

# CAS2Net and CCAS Open Forum

Thursday  
5 December 2024  
1:00 PM Eastern Time

**Topic: Grievances/Grievance Window**

[TEAMS Meeting Link](#)

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

[Passcode: SMZdLr](#)

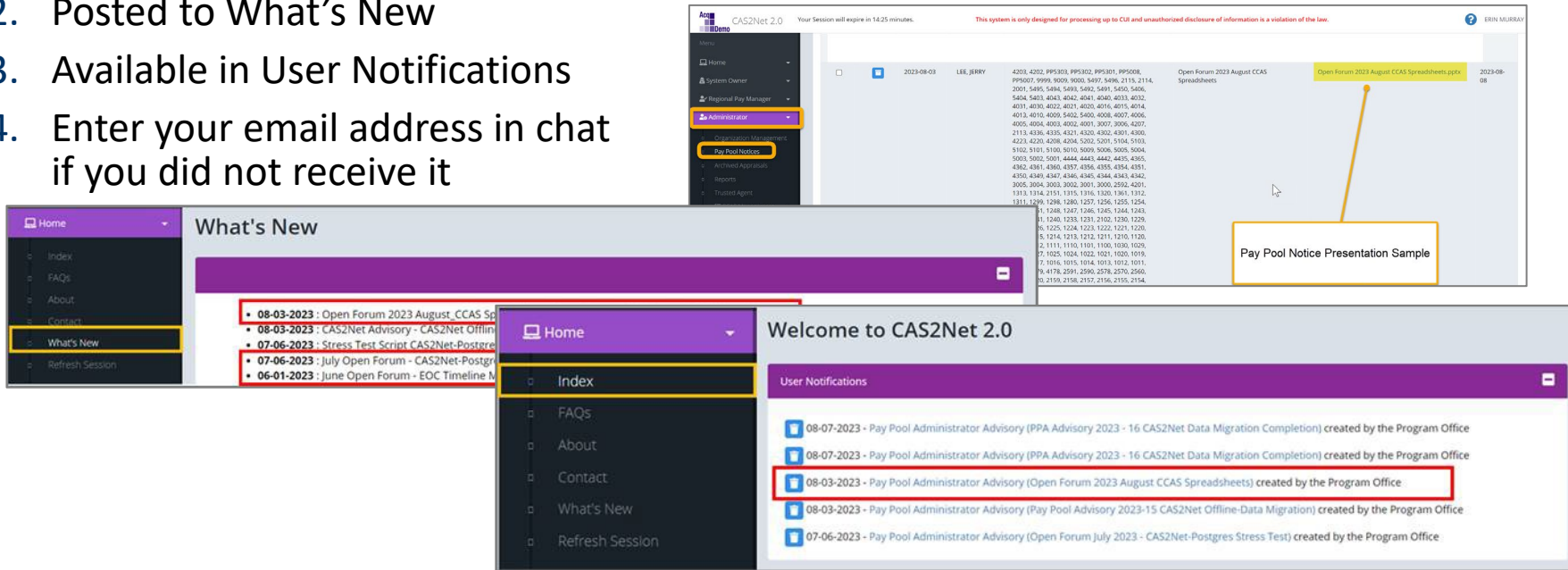
[Meeting Call in Information](#)

[+1 571-403-9146](#)

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

# Housekeeping Items

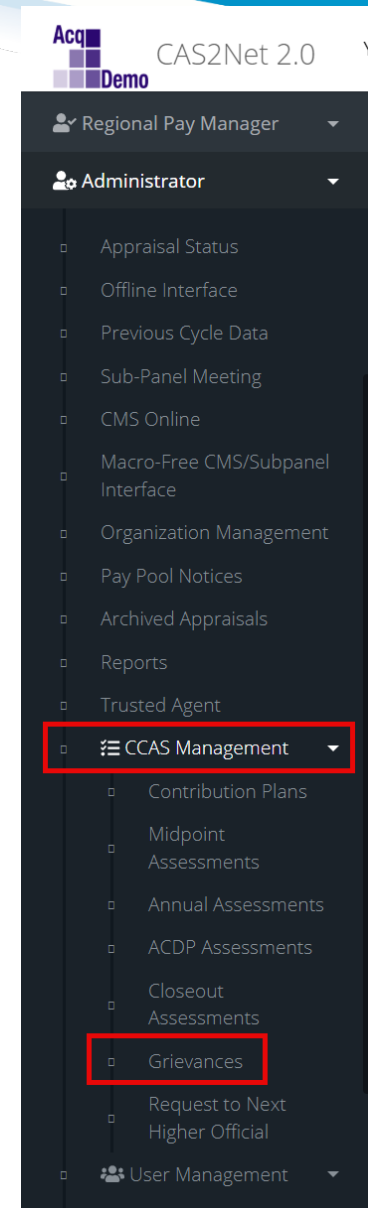
1. Presentations are sent in advance through the CAS2Net Pay Pool Notices
2. Posted to What's New
3. Available in User Notifications
4. Enter your email address in chat if you did not receive it



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 Grievance Module

- To Access the Grievance Module, go to: **Menu > Administrator > CCAS Management > Grievances**
- Administrator/Super Users facilitate, oversee, and administer the grievance process for their assigned organization(s).
  - You can review the grievance, return it to the employee or supervisor for modifications, and review and submit grievance to pay pool manager for decision
  - You cannot modify an employee grievance
- There are two ways to initiate a grievance, by the employee or by the administrator:
  - (1) Employee – if a Grievance Window has been set, initiates a grievance in the designated timeframe
  - (2) Administrator - employee informs the administrator that s/he wants to submit a grievance. The administrator then initiates a grievance on the employee's behalf



# Organization Management

Administrator

- Appraisal Status
- Offline Interface
- Previous Cycle Data
- Sub-Panel Meeting
- CMS Online
- Organization Management**
- Pay Pool Notices
- Archived Appraisals
- Reports
- Trusted Agent
- CCAS Management
- User Management

### Edit Organization Level

Organization Details under AcqDemo - AcqDemo-PMO

Show UIC/PAS | Refresh Contribution Plans | Refresh Managers for Annuals | Move | Delete

Grievance Start Date	Grievance End Date	Use Sub Panel for Grievance Manager	Use SPM for BUE Grievance	Grievances recalculate Time Off Award
<input type="text"/>	<input type="text"/>	No Yes	No Yes	No Yes


Based on your business rules, you may need to update the following:


- Grievance Window (Grievance Start Date and Grievance End Date)
- Use Sub Panel for Grievance Manager
- Use SPM for BUE (Bargaining Unit Employee) Grievance
- Grievances Recalculate Time Off Award

Let us review each of these.

# Assign a Grievance Window

- If your pay pool has a grievance window, the Administrator must enter a Grievance Start Date and a Grievance End Date (15 calendar days IAW OpGuide 6.28.2 Administrative Grievance)
- To set the Grievance Start Date and Grievance End Date, go to **Menu > Administrator > Organization Management > Organization Details**


Grievance Start Date 


Grievance End Date 

Use Sub Panel for Grievance Manager  No  Yes

Use SPM for BUE Grievance  No  Yes

Grievances recalculate Time Off Award  No  Yes

Grievance Start Date: 02-01-2025 

Grievance End Date: 02-15-2025 

Use Sub Panel for Grievance Manager  No  Yes

Use SPM for BUE Grievance  No  Yes

Grievances recalculate Time Off Award  No  Yes

- Click save



# Assign Sub Panel Manager as Grievance Manager

- Administrators assigned at the pay pool level can set the sub panel manager as the grievance manager (approver for grievances) versus the default which has the pay pool manager as the grievance manager.
  - When the designated toggle is selected to Yes, the assigned sub panel manager(s) would be responsible for reviewing, granting/denying, and signing and finalizing the grievance
  - When the designated toggle is selected to No, the assigned pay pool manager would be responsible for reviewing, granting/denying, and signing and finalizing the grievance
- To set the sub panel manager as the approver of grievances
- Go to **Menu > Administrator > Organization Management > Organization Details**, change from



to



- Click Yes on Use Sub Panel for Grievance Manager toggle then save

Save

# Assign Sub Panel Manager as BUE Grievance Manager

- Administrators assigned at the pay pool level can set the sub panel manager as the grievance manager (approver for grievances) versus the default which has the pay pool manager as the grievance manager.
  - When the designated toggle is selected to Yes, the assigned sub panel manager(s) would be responsible for reviewing, granting/denying, and signing and finalizing the grievance
  - When the designated toggle is selected to No, the assigned pay pool manager would be responsible for reviewing, granting/denying, and signing and finalizing the grievance
- To set the sub panel manager as the approver of grievances
- Go to **Menu > Administrator > Organization Management > Organization Details**, change from

Use SPM for BUE Grievance

No Yes

Use SPM for BUE Grievance

No Yes

- Click Yes on Use SPM for BUE Grievance toggle then save

Save

# Recalculate Time off Award (TOA)

- You can set your pay pool to have the option to have grievances recalculate Time Off Award (TOA).
  - Note: This would only apply if TOA in lieu of a Contribution Award (CA) was offered and selected during the associated annual assessment process.
- To set grievances to recalculate TOA, go to **Menu > Administrator > Organization Management > Organization Details**, change from

Grievances recalculate Time Off Award

No Yes

to

Grievances recalculate Time Off Award

No Yes

- Click Yes on Grievances Recalculate Time Off Award toggle then save

Save



# Grievance Submission and Due Dates

- The General Information panel displays the dates the grievance was received and submitted by the Employee, Supervisor, and Manager. Additionally, the Administrator can set an Employee Due Date, Supervisor Due Date, and Manager Due Date for a grievance.
  - The Due Date fields are also in the grievance seen by the supervisor and manager for reference
  - Supervisor and manager will receive email notifications as the due date approaches and when the grievance is past due

General Information
☰

Fiscal Year: 2023 ▼

Supervisor Level 1:	Supervisor Level 2:	Sub-Panel Manager:	Pav Pool / Pav Pool Manager:
Broadband Level:	Occupational Series:	Career Path:	Expected OCS and Range:

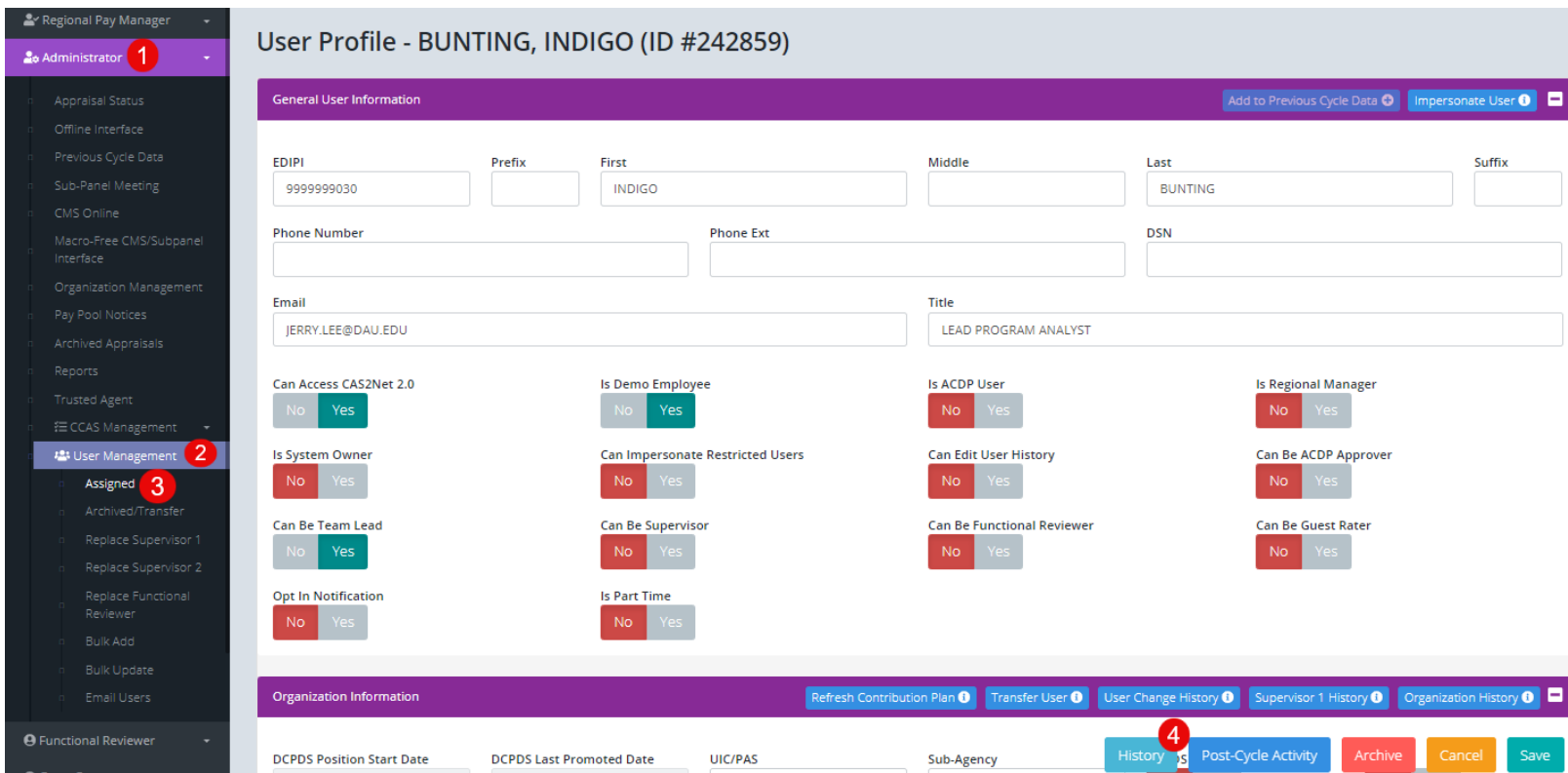
<span style="color: red; font-weight: bold; font-size: 24px; border: 1px solid red; border-radius: 50%; padding: 2px 6px;">1</span> Employee Submit Date: <div style="border: 1px solid #ccc; padding: 5px; text-align: center;">04-11-2024</div>	<span style="color: red; font-weight: bold; font-size: 24px; border: 1px solid red; border-radius: 50%; padding: 2px 6px;">2</span> Employee Due Date: <div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> <input type="text"/> <span style="float: right; font-size: 18px;">📅</span> </div>	<span style="color: red; font-weight: bold; font-size: 24px; border: 1px solid red; border-radius: 50%; padding: 2px 6px;">3</span> Supervisor Received Date: <div style="border: 1px solid #ccc; padding: 5px; text-align: center;">02-14-2024</div>	<span style="color: red; font-weight: bold; font-size: 24px; border: 1px solid red; border-radius: 50%; padding: 2px 6px;">4</span> Supervisor Due Date: <div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> <input type="text" value="02-23-2024"/> <span style="float: right; font-size: 18px;">📅</span> </div>
<span style="color: red; font-weight: bold; font-size: 24px; border: 1px solid red; border-radius: 50%; padding: 2px 6px;">5</span> Supervisor Submit Date: <div style="border: 1px solid #ccc; padding: 5px; text-align: center;">02-23-2024</div>	<span style="color: red; font-weight: bold; font-size: 24px; border: 1px solid red; border-radius: 50%; padding: 2px 6px;">6</span> Manager Received Date: <div style="border: 1px solid #ccc; padding: 5px; text-align: center;">02-23-2024</div>	<span style="color: red; font-weight: bold; font-size: 24px; border: 1px solid red; border-radius: 50%; padding: 2px 6px;">7</span> Manager Due Date: <div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> <input type="text"/> <span style="float: right; font-size: 18px;">📅</span> </div>	

## Route a Grievance to Former Supervisor/Pay Pool

- A grievance can be routed to the former supervisor and Pay Pool Manager (PPM) vs. the current supervisor and PPM by accessing the employee's User Profile > History > Past Salary/Compensation.
  - Administrator must have Can Edit History permissions
    - 1) Administrator > User Management > Assigned.
    - 2) Select employee.
    - 3) User Profile > select History.
    - 4) Employee History Data for > Past Salary/Compensation.
    - 5) Select FY2024.
    - 6) 2024 Cycle Data for > Organization Information
    - 7) Supervisor 1 > current supervisor (select former supervisor, must have access to CAS2Net – cannot be archived, cannot be in transfer).
    - 8) Save
    - 9) Enter Justification.
    - 10) Yes/No email to employee and supervisor.
    - 11) Verify by impersonating former supervisor.
    - 12) Verify by checking CCAS Management > Grievances.

# Route a Grievance to Former Supervisor/Pay Pool

- 1) Administrator > User Management > Assigned.
- 2) Select employee.
- 3) User Profile > select History.
- 4) Employee History Data for > Past Salary/Compensation.



**Regional Pay Manager**

**Administrator** 1

**User Profile - BUNTING, INDIGO (ID #242859)**

**General User Information** Add to Previous Cycle Data Impersonate User

EDIPI: 9999999030 Prefix: First: INDIGO Middle: Last: BUNTING Suffix:

Phone Number: Phone Ext: DSN:

Email: JERRY.LEE@DAU.EDU Title: LEAD PROGRAM ANALYST

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

Is System Owner: No Yes Can Impersonate Restricted Users: No Yes Can Edit User History: No Yes Can Be ACDP Approver: No Yes

Can Be Team Lead: No Yes Can Be Supervisor: No Yes Can Be Functional Reviewer: No Yes Can Be Guest Rater: No Yes

Opt In Notification: No Yes Is Part Time: No Yes

**Organization Information** Refresh Contribution Plan Transfer User User Change History Supervisor 1 History Organization History

DCPDS Position Start Date: DCPDS Last Promoted Date: UIC/PAS: Sub-Agency: History 4 Post-Cycle Activity Archive Cancel Save

# Route a Grievance to Former Supervisor/Pay Pool

## 5) Select FY2024.

Employee History Data for: INDIGO BUNTING (ID #242859)

Past Assessments

Fiscal Year (Cycle)	OCS Score	ROR	Average PAQL
2023			
* 2022			

Showing 1 to 2 of 2 entries  
\* in Fiscal Year column; indicates incomplete signatures

Past Salary / Compensation

Fiscal Year (Cycle)	Expected OCS	End of Cycle Salary	GPI	Approved CRI	New Salary	Computed CA	CA Disc	Approved CA	Carryover Award	Computed CRI	CRI Disc	GPI Disc	Retained Pay	CRI Override	CA Override	CRI Rollover	Generate Part I
2023 <span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px;">5</span>																	<a href="#">Generate Part I</a>
2022																	<a href="#">Generate Part I</a>

Showing 1 to 2 of 2 entries

Upload Grievance
Cancel

# Route a Grievance to Former Supervisor/Pay Pool

- 6) 2024 Cycle Data for > Organization Information
- 7) Supervisor 1 > current supervisor (select former supervisor, must have access to CAS2Net – cannot be archived, cannot be in transfer).
- 8) Save

2023 Cycle Data for BUNTING, INDIGO

General User Information

CAS2Net ID: 242859  
 First: INDIGO Middle: LAST: BUNTING Suffix:

Organization Information 6

Pay Pool: 9009 - 9009 Pay Pool Sub Panel: 9009-1 - 9009 Sub Panel - Robin Office Symbol: Office Symbol AcqDemo Start Date: 02-13-2022 Presumptive Status: Select Option

Career Path: NH - Business Management and Technical Management Professional x\* Broadband Level: III x\* Occupational Series: 0340 - PROGRAM MANAGEMENT x\*

Supervisor 1  Matrix 7 MURRAY, ERIN x\* Supervisor 2  Matrix: Select Option Functional Reviewer  Matrix: Pay Pool Manager: MANAGER, PAY POOL x\*

Salary Information

Locality: RUS - Rest of US x\* Locality Rate: 16.82 %

Starting Basic Pay (2023): \$ General Pay Increase (GPI): \$ Approved CRI: \$ New Basic Pay (2024): \$

Computed CA: \$ Carryover Award: \$ Total Award: \$

Part 1 Remarks:

Compensation User Information

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

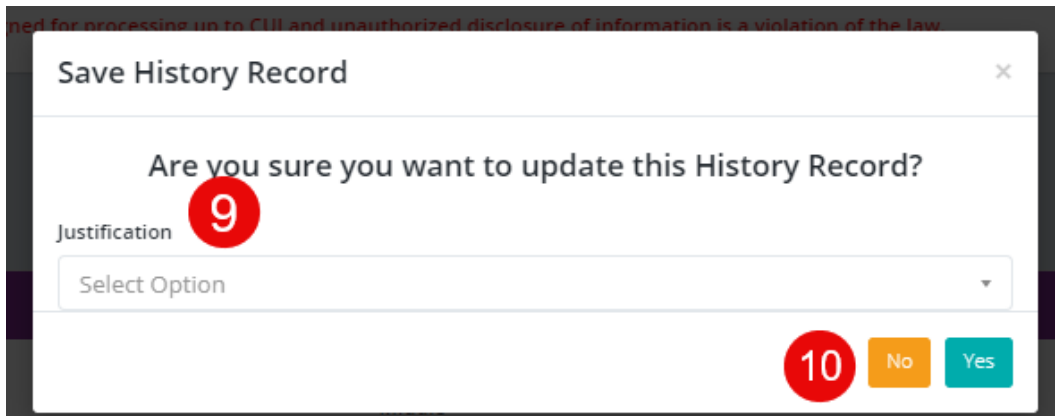
CRI Rollover: 1 Control Point Salary: \$

Computed CRI: \$ 0 Discretionary CRI: \$ Discretionary CA: \$ Discretionary G: \$

Cancel Save 8

## Route a Grievance to Former Supervisor/Pay Pool

- 9) Enter Justification.
- 10) Yes/No email to employee and supervisor.
- 11) Verify by impersonating former supervisor.
- 12) Verify by checking CCAS Management > Grievances.



Save History Record

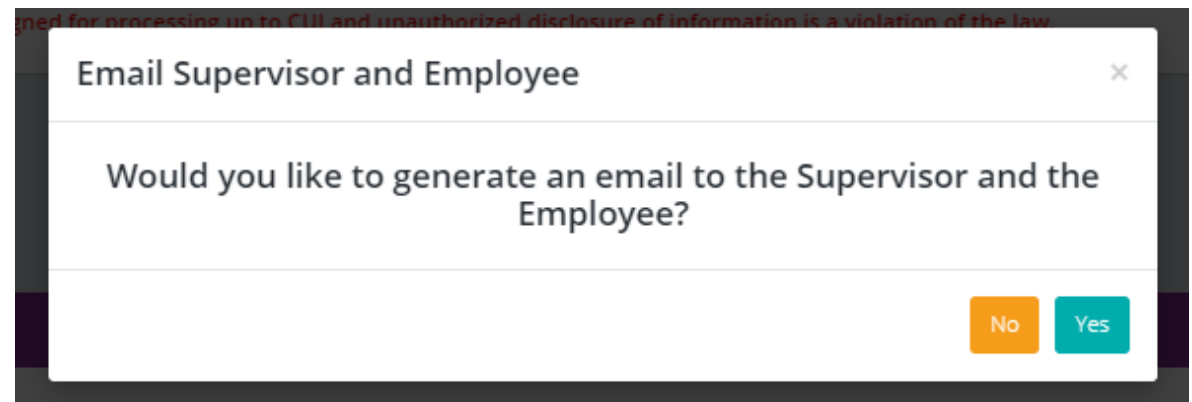
Are you sure you want to update this History Record?

Justification **9**

Select Option

**10** No Yes

This screenshot shows a dialog box titled "Save History Record". It contains a confirmation question: "Are you sure you want to update this History Record?". Below the question is a dropdown menu labeled "Justification" with a red circle containing the number "9" next to it. The dropdown menu currently displays "Select Option". At the bottom right of the dialog, there are two buttons: "No" (orange) and "Yes" (teal). A red circle containing the number "10" is positioned to the left of these buttons.



Email Supervisor and Employee

Would you like to generate an email to the Supervisor and the Employee?

No Yes

This screenshot shows a dialog box titled "Email Supervisor and Employee". It contains a confirmation question: "Would you like to generate an email to the Supervisor and the Employee?". At the bottom right of the dialog, there are two buttons: "No" (orange) and "Yes" (teal).

# Enable Grievance

- To initiate a grievance, the Annual Assessment must be in the “Employee Signed” status.
  - CAS2Net will not allow a grievance to be initiated until the employee has either signed the annual assessment and/or the administrator bypass the signature requirement for the employee with justifiable reason(s) not to sign
- To bypass employee annual assessment signature requirement, go to:
  - **Menu > Administrator > CCAS Management > Annual Assessments.**
  - Select preferred employee from the table, click **Employee Unavailable for Signature** button
  - Select the appropriate reasoning and save

This system is only designed for processes up to CUI and unauthorized disclosure of information is prohibited.

Employee Unavailable for Signature

Employee Unavailable For Signature Reason

Select Option

Death of Employee

Further education

Other

Reassigned to a non-AcqDemo position

Refusal to Sign

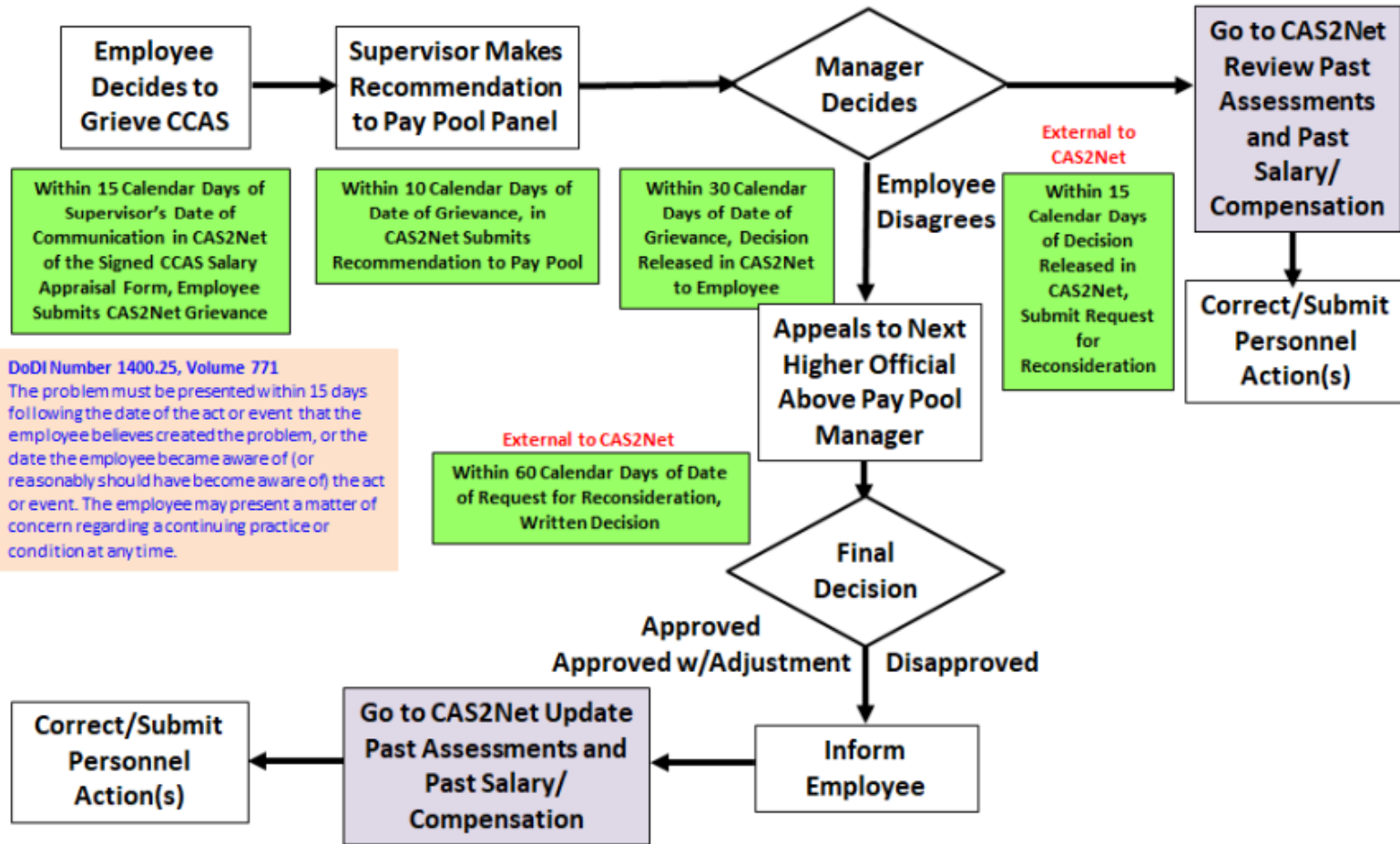
Removed during probationary period

Resigned from Federal civilian service

# CAS2Net Grievance Process – Without Grievance Window

- CAS2Net Grievance Process without a Grievance Window

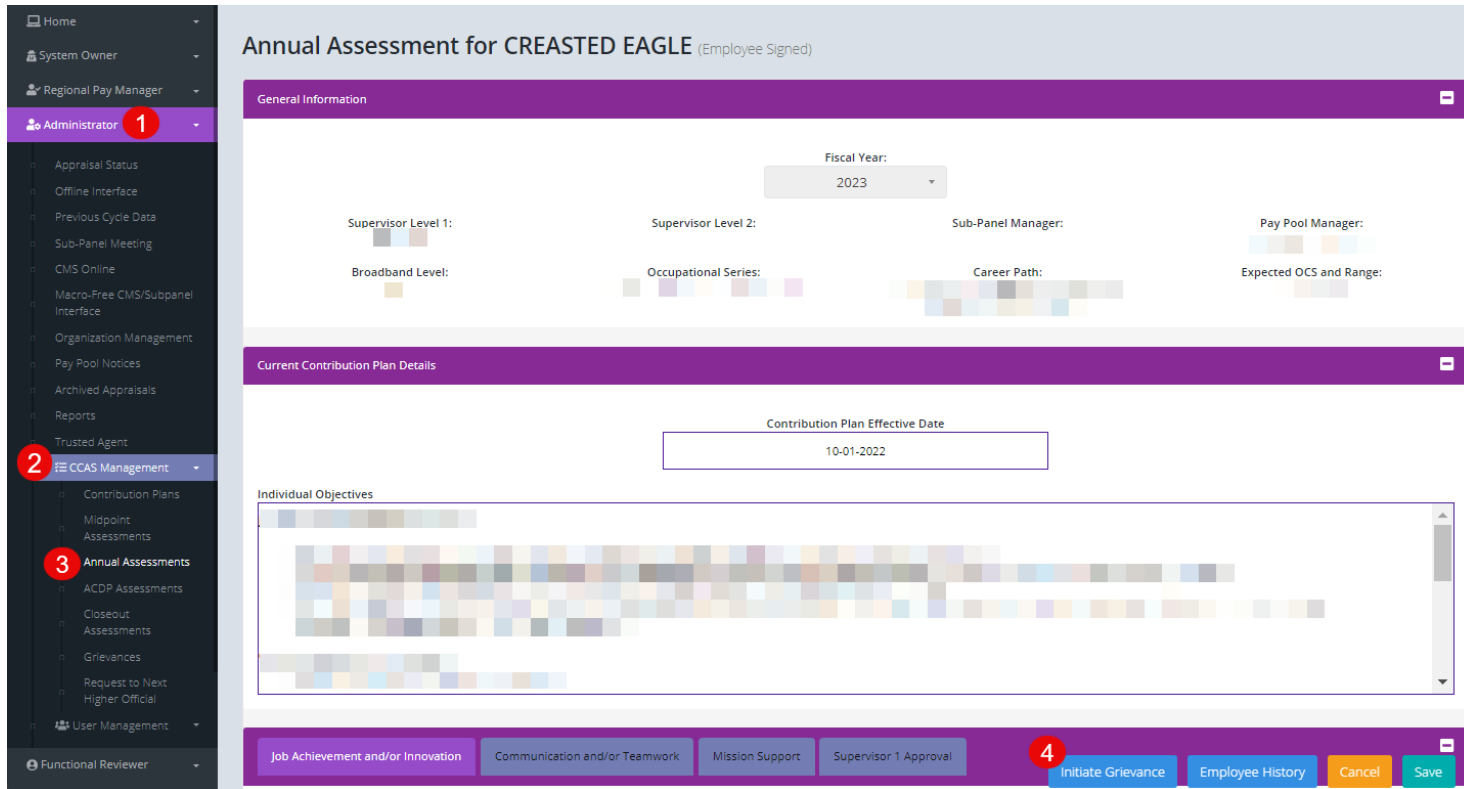
## Administrative Grievance Process – Example with Individual Timeline





# CAS2Net Grievance Process – Without Grievance Window

- To initiate a grievance for an employee as the administrator, go to:
  - **Menu > Administrator > CCAS Management > Annual Assessment**
  - Select the **Initiate Grievance** button
  - Select the preferred Fiscal Year and employee from the table
  - Note: The administrator will have the ability to initiate a grievance on the employee’s behalf regardless of if a Grievance Window is set or not



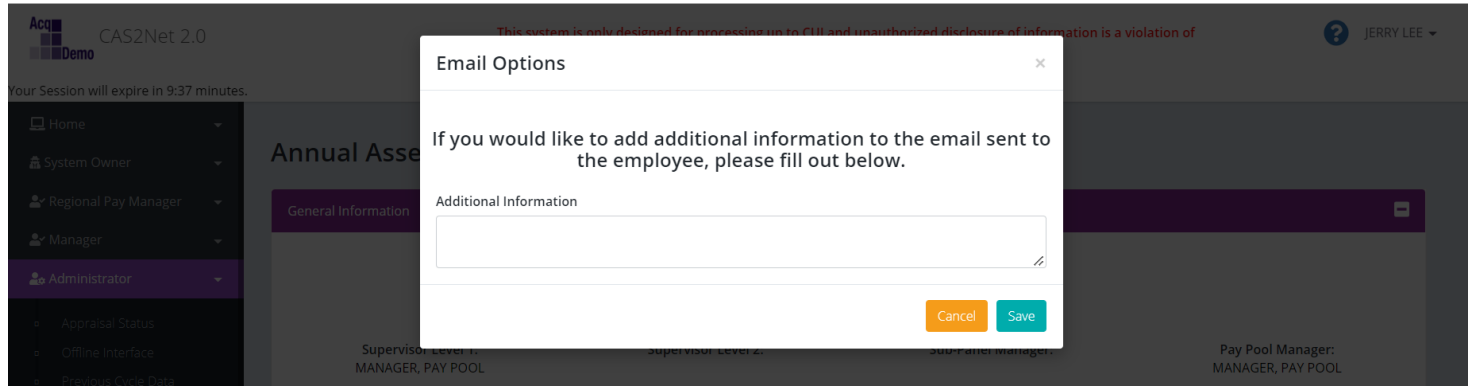
The screenshot displays the 'Annual Assessment for CREATED EAGLE (Employee Signed)' page. The interface is divided into several sections:

- General Information:** Includes a 'Fiscal Year' dropdown set to '2023'. Below this are fields for 'Supervisor Level 1', 'Supervisor Level 2', 'Sub-Panel Manager', 'Pay Pool Manager', 'Broadband Level', 'Occupational Series', 'Career Path', and 'Expected OCS and Range'.
- Current Contribution Plan Details:** Shows a 'Contribution Plan Effective Date' of '10-01-2022'.
- Individual Objectives:** A large table with multiple rows and columns, representing performance data for various objectives.
- Bottom Navigation:** A purple bar contains buttons for 'Job Achievement and/or Innovation', 'Communication and/or Teamwork', 'Mission Support', and 'Supervisor 1 Approval'. A red circle '4' highlights the 'Initiate Grievance' button, along with 'Employee History', 'Cancel', and 'Save' buttons.

On the left sidebar, a navigation menu is visible with a red circle '1' next to 'Administrator', a red circle '2' next to 'CCAS Management', and a red circle '3' next to 'Annual Assessments'.

# CAS2Net Grievance Process – Without Grievance Window

- Option to provide additional information in the email notifying the employee that their request to submit a grievance was initiated





- After saving, administrator has the option to set due dates by clicking on the  calendar icon.


General Information

Fiscal Year: 2023

Supervisor Level 1:      Supervisor Level 2:      Sub-Panel Manager:      Pay Pool / Pay Pool Manager:

Broadband Level:      Occupational Series:      Career Path:      Expected OCS and Range:

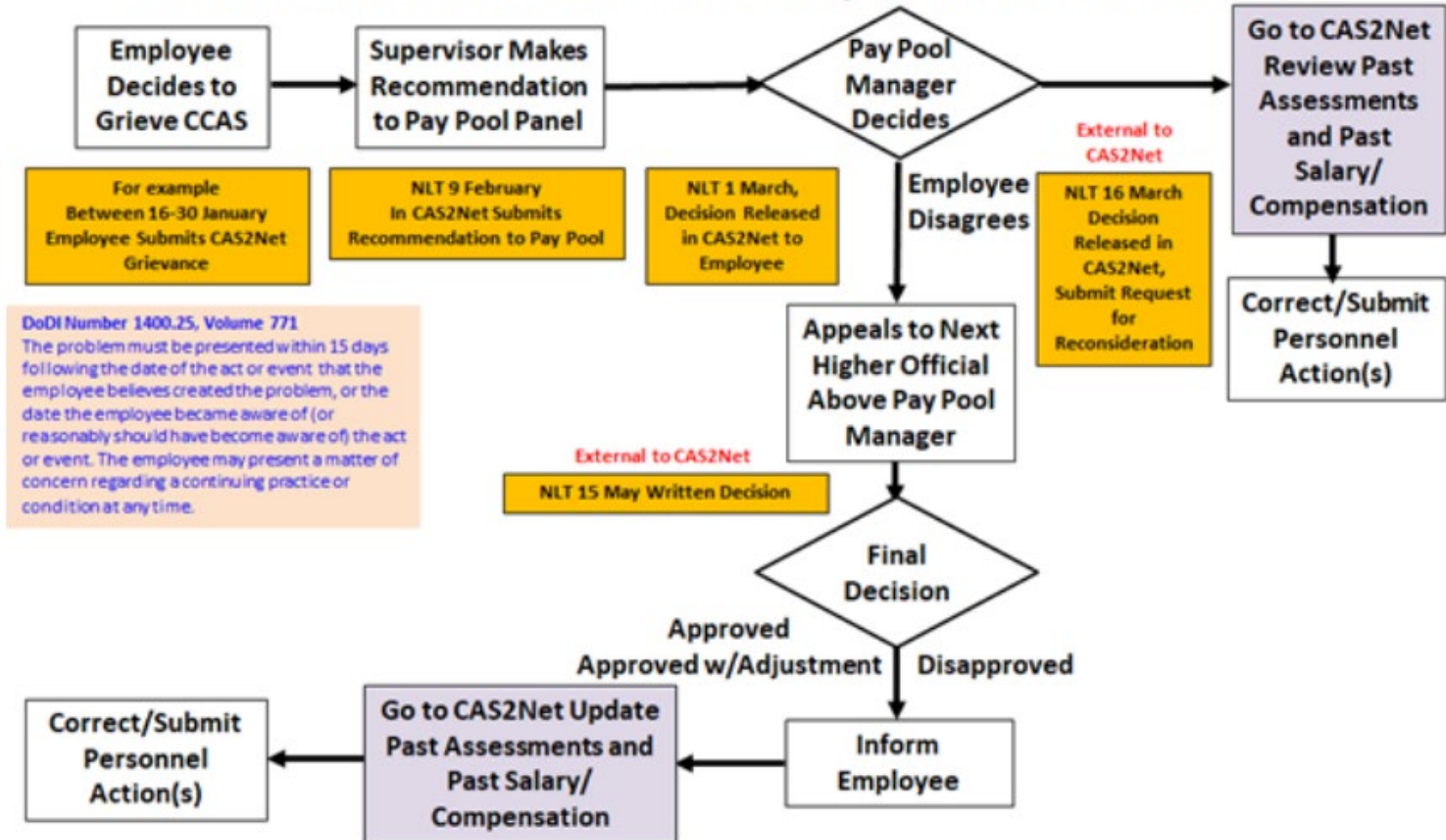
Employee Submit Date: 02-13-2024      Employee Due Date:       Supervisor Received Date:      Supervisor Due Date: 

Supervisor Submit Date:      Manager Received Date:      Manager Due Date: 

# CAS2Net Grievance Process – With Grievance Window

- CAS2Net Grievance Process with a Grievance Window

## Administrative Grievance Process – Example with Grievance Window



# Set a Grievance Window

- The Grievance Window is the specified time frame (start date and end date) defined by the administrator to allow employees to initiate and submit grievances themselves.
- The grievance window only effects the employee’s ability to initiate a grievance.
  - As the administrator, you will have the ability to initiate a grievance on the employee’s behalf regardless if a Grievance Window is set or not
- To set a Grievance Window, go to: **Administrator > Organization Management > Organization Details**

Organization Details under AcqDemo - AcqDemo-PMO

CASNet Id: 1902

Is Pay Pool:

Start Date: 09-30-2020

Pay Pool Id: 9009

Name: 9009 Pay Pool

Description: 9009 Pay Pool

First Year:

Require Approved Midpoint:

Time Off Award:

Manager Can Access CMS:

Require Supervisor 2 Approval For Annual:

Use Differential Percent:

CA to TOA Award Remainder Plan: Don't Spend in CMS (add to non-CCAS)

CA Proration Remainder Plan: Don't Spend in CMS (add to non-CCAS)

Job Achievement and/or Innovation Factor Weight: 1

Communication and/or Teamwork Factor Weight: 1

Mission Support Factor Weight: 1

CRI Target: SPL

CA Target: Upper Rail

Time Off Award Options: 50 / 100

Use Mandatory Objectives:

Require Approve Midpoint:

Can Pro-Rate CA:

Add CRI Remainder to CA:

Require Supervisor 2 Approval For Closeout:

Contribution Plan by Factors:

Supervisor Enters Numeric Scores:

Can Set Cash Differential:

Allow Supervisor to Partially Release Annual:

Require Supervisor 2 Approval For Contribution Plan:

Require Employee Initiate and Submit:

Control Point by OCS:

Require Supervisor 2 Approval For ACDP:

Require Supervisor 2 Approval For Midpoint:

CRI Set-Aside: \$ 5011

CCAS Award Percent in CMS: 90 %

CRI Min Amount: \$ 0

CA Set-Aside: \$ 0

CRI Min Carry: \$ 0

CA Min Amount: \$ 0

Grievance Start Date: 02-01-2025

Grievance End Date: 02-15-2025

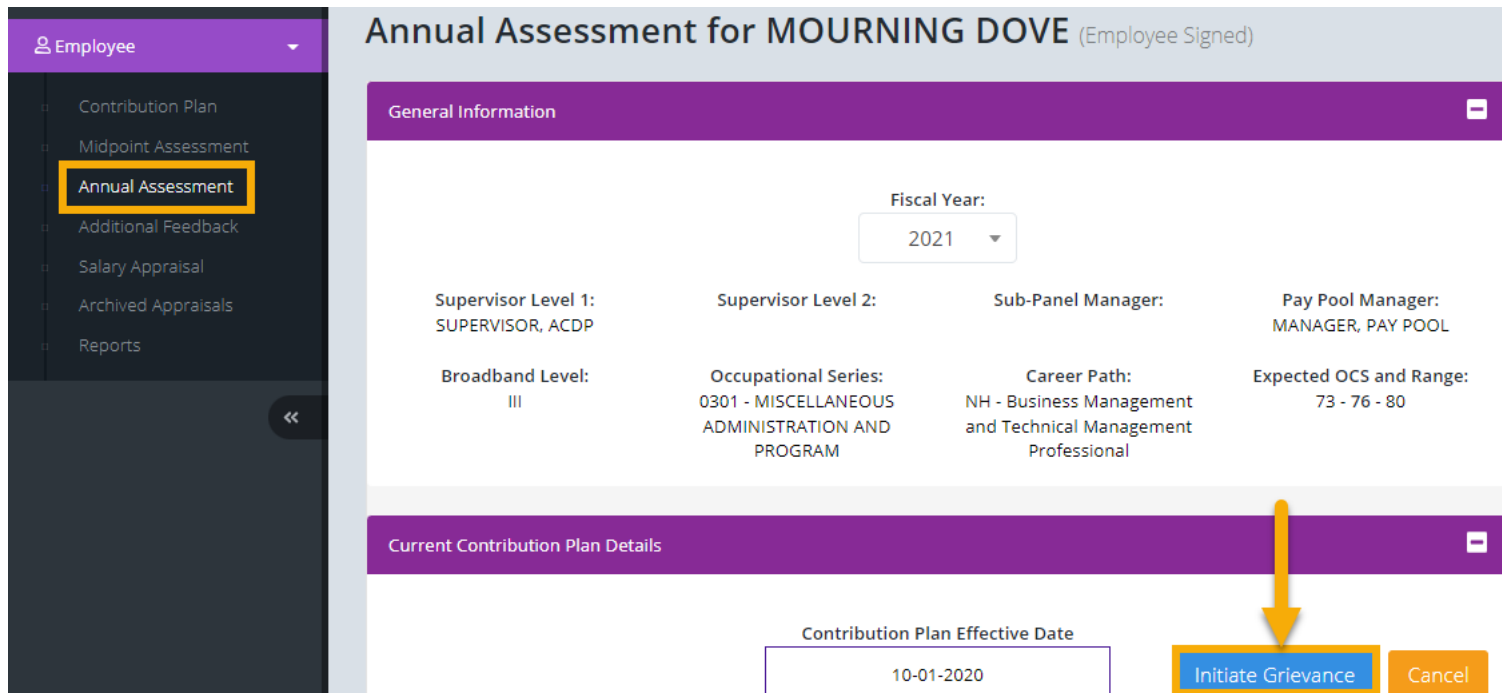
Use Sub Panel for Grievance Manager:

Use SPM for BUE Grievance:

Grievances recalculate Time Off Award:

# CAS2Net Grievance Process – With a Grievance Window

- Once a Window has been established employees will have the ability to initiate a grievance within the designated timeframe.
- To initiate a grievance as the employee, go to:
  - **Menu > Employee > Annual Assessment**
  - Select the **Initiate Grievance** button
  - Note: the employee will only have this option if a Grievance Window has been set by the administrator



**Employee**

- Contribution Plan
- Midpoint Assessment
- Annual Assessment**
- Additional Feedback
- Salary Appraisal
- Archived Appraisals
- Reports

## Annual Assessment for MOURNING DOVE (Employee Signed)

**General Information**

Fiscal Year: 2021

Supervisor Level 1: SUPERVISOR, ACDP

Supervisor Level 2:

Sub-Panel Manager:

Pay Pool Manager: MANAGER, PAY POOL

Broadband Level: III

Occupational Series: 0301 - MISCELLANEOUS ADMINISTRATION AND PROGRAM

Career Path: NH - Business Management and Technical Management Professional

Expected OCS and Range: 73 - 76 - 80

**Current Contribution Plan Details**

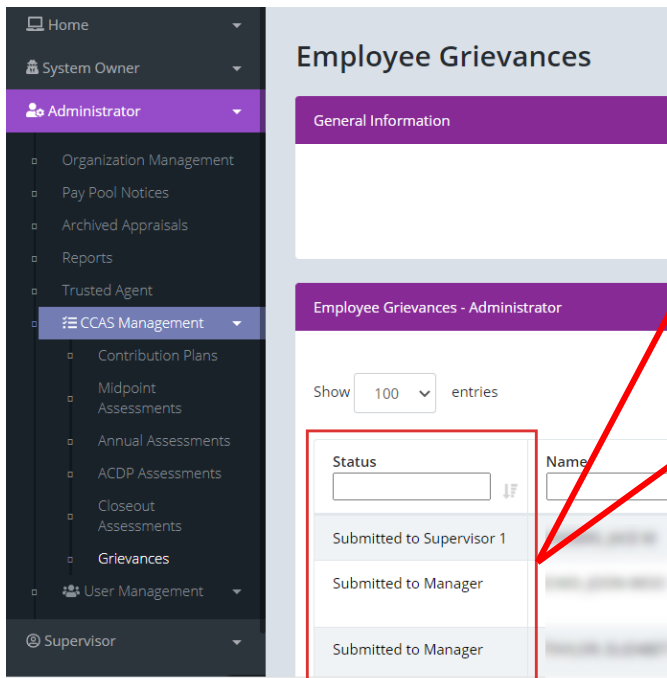
Contribution Plan Effective Date: 10-01-2020

**Initiate Grievance** **Cancel**

# Grievance Status

- To access and review grievances, go to:  
**Menu > Administrator > CCAS Management > Grievances**
- You can refer to an employee's grievance status and determine where he/she is in the grievance process.

Grievance Status	Status Description
<b>Draft</b>	Employee initiated grievance but hasn't submitted grievance to supervisor.
<b>Employee Submitted to Pay Pool</b>	Employee submitted grievance. However, the grievance is first routed to the administrator. Pending grievance review, the administrator will take one of the following actions: <ul style="list-style-type: none"> <li>Return grievance to employee for modification.</li> <li>Forward grievance to employee's supervisor if no further employee modifications are required.</li> </ul>
<b>Submitted to Supervisor 1</b>	Administrator reviewed employee grievance and forwarded it to supervisor. The supervisor is reviewing the grievance and drafting recommendation accordingly.
<b>Supervisor Submitted to Pay Pool</b>	The supervisor submitted the employee grievance recommendation. However, the grievance is routed to the administrator for review. Pending grievance review, the administrator will take one of the following actions: <ul style="list-style-type: none"> <li>Return grievance to supervisor for modification - grievance status reverts back to <b>Submitted to Supervisor 1</b>.</li> <li>Forward grievance to pay pool manager if no further modifications are required - grievance status advances to <b>Supervisor Submitted to Pay Pool</b>.</li> </ul>
<b>Submitted to Manager</b>	Administrator reviewed employee grievance and supervisor recommendations and submitted it to the pay pool manager. The Manager is reviewing the grievance and making the decision. Pending grievance review, the administrator will take one of the following actions: <ul style="list-style-type: none"> <li>Return grievance to administrator for necessary action, i.e., return to either employee or supervisor for modification - grievance status reverts back to <b>Supervisor Submitted to Pay Pool</b>.</li> <li>Make decision on employee grievance - grievance status advances to <b>Completed</b>.</li> </ul>
<b>Completed by Manager</b>	Pay pool manager made a decision on employee's grievance. Upon manager decision, administrator, supervisor, and employee will see grievance status as <b>Completed by Manager</b> . <b>Completed by Manager</b> does not provide a revised Salary Appraisal Form with recalculated OCS, RoR and/or CRI, CA, Carryover, New Base Pay, New Total Pay. See Release.
<b>Released</b>	Administrator releases grievance with manager's decision to inform employee of the results. Upon release by the administrator, employee can print the revised Salary Appraisal Form with recalculated OCS, RoR and/or CRI, CA, Carryover, New Base Pay, New Total Pay. Employee reviews manager decision and signs grievance at this point.





# Prior to Releasing Grievance Results

- A grievance marked as “Completed” means a decision was made by the Manager but still would require the administrator to review and complete the following tasks before releasing the results to the employee:
  - Review the “Summary of Score Change” panel for the revised payout.

Summary of Score Change			
Decision OCS: 100	Decision ROR: 5		
Current CA Computed 2879	Current CA Carryover 0	Current CRI Computed 7269	Current CRI Approved 0
New CA Computed 2879	New CA Carryover 0	New CRI Computed 7269	New CRI Approved 0
Discretionary G	Discretionary CA 300	Discretionary CRI 245	New Base Pay 130291
<a href="#">Generate Zip File</a>			
This record is read-only because it has been released.			

- Under User Profile > History > Past Assessments ensure the adjustments to the supervisor categorical, numeric, PAQL scores and narrative were made.
- Confirm User Profile > History > Past Salary / Compensation captured the adjustments from the Summary of Score Change panel for GPI, CRI, CA, Carryover, New Base Pay as applicable.
- Confirm adjustments were duly recorded on the employee’s Salary Appraisal Form under Administrator > Reports > Salary Appraisal Forms.
- If Grievances Recalculate Time Off Award was set at Yes in Organization Details, then check the revised CA to TOA hours

# Release Grievance Results

- To release/communicate grievance results to the employee, go to:
  - **Menu > Administrator > CCAS Management > Grievances**
  - From the table, select preferred employee to view grievance
  - Select **Release to Employee**, then yes to confirm
- After releasing the grievance decision to the employee, grievance status will update from “Completed by Manager” to “Released”
- The pay pool panel/manager's decision is final unless the employee requests reconsideration by the next higher official.
  - **That official would then render the final decision on the grievance outside of CAS2Net**
- Request/submit appropriate requests for personnel actions:
  - NOAC 894 - General Adjustment
  - NOAC 891 - Regular Performance Pay
  - NOAC 886 - Lump Sum Performance Payment RB-NILPA
  - As required, NOAC 885 - Lump Sum Performance Payment RB-ILPA (Rating Based In Lieu of Pay Adjustment)



# Things to Remember

1. CAS2Net won't allow a grievance to be initiated for/by the employee until the employee has either signed the annual assessment and/or the administrator waived the signature requirement for the employee with justifiable reason(s) in CCAS Management > Annual Assessments > Employee > select "Employee Unavailable for Signature." *See User Guide under Administrator > Grievances > Enable Grievances.*
2. The Administrator/Super User facilitates, oversees, and administers the grievance process. *See User Guide under Administrator > Grievances > Grievance Overview.*
3. Setting a Grievance Window allows the employee to file a grievance on their own vs through the Administrator. However, the Administrator will have the ability to initiate a grievance with or without a Grievance Window.
4. To route a grievance to a former supervisor and/or pay pool see slide 15 for guidance.

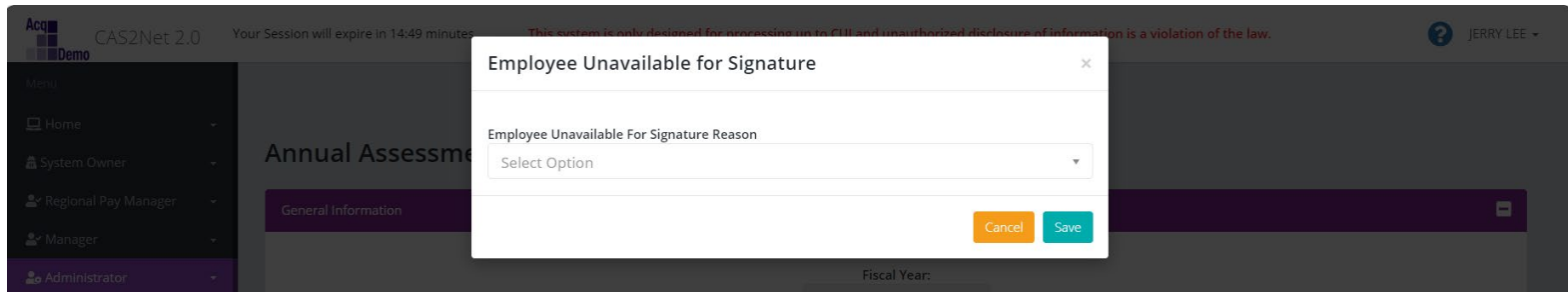
# Things to Remember

- **Administrator > If the annual assessment status is Released and employee cannot sign, select Employee Unavailable for Signature**

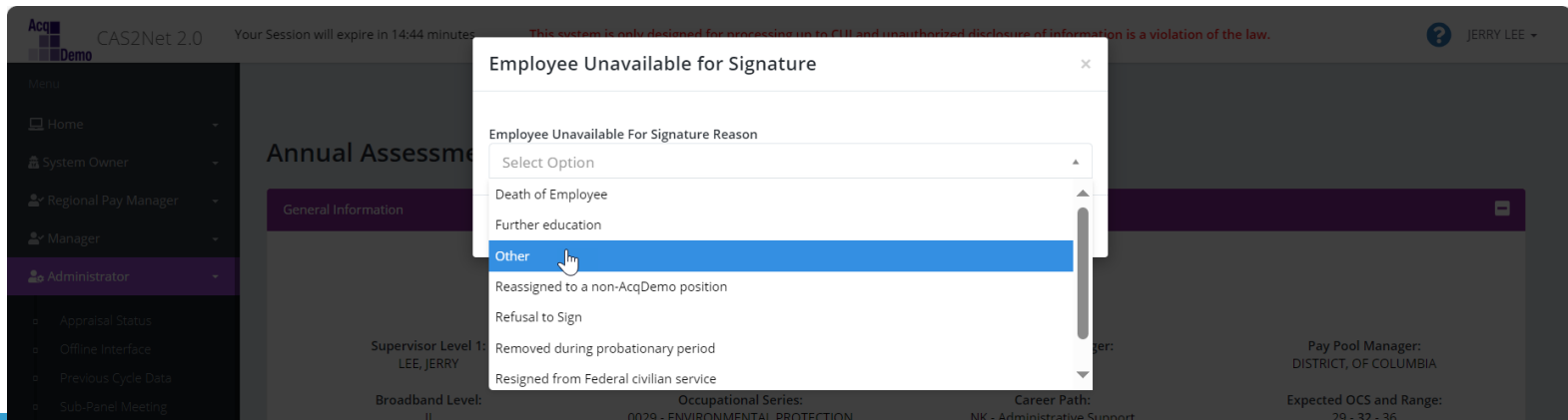
Annual Assessment for BAMA ALA (Released)

Employee History   Cancel   Save   **Employee Unavailable for Signature**

- **Complete pop-ups**



- **Select reason why employee was unavailable to sign**



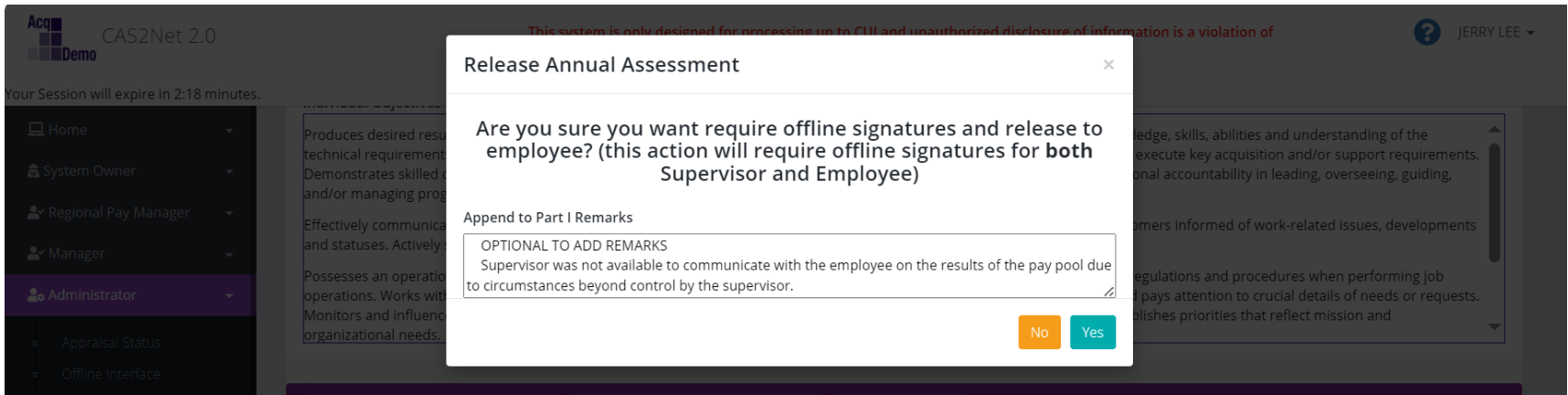
# Things to Remember

- Administrator > If the annual assessment status is Pay Pool Approved and a supervisor is unavailable to sign

Annual Assessment for GOLD FINCH (Pay Pool Approved)

Use Offline Signatures Employee History Cancel Save

- Option to add to the Salary Appraisal Form Remark box



- Selecting Offline Signature, CAS2Net will offline sign for both supervisor and employee

Discuss evaluation with employee and obtain signature confirming discussion. Signature of employee does not constitute agreement with CCAS appraisal.

Offline/Wet Signature Required	11-30-2023
LEE, JERRY	Date
Offline/Wet Signature Required	11-30-2023
FINCH, GOLD	Date

# Things to Remember

- If the annual assessment status is Employee Signed

Annual Assessment for KA ALAS (Employee Signed)

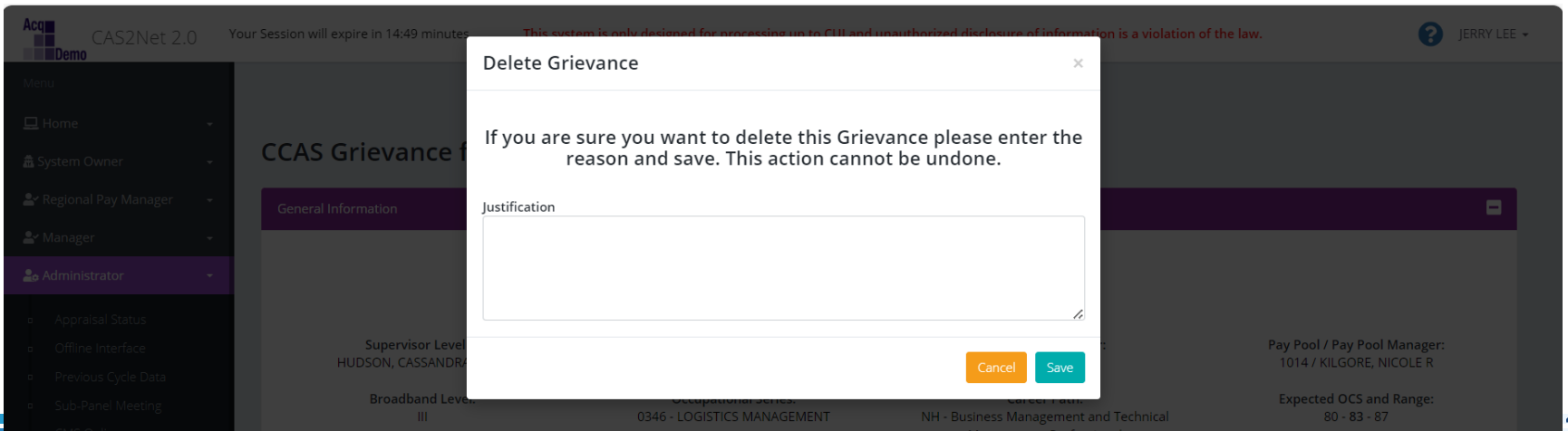
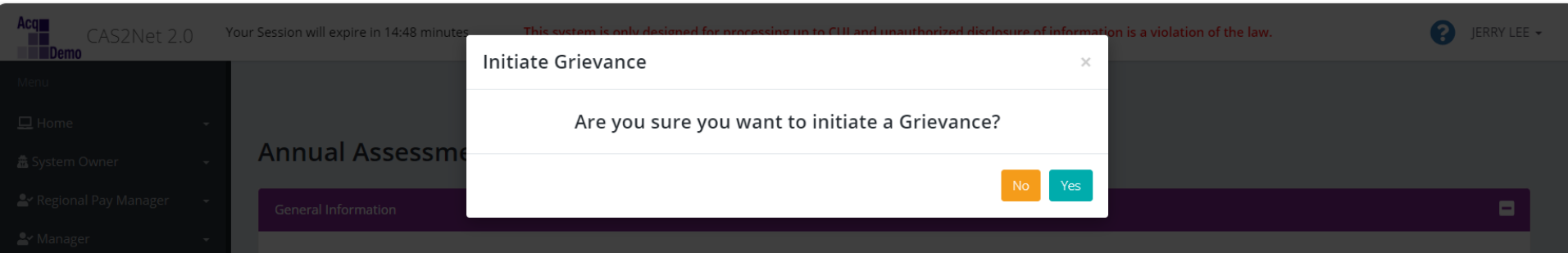
- Completes pop-ups

Initiate Grievance

Employee History

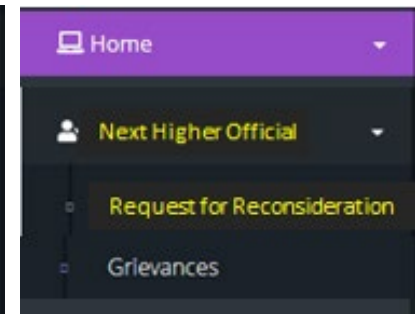
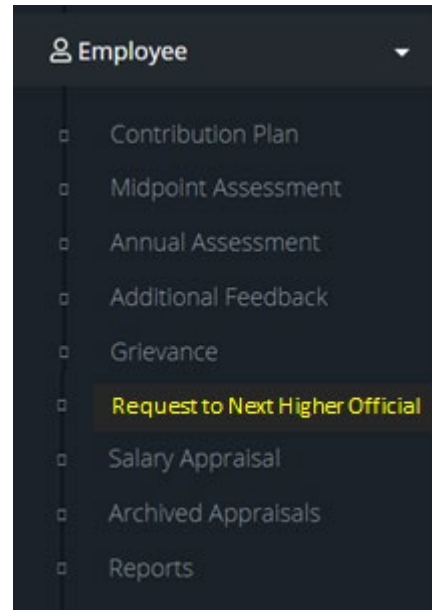
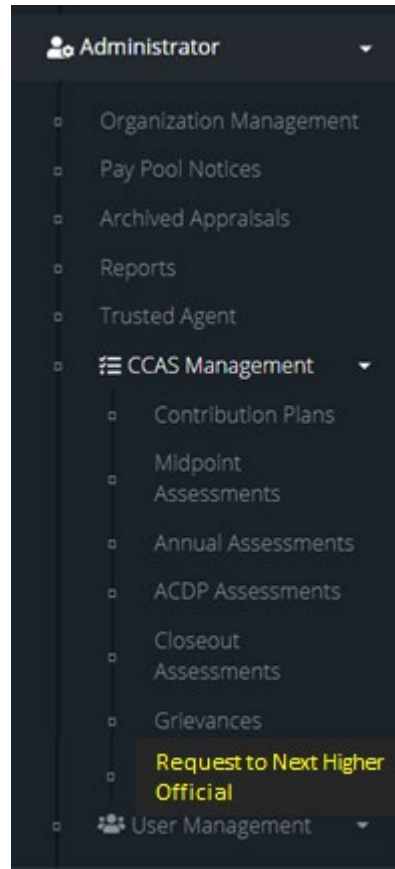
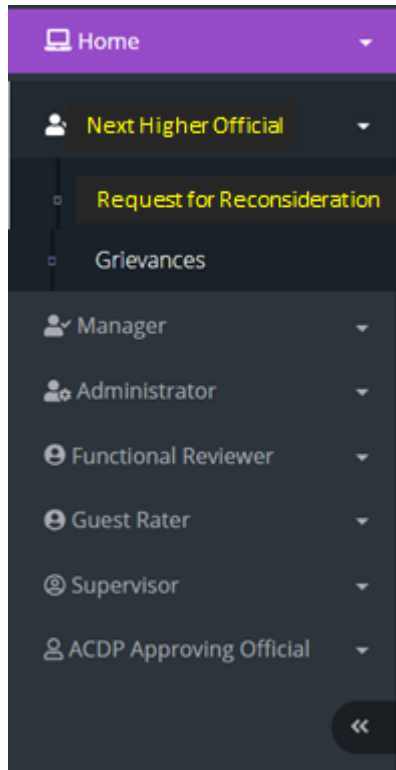
Cancel

Save



# Request for Reconsideration to Next Higher Official

- In development ... Request for Reconsideration to the Next Higher Official to the Pay Pool Manager process in CAS2Net



# End of Year Reminder

## Final Upload – CAS2Net Offline Interface

- **Administrators will not be able to finalize until the 2024 GPI and locality area pay rates are published by OPM**
- CAS2Net and the CMS set the 2025 GPI at 1.7% and used the 2024 locality rates, pending OPM published pay tables. Upon release of the 2025 GPI and locality rates, the AcqDemo Program Office will notify by posting a Pay Pool Administrator Advisory in CAS2Net stating Administrators must complete a roundtrip (download > import ... review ... validate ... export > upload) to capture the approved GPI and locality rate data then finalize the final upload.
- Another version of the CMS will not be posted for the approved GPI and locality rates. Use the latest posted version of the CMS.
- Use the 2024 Macro-Enabled CMS for the final export and upload.
- If you cannot use the Macro-Enabled CMS, contact your component/command rep and Jerry Lee at [jerry.lee@dau.edu](mailto:jerry.lee@dau.edu).

# Pay Pool Status Reports

- Schedule for producing Pay Pool Status Reports:
  - Reports will be generated by the AcqDemo Program Office and posted to CAS2Net in Pay Pool Notices on the specified date

Projected Schedule for Producing the Pay Pool Status Reports NotFinalReport and DataCompleteReport			
DCPDS File Date	Pull Data from CAS2Net (5 PM* CT)	Data Check Files Distributed	Post to Pay Pool Notices
<b>20-Nov</b>	<b>21-Nov</b>	<b>22-Nov</b>	<b>22 Nov - Friday</b>
<b>4-Dec</b>	<b>5-Dec</b>	<b>6-Dec</b>	<b>6 Dec - Friday</b>
<b>18-Dec</b>	<b>19-Dec</b>	<b>19-Dec</b>	<b>20 Dec - Friday</b>
<b>1 Jan</b>	<b>2 Jan</b>	<b>3 Jan</b>	<b>3 Jan- Friday</b>
<b>Aim to produce transaction files and upload to CAS2Net NLT Wednesday 22 Jan 2025</b>			

Reports prior to complete pay pool uploads will lead to over reporting of issues.



# 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 <span style="background-color: yellow;">DAF &amp; DCMA 6 Dec 2024</span> <b>**subject to component/command earlier initial upload date**</b>	Pay Pool Administrators
Wednesday	8-Jan-25	Final Upload <span style="background-color: yellow;">DAF 20 Dec 2024</span> <b>**subject to component/command earlier initial upload date**</b>	Pay Pool Administrators
Sunday	12-Jan-25	<b>First full pay period in January (12 Jan to 25 Jan)</b>	
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](mailto:AcqDemo.Contact@dau.edu)

[Erin.Murray@dau.edu](mailto:Erin.Murray@dau.edu)

[jerry.lee@dau.edu](mailto:jerry.lee@dau.edu)