder of FY		15.00%	\$21,295	
Award Set-Aside	Enter as % or \$! % Enter value between 0%-100%	0.829 %	0.83%	\$1,000
Beta 1 (CRI)		Upper rail		
Beta 2 (Award)		Upper rail		
Minimum CRI Dollar Amount		\$0		
Minimum CRI Carryover Amt		\$0		
Minimum Award Dollar Amount		\$0		

Award Spending Summary			
Full Award Funding	\$141,971		
CCAS Award Amount in CMS	\$120,676		
CRI Remainder to Award Funding	\$0	Mandated >= 10%: \$21,295	
Available to Spend in CMS	\$120,676	Award \$ not spent in CMS: \$13,979	
CCAS Award Spent in CMS	\$106,697		
Award \$ not spent in CMS	\$13,979	Amount remaining for non-CCAS Awards: \$35,274 or 25% of Full Award Funding	
CRI Remainder to Award Funding not Spent in CMS	\$0		

Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

The **Parameters** worksheet is where the pay pool manager sets the parameters that define the pay adjustment scenario for the pay pool.

- Check box if this is your organization first year in AcqDemo
- Check box if you want to add CRI remainder to CA
- Use Control Points
- Use Time Off Award
- CRI Funding %
- CRI Set-Aside
- Award Funding %
- Award Spent in CMS ($\leq 90\%$)
- Non-CCAS Award for Remainder of FY
- Award Set-Aside
- Beta 1 (CRI)
- Beta 2 (CA)
- Minimum CRI Dollar Amount
- Minimum CRI Carryover Amount
- Minimum Award Dollar Amount
- Award Proration Plan
- TOA Remainder
- Award Spending Summary

Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

Parameters – Alpha 1 for CRI and Alpha 2 for CA

Beta 1 (CRI)	SPL (default value)
Beta 2 (Award)	Upper rail
Minimum CRI Dollar Amount	\$0
Minimum CRI Carryover Amt	\$0
Minimum Award Dollar Amount	\$0
GPI (G) Carry Over	\$8,183
CRI Remainder	\$9,997
Award Remainder	-\$80
Available CRI Amount	\$130,779
Total CRI Pos Delta Y	\$125,799
Alpha 1	1.0000
Available CA Amount	\$119,676
Total CA Pos Delta Y	\$492,666
Alpha 2	0.2429

Calculate Alpha 1

$$\$130,779 / \$125,799 = 1.0000$$

Alpha 1 is capped at 1.0000

$$\text{Alpha 1} * \text{CRI Pos DeltaY} = (\text{Default CRI}) \text{Alpha1DeltaY}$$

Calculate Alpha 2

$$\$119,676 / \$492,666 = 0.2429$$

$$\text{Alpha 2} * \text{CA Pos DeltaY} = \text{Computed CA}$$

Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

- Parameters – impact of Beta 1 (CRI) Target Rail on Alpha 1

Beta 1 (CRI)	SPL (default value)	Change to	Upper rail
Beta 2 (Award)	Upper rail		Upper rail
Minimum CRI Dollar Amount	\$0		\$0
Minimum CRI Carryover Amt	\$0		\$0
Minimum Award Dollar Amount	\$0		\$0
GPI (G) Carry Over	\$8,183		\$8,183
CRI Remainder	\$9,997		\$5,023
Award Remainder	-\$80		-\$80
Available CRI Amount	\$130,779		\$130,779
Total CRI Pos Delta Y	\$125,799	Change	\$492,696
Alpha 1	1.0000	Change	0.2654
Available CA Amount	\$119,676		\$119,676
Total CA Pos Delta Y	\$492,666		\$492,666
Alpha 2	0.2429		0.2429

Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

- Parameters – impact of Beta 2 (Award) Target Rail on Alpha 2

Beta 1 (CRI)	SPL (default value)		SPL (default value)
Beta 2 (Award)	Upper rail	Change to	1% above SPL
Minimum CRI Dollar Amount	\$0		\$0
Minimum CRI Carryover Amt	\$0		\$0
Minimum Award Dollar Amount	\$0		\$0
GPI (G) Carry Over	\$8,183		\$8,183
CRI Remainder	\$9,997		\$9,997
Award Remainder	-\$80		-\$74
Available CRI Amount	\$130,779		\$130,779
Total CRI Pos Delta Y	\$125,799		\$125,799
Alpha 1	1.0000		1.0000
Available CA Amount	\$119,676		\$119,676
Total CA Pos Delta Y	\$492,666	Change	\$161,968
Alpha 2	0.2429	Change	0.7389

Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

Parameters

- Macro-Free CMS – CRI Set-Aside – Issue with switching from % to \$
- Has % with 3.682% for Cash Amount of \$5,000

Total FY24 Basic Pay for Funding			\$6,076,037		
		<i>If first year in AcqDemo, enter value between 2.0% - 2.5%</i>		Cash Amount	Plus Unused GPI
CRI Funding %		<i>Otherwise, enter value between 2.0% - 2.4%</i>	2.10%	\$127,596	\$135,779
	Enter as % or \$?			Cash Amount	
CRI Set-Aside	%	<i>Enter value between 0% - 20%</i>	3.682 %	3.68%	\$5,000

- Decided to change to \$... **error** \$4 ... Cash Amount \$4

Total FY24 Basic Pay for Funding			\$6,076,037		
		<i>If first year in AcqDemo, enter value between 2.0% - 2.5%</i>		Cash Amount	Plus Unused GPI
CRI Funding %		<i>Otherwise, enter value between 2.0% - 2.4%</i>	2.10%	\$127,596	\$135,779
	Enter as % or \$?			Cash Amount	
CRI Set-Aside	\$	<i>Enter value between \$0 - \$27,156</i>	\$4	0.00%	\$4

- To correct, entered a dollar value, e.g., \$5,000

Total FY24 Basic Pay for Funding			\$6,076,037		
		<i>If first year in AcqDemo, enter value between 2.0% - 2.5%</i>		Cash Amount	Plus Unused GPI
CRI Funding %		<i>Otherwise, enter value between 2.0% - 2.4%</i>	2.10%	\$127,596	\$135,779
	Enter as % or \$?			Cash Amount	
CRI Set-Aside	\$	<i>Enter value between \$0 - \$27,156</i>	\$5,000	3.68%	\$5,000

Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

Parameters

- Macro-Free CMS – CRI Set-Aside – Issue with switching from \$ to %
- Entered as \$ with \$5,000 for Cash Amount of \$5,000

Total FY24 Basic Pay for Funding			\$6,076,037		
		<i>If first year in AcqDemo, enter value between 2.0% - 2.5%</i>		Cash Amount	Plus Unused GPI
CRI Funding %		<i>Otherwise, enter value between 2.0% - 2.4%</i>	2.10%	\$127,596	\$135,779
	Enter as % or \$?			Cash Amount	
CRI Set-Aside	\$	<i>Enter value between \$0 - \$27,156</i>	\$5,000	3.68%	\$5,000

- Decided to change to % ... **error #####%** 5000.000 % Cash Amount \$6,788,950

Total FY24 Basic Pay for Funding			\$6,076,037		
		<i>If first year in AcqDemo, enter value between 2.0% - 2.5%</i>		Cash Amount	Plus Unused GPI
CRI Funding %		<i>Otherwise, enter value between 2.0% - 2.4%</i>	2.10%	\$127,596	\$135,779
	Enter as % or \$?			Cash Amount	
CRI Set-Aside	%	<i>Enter value between 0% - 20%</i>	##### %	5000.00%	\$6,788,950

- To correct, entered a % value, e.g., 4 ... Cash Amount \$5,431

Total FY24 Basic Pay for Funding			\$6,076,037		
		<i>If first year in AcqDemo, enter value between 2.0% - 2.5%</i>		Cash Amount	Plus Unused GPI
CRI Funding %		<i>Otherwise, enter value between 2.0% - 2.4%</i>	2.10%	\$127,596	\$135,779
	Enter as % or \$?			Cash Amount	
CRI Set-Aside	%	<i>Enter value between 0% - 20%</i>	4.000 %	4.00%	\$5,431

Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

Parameters

- Macro-Free CMS – Award Set-Aside – Similar Issue with \$ to % to \$
- Entered as % of 10.000 for Cash Amount of \$12,068

Total CY24 Adjusted Basic Pay			\$7,098,551	
Award Funding %	Enter value between 0.0% - 100.0%	2.000%	\$141,971	
Award Spent in CMS (<=90%)		85.00%	\$120,676	Plus Unused CRI
Non-CCAS Award for Remainder of FY		15.00%	\$21,295	\$120,676
Award Set-Aside	Enter as % or \$? % Enter value between 0%-100%	10.000 %	10.00%	\$12,068

- Decided to change to \$... **possible error** \$10 ... Cash Amount \$10

Total CY24 Adjusted Basic Pay			\$7,098,551	
Award Funding %	Enter value between 0.0% - 100.0%	2.000%	\$141,971	
Award Spent in CMS (<=90%)		85.00%	\$120,676	Plus Unused CRI
Non-CCAS Award for Remainder of FY		15.00%	\$21,295	\$120,676
Award Set-Aside	Enter as % or \$? \$ Enter value between \$0 - \$120,676	\$10	0.01%	\$10

- To correct, entered a \$ value, e.g., 12,000 ... Cash Amount \$12,000

Total CY24 Adjusted Basic Pay			\$7,098,551	
Award Funding %	Enter value between 0.0% - 100.0%	2.000%	\$141,971	
Award Spent in CMS (<=90%)		85.00%	\$120,676	Plus Unused CRI
Non-CCAS Award for Remainder of FY		15.00%	\$21,295	\$120,676
Award Set-Aside	Enter as % or \$? \$ Enter value between \$0 - \$120,676	\$12,000	9.94%	\$12,000

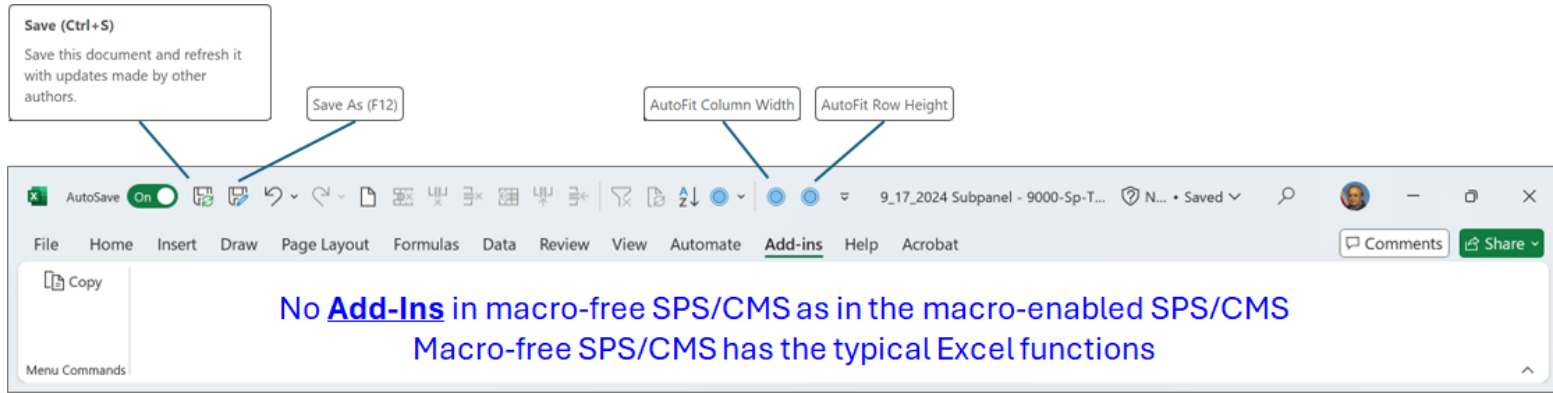
Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

The **Macro-Free SPS Data** worksheet is where the administrator can record, view, and edit the individual contribution factor scores. The **Macro-Free SPS Data** worksheet has 58 columns, of which 10 are editable (highlighted in yellow of which 9 are for scores and one is for TOA) and 4 are wildcard columns.

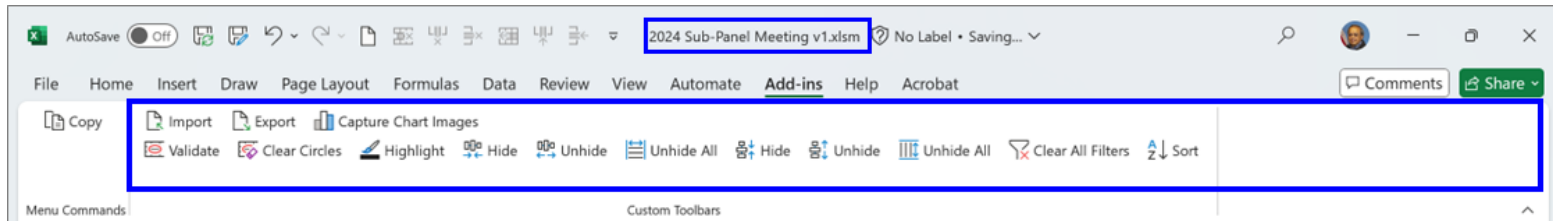
The **Macro-Free CMS Data** worksheet is where the administrator can record, view, and edit the individual contribution factor scores and compensation adjustments, i.e., GPI, CRI, CA, TOA, CA proration, discretionary for GPI, CRI, and CA, CRI % split to salary, control points, supervisor and team leader cash differential, TOA. The **Macro-Free CMS Data** worksheet has 140 columns, of which 27 are editable (highlighted in yellow) and 8 are wildcard columns.

Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

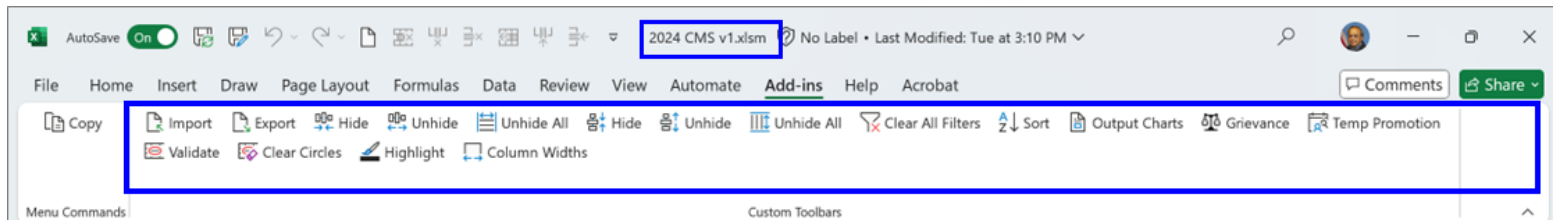
Data – Tool Bar and Add-Ins



Macro-Enabled Sub-Panel Meeting Spreadsheet



Macro-Enabled CMS



Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

Data – Tool Bar and Add-Ins

- AutoFit Column Width and AutoFit Row Height
- Manually adjust the column width or row height or automatically resize columns and rows to fit the data.
- Wrap text, so it appears on multiple lines in a cell.
- Filter based on choices you make from a list, or search to find the data that you seek. When you filter the data, the entire rows will be hidden if the values in one or more columns don't meet the filtering criteria.
- Sort information to rearrange the data to find values quickly. You can sort a range or table of data on one or more columns of data. For example, you can sort employees —first by department, and then by last name.
- Hide or show rows or columns
- All the worksheets may be reformatted by reducing column widths, hiding columns, rows, etc.

Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS


Data – Enable/Disable Table Highlight (Row/Column)

	A	B	C	D	E
1	Data		<< Contents		
3	Enable/Disable Table Highlight?		CAS2Net ID	Set Scores	
4	Disable Highlight (Default View)				
5					
6	2024 OCS Control Point \$		Click to Search 🔍 >>>		

	A	C	D	E	F
1	Data		<< Contents		<< Parameters
3	Enable/Disable Table Highlight?		CAS2Net ID	Set Scores	Set GPI
4	Disable Highlight (Default View)		Set CRI	Locality Calculations	Set Award
5					
6	Supervisor Differential Rate		Click to Search 🔍 >>>		


- To enable highlight, click on Disable Highlight (Default View)

Enable/Disable Table Highlight?

Disable Highlight (Default View) 

- To activate the drop-down icon ▼

Enable/Disable Table Highlight?

Disable Highlight (Default View) 
Disable Highlight (Default View)
Enable Highlight

- Select Enable Highlight

Enable/Disable Table Highlight?

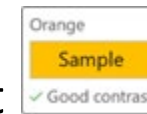
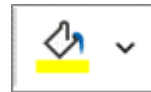
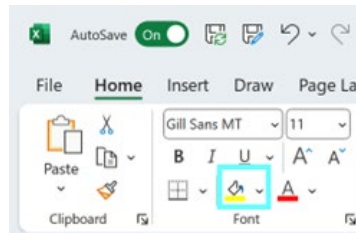
Enable Highlight

Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

Data – Enable/Disable Table Highlight (Row/Column)

Select a cell, e.g., BAMA

CAS2Net ID	Name	First Name	Middle Initial
249937	ALA, BAMA	BAMA	
256069	BANK, SERRANILLA	SERRANILLA	
249938	FLOR, IDA	IDA	



Go to the Tool Bar



> select highlight

CAS2Net ID	Name	First Name	Middle Initial
249937	ALA, BAMA	BAMA	
256069	BANK, SERRANILLA	SERRANILLA	
249938	FLOR, IDA	IDA	

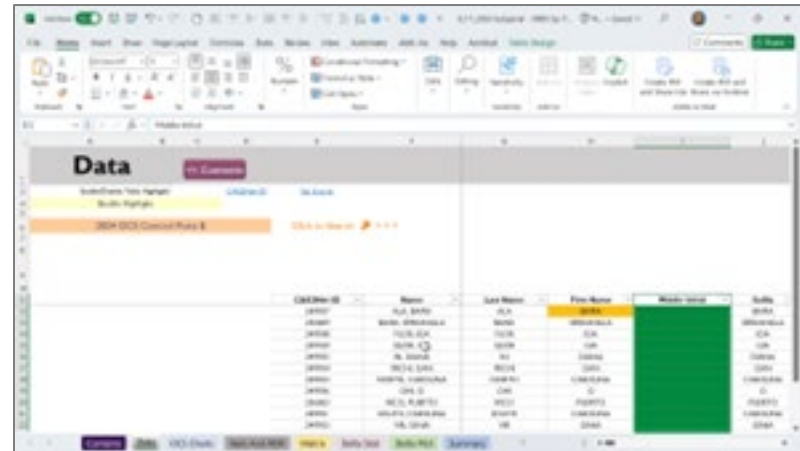
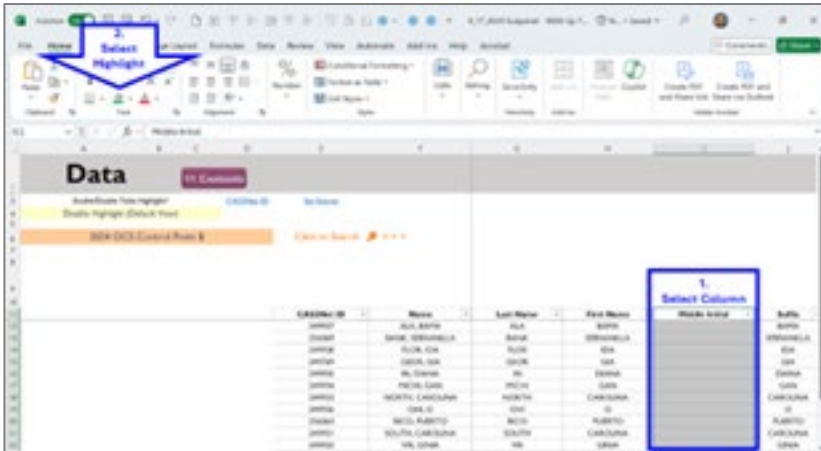
Note the current version cannot highlight the editable/yellow cells

Name	Set Score	Categorical: Job Achieveme	Categorical: Communicat	Categorical: Mission Supp	Final: Job Achieveme	Final: Communicat	Final: Mission Support	PAQL: Job Achieveme	PAQL: Communicat	PAQL: Mission Support
ALA, BAMA		-	-	-	-	-	-	3	3	3
ALAS, KA		4M	4M	4M	94	85	85	5	5	3
AR, KANSAS		2H	2H	2H	46	46	46	3	3	3
ARI, ZONA		-	-	-	-	-	-	3	3	3

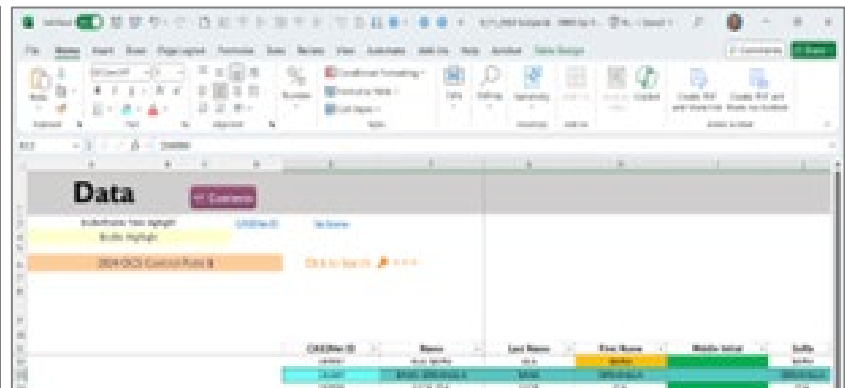
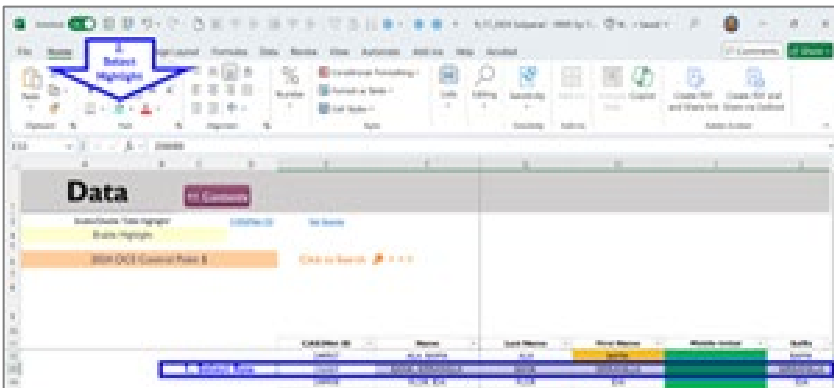
Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

Data – Enable/Disable Table Highlight (Row/Column)

Select the column data to highlight and select highlight



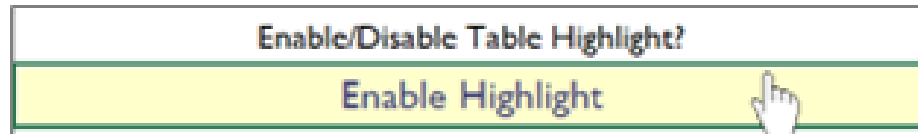
To highlight a row, select the row data and select the highlight



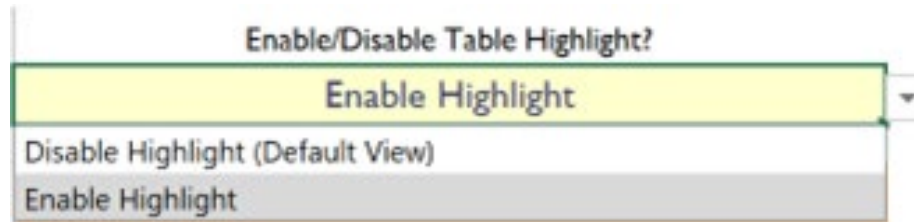
Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

Data – Enable/Disable Table Highlight (Row/Column)

To disable highlight, click on Enable Highlight

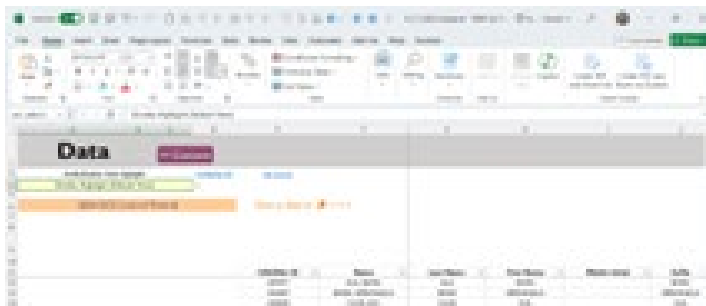


to activate the drop-down icon ▼ select Disable Highlight (Default View) ...



all highlights are disabled

... If you enable highlights, the previously highlights will return



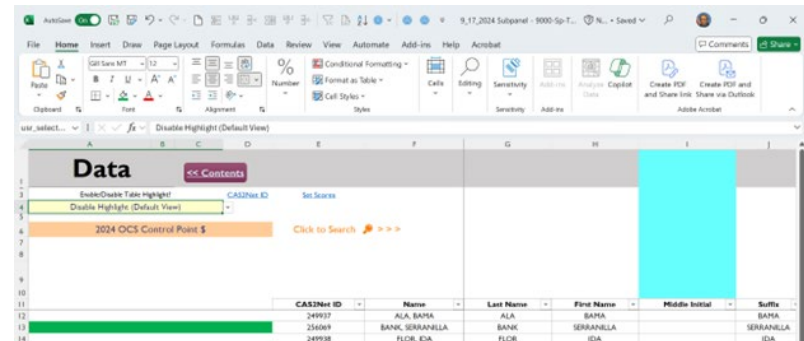
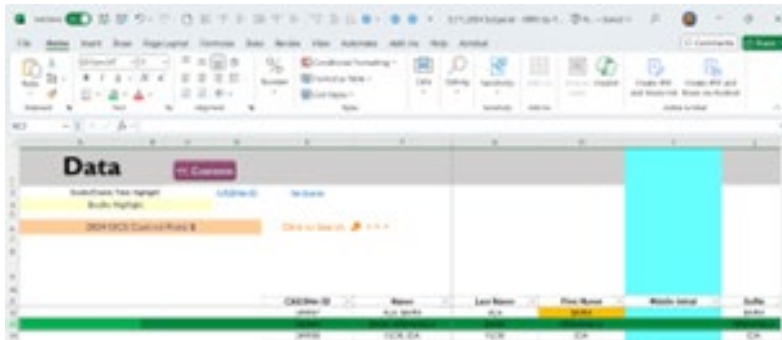
Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

Data – Enable/Disable Table Highlight (Row/Column)

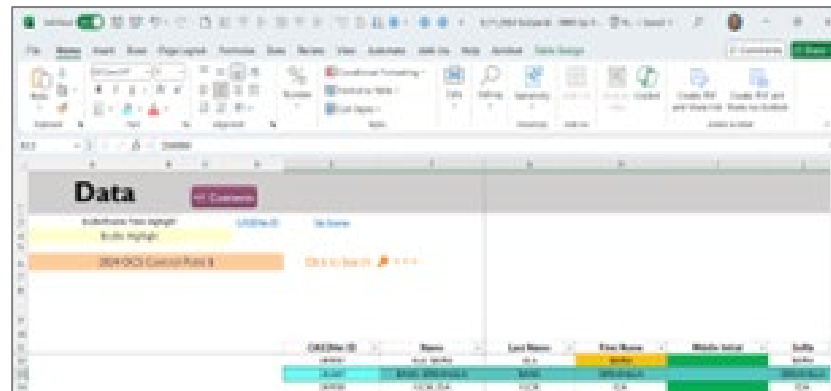
Caution

If you selected a column or selected a row like this to highlight

Upon disabling highlights, you will see ...

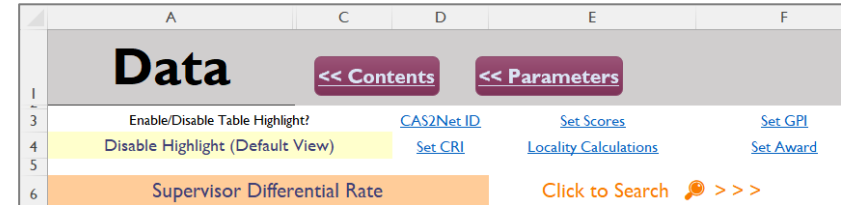
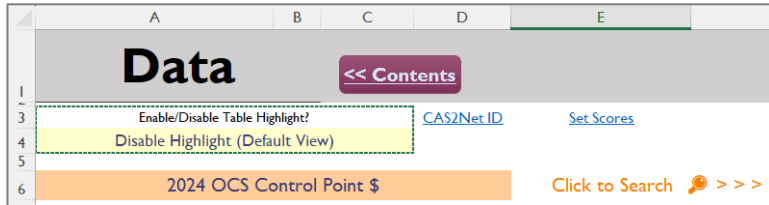


Best to highlight only the column cells or row cells



Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

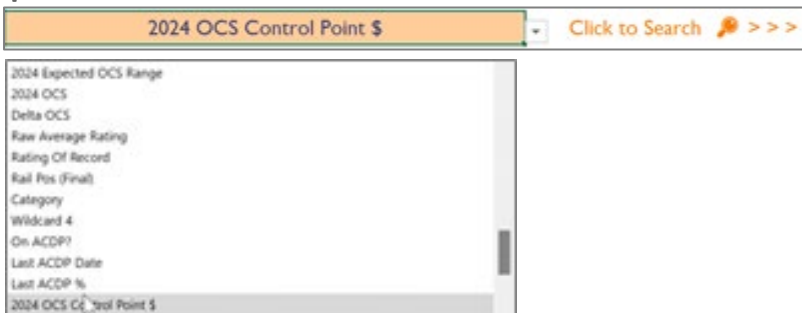
Data – Find/Go to a Specific Column



To find and go to a specific column

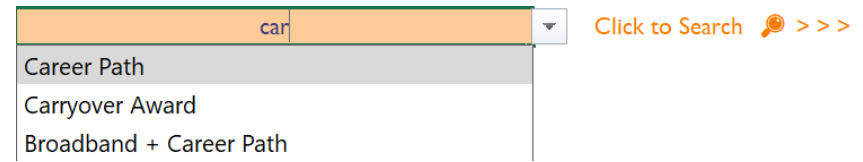
Option 1 - click on the orange highlighted cell to activate the dropdown icon ▼

Click ▼ to open/select from the picklist



Click **Click to Search 🔍 >>>** to go to the selected column

Option 2 – type in the orange highlighted cell to filter by letters



Select Carryover Award



Click **Click to Search 🔍 >>>** to go to the selected column

Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

Data – Wildcard and Formula ... work in progress

Select Yes from dropdown to see formula text after a round trip

#N/A

Select Yes from dropdown to see formula text after a round trip

No
Wildcard 4

Entered Formula

#N/A

Select Yes from dropdown to see formula text after a round trip

No
Wildcard 4
-sum([[G (\$)]+@[Pay With GPI]])
SUM(number1, [number2], ...)

Formula Applied to All

#N/A

Select Yes from dropdown to see formula text after a round trip

No
Wildcard 4
-75982
-118989
-67696
-56413

#N/A

Select Yes from dropdown to see formula text after a round trip

No	
Wildcard 4	
LAND MARY	-75982
FORNIA CALI	-118989
ANA LOUISI	-67696

Undo Calculated Column

Stop Automatically Creating Calculated Columns

Control AutoCorrect Options...

Saved and Uploaded

#N/A

Select Yes from dropdown to see formula text after a round trip

Yes
Wildcard 4
-75982
-118989
-67696
-56413

Formula Did Not Return

#N/A

Select Yes from dropdown to see formula text after a round trip

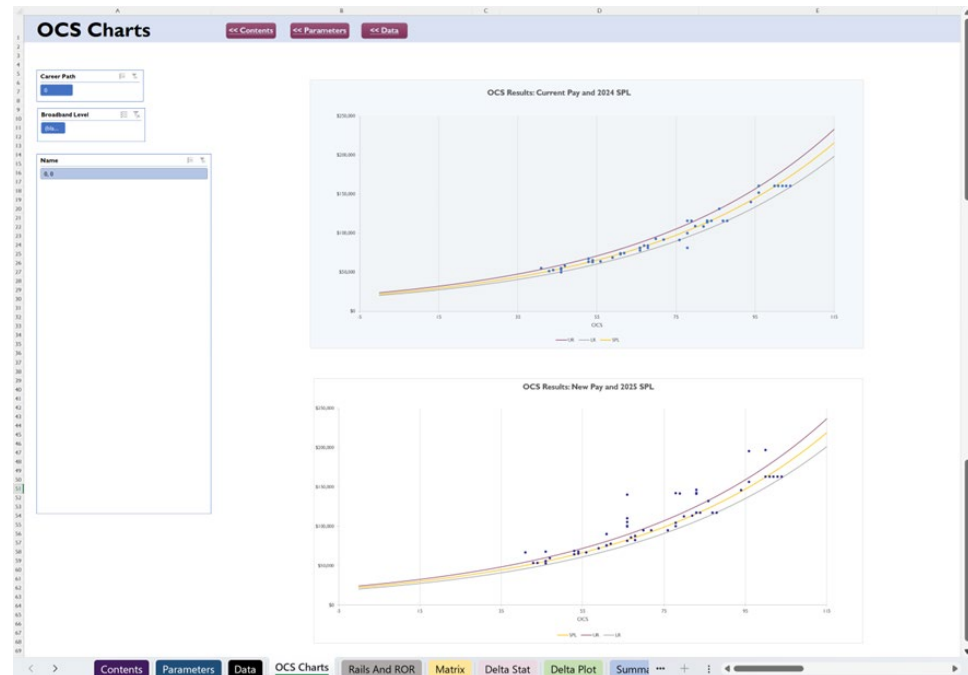
No
Wildcard 4
75982
118989
67696
56413

Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

The **OCS Charts** worksheet is the scatterplots of the OCS vs. basic pay as of 30 September (SPS and CMS) and

the New Pay and 2025 SPL (CMS)

The OCS Charts worksheet shows the Upper, SPL, and Lower rails and each dot has the OCS and basic pay for the employee it represents.



Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

Data – OCS Charts

Tools



Multi-Select (Alt+S)

Clear Filter (Alt+C)

Since the Career Path, Broadband Level, and Name are not populated, you will need to activate the OCS Charts ...

Career Path	☰	🗑️
0		


Broadband Level	☰	🗑️
(bla...		

Name	☰	🗑️
0,0		

Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

Data – OCS Charts

Go to the Name box

1. In the Name box – place cursor on the blue cell changing the highlight to orange
2. In the Name box – click on orange cell to activate career path and broadband level
3. In the Career Path box – place cursor on a career path, e.g., NH
4. In the Career Path NH box – click ... populate Name
5. Career Path – click on icon  to clear filter to populate all names in the sub-panel



Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

Data – OCS Charts

- Each dot has the OCS and basic pay for the employee it represents.

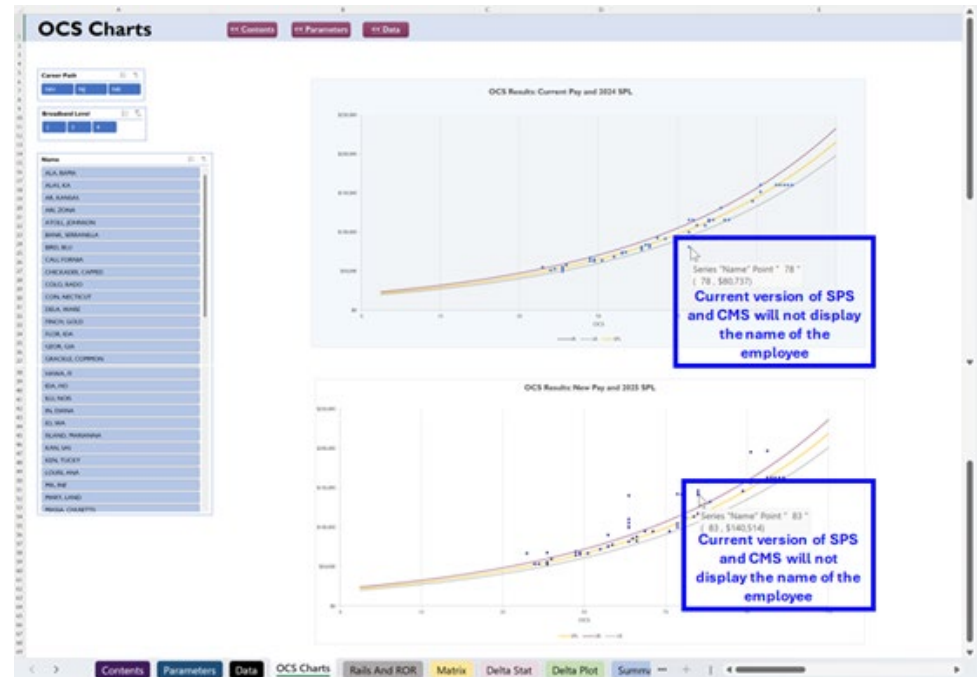
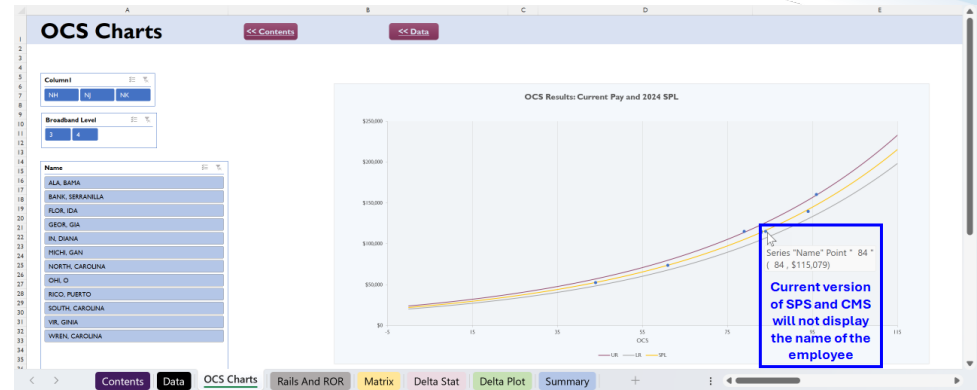
Series "Name" Point " 78 "
(78 , \$80,737)

- Future versions of the Macro-Free SPS and Macro-Free CMS will display the actual names of the employees.
- Use the tools to filter by career path, broadband level, and/or name



Multi-Select (Alt+S)

Clear Filter (Alt+C)



Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

Rails and RoR

The first table Rails Report shows rail position by career path based on the final (numerical) OCS by counts and percentages.

Rails Report

* Rails Report includes all employees regardless of presumptive status

		Career Path -							
		NK		NJ		NH			
Rail Position -	Helper Rail Pos (Final) - Pivot Table Row Label	#	%	#	%	#	%	Total #	Total %
Appropriately compensated between the rails <= SPL	C2 (SPL to UR)	1	100.00%	2	66.67%	3	37.50%	6	50.00%
Inappropriately compensated above the rails	A (Above the UR)	Blank	0.00%	Blank	0.00%	2	25.00%	2	16.67%
Appropriately compensated between the rails > SPL	C1 (UR to SPL)	Blank	0.00%	1	33.33%	3	37.50%	4	33.33%
Total		1	100.00%	3	100.00%	8	100.00%	12	100.00%

The word "Blank" might appear in your Rails Report, indicating employees with Presumptive Status 1, as seen in the blue highlighted cells. Although these employees are not eligible for an OCS and performance rating, they are accounted for in the Rails Report.

Rails Report

* Rails Report includes all employees regardless of presumptive status

		Career Path -							
		NK		NJ		NH			
Rail Position -	Helper Rail Pos (Final) - Pivot Table Row Label	#	%	#	%	#	%	Total #	Total %
Appropriately compensated between the rails <= SPL	C2 (SPL to UR)	1	100.00%	2	66.67%	3	37.50%	6	50.00%
Inappropriately compensated above the rails	A (Above the UR)	Blank	0.00%	Blank	0.00%	2	25.00%	2	16.67%
Appropriately compensated between the rails > SPL	C1 (UR to SPL)	Blank	0.00%	1	33.33%	3	37.50%	4	33.33%
Total		1	100.00%	3	100.00%	8	100.00%	12	100.00%

Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

Rails and RoR

The second table Performance Rating of Record shows by career path based on the rating of records by counts and percentages.

Performance Rating of Record

Rating Of Record	Career Path		NK		NJ		NH		Total #	Total %
	#	%	#	%	#	%				
	0	0.00%	1	33.33%	1	12.50%	2	16.67%		
3 (Fully Successful)	1	100.00%	2	66.67%	5	62.50%	8	66.67%		
1 (Unacceptable)	0	0.00%	0	0.00%	1	12.50%	1	8.33%		
5 (Outstanding)	0	0.00%	0	0.00%	1	12.50%	1	8.33%		
Total	1	100.00%	3	100.00%	8	100.00%	12	100.00%		

Your Performance Rating of Record table might lack a description. The missing description, e.g., highlighted in blue, represents Presumptive Status 1 employees. They aren't eligible for an OCS and performance rating, but they're accounted for in the table

Performance Rating of Record

Rating Of Record	Career Path		NK		NJ		NH		Total #	Total %
	#	%	#	%	#	%				
	0	0.00%	1	33.33%	1	12.50%	2	16.67%		
3 (Fully Successful)	1	100.00%	2	66.67%	5	62.50%	8	66.67%		
1 (Unacceptable)	0	0.00%	0	0.00%	1	12.50%	1	8.33%		
5 (Outstanding)	0	0.00%	0	0.00%	1	12.50%	1	8.33%		
Total	1	100.00%	3	100.00%	8	100.00%	12	100.00%		

Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

Rails and RoR

The third table Raw Average Rating of Record by Office Symbol provides the distribution of raw average PAQL by office symbol by counts and percentages.

Raw Average Rating of Record by Office Symbol

* Raw Average Rating of Record Report includes all employees regardless of presumptive status

Office Symbol	Raw Average Rating		5		3.7		3		1		Total #	Total %
	#	%	#	%	#	%	#	%	#	%		
SP-4-Thursday	0	0.00%	1	100.00%	3	100.00%	5	100.00%	1	100.00%	10	83.33%
	2	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	2	16.67%
Total	2	100.00%	1	100.00%	3	100.00%	5	100.00%	1	100.00%	12	100.00%

The missing description, e.g., blue highlighted cell, in the Raw Average Rating of Record by Office Symbol table below accounts for Presumptive Status 1 employees. Presumptive Status 1 employees are not eligible for an OCS and performance rating, but they are included in the table.

Raw Average Rating of Record by Office Symbol

* Raw Average Rating of Record Report includes all employees regardless of presumptive status

Office Symbol	Raw Average Rating		5		3.7		3		1		Total #	Total %
	#	%	#	%	#	%	#	%	#	%		
SP-4-Thursday	0	0.00%	1	100.00%	3	100.00%	5	100.00%	1	100.00%	10	83.33%
	2	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	2	16.67%
Total	2	100.00%	1	100.00%	3	100.00%	5	100.00%	1	100.00%	12	100.00%

Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

Rails and RoR

The plan for the fourth table is to provide the counts of the Delta OCS by Supervisor. Values of Delta OCS greater than 4 or less than -4 are grouped together since these values are relatively rare. The current version of both the Macro-Free SPS and Macro-Free CMS did not provide that OCS distribution.

Delta OCS Distribution by Supervisor

Career Path -								
First Level Supervisor -	NK		NJ		NH		Total #	Total %
	#	%	#	%	#	%		
JERRY LEE	1	100.00%	3	100.00%	8	100.00%	12	100.00%
Total	1	100.00%	3	100.00%	8	100.00%	12	100.00%

The OCS distribution will be in a future update to the Macro-Free SPS and Macro-Free CMS

Delta OCS Distribution by Supervisor

Includes only records with a 1st Level Supervisor

	<= -5	-4	-3	-2	-1	0	1	2	3	4	>= 5	Total
All Rated												

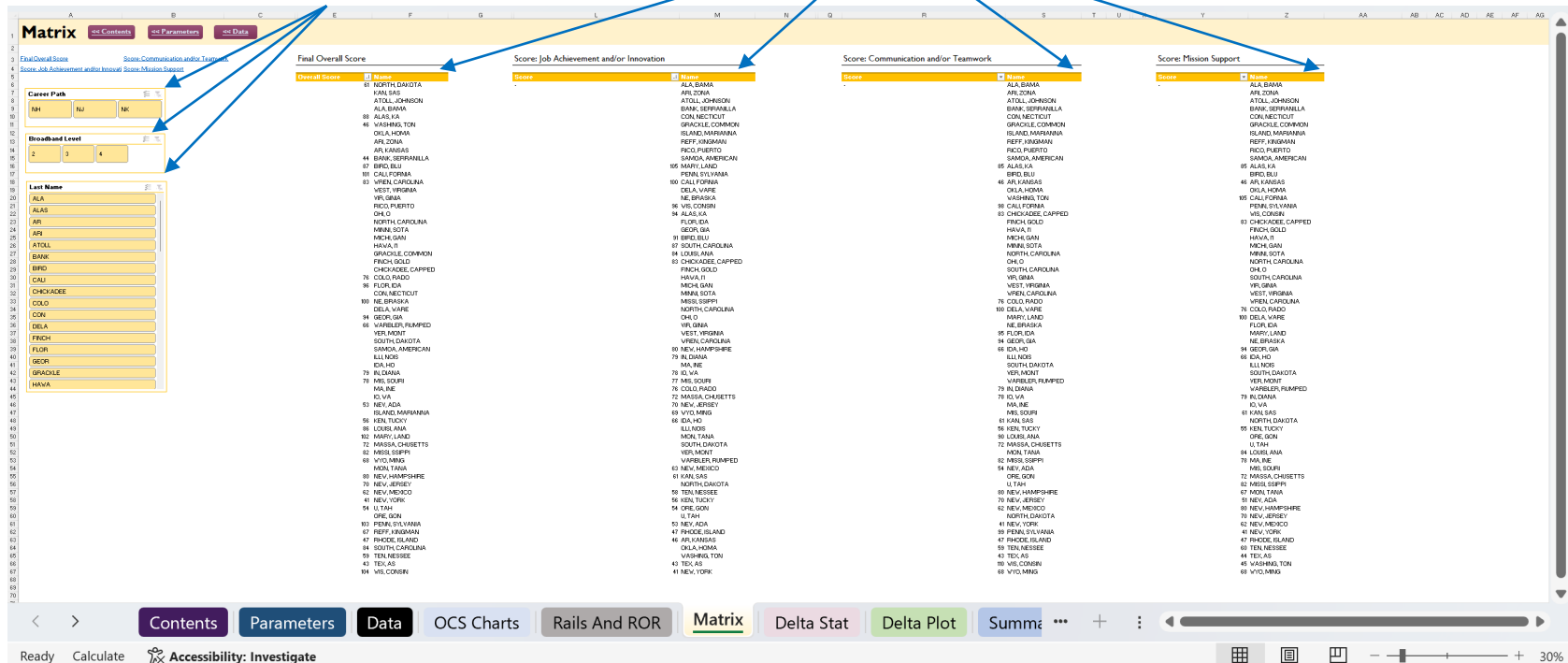
Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

Matrix

You can reformat the Matrix worksheet by adjusting the column width and hide unneeded columns.

Option to  and filter and sort 

Multi-Select (Alt+S) Clear Filter (Alt+C)



The screenshot displays a spreadsheet interface with a 'Matrix' worksheet. The main data area is divided into four columns, each with a 'Score' header and a 'Name' column. The columns are: 'Final Overall Score', 'Score: Job Achievement and/or Innovation', 'Score: Communication and/or Teamwork', and 'Score: Mission Support'. Each column contains a list of names and their corresponding scores. On the left side, there are several interactive panels: 'Career Path' with radio buttons for 'NI', 'NJ', and 'NK'; 'Broadband Level' with a dropdown menu; and 'List Name' with a scrollable list of names. At the bottom, there is a navigation bar with buttons for 'Contents', 'Parameters', 'Data', 'OCS Charts', 'Rails And ROR', 'Matrix', 'Delta Stat', 'Delta Plot', and 'Summary'. The status bar at the very bottom shows 'Ready Calculate' and 'Accessibility: Investigate'.

Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

Matrix

Explanation for “blank” scores.

Final Overall Score		Score: Job Achievement and/or Innovation	Score: Communication and/or Teamwork	Score: Mission Support
Overall Score	Name	Score	Score	Score
61	ALA, BAMA	-	-	-
44	BANK, SERRANILLA	-	-	-
96	FLOR, IDA	4M	4M	4M
94	GEOR, GIA	4M	4M	4M
79	IN, DIANA	3H	3H	3H
83	WREN, CAROLINA	3H	3H	3H
	VIR, GINIA	3H	3H	3H
	RICO, PUERTO	3H	3H	3H
	CHI, O	3H	3H	3H
	NORTH, CAROLINA	3H	3H	3H
	MICHI, GAN	3H	3H	3H
84	SOUTH, CAROLINA	3H	3H	3H

Annotations:

- Grouped as 83:** WREN, CAROLINA, VIR, GINIA, RICO, PUERTO, CHI, O, NORTH, CAROLINA, MICHI, GAN.
- Presumptive Status 1, 2, 3, and 4:** ALA, BAMA, BANK, SERRANILLA, RICO, PUERTO.
- do not have factor scores:** ALA, BAMA, BANK, SERRANILLA, RICO, PUERTO.
- Grouped under OCS of 83:** WREN, CAROLINA, VIR, GINIA, RICO, PUERTO, CHI, O, NORTH, CAROLINA, MICHI, GAN.

The Matrix reflects the Presumptive Status and OCS from the Data worksheet

CAS2Net ID	Name	Presumptive Status	Score	Categorical: Job Achievement	Categorical: Communication	Categorical: Mission Support	Final: Job Achievement	Final: Communication	Final: Mission Support	PAQL: Job Achievement	PAQL: Communication	PAQL: Mission Support	2024 Oct
249937	ALA, BAMA	2	-	-	-	-	-	-	-	-	-	-	61
256069	BANK, SERRANILLA	1	-	-	-	-	-	-	-	3	3	3	44
249938	FLOR, IDA	0	4M	4M	4M	94	94	100	1	1	3	96	
249769	GEOR, GIA	0	4M	4M	4M	94	94	94	3	4M	3	94	
249935	IN, DIANA	0	3H	3H	3H	79	79	79	3	3	3	79	
249934	MICHI, GAN	0	3H	3H	3H	83	83	83	3	3	3	83	
249933	NORTH, CAROLINA	0	4H	4H	4H	83	83	83	3	5	3	83	
249936	CHI, O	0	3H	3H	3H	83	83	83	5	5	5	83	
256063	RICO, PUERTO	1	-	-	-	-	-	-	-	-	-	-	83
249931	SOUTH, CAROLINA	0	VH-L	4H	4H	87	83	83	5	3	3	84	
249932	VIR, GINIA	0	3H	3H	3H	83	83	83	3	5	3	83	
232656	WREN, CAROLINA	0	3H	3H	3H	83	83	83	3	3	3	83	

Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

The **Delta Stat** worksheet is the summary statistics of Delta OCS scores by different groupings. The Delta Stat worksheet has navigation buttons, and a Column Filter to switch the groupings by selecting one of the options, such as Subpanel, Office Symbol, or 1st Level Supervisor. The Delta Stat worksheet shows the Summary Statistics of Delta OCS Score and the Delta Plot Grouping tables. The administrator can also hide or show the employees with only one employee in their group.

Delta OCS is the difference between an employee's actual OCS and expected OCS, as computed from current salary and the formula for the SPL.

Standard deviation is a statistical measure of the range, or dispersion of Delta OCS values.

The screenshot shows the 'Delta Stat' application window with the 'All Offices' filter selected. It displays two summary statistics tables. The first table is for 'Average Delta OCS' and the second is for 'Average Delta OCS' (repeated). Both tables show columns for 'Group', 'Average Delta OCS', and 'Standard Deviation'. The data is as follows:

Group	Average Delta OCS	Standard Deviation
Group 1	1.2	0.5
Group 2	1.5	0.8
Group 3	1.8	1.1
Group 4	2.1	1.4

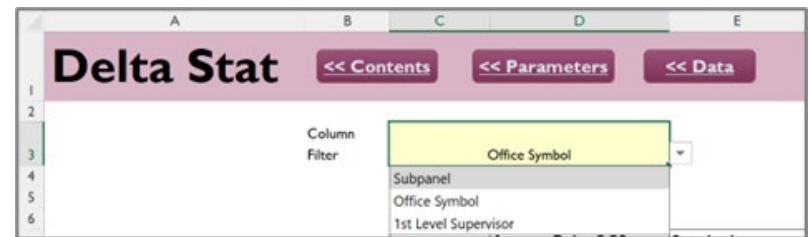
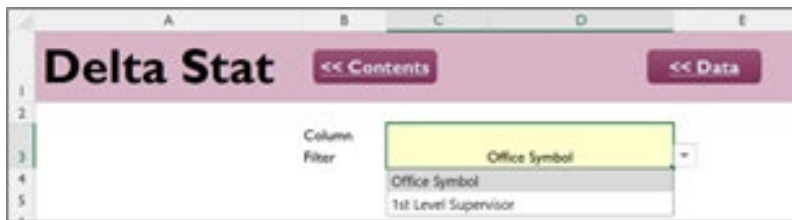
The screenshot shows the 'Delta Stat' application window with the 'All Supervisors' filter selected. It displays two summary statistics tables. The first table is for 'Average Delta OCS' and the second is for 'Average Delta OCS' (repeated). Both tables show columns for 'Group', 'Average Delta OCS', and 'Standard Deviation'. The data is as follows:

Group	Average Delta OCS	Standard Deviation
Group 1	1.2	0.5
Group 2	1.5	0.8
Group 3	1.8	1.1
Group 4	2.1	1.4

Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

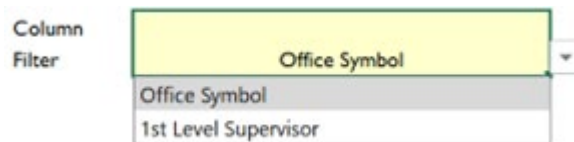
Delta Stat

Column Filter to switch the groupings by selecting one of the options, such as Subpanel, Office Symbol, or 1st Level Supervisor.

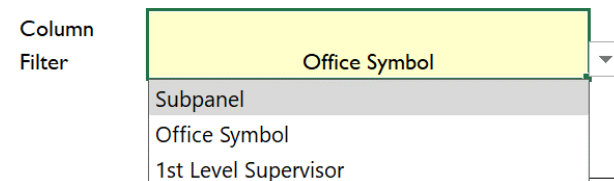


Click on Office Symbol for the picklist

Macro-Free SPS



Macro-Free CMS



Future version will have filter by Wildcard.

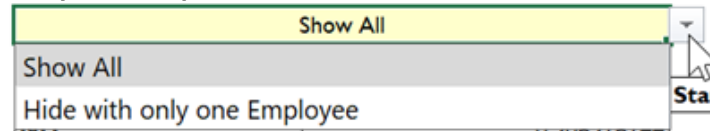
Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

Delta Stat

The administrator can also hide or show the employees with only one employee in their group.

Show All or Hide Single Rated Employee Options

Click on **Show All** for the picklist




- Show All
- Hide with only one Employee (If supervisors, sub-panel manager, or office symbol) have one employee, the manager may not want to display the results. These employees can be hidden by selecting the Hide with Only One Employee button. To display all results, select the Show All button.)
- Filtered from Subpanel to Office Symbol and Hide with only one Employee

Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

Delta Stat - Show All or Hide Single Rated Employee Options

Click on **Show All** to **Hide with only one Employee**



Career Path	Subpanel	Average Delta OCS Score	Standard Deviation	1	3	5
NH	9000	2	NA	0	1	0
NH	9000-Sp-Friday	0.66666667	1.5	0	8	1
NH	9000-Sp-Monday	1.125	1.457737974	0	7	1
NH	9000-Sp-PPP Members	1.25	1.5	1	2	1
NH	9000-Sp-Thursday	0.25	0.707106781	0	7	1
NH	9000-Sp-Tuesday	1.333333333	1.505545305	0	5	1
NH	9000-Sp-Wednesday	1	1.154700538	0	6	1
NJ	9000-Sp-Friday	0.5	0.707106781	0	2	0
NJ	9000-Sp-Monday	1	0	1	1	0
NJ	9000-Sp-Thursday	2	1	0	2	1
NJ	9000-Sp-Tuesday	-1	2.828427125	0	2	0
NJ	9000-Sp-Wednesday	-1	4.242640687	1	1	0
NK	9000-Sp-Friday	-1	NA	0	1	0
NK	9000-Sp-Monday	0	NA	0	1	0
NK	9000-Sp-Thursday	1	NA	0	1	0
NK	9000-Sp-Tuesday	1.333333333	0.377350289	0	3	0
NK	9000-Sp-Wednesday	1.5	0.707106781	0	2	0

Career Path	Office Symbol	Average Delta OCS Score	Standard Deviation	1	3	5
NH		1.333333333	1.527525232	0	3	0
NH	SP-1-Monday	1.125	1.457737974	0	7	1
NH	SP-2-Tuesday	1.333333333	1.505545305	0	5	1
NH	SP-3-Wednesday	0.666666667	0.816496581	0	5	1
NH	SP-4-Thursday	0.285714286	0.755928946	0	6	1
NH	SP-5-Friday	0.625	1.597989809	0	7	1
NH	Supervisors	1.4	1.341640786	1	3	1
NJ		1	1.414213542	0	1	1
NJ	SP-1-Monday	1	0	1	1	0
NJ	SP-2-Tuesday	-1	2.828427125	0	2	0
NJ	SP-3-Wednesday	-1	4.242640687	1	1	0
NJ	SP-4-Thursday	2	1.414213542	0	2	0
NK	SP-2-Tuesday	1.5	0.707106781	0	2	0
NK	SP-3-Wednesday	1.5	0.707106781	0	2	0

Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

Delta Stat

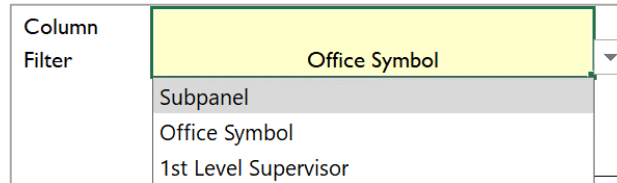
Group by Career Path shows statistics by career path

Grouped By:	Average Delta OCS		Standard Deviation	1	3	5
	Career Path	Score				
	NH	0.84	2.75	2	35	3
	NJ	0.00	2.28	2	5	2
	NK	-0.25	2.05	2	4	1

Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

Delta Stat

Group by Selected Filter



Grouped by:	Office Symbol	Average Delta OCS Score	Standard Deviation	1	3	5
	SP-1-Monday	0.91	2.43	1	8	2
	SP-2-Tuesday	1.50	1.72	2	5	3
	SP-3-Wednesday	0.80	2.49	2	8	0
	SP-4-Thursday	-0.60	1.84	1	8	1
	SP-5-Friday	0.80	4.59	0	10	0
	Supervisors	-0.20	2.28	0	5	0

Grouped by:	Subpanel	Average Delta OCS Score	Standard Deviation	1	3	5
	9000	0.00	NA	0	1	0
	9000-Sp-Friday	0.67	4.16	0	10	0
	9000-Sp-Monday	0.91	2.43	1	8	2
	9000-Sp-PPP Me	-0.25	2.63	0	4	0
	9000-Sp-Thursday	-0.50	1.68	1	8	1
	9000-Sp-Tuesday	1.36	1.69	2	5	3
	9000-Sp-Wedne	0.73	2.37	2	8	0

Grouped by:	1st Level Supervisor	Average Delta OCS Score	Standard Deviation	1	3	5
	JERRY LEE	0.55	2.60	6	44	6

Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

Delta Stat

Overall by Selected Filter

Column Filter	Office Symbol
	Subpanel
	Office Symbol
	1st Level Supervisor

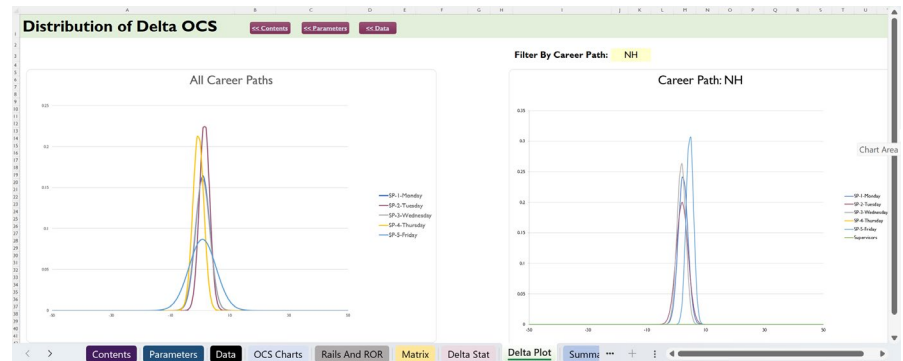
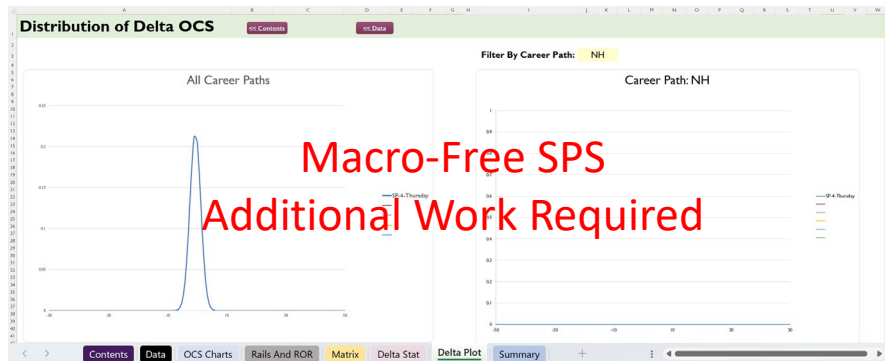
Career Path	Office Symbol	Average Delta OCS Score	Standard Deviation	1	3	5
NH	SP-1-Monday	1.63	2.33	0	7	1
NH	SP-2-Tuesday	2.00	2.00	1	4	1

Career Path	Subpanel	Average Delta OCS Score	Standard Deviation	1	3	5
NH	9000	0.00	NA	0	1	0
NH	9000-Sp-Friday	1.11	4.34	0	8	0
NH	9000-Sp-Monday	1.63	2.33	0	7	1
NH	9000-Sp-PPP Me	-0.25	2.63	0	4	0
NH	9000-Sp-Thursd:	-0.88	1.96	1	5	1
NH	9000-Sp-Tuesday	2.00	2.00	1	4	1
NH	9000-Sp-Wedne:	1.29	1.70	0	6	0
NJ	9000-Sp-Friday	1.50	2.12	0	1	0
NJ	9000-Sp-Monday-	-1.50	2.12	1	0	1
NJ	9000-Sp-Thursd:	0.33	0.58	0	2	0
NJ	9000-Sp-Tuesday	1.00	1.41	0	1	1
NJ	9000-Sp-Wedne:	-1.50	4.95	1	1	0
NK	9000-Sp-Friday	-5.00	NA	0	1	0
NK	9000-Sp-Monday	0.00				
NK	9000-Sp-Thursd:	0.00				
NK	9000-Sp-Tuesday	0.33				
NK	9000-Sp-Wedne:	1.00				

Career Path	Ist Level Supervisor	Average Delta OCS Score	Standard Deviation	1	3	5
NH	JERRY LEE	0.84	2.75	2	35	3
NJ	JERRY LEE	0.00	2.28	2	5	2
NK	JERRY LEE	-0.25	2.05	2	4	1

Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

The **Delta Plots** worksheet is the graphical representation of the Delta Stat by different groupings. The Delta Plots worksheet has a tool bar with navigation buttons and a select career path picklist. The Delta Plots worksheet shows the standard, normal, bell-shaped curves reflecting the mean and standard deviation values of the Delta OCS scores for each group. The administrator can switch the career paths by selecting one of the options, such as NH, NJ, or NK. The administrator can also hover over a curve to see more information about the group it represents.



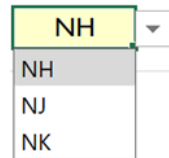
Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

Delta Plot

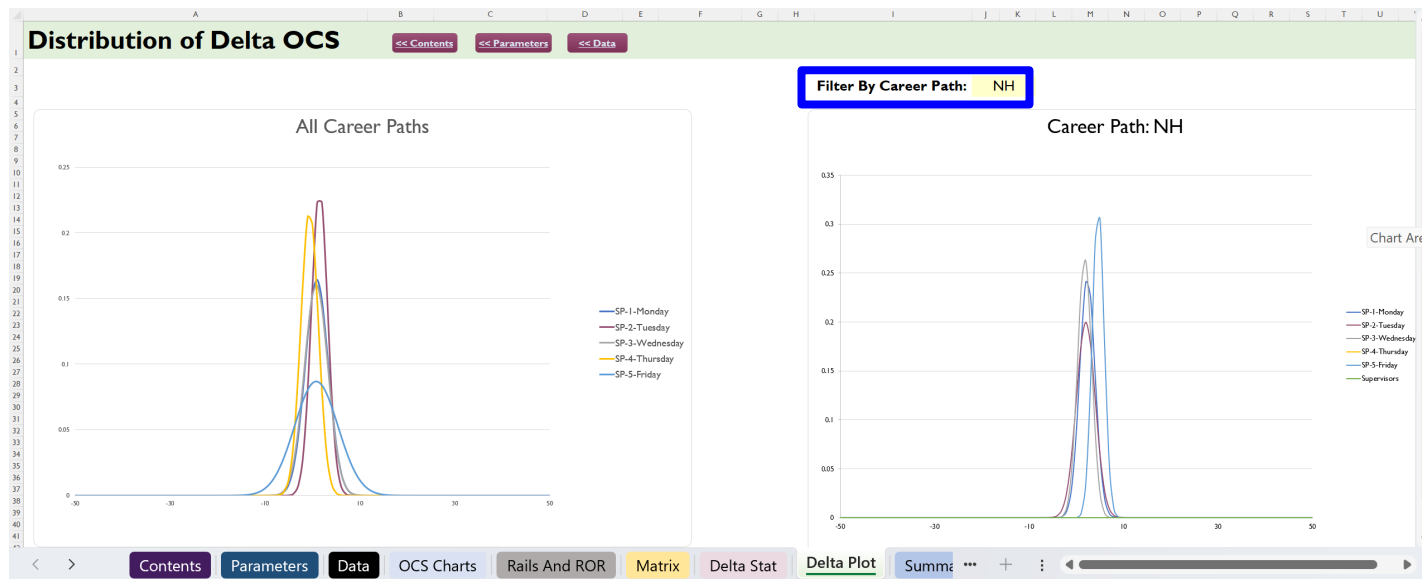
For the Career Path picklist

In the Select Career Path **Select Career Path: NH**

click on **NH**



to open the picklist



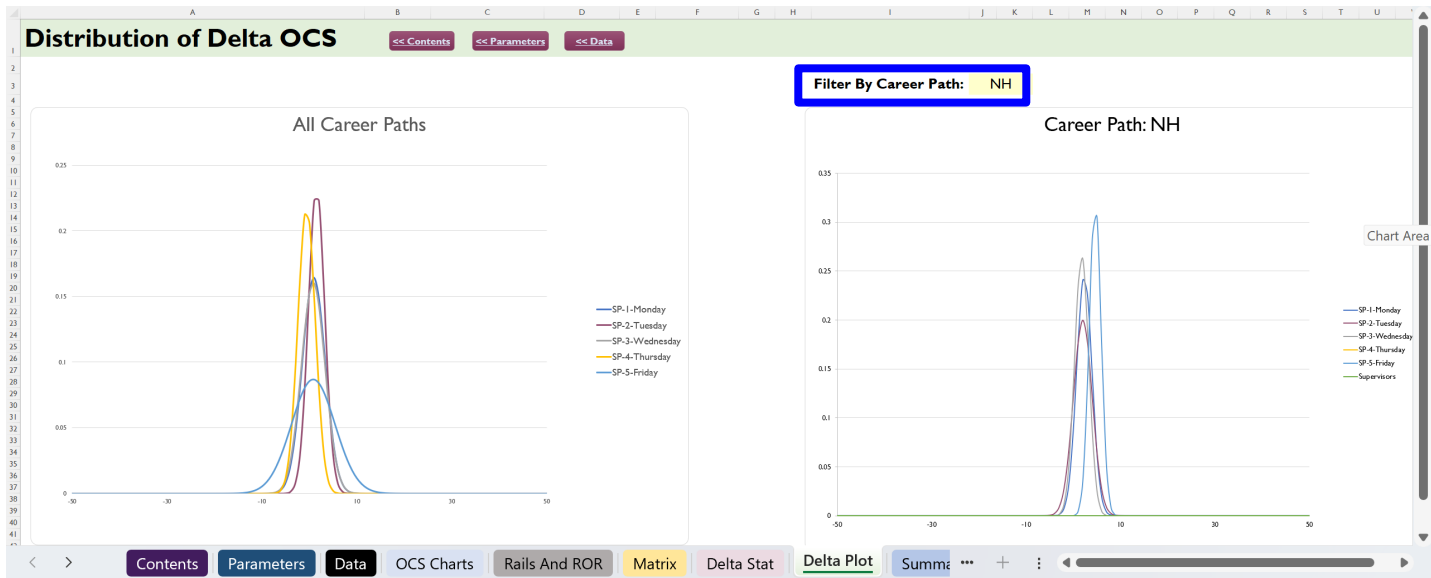
Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

Delta Plot ... For the Career Path picklist

In the Select Career Path **Select Career Path: NH**, click on **NH**

to open the picklist

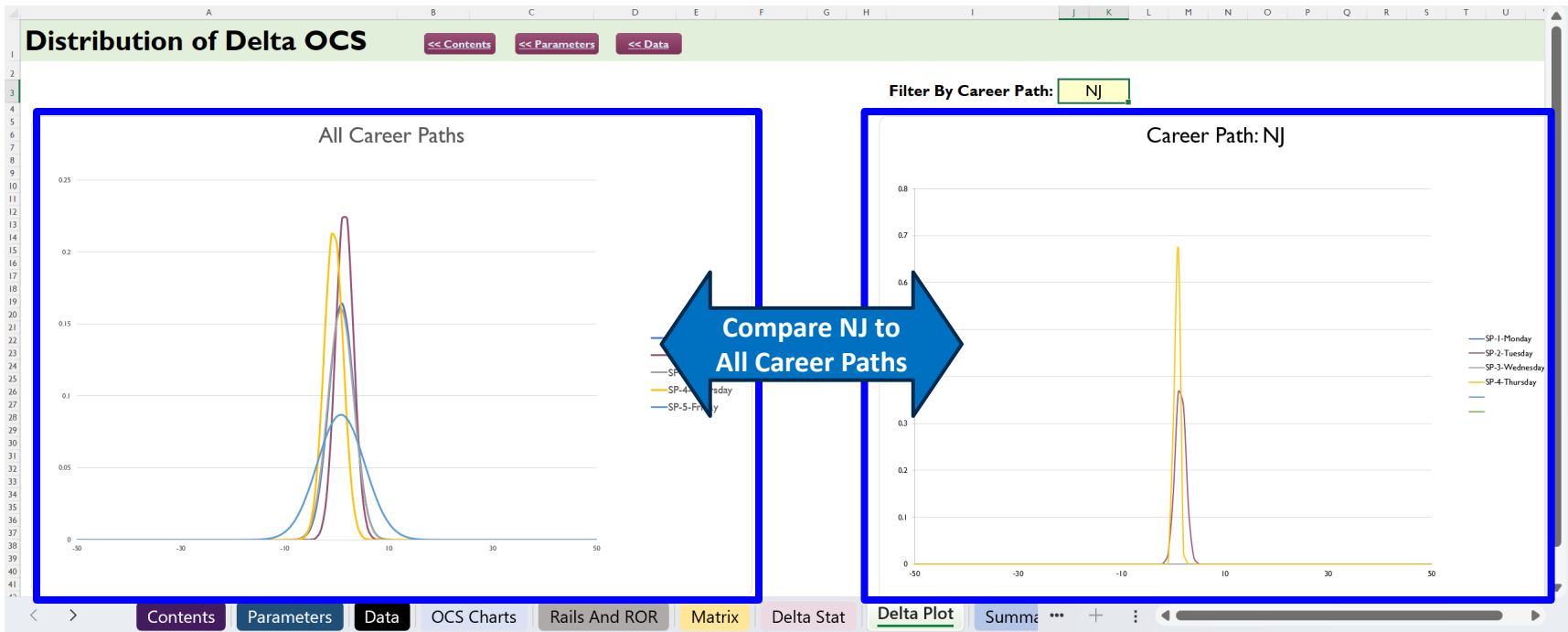
NH
 NH
 NJ
 NK



then select NJ

Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

Delta Plot ... For the Career Path picklist
Selected NJ



Compare NJ to All Career Paths

Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

The **Summary** worksheet is a compilation of columns from the Macro-Free SPS **Data** worksheet or the Macro-Free CMS **Data** worksheet.

The screenshot shows a spreadsheet interface with a 'Summary' worksheet. The interface includes a top navigation bar with 'Contents' and '<< Data' buttons. Below this, there are two configuration panels:

- 1. Select columns to include in the summary table:** A list of columns including First Name, Last Name, Name, and CAS/Net ID.
- 2. Select any cell in Summary table > Right Click > Refresh:** A table with columns: First Name, Last Name, Name, and CAS/Net ID. It lists various individuals and their associated IDs.

The bottom of the interface features a navigation bar with tabs for 'Contents', 'Data', 'OCS Charts', 'Rails And ROR', 'Matrix', 'Delta Stat', 'Delta Plot', and 'Summary'. The 'Summary' tab is currently selected. The status bar at the bottom indicates 'Ready Calculate' and 'Accessibility: Investigate'.

This screenshot displays a detailed data table within the 'Summary' worksheet. The table has the following columns:

- Name
- EDPI
- Last Name
- Career Pat
- Middle Inid
- OCC Serie
- 1st Level Supervisor
- Rating Of Recor
- 2024 OCI
- Delta OCI
- G (S)
- Approved CBI
- 2025 New Base Pay
- Final Base Pay - Local
- Total Award
- 2025 Expogred OCI

The table contains numerous rows of data, including names like ALAS, KANGAS, ZOWA, JOHNSON, SERANILLA, BIRD, BUI, CALL, TORNA, CHECKADEL, CAPPED, COLLO, RANNO, CONL, NECTROU, DELA, WWARE, FINDA, GOLD, FLOK, IDA, GEOR, GRACKLE, COMMON, HANNA, HILL, NOS, ILL, DIANNA, ISLAND, MARIANNA, KAN, SAS, KEIN, TUCKY, GOURLANA, MA, NE, MARY, LAND, MARSA, CHARLETS, MICHA, GAN, MINN, SOTTA, MEL, SOLIN, MISS, SWIPP, MON, TANA, and NE, BRASKA. Each row contains numerical values corresponding to the various metrics listed in the columns.

The interface also includes a navigation bar at the bottom with tabs for 'Contents', 'Parameters', 'Data', 'Matrix', 'Rails And ROR', 'Delta Stat', 'Delta Plot', 'OCS Charts', and 'Summary'. The 'Summary' tab is selected. The status bar at the bottom shows 'Ready Calculate' and 'Accessibility: Investigate'.

Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

Summary

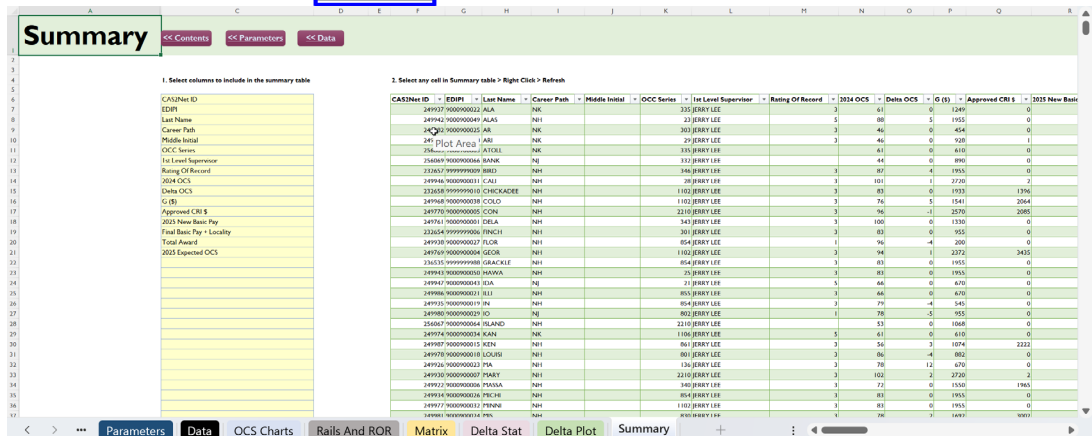
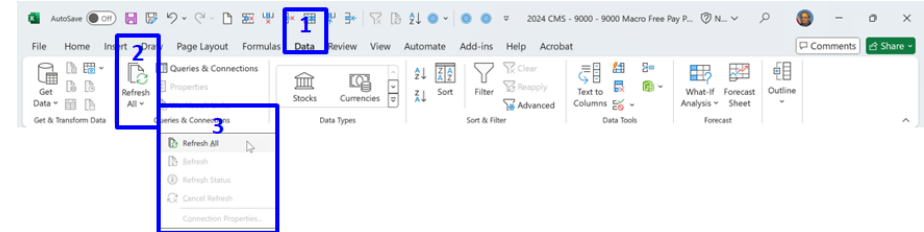
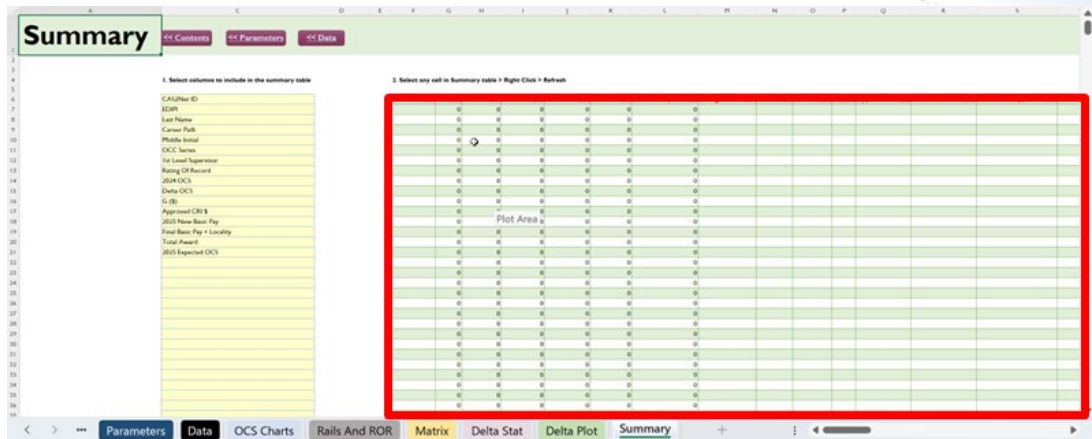
If there is no data

Go to the Tool Bar

1. Click Data

2. Click Refresh All

3. Click Refresh All



Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

Summary

Right mouse click on a cell

5

2. Select any cell in Summary table > Right Click > Refresh

First Name	Last Name	Name	CAS2Net ID
ALA	BAMA	ALA, BAMA	249937
SERRANILLA	BANK	BANK, SERRANILLA	256069
IDA	FLOR	FLOR, IDA	249938
GIA	GEOR	GEOR, GIA	249769
DIANA	IN	IN, DIANA	249935
GAN	MICHI	MICHI, GAN	249934
CAROLINA	NORTH	NORTH, CAROLINA	249933
O	OHI	OHI, O	249936
PUERTO	RICO	RICO, PUERTO	256063
CAROLINA	SOUTH	SOUTH, CAROLINA	249931
GINIA	VIR	VIR, GINIA	249932
CAROLINA	WREN	WREN, CAROLINA	232656

to open Refresh > click Refresh

6

Search the menus

- Cut
- Paste Options:
 - 123
 - fx
- Paste Special... >
- Smart Lookup
- Refresh
- Insert >
- Delete >
- Select >
- Clear Contents
- Quick Analysis
 - Sort >
 - Filter >
 - Table >
 - XML >
- Get Data from Table/Range...
- New Comment
- New Note
- Format Cells...
- Pick From Drop-down List...

column added

2. Select any cell in Summary table > Right Click > Refresh

First Name	Last Name	Name	CAS2Net ID	Delta OCS
BAMA	ALA	ALA, BAMA	24993	0
SERRANILLA	BANK	BANK, SERRANILLA	25606	0
IDA	FLOR	FLOR, IDA	24993	-4
GIA	GEOR	GEOR, GIA	24976	1
DIANA	IN	IN, DIANA	24993	-4
GAN	MICHI	MICHI, GAN	24993	0
CAROLINA	NORTH	NORTH, CAROLINA	24993	0
O	OHI	OHI, O	24993	0
PUERTO	RICO	RICO, PUERTO	25606	0
CAROLINA	SOUTH	SOUTH, CAROLINA	24993	1
GINIA	VIR	VIR, GINIA	24993	0
CAROLINA	WREN	WREN, CAROLINA	23265	0

Added

Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

Summary – to remove a column

Select a column label

right mouse click

select Refresh

1

1. Select columns to include in the summary table

CAS2Net ID
EDIPI
Last Name
Career Path
Middle Initial
OCC Series
1st Level Supervisor
Rating Of Record
2024 OCS
Delta OCS
G (\$)
Approved CRI \$
2025 New Basic Pay
Final Basic Pay + Locality
Total Award
2025 Expected OCS

1. Select columns to include in the summary table

CAS2Net ID
EDIPI
Last Name
Career Path
OCC Series
1st Level Supervisor
Rating Of Record
2024 OCS
Delta OCS
G (\$)
Approved CRI \$
2025 New Basic Pay
Final Basic Pay + Locality
Total Award
2025 Expected OCS

2

2. Select any cell in Summary table > Right Click > Refresh

CAS2Net ID	EDIPI	Last Name	Career Path	Middle Initial	OCC Series
249937	9000900022	ALA	NK		335
249942	9000900049	ALAS	NH		23
249982	9000900025	ARI	NK		303
249949	9000900048	ARI	NK		29
256065	9000900063	ATOLL	NK		335
256069	9000900066	BANK	NJ		332
232657	9999999909	BIRD	NH		346
249946	9000900031	CALI	NH		28
232658	9999999910	CHICKADEE	NH		1102
249968	9000900038	COLO	NH		1102
249770	9000900005	CON	NH		2210
249761	9000900001	DELA	NH		343
232654	9999999906	FINCH	NH		301
249938	9000900027	FLOR	NH		854
249769	9000900004	GEOR	NH		1102
236535	9999999988	GRACKLE	NH		854

3

Search the menus

- Cut
- Paste Options:**
 -
- Paste Special... | >
- Smart Lookup
- Refresh
- Insert >
- Delete >
- Select >
- Clear Contents
- Quick Analysis
 - Sort >
 - Filter >
 - Table >
 - XML >
- Get Data from Table/Range...
- New Comment
- New Note
- Format Cells...
- Pick From Drop-down List...

Column removed

1. Select columns to include in the summary table

CAS2Net ID
EDIPI
Last Name
Career Path
OCC Series
1st Level Supervisor
Rating Of Record
2024 OCS
Delta OCS
G (\$)
Approved CRI \$
2025 New Basic Pay
Final Basic Pay + Locality
Total Award
2025 Expected OCS

2. Select any cell in Summary table > Right Click > Refresh

CAS2Net ID	EDIPI	Last Name	Career Path	OCC Series
249937	9000900022	ALA	NK	335
249942	9000900049	ALAS	NH	23
249982	9000900025	ARI	NK	303
249949	9000900048	ARI	NK	29
256065	9000900063	ATOLL	NK	335
256069	9000900066	BANK	NJ	332
232657	9999999909	BIRD	NH	346
249946	9000900031	CALI	NH	28
232658	9999999910	CHICKADEE	NH	1102
249968	9000900038	COLO	NH	1102
249770	9000900005	CON	NH	2210
249761	9000900001	DELA	NH	343
232654	9999999906	FINCH	NH	301
249938	9000900027	FLOR	NH	854
249769	9000900004	GEOR	NH	1102

PPA Advisory 2024-15 System Check for EOY CCAS Spreadsheets

Macro-Enabled Sub-Panel Meeting Spreadsheet, Macro-Enabled CMS, and Macro-Enabled Pay Pool Analysis Tool (PPAT)

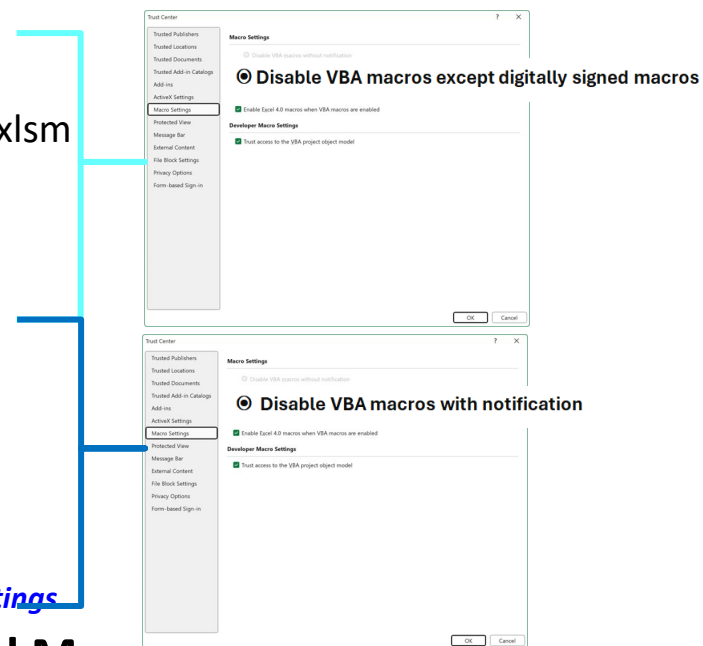
- Digitally signed version
 - 2024 Sub-Panel Meeting Spreadsheet v1 **digitallysigned**.xlsm
 - 2024 CMS v1 **digitallysigned**.xlsm
 - 2024 Pay Pool Analysis Tool v1 **digitallysigned**.xlsm
- Unsigned version
 - 2024 Sub-Panel Meeting Spreadsheet v1.xlsm
 - 2024 CMS v1.xlsm
 - 2024 Pay Pool Analysis Tool v1.xlsm

[Excel > File > More > Options > Trust Center > Trust Center Setting > Macros Settings](#)

Macro-Free Sub-Panel Meeting Spreadsheet and Macro-Free CIVIS

- Must have Excel for Microsoft 365, Excel for Microsoft 365 for Mac, Excel for the web, Excel 2021, Excel 2021 for Mac or newer

[Excel > File > More > Account](#)



CAS2Net and CCAS End of Cycle

- **Tuesday 1 October 2024**
 - End of Cycle Modules
 - Appraisal Status
 - Offline Interface
 - Previous Cycle Data
 - Sub-Panel Meeting
 - CMS Online
 - Macro-Free CMS/Subpanel Interface
 - Pay Pool Notices
 - 2024 Sub-Panel Meeting Spreadsheet v1.xlsm
 - 2024 CMS v1.xlsm
 - 2024 Pay Pool Analysis Tool v1.xlsm
 - 2024 Sub-Panel Meeting Spreadsheet v1digitallysigned.xlsm
 - 2024 CMS v1digitallysigned.xlsm
 - 2024 Pay Pool Analysis Tool v1digitallysigned.xlsm
 - AcqDemo web site
 - 2024 Sub-Panel Spreadsheet User Guide
 - 2024 CMS User Guide
 - 2024 PAT User Guide

CCAS Pay Pool Spreadsheets

For the 2024 CCAS pay pool upload

Export file from the 2024 CMS v1.xlsm

or

Export file from the 2024 CMS v1digitallysigned.xlsm

or

2024 Macro-Free CMS

for the upload to CAS2Net

End of Cycle Key Dates

OCT	20	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19	NOV	22	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16	DEC	24	1 2 3 4 5 6 7 8 9 10 11 12 13 14	JAN	26	1 2 3 4 5 6 7 8 9 10 11
	21	20 21 22 23 24 25 26 27 28 29 30 31		23	17 18 19 20 21 22 23 24 25 26 27 28 29 30		25	15 16 17 18 19 20 21 22 23 24 25 26 27 28		01	12 13 14 15 16 17 18 19 20 21 22 23 24 25
							26	29 30 31			26 27 28 29 30 31

2024 End of Cycle Timeline			
Day	Date	Event	Action By
Tuesday	1-Oct-24	CAS2Net activates end-of-cycle modules: Appraisal Status, Offline Interface and Previous Cycle Data, Sub-Panel Meeting, CMS Online, Macro-Free Sub-Panel Meeting, Macro-Free CMS	PMO
		Pay Pool Notices with 2024 Macro-Enabled Sub-Panel Meeting Spreadsheet, 2024 Macro-Enabled CMS, and 2024 Macro-Enabled Pay Pool Analysis Tool	PMO
Thursday	21-Nov-24	Pay Pool Notices with Not Final Reports / Data Complete Reports	PMO
Friday	13-Dec-24	Initial Upload DCMA 6 Dec 2024 **subject to component/command earlier initial upload date**	Pay Pool Administrators
Wednesday	8-Jan-24	Final Upload **subject to component/command earlier initial upload date**	Pay Pool Administrators
Sunday	12-Jan-25	First full pay period in January (12 Jan to 25 Jan)	
Friday	17-Jan-25	Pay Pools completed	PMO
Tuesday	21-Jan-25	Pay transactions posted to regional pay offices	PMO

2024 Open Forum Schedule

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

Open Forum Questions?

AcqDemo.Contact@dau.edu

Erin.Murray@dau.edu

jerry.lee@dau.edu