## CAS2Net and CCAS Open Forum

Thursday
2 May 2024
1:00 PM Eastern Time
Topic:
Administrator Reports - Fiscal Year-based Reports and Current Settings Reports

TEAMS Meeting Link
Meeting ID: 231024528524
Meeting Call in Information +1 571-403-9146
Passcode: SMZdLr

## 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

```
Welcome to CAS2Net 2.0
```






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 Reports Overview

**Please Note: Administrators may not see all the report buttons as displayed in this Open Forum session. This may be due to the users not initiating or completing a CCAS module, where you are in the CCAS cycle timeline, your pay pool business rules, and more.**

## CAS2Net and CCAS Record Retention

Federal Register Notice II.D.4.c and Operating Guide 6.24.3 For historical and analytical purposes, the CCAS Salary Appraisal Document (Part I: CCAS Salary Appraisal Form and Part II: Supervisory Assessment), to include the contribution plan, employee self-assessment, supervisor annual assessment, effective date of CCAS assessments, annual performance appraisal quality levels and rating of record, contribution score levels (categorical and numerical factor scores and OCS), actual basic pay increases (GPI and CRI), and applicable "bonus" (CA and CRI carryover lump sum) amounts, will be maintained for each demonstration project employee as required in 5 CFR 293.402.

CAS2Net will retain CCAS contribution and performance appraisal documents for four years plus the current rating year as required in 5 CFR 293.404.


Deleted January 2023

## CAS2Net Administrator Reports - Reports Page

Administrators have access to several reports under
Menu > Administrator > Reports:


The Upper Panel Fiscal Year Based Reports - which provides the data, results, and forms for the current fiscal year in addition to the last 4 years based on when and what was in CAS2Net.

The Lower Panel Current Settings Reports which provides the current fiscal year data reflected in CAS2Net.


## CAS2Net Administrator Reports

## Fiscal Year Based Reports include:

* Only when there is data available
** Not for current FY
- CCAS Pay Pool Results**
- Appraisal Status
- TOA Report*
- Grievance Status Report*
- Contribution Plan Comparison Report
- CMS Uploads**
- Employee Data**
- Pay Pool Status
- Contribution Plan*
- Midpoint Assessment*
- Annual Assessment*
- Closeout Assessment*
- Released Additional Feedback*
- ACDP Assessments*
- Finalized CMS Download**
- Salary Appraisal Form**
- Download PAT File(s)**
- Grievance*
- Request to Next Higher Official**


## Current Settings Reports include:

- Previous Cycle vs Current Profile (Oct-Dec)
- Quarterly ACDP Report
- CCAS Results for Previous Years
- Employee Data
- Employee Roster
- Supervisor Roster
- Organization Roster
- Organization Role Roster
- User Roles
- Post Cycle Activities
- Loss Report


## CAS2Net Administrator Reports - Fiscal Year Based Reports

- Administrator Reports

Fiscal Year Based Reports


CAS2Net Administrator Reports - Current Settings Reports

- Administrator Reports

```
Current Settings Reports
```

- Same Reports
- In October through mid-January

```
Previous Cycle vs Current Profile
```

Quarterly ACDP Report
CCAS Results for Previous Years
Employee Data
Employee Roster

Supervisor Roster

Organization Roster
Organization Role Roster
User Roles
Post Cycle Activity
Loss Report


## CAS2Net Administrator Reports - Select Organization

Pop-up ... Select Organization
Pay Pool-Level Administrator


- Select All
- Select single organization
- Select multiple organizations
- Select Continue

```
Continue
```

Downloading...
Please wait for download to begin!

Command-Level Administrator

## Select Organization(s)

## Sorting $\bigcirc$ Default $\bigcirc$ Pay pool $\bigcirc$ office symbol $\bigcirc$ supervisor $\bigcirc_{\text {employee }}$

 Sorting Options$+\square 5400$ - DHA CAE Staff
$\square 5401$ - AD-S Front office
$+\square 5402$ - PEO DHMS
+5403 - DHA CAE DAD-A
$\square$ 5404-PEO SD
$\square 5405$ - DHA Small Business
$\square 5406$ - DHA OGC
$+\square 5407$ - DHA
$\square 5450$ - CAE Direct Reports - Temp Pay Pool

+ 5491 - Edwards AFB (412 MDG)
$\square 5492$ - Eglin AFB ( 96 MDG)
$\square 5493$ - Hanscom AFB ( 66 MDG)

Component-Level Administrator


Fiscal Year Based Report


## Fiscal Year Based Report

CCAS Pay Pool Results
Appraisal Status
TOA Report
Grievance Status Report
Contribution Plan Comparison Report
CMS Uploads
Pay Pool Status
Employee Data
Contribution Plan
Midpoint Assessment
Annual Assessment
Closeout Assessment
Released Additional Feedback
ACDP Assessment

Finalized CMS Download
Salary Appraisal Form
Download PAT File(s)
Grievance
Request to Next Higher Official

Fiscal Year Previous FY *

## Includes Archived Employees

* = conditional
$\checkmark=$ included
$\square=$ must use Archived/Transfer
* CCAS Pay Pool Results (if rated)
$\checkmark$ Appraisal Status
* TOA Report (if requested)
* Grievance Status Report (if submitted)
- Contribution Plan Comparison Report (not included)
$\checkmark$ CMS Uploads
$\checkmark$ Pay Pool Status
$\checkmark$ Employee Data
$\square$ Contribution Plan, use $\square$ Include Archived/Transfer
$\square$ Midpoint Assessment, use $\nabla$ Include Archived/Transfer
$\square$ Annual Assessment, use $\square$ Include Archived/Transfer
$\square$ Closeout Assessment, if compieted use $\quad$ Include Archived/Transfer
$\square$ ACDP Assessment, if completed use $\square$ Include Archived/Transfer $\checkmark$ Finalized CMS Download
$\square$ Salary Appraisal Form, use $\square$ Include Archived/Transfer
$\checkmark$ Download PAT File(s)
* Grievance (if submitted)
* Request to Next Higher Official (if submitted)

CAS2Net Administrator Reports - Appraisal Status

Fiscal Year

- Select Appraisal Status Options
- Select Organization(s) ... Sorting
- Default (pay pool and sub-panels)
- Pay Pool
- Office Symbol
- Supervisor
- Employee


Select Appraisal Status Options
Select Fields to Include $\square$ check All

Employee Id
$\square$ Employee Name
$\square$ Broadband Level
$\square$ supervisor 1
$\square$ supervisor 2
$\square$ sub-Panel
$\square$ Pay Pool
$\square$ AcqDemo Start Date
$\square$ Acresumptive Status
$\square$ Contribution Plan Date Communicated
$\square$ Midpoint Employee Factor Char Counts
$\square$ Midpoint Date Communicated $\square$ Midpoint Sup Target Date $\square$ Annual Employee Factor Char Counts - Annual Date Communicated $\square$ Annual Emp Target Date $\square$ Closeout Status $\square$ Grievance Status $\square$ Mandatory obj
lect Appraisal Status Options


```
Select Organization(s)
```

```
Sorting O Default OPay Pool O office Symbol O supervisor Oemployee
```

Downloading...
Please wait for download to begin!

## CAS2Net Administrator Reports - Appraisal Status

- The Appraisal Status report is a customizable report that provides the status of CCAS activities and appraisals (ex. Contribution Plan) by employee.
- Select the desired fields from the available list to include in the report.

| Fiscal Year Based Reports |
| :--- | :--- | :--- |

## CAS2Net Administrator Reports - Appraisal Status

## - Appraisal Status



CAS2Net Administrator Reports - Appraisal Status

- The report will include all fields selected from the "Select Appraisal Status Options" dialog box to be used as desired.
- Example - Midpoint

| Employee <br> Id | EDIPI | Employee Name | Contribution Plan Status | Midpoint Status | Midpoint <br> Employee <br> Factor 1 <br> Char Count | Midpoint Employee Factor 2 Char Count | Midpoint Employee Factor 3 Char Count | Midpoint Supervisor Factor 1 Char Count | Midpoint <br> Supervisor Factor 2 <br> Char Count | Midpoint <br> Supervisor Factor <br> 3 Char Count | Midpoint Date Communicated | Midpoint <br> Emp Target <br> Date | Midpoint Sup <br> Target Date |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 242859 | 9999999030 | BUNTING, INDIGO | Not Started | Not Started | 0 | 0 | 0 | , | 0 | 0 |  | 3/21/2024 | 4/18/2024 |
| 240471 | 9999999916 | CARDINAL, NORTHERN | Not Started | Not Started | 0 | 0 | 0 | 0 | 0 | 0 |  | 3/21/2024 | 4/18/2024 |
| 246513 | 9999999888 | EAGLE, CREASTED | Not Started | Not Started | 0 | 0 | 0 | 0 | 0 | 0 |  | 3/21/2024 | 4/18/2024 |
| 232662 | 9999999014 | EMPLOYEE, ACDP | Not Started | Not Required | 0 | 0 | 0 | 0 | 0 | 0 |  | 3/21/2024 | 4/18/2024 |
| 232664 | 9999999915 | EMPLOYEE, ACDP 2 | Approved | Not Required | 0 | 0 | 0 | 0 | 0 | 0 |  | 3/21/2024 | 4/18/2024 |
| 224914 | 1000000999 | FALCON, PEREGRINE | Not Started | Not Started | 0 | 0 | 0 | 0 | 0 | 0 |  | 3/21/2024 | 4/18/2024 |
| 248821 | 9999999991 | ICE, PIGEON | Not Started | Not Started | 0 | 0 | 0 | 0 | 0 | 0 |  | 3/21/2024 | 4/18/2024 |
| 240705 | 9999999920 | JUNCO, DARKEYED | Not Started | Not Started | 0 | 0 | 0 | 0 | 0 | 0 |  | 3/21/2024 | 4/18/2024 |
| 253738 | 1549220955 | JUNIO, ARIEL | NotStarted | Not Started | 0 | 0 | 0 | 0 | 0 | 0 |  | 3/21/2024 | 4/18/2024 |
| 242861 | 9999990032 | KINGLET, RUBY-CROWNED | Not Started | Not Started | 0 | 0 | 0 | 0 | 0 | 0 |  | 3/21/2024 | 4/18/2024 |
| 243486 | 9999999921 | MACAW, HARLEQUIN | NotStarted | Not Started | 0 | 0 | 0 | 0 | 0 | 0 |  | 3/21/2024 | 4/18/2024 |
| 232661 | 9999999913 | MARTIN, PURPLE | Not Started | Not Started | 0 | 0 | 0 | 0 | 0 | 0 |  | 3/21/2024 | 4/18/2024 |
| 242862 | 9999990034 | PLOVER, SNOWY | Not Started | Not Started | 0 | 0 | 0 | 0 | 0 | 0 |  | 3/21/2024 | 4/18/2024 |
| 232648 | 9999999003 | ROBIN, AMERICAN | Not Started | Not Started | 0 | 0 | 0 | 0 | 0 | 0 |  | 3/21/2024 | 4/18/2024 |
| 232659 | 9999999911 | SPARROW, CHIPPING | Not Started | Not Started | 0 | 0 | 0 | 0 | 0 | 0 |  | 3/21/2024 | 4/18/2024 |
| 240473 | 9999999917 | SPARROW, SONG | Not Started | Not Started | 0 | 0 | 0 | 0 | 0 | 0 |  | 3/21/2024 | 4/18/2024 |
| 240474 | 9999999918 | STARLING, EUROPEAN | Not Started | Not Started | 0 | 0 | 0 | 0 | 0 | 0 |  | 3/21/2024 | 4/18/2024 |
| 232647 | 9999999002 | STRATOR, ADMIN | Not Started | Not Started | 0 | 0 | 0 | 0 | 0 | 0 |  | 3/21/2024 | 4/18/2024 |
| 232652 | 9999999005 | SUPERVISOR, ACDP | Not Started | Not Started | 0 | 0 | 0 | 0 | 0 | 0 |  | 3/21/2024 | 4/18/2024 |
| 242864 | 9999990035 | SWAN, MUTE | Not Started | Not Started | 0 | 0 | 0 | 0 | 0 | 0 |  | 3/21/2024 | 4/18/2024 |
| 240704 | 9999999919 | THRUSH, HERMIT | Not Started | Not Started | 0 | 0 | 0 | 0 | 0 | 0 |  | 3/21/2024 | 4/18/2024 |
| 242860 | 9999990031 | TOWHEE, CANYON | Not Started | Not Started | 0 | 0 | 0 | 0 | 0 | 0 |  | 3/21/2024 | 4/18/2024 |
| 232646 | 9999999001 | USER, SUPER | Not Started | Not Started | 0 | 0 | 0 | 0 | 0 | 0 |  | 3/21/2024 | 4/18/2024 |
| 232651 | 9999999004 | WOODPECKER, DEWEY | Not Started | Not Started | 0 | 0 | 0 | 0 | 0 | 0 |  | 3/21/2024 | 4/18/2024 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| > | Appraisa | alStatus_2024_20240429_C | + |  |  |  |  |  |  | 4 |  |  |  |

- Midpoint Target Dates based on dates in Organization Management > Organization Details and in the User Profiles

CAS2Net Administrator Reports - Appraisal Status
Situation 1

- A pay pool's Organization Management > Organization Details that DID NOT SET a midpoint target date.
- Entered a Midpoint Target Date in a User Profile, saved.
- Appraisal Status Report with the Midpoint Target Date for that User (1).

| $\begin{aligned} & \text { Employee } \\ & \text { ld } \end{aligned}$ | EDIPI | Employee Name | Contribution Plan Status | Contribution Plan <br> Date <br> Communicated | Midpoint Status | Midpoint <br> Employee <br> Factor 1 Char <br> Count | Midpoint <br> Employee <br> Factor 2Char <br> Count | Midpoint <br> Employee <br> Factor 3Char <br> Count | Midpoint <br> Supervisor <br> Factor 1 Char <br> Count | Midpoint <br> Supervisor <br> Factor 2 Char <br> Count | Midpoint <br> Supervisor <br> Factor 3Char <br> Count | Midpoint Date <br> Communicated | Midpoint Emp <br> Target Date Midpoint Sup Target Date |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 2499379000900022 ALA, BAMA |  |  | Approved | 10/16/2023 Approved-Completed |  | 630 | 310 | 561 | 630 | 310 | 561 | 4/12/2024 | (1) |
| 249942 | 900090004 | AS, KA | Approved | 10/16/2023 Approved - Completed |  | 630 | 310 | 561 | 630 | 310 | 561 | 4/12/2024 |  |
| 249949 | 900090004 | RI, ZONA | Approved | 10/10/2023 Approved - Completed |  | 630 | 310 | 561 | 630 | 310 | 561 | 4/12/2024 |  |
| 249982 | 000090002 | , KANSAS | Approved | 3/7/2024 Approved - Completed |  | 630 | 310 | 561 | 630 | 310 | 561 | 4/12/2024 |  |
|  |  |  |  | 37224 Approved Completed |  | -* |  | --. | -*. |  |  |  |  |

## CAS2Net Administrator Reports - Appraisal Status

## Situation 2

- A pay pool's Organization Management > Organization Details then SET a Midpoint Target Date, saved.
- Appraisal Status Report with (1)the User Midpoint Target Date and (2)the Organization Midpoint Target Date.

| Employee Name | Midpoint Status | Midpoint <br> Employee Factor 1 Char Count | Midpoint <br> Employee <br> Factor 2 Char Count | Midpoint <br> Employee Factor 3 Char Count | Midpoint Supervisor Factor 1 Char Count | Midpoint Supervisor Factor 2 Char Count | Midpoint <br> Supervisor <br> Factor 3 <br> Char Count | Midpoint Date Communi cated | Midpoint Emp Target Date | lidpoint Sup Target Date |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| ALA, BAMA | Approved - Completed | 630 | 310 | 561 | 630 | 310 | 561 | 4/12/2024 | 4/26/202 | 1 |
| ALAS, KA | Approved - Completed | 630 | 310 | 561 | 630 | 310 | 561 | 4/12/2024 | 4/29/2024 |  |
| ARI, ZONA | Approved-Completed | 630 | 310 | 561 | 630 | 310 | 561 | 4/12/2024 | 4/29/2024 |  |
| AR, KANSAS | Approved - Completed | 630 | 310 | 561 | 630 | 310 | 561 | 4/12/2024 | 4/29/202 |  |
| ATOLL, JOHNSON | Approved - Completed | 630 | 310 | 561 | 630 | 310 | 561 | 4/12/2024 | 4/29/2024 | 2 |
| BANK, SERRANILLA | Approved-Completed | 630 | 310 | 561 | 630 | 310 | 561 | 4/12/2024 | 4/29/2024 |  |

CAS2Net Administrator Reports - Appraisal Status

## Situation 3

- A pay pool's Organization Management > Organization Details WITH A Midpoint Target Date.
- CHANGED a User Midpoint Target Date from the Organization target date to an individual target date, saved.
- Appraisal Status Report with (1)the User Midpoint Target Date, 2 the Organization Midpoint Target Date, and (3) the User with the changed Midpoint Target Date.

| 4 | A | B | C | D | E | F | G | H | I | J | K | L | M |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | Employe <br> eld | EDIPI | Employee Name | Midpoint Status | Midpoint <br> Employe <br> e Factor <br> 1 Char <br> Count | Midpoint <br> Employe <br> e Factor <br> 2 Char <br> Count | Midpoint <br> Employe <br> e Factor <br> 3 Char <br> Count | Midpoint <br> Supervis <br> or Factor <br> 1 Char <br> Count | Midpoint <br> Supervis <br> or Factor <br> 2 Char <br> Count | Midpoint <br> Supervis <br> or Factor <br> 3 Char <br> Count | Midpoint <br> Date <br> Communi | Midpoint <br> Emp <br> Target <br> Date | Midpoint <br> Sup <br> Target |
| 2 | 249937 | 9000900022 | 2 ALA, BAMA | Approved-Completed | 834 | 867 | 751 | -817 | 850 | 751 | 3/23/2023 | 4/20/2023 | 1 |
| 3 | 249942 | 9000900049 | ALAS, KA | Approved-Completed | 834 | 867 | 751 | 817 | 850 | 751 | 3/27/2023 | 4/21/2023 |  |
| 4 | 249982 | 9000900025 | 5 AR, KANSAS | Approved-Completed | 834 | 867 | 751 | 834 | 850 | 751 | 3/27/2023 | 4/21/2023 |  |
| 5 | 249949 | 9000900048 | ARI, ZONA | Approved-Completed | 834 | 867 | 751 | 867 | 850 | 850 | 3/27/2023 | 4/21/2023 |  |
| 6 | 232657 | 9999999009 | BIRD, BLU | Approved-Completed | 834 | 867 | 751 | 817 | 850 | 751 | 3/27/2023 | 4/21/2023 |  |
| 7 | 249946 | 9000900031 | CALI, FORNIA | Approved-Completed | 834 | 867 | 751 | 867 | 867 | 751 | 3/27/2023 | 4/21/2023 | 2 |
| 8 | 232658 | 9999999010 | CHICKADEE, CAPPED | Approved-Completed | 834 | 867 | 751 | 834 | 867 | 751 | 3/27/2023 | 4/21/2023 |  |
| 9 | 249968 | 9000900038 | COLO, RADO | Approved-Completed | 834 | 867 | 751 | 834 | 834 | 834 | 3/27/2023 | 4/21/2023 |  |
| 10 | 249770 | 9000900005 | CON, NECTICUT | Approved-Completed | 834 | 867 | 751 | 834 | 834 | 751 | 3/27/2023 | 4/21/2023 |  |
| 11 | 249761 | 9000900001 | DELA, WARE | Draft - In Progress | 0 | 0 | 0 | 0 | 0 | 0 |  | 4/21/2023 |  |
| 12 | 232654 | 9999999006 | FINCH, GOLD | Not Started | 0 | 0 | 0 | 0 | 0 | 0 |  | 4/21/2023 |  |
| 13 | 249938 | 9000900027 | FLOR, IDA | Not Started | 0 | 0 | 0 | 0 | 0 | 0 |  | 4/21/2023 |  |
| 14 | 249769 | 9000900004 | GEOR, GIA | Not Started | 0 | 0 | 0 | 0 | 0 | 0 |  | 4/22/2023 |  |
| 15 | 236535 | 9999999988 | GRACKLE, COMMON | Not Started | 0 | 0 | 0 | 0 | 0 | 0 |  | 4/21/2023 |  |
| 16 | 249943 | 9000900050 | HAWA, I'I | Not Started | 0 | 0 | 0 | 0 | 0 | 0 |  | 4/21/2023 |  |
| 17 | 249947 | 9000900043 | IDA, HO | Not Started | 0 | 0 | 0 | 0 | 0 | 0 |  | 4/21/2023 |  |
| 4 | ; | AppraisalSta | atus_2023_20230420 | $\ddot{\text { c }}{ }^{\text {¢ }}+$ |  |  |  |  |  | 1 |  |  |  |

CAS2Net Administrator Reports - Appraisal Status

- Organization Details ... Midpoint Supervisor Target Date
- User Profiles ... different Midpoint Supervisor Target Dates
- Organization Details removed Midpoint Supervisor Target Date



## CAS2Net Administrator Reports - Appraisal Status

## - CAS2Net generated emails

DoNotReply@mail.mil
[External Sender] Midpoint Review is due in for employeeA CAS2Net 2.0 Midpoint Review is due in 0 day (s) for MARY, LAND. Please take the appropriate action. If this has alreadyDoNotReply@mail.mil[External Sender] Midpoint Review is due in for employeeA CAS2Net 2.0 Midpoint Review is due in 0 day(s) for NEW, HAMPSHIRE. Please take the appropriate action. If this has
DoNotReply@mail.mil
[External Sender] Midpoint Review is due in for employee
A CAS2Net 2.0 Midpoint Review is due in 0 day(s) for MASSA, CHUSETTS. Please take the appropriate action. If this has
DoNotReply@mail.mil
[External Sender] Midpoint Review is due in for employee
A CAS2Net 2.0 Midpoint Review is due in 0 day(s) for VER, MONT. Please take the appropriate action. If this has already been
DoNotReply@mail.mil[External Sender] Midpoint Review is due in for employeeA CAS2Net 2.0 Midpoint Review is due in 0 day(s) for TEX, AS. Please take the appropriate action. If this has already beenDoNotReply@mail.mil[External Sender] Midpointview is due in for employeeFri 4/21
A CAS2Net 2.0 Midpoint Review is due in 0 day(s) for MON, TANA. Please take the appropriate action. If this has already been
DoNotReply@mail.mil
[External Sender] Midpoint Review is over due for employeeSun 12:05 PMA CAS2Net 2.0 Midpoint Review is over due 2 day(s) for TEX, AS. Please take the appropriate action. If this has already been
DoNotReply@mail.mil
[External Sender] Midpoint Review is over due for employeeA CAS2Net 2.0 Midpoint Review is over due 2 day(s) for MIS, SOURI. Please take the appropriate action. If this has already

## CAS2Net Administrator Reports - TOA Report



## CAS2Net Administrator Reports - TOA Report

- The Time Off Award (TOA) Report provides a summary of employees who's computed Contribution Award (CA) was converted into TOA hours.
- This only applies to Pay Pools who elected to use the TOA option in CAS2Net for a previous rating cycle.
- For Fiscal Year Based Reports - if for current Fiscal Year ... "Unable to create report. There may not be valid data for the selected criteria."
- Report includes:
- Requested \% to TOA (50\% or 100\%)
- Approved \% to TOA
- TOA Hours
- Remaining CA after conversion


CAS2Net Administrator Reports - Grievance Status Report

- Select Organization

Fiscal Year
Current FY *

- Unable to create report. There may not be valid data for the selected criteria.

```
Fiscal Year
Previous FY *
```

| Select Organization(s) |  |
| :--- | :--- |
| $\square$ Check All (None checked will run for all organizations) |  |
| $\square 9009-9009$ Pay Pool | $\times$ |
| Q Search |  |
|  |  |

## Continue

Downloading...
Please wait for download to begin!


## CAS2Net Administrator Reports - Grievance Status Report

- The Grievance Status Report provides a count of overall grievances for the previous rating cycle in the selected Pay Pool as well as a breakdown of those grievances based on its current status.
- Also included is a breakdown of the Grievance Decisions: Granted Request, Granted Request with Adjustment, Denied Request, Denied Request (Timeliness), Denied Request (Prohibited Discrimination)
- For Fiscal Year Based Reports - if for current Fiscal Year ... "Unable to create report. There may not be valid data for the selected criteria."
- This report is helpful when tracking and managing grievances within an organization.

- The Grievance Decision Count is the Manager's decision by factors
- The Grievance Status Report will be redesigned for 2023 in time for CY2024


## CAS2Net Administrator Reports - Contribution Plan Comparison Report

- Select Filter Criteria
- Organizations
- Employees


Select Filter Criteria
Filtering Organizations $\bigcirc$ Employees


## Continue

Downloading..
Please wait for download to begin!

## CAS2Net Administrator Reports Contribution Plan Comparison Report

- The report will display:
- Status of Contribution Plan
- Any changes to the previously approved contribution plan
— Modified in 2023/2024


| 4 | A | B | C | D | E | F | G | H | 1 | J | K | L | M |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | Last Name | First Name | Middle <br> Name | Current <br> Sup1 | Current <br> Sup2 | Current SP manager | Current PP manager | Plan/Ass essment | Status | Sup1 | Sup2 | SP Manager | PP Manager |
| 2 | FINCH | GOLD |  | LEE, JERR |  | CALI, FORNIA | DISTRICT, OF COLUMBIA | CP | Approved | LEE, JERRY |  | CALI, FORNIA | DISTRICT, OF COLUMBIA |
| 3 | WARBLER | RUMPED |  | LEE, JERR |  | DELA, WARE | DISTRICT, OF COLUMBIA | CP | Approved | LEE, JERRY |  | DELA, WARE | DISTRICT, OF COLUMBIA |
| 4 | WREN | CAROLINA |  | LEE, JERR |  | MARY, LAND | DISTRICT, OF COLUMBIA | CP | Approved | LEE, JERRY |  | MARY, LAND | DISTRICT, OF COLUMBIA |
| 5 | BIRD | BLU |  | LEE, JERR |  | NE, BRASKA | DISTRICT, OF COLUMBIA | CP | Approved | LEE, JERRY |  | NE, BRASKA | DISTRICT, OF COLUMBIA |
| 6 | CHICKADEE | CAPPED |  | LEE, JERR |  | LOUISI, ANA | DISTRICT, OF COLUMBIA | CP | Approved | LEE, JERRY |  | LOUISI, ANA | DISTRICT, OF COLUMBIA |
| 7 | GRACKLE | COMMON |  | LEE, JERR |  | CALI, FORNIA | DISTRICT, OF COLUMBIA | CP | Approved | LEE, JERRY |  | CALI, FORNIA | DISTRICT, OF COLUMBIA |
| 8 | DELA | WARE |  | LEE, JERR |  | DISTRICT, OF COLUMBIA | DISTRICT, OF COLUMBIA | CP | Approved | LEE, JERRY |  | DISTRICT, OF COLUMBIA | DISTRICT, OF COLUMBIA |
| 9 | PENN | SYLVANIA |  | LEE, JERR |  | DELA, WARE | DISTRICT, OF COLUMBIA | CP | Approved | LEE, JERRY |  | DELA, WARE | DISTRICT, OF COLUMBIA |
| 10 | NEW | JERSEY |  | LEE, JERR |  | DELA, WARE | DISTRICT, OF COLUMBIA | CP | Approved | LEE, JERRY |  | DELA, WARE | DISTRICT, OF COLUMBIA |
| 11 | GEOR | GIA |  | LEE, JERR |  | MARY, LAND | DISTRICT, OF COLUMBIA | CP | Approved | LEE, JERRY |  | MARY, LAND | DISTRICT, OF COLUMBIA |
| 12 | CON | NECTICUT |  | LEE, JERR |  | DELA, WARE | DISTRICT, OF COLUMBIA | CP | Approved | LEE, JERRY |  | DELA, WARE | DISTRICT, OF COLUMBIA |
| 13 | MASSA | CHUSETTS |  | LEE, JERR |  | DELA, WARE | DISTRICT, OF COLUMBIA | CP | Approved | LEE, JERRY |  | DELA, WARE | DISTRICT, OF COLUMBIA |
| 14 | NEW | YORK |  | LEE, JERR |  | DELA, WARE | DISTRICT, OF COLUMBIA | CP | Approved | LEE, JERRY |  | DELA, WARE | DISTRICT, OF COLUMBIA |
| 15 | NEW | HAMPSHIRE |  | LEE, JERR |  | DELA, WARE | DISTRICT, OF COLUMBIA | CP | Approved | LEE, JERRY |  | DELA, WARE | DISTRICT, OF COLUMBIA |
| 16 | RHODE | ISLAND |  | LEE, JERR |  | DELA, WARE | DISTRICT, OF COLUMBIA | CP | Approved | LEE, JERRY |  | DELA, WARE | DISTRICT, OF COLUMBIA |
| 17 | MA | INE |  | LEE, JERR |  | DELA, WARE | DISTRICT, OF COLUMBIA | CP | Approved | LEE, JERRY |  | DELA, WARE | DISTRICT, OF COLUMBIA |
| 18 | VER | MONT |  | LEE, JERR |  | DELA, WARE | DISTRICT, OF COLUMBIA | CP | Approved | LEE, JERRY |  | DELA, WARE | DISTRICT, OF COLUMBIA |
| 19 | MARY | LAND |  | LEE, JERR |  | DISTRICT, OF COLUMBIA | DISTRICT, OF COLUMBIA | CP | Approved | LEE, JERRY |  | DISTRICT, OF COLUMBIA | DISTRICT, OF COLUMBIA |
| 20 | SOUTH | CAROLINA |  | LEE, JERR |  | MARY, LAND | DISTRICT, OF COLUMBIA | CP | Approved | LEE, JERRY |  | MARY, LAND | DISTRICT, OF COLUMBIA |
| 21 | VIR | GINIA |  | LEE, JERR |  | MARY, LAND | DISTRICT, OF COLUMBIA | CP | Approved | LEE, JERRY |  | MARY, LAND | DISTRICT, OF COLUMBIA |
| 22 | NORTH | CAROLINA |  | LEE, JERR |  | MARY, LAND | DISTRICT, OF COLUMBIA | CP | Approved | LEE, JERRY |  | MARY, LAND | DISTRICT, OF COLUMBIA |
|  |  | PlanComparisonReport_2023050216 |  |  |  | $\pm$ |  |  |  | 4 |  |  |  |

## CAS2Net Administrator Reports - Pay Pool Status

- The Pay Pool Status Report provides for the previous fiscal year(s):
Fiscal Year
Fiscal Year
Previous FY
Previous FY
- Select Organization(s) .
- Grouping Level
- Pay Pool
- Sub-Panel
- Supervisor



## Continue

## Downloading..

Please wait for download to begin!

## CAS2Net Administrator Reports - Pay Pool Status

## PII - DO NOT DISTRIBUTE / CUI

- The report can be used to track the progress of a Pay Pool throughout the End of Year cycle activities as well as the associated funding.
- Total number of employees associated with the chosen Pay Pool
- Total number of Appraisals Approved
- Stats: Average Delta OCS, Standard Deviation, Average PAQL
- CRI and CA Target, Remainder, and (Total) Funding
- Pay Pool Status: Finalized, Validated, Completed, Released

| 4 | A | B | C | D | E | F | G | H | 1 | J | K | L | M | N | $\bigcirc$ | P | Q | R | S | T | U |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 2 | Pay Pool | Manager | Personnel Count | Appraisals Approved | Percent Approved | Average Delta OCS | Standard <br> Deviation | Average PAQL | Target |  |  |  | Remainder |  | Funding |  | Finalize? |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  | CRI | CA | Alpha1 | Alpha2 | CRI | CA | CRI | CA | Can? | Did? | IsValidated | IsCompleted | IsReleased |
| 4 | 9000 | DISTRICT, 0 | 56 | 56 | 100.00\% | 1.09 | 2.83 | 2.89 | SPL | UR |  |  | 1605 |  | 2.400\% | 2.500\% | No | Yes | Yes | Yes | Yes |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 | Num Pay <br> Pools |  | Total <br> Personnel | Total <br> Approved | Percent Approved | Average <br> Delta OCS | Standard <br> Deviation | Average PAQL |  |  |  |  | Total CRI Remainder | Total CA <br> Remainder | Average CRI | Average CA Funding | Total Can <br> Finalize | Total Finalized | Total Validated | Total Completed | Total Released |
| 7 | 1 |  | 56 | 56 | 100.00\% | 1.09 | 2.83 | 2.89 |  |  |  |  | 1605 | 0 | 2.400\% | 2.500\% | 0 | 1 | 1 | 1 | 1 |

- Fiscal Year Based Reports - Current Fiscal Year - No data yet



## CAS2Net Administrator Reports－User Input

Fiscal Year
Current FY－
－Contribution Plan ．．．Midpoint Assessment ．．．Annual Assessment ．．．Salary Appraisal Form ．．．Closeout Assessment ．．． Released Additional Feedback
－Select Filter Criteria
－Filtering（Organizations／Employees）
－Sorting（Default，Pay Pool， Office Symbol，Supervisor，Employee）

Select Filter Criteria

Filtering Organizations Employees
Sorting © Default 〇pay Pool ○ office Symbol 〇 supervisor 〇employee

OR
Select Filter Criteria
Filtering $\bigcirc 0$ organizations $\bigcirc$ employees
Sorting © default $\bigcirc_{\text {pay Pool } O \text { office Symbol } O \text { supervisor } O \text { Employee }}$


## Continue




## CAS2Net Administrator Reports - User Input

- Select Filters or Leave Empty
- Option to filter Contribution Plan ... Midpoint Assessment ... Annual Assessment ... Closeout Assessment ... Released Additional Feedback by
- Career Path ... Broadband Level ... Occupational Series
- Functional Reviewer ... Category?



## CAS2Net Administrator Reports - Contribution Plan

- Each generated Contribution Plan report includes a Table of Contents page listing the employees included on the report and what page their information begins on.

- Each Contribution Plan will display:
- Mandatory Objectives (if assigned)
- Individual Objectives



## CAS2Net Administrator Reports - Midpoint Assessment

- Each generated Midpoint Assessment report includes a Table of Contents page listing the employees included on the report and what page their information begins on.

- The individual report will display:
- Mandatory Objectives (if assigned)
- Contribution Plan
- Overall Employee Self Assessment by Factors
- Overall Supervisor Assessment by Factors



## CAS2Net Administrator Reports - Midpoint Assessment

- If the option to filter by organization or employee is selected, after clicking the Continue button you will be directed to additional filter options.
- Selecting any of the filters will provide data based on the selected filter(s)
- Career Path - NK
- Broadband Level - II
- Occ Series - blank
- Functional Reviewer -
- Category
- Click the Continue button for the download to begin.

Select Filters or leave empty

| Career Path |  | Broadband Level |  | Occupational Series <br> Select Option |
| :---: | :---: | :---: | :---: | :---: |
| NK - Administrative Support | * | II | $x$ |  |
| Functional Reviewer | Category |  |  |  |
| Select Option | Select |  | $\checkmark$ |  |



2 - AR, KANSAS
5 - ARI, ZONA


## CAS2Net Administrator Reports - Midpoint Assessment

- If the option to filter by organization or employee is selected, after clicking the Continue button you will be directed to additional filter options.
- Selecting any of the filters will provide data based on the selected filter(s)
- Career Path -
- Broadband Level-
- Occ Series -
- Functional Reviewer -
- Category
- Click the Continue button for the download to begin.
- Will report Draft-In Progress and Approved-Completed,
 but not Not Started


## CAS2Net Administrator Reports - Annual Assessment

- Each generated Annual Assessment report includes a Table of Contents page listing the employees included on the report and what page their information begins on.

- Annual Assessment



## CAS2Net Administrator Reports - Annual Assessment



Downloading..

Please wait for download to begin!


## CAS2Net Administrator Reports - Annual Assessment



## CAS2Net Administrator Reports－Closeout Assessment

－Select Filter Criteria
－Filtering（Organizations／Employees）
－Sorting（Default，Pay Pool， Office Symbol，Supervisor，Employee）


Fiscal Year
Current FY＊
Select Filter Criteria
Filtering $\bigcirc$ organizations $\bigcirc$ employees
sorting $\bigcirc$ default $O_{\text {pay Pool }} \bigcirc$ office symbol $\bigcirc$ supervisor $\bigcirc_{\text {Employee }}$


Continue

Continue

OR

Select Filter Criteria

```
Sorting 〇 Default 〇 Pay Pool O office Symbol 〇 supervisor \(\bigcirc\) Employee
Filtering Organizations Employees
```



Select Filters or leave empty

## CAS2Net Administrator Reports - Closeout Assessment

- Each generated Closeout Assessment report includes a Table of Contents page listing the employees included on the report and what page their information begins on.

- Each Closeout Assessment will display:
- Employee Information
- Contribution Plan
- Mandatory Objectives (if assigned)
- Individual Objectives
- Employee Assessment
- Supervisor Assessment
- Method of Communication and Date Communicated



## CAS2Net Administrator Reports - Released Additional Feedback <br> Fiscal Year <br> Current FY *

- Select Filter Criteria
- Filtering (Organizations / Employees)
- Sorting (Default, Pay Pool, Office Symbol, Supervisor, Employee)

```
Select Filter Criteria
    Filtering Organizations Omployees
    Sorting O Default \bigcircpay Pool O Office Symbol \bigcircsupervisor \bigcirc Employee
```



OR
Select Filter Criteria
Filtering $\bigcirc$ organizations $\bigcirc$ employees
Sorting © default $\bigcirc$ pay Pool $\bigcirc$ office symbol $\bigcirc$ supervisor $\bigcirc$ employee


## Continue

Downloading...

## CAS2Net Administrator Reports - Released Additional

 Feedback- Each generated Released Additional Feedback report includes a Table of Contents page listing the employees included on the report and what page their information begins on.
- Each Released Additional Feedback will display:
- Level
- Contribution Plan
- Mandatory Objectives (if assigned)
- Individual Objectives
- Overall Supervisor Assessment
- Method of Communication and Date Communicated

All selected FY Released Additional Feedback


## CAS2Net Administrator Reports - ACDP Assessment

- Select Filter Criteria
- Filtering (Organizations / Employees)
- Sorting (Default, Pay Pool, Office Symbol, Supervisor, Employee

```
Select Filter Criteria
    Filtering Organizations Omployees
    Sorting O Default \bigcircpay Pool \bigcirc Office Symbol \bigcirc supervisor \bigcirc Employee
```

OR
select Filter Criteria
Filtering $\bigcirc$ organizations $\bigcirc$ employes


## Continue

Downloading...

## CAS2Net Administrator Reports - ACDP Assessment

- Each generated ACDP Assessment report includes a Table of Contents page listing the employees included on the report and what page their information begins on.

- Each ACDP Assessment will display:
- Signatures
- ACDP Assessment Details
- Current Expected Level
- New Expected Contribution Level
- Contribution Plan
- Mandatory Objectives (if assigned)
- Individual Objectives
- Employee Assessment
- Supervisor Assessment
- Method of Communication and Date Communicated



## CAS2Net Administrator Reports - Fiscal Year Based

- Reports resulting from the end of cycle process

CCAS Pay Pool Results

## CMS Uploads

## Employee Data

Finalized CMS Download

## Salary Appraisal Form

Download PAT File(s)

## Grievance

Request to Next Higher Official

## CAS2Net Administrator Reports - CCAS Pay Pool Results

Previous FY

- The CCAS Pay Pool Results report provides the rating information of the selected Pay Pool(s) pulled from the Compensation Management Spreadsheet (CMS).
- Select Organization(s)



## Continue

Downloading...

Please wait for download to begin!

## CAS2Net Administrator Reports - CCAS Pay Pool Results

- For informational purposed the available tabs on the CCAS Pay Pool Results report include the
- Data
- Results and
- By Career paths and Broadband levels
- Bar graphs for
- Employee Count,
- Funding Levels,
- Average OCS,
- Average Delta, and
- Average Delta Distribution


CAS2Net Administrator Reports - CCAS Pay Pool Results


CMS
Results

- Single


Pay
Pool


CAS2Net Administrator Reports - CCAS Pay Pool Results
CMS
Results

- Multiple Pay Pools



## CAS2Net Administrator Reports - CCAS Pay Pool Results

Cover $\mid$ Results CP BBL Employee Count $\mid$ Funding Levels $\mid$ Average OCS $\mid$ Average Delta $\mid$ Average Delta Distribution

CMS Results by Career Paths and Broadband Levels

- Single Pay Pool
- Multiple Pay Pools (consolidated results)



## CAS2Net Administrator Reports - CCAS Pay Pool Results

Employee Count

- Single Pay Pool
- Multiple Pay Pools




## CAS2Net Administrator Reports - CCAS Pay Pool Results

Funding Levels

- Single Pay Pool
- Multiple Pay Pools




## CAS2Net Administrator Reports - CCAS Pay Pool Results

## Average OCS

- Single Pay Pool
- Multiple Pay Pools




## CAS2Net Administrator Reports - CCAS Pay Pool Results

Average Delta

- Single Pay Pool
- Multiple Pay Pools



## CAS2Net Administrator Reports - CCAS Pay Pool Results

Average Delta Distribution

- Single Pay Pool

- Multiple Pay Pools


CAS2Net Administrator Reports - CMS Uploads
Fiscal Year
Previous FY -

- Select Organization(s)



## CAS2Net Administrator Reports - CMS Uploads

- All CMS upload files with upload Year, Month, Day, and Time



## CAS2Net Administrator Reports - Employee Data

## Fiscal Year

Previous FY

- Fiscal Year Based Reports - Employee Data - previous fiscal year(s)
- Final CMS results
- Select Employee Data Options

Select Organization(s)

$$
\text { Sorting 〇 Default 〇pay Pool ○ office Symbol } \bigcirc \text { supervisor } \bigcirc \text { Employee }
$$

| Select Employee Data Options |  |  |
| :---: | :---: | :---: |
| Select Fields to Include $\square$ check All |  |  |
| - Pay Pool | Employee Name | $\square$ Cas2net ID\# |
| $\square$ EDIPI | $\square$ Email Address | $\square$ Pay Pool Manager |
| $\square$ sub-Panel Manager | $\square$ 1st Level Supervisor | $\square 1$ ist Level Supervisor EDIPI |
| $\square 1$ ist Level Supervisor Email | $\square$ 1st Level Supervisor Organization | $\square$ 1st Level Supervisor Organization Id |
| $\square$ AcqDemo Start Date | $\square$ Home organization | $\square$ organization Start Date |
| $\square$ position Start Date | $\square$ office Symbol | $\square$ Retained Pay Status |
| $\square$ Presumptive Status | $\square$ Career Path | $\square$ Broadband |
| $\square$ occ Series | $\square$ Locality | $\square$ Base Salary |
| - Control Point Salary | $\square$ Control Point Score | $\square$ Previous ocs |
| $\square$ eocs upper | $\square$ Expected ocs | $\square \mathrm{Bocs} \mathrm{Lower}$ |
| $\square$ categorical Factor Scores | $\square$ Final Factor Scores | $\square$ Functional Reviewer |
| $\square$ Current ocs | $\square$ PAQL Raw Avg Rating | $\square$ Performance Rating of Record |
| $\square$ PAQL Factor Scores | $\square$ Differential Percent | $\square$ Differential Date |
| $\square$ Pay Transaction | $\square$ wildcard 1 | $\square$ wildcard 2 |
| $\square$ wildard 3 | $\square$ wildcard 4 | $\square$ wildcard 5 |
| $\square$ wildcard 6 | $\square$ wildcard 7 | $\square$ wildard 8 |
| Cancel Continue |  |  |

## Continue




Select Organization(s)

Sorting $\bigcirc$ default $\bigcirc$ Pay Pool $\bigcirc$ office Symbol $\bigcirc$ supervisor $\bigcirc$ employee

$\square$ goog-2 - 0009 Sub Panel - Robin
9009-2 - 9009 Sub Panel - Division 2
$\square$ 9009-3-9009 Sub Panel - Division 3
$\square$ 9009-4 - 9009 Sub-Panel - Admin
$\square$ 9009-HQ - 9009 Sub Panel - HQ


Downloading..

## CAS2Net Administrator Reports - Employee Data

- Fiscal Year Based Reports - Employee Data - previous fiscal year(s) - 57 Columns (CMS related data)
Note: Current Settings Reports - Employee Data - 87 Columns


| 4 | AU | AV | AW | AX | AY | AZ | BA | BB | BC | BD | BE |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | Differential Percent | Differential <br> Date | Pay <br> Transaction | Wildcard 1 | Wildcard 2 | Wildcard 3 | Wildcard 4 | Wildcard 5 | Wildcard 6 | Wildcard 7 | Wildcard 8 |

## CAS2Net Administrator Reports - Finalized CMS Download

- Select Organization(s)

```
Select Organization(s)
\square \text { Check All (None checked will run for all organizations)}
    \square9009-9009 Pay Pool
    Q Search
```


## Continue

## Downloading...

## CAS2Net Administrator Reports - Finalized CMS Download

- Rows 1-4 Parameters Data

| 4 | A | B | C | D | E | F | G | H | 1 | J |  | K | L | M | N | 0 | P | Q | R | S | T |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | Cycle | CRI\% | CRI Set-As Awd\% |  | Awd Set-A Beta 1 (CF Beta 2 (CA Minimum Min CRI C Min CA ar Type |  |  |  |  |  |  |  | Pay Cap 2 Pay Cap 2 First Year |  |  | Use OCS C CrrlPtTarg CA Prorat TOA Plan |  |  |  | CCAS Awa GPI is Final |  |
| 2 | 2022 | 2.26 | 5657 | 1 | 0 | 0 | 1 | 0 | 0 |  |  |  | 183500 | 176300 | 0 | 1 | 0 | 3 | 1 |  | No |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | 36 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x |  |  |  |

- Rows 5-7 GPI, Career Path Broadband Level Maximum Basic Pay, Locality
- Row 6 - New Year
- Row 7 - Previous Cycle

- Row 8 Column Labels
- Rows 9 ... Employees

| , | A | B | c | - | E | F | G | H | 1 | J | K | L | M | N | 0 | P | Q | R | s | T | $u$ | v | w | $x$ | Y | z | AA | AB | AC |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 8 | Last Name | First Name | Middle Initial | Suffix | 10 | $\begin{aligned} & \text { Paypoo } \\ & \text { I } \end{aligned}$ | SubPa <br> nel | Dffice Symbol | WildCar d1 | Presum ptive Status? | Retaine dPay? | Career Path | Broadb and Level | Oco Series | Starting <br> Base <br> Pay | From <br> Temp <br> Pos | Locality Code | Previou sOCS | Previou $s$ ROR | Start | Position <br> Start <br> Date | CA Proratio n | PostCycle Action | CRI Overid e | CA Overrid e | Rollover CRil to CA? | 1st <br> Level <br> Sup <br> Name | Sub_P <br> anel <br> Manag <br> ers <br> Name | Pay <br> Pool <br> Manag <br> er <br> Name |



## CAS2Net Administrator Reports - Salary Appraisal Form

- Select Salary Appraisal Form

Fiscal Year
Previous FY -

| Select Salary Appraisal Form Sections | $\times$ |
| :---: | :---: |
| Select Section to Includecheck All <br> d |  |
| $\square$ Part I CCAS Salary Appraisal |  |
| $\square$ include Compensation Detail |  |
| $\triangle$ Part\| ISuperisor Assessment |  |
| $\nabla$ include Employee Assessment |  |
| $\nabla_{\text {Midpoint Assessment }}$ |  |
| $\triangle$ Closeout Assessment |  |
|  | Cancel Continue |

- Select Filter Criteria Sections

```
Select Filter Criteria
    Filtering Organizations OEmployees
    Sorting Default \bigcircpay Pool \bigcircoffice Symbol \bigcirc Supervisor \bigcircEmployee
    Output Concatenate to Single Report Itemized Reports to Zip File
```



Downloading..

Please wait for download to begin!

OR

```
Select Filter Criteria
Filtering Oorganizations ©employees
Sorting © Default \(O\) Pay Pool \(\bigcirc\) office Symbol \(\bigcirc\) supervisor \(O\) employee Output © concatenate to Single Report Oltemized Reports to Zip file
```



## CAS2Net Administrator Reports - Salary Appraisal Form

- Each generated Salary Appraisal Form Report includes a Table of Contents page listing the employees included on the report and what page their information begins on.

- Each Salary Appraisal Form will display:
- Signatures
- Performance and Contribution Details
- Compensation Details
- New Expected Contribution Level
- Contribution Plan
- Employee Assessment
- Supervisor Assessment


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## CAS2Net Administrator Reports - Download PAT File(s)

- Select Organization(s)
- One Organization



## CAS2Net Administrator Reports - Download PAT File(s)

- Selected

Fiscal Year
Previous FY *

- Multiple Organizations



## CAS2Net Administrator Reports - Grievance

- Select Filter Criteria

Fiscal Year
Previous FY -

- Organization(s)
- Employees



## Continue

Downloading...
Please wait for download to begin!

## CAS2Net Administrator Reports - Grievance

- Selected Organization(s)
- All grievance files
- Selected Employee
- File selected employee
- One document

- May have multiple documents



## CAS2Net Administrator Reports <br> - Request to Next Higher Official

- Selected Organization(s)
- All Request to NHO files
- File of selected employee
- One document


- May have multiple documents


| Employee Data |
| :---: | :---: |
| Employee Roster |

Supervisor Roster
Organization Roster

## Current Settings Reports

Organization Role Roster

```
User Roles
```

Post Cycle Activity

Loss Report

## CAS2Net Administrator Reports - Previous Cycle vs Current Profile

```
Current Settings Reports
```

- 


## Previous Cycle vs Current Profile

- Previous Cycle vs Current Profile
- Report differences between employee data in Previous Cycle to the Current User Profiles
- Activate on 1 October with other end-of-cycle modules:
- Appraisal Status,
- Offline Interface,
- Previous Cycle Data,
- Sub-Panel Meeting, and
- CMS Online


Continue

Downloading...
Please wait for download to begin!

PII - DO NOT DISTRIBUTE / CUI


## CAS2Net Administrator Reports - Previous Cycle vs Current Profile

- Previous Cycle vs Current Profile
- 28 columns
- Column Label: User ID, EDIPI, Employee Name (Prev Cycle vs Profile), Pay Pool Code (Prev Cycle vs Profile), Presumptive Status (Prev Cycle vs Profile), Career Path (Prev Cycle vs Profile), Broadband Level (Prev Cycle vs Profile), Basic Pay (Prev Cycle vs Profile), Locality (Prev Cycle vs Profile), Control Point Salary (Prev Cycle vs Profile), Control Point OCS (Prev Cycle vs Profile), Differential Date (Prev Cycle vs Profile), Differential Percent (Prev Cycle vs Profile), Differential Situation (Prev Cycle vs Profile)


| $\triangle$ | 0 | P | Q | R | S | T | U | V | W | X | Y | Z | AA | $A B$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 2 | Basic Pay |  | Locality |  | Control Point Salary |  | Control Point Ocs |  | Differential Date |  | Differential Percent |  | Differential Situation |  |
| 3 | Prev Cycle | Profile | Prev Cycle | Profile | Prev Cycle | Profile | Prev Cycle | Profile | Prev Cycle | Profile | Prev Cycle | Profile | Prev Cycle | Profile |
| 4 |  |  |  |  | 149920 | 138343 |  |  |  |  |  |  |  |  |
| 5 | 95973 | 93000 |  |  |  |  |  |  |  |  |  |  |  |  |

## CAS2Net Administrator Reports - Quarterly ACDP Report



## CAS2Net Administrator Reports - CCAS Results for Previous Years

```
Current Settings Reports
``` -


Employee Roster

Supervisor Roster

Organization Roster
Organization Role Roster

User Roles

Post Cycle Activity
Loss Report
- The CCAS Results for Previous Years Report provides the Administrator with the ability to access CCAS results from previous years.
- Included in the report is:
- Requested and Approved TOA
- Expected OCS and (approved) OCS
- Delta OCS
- PAQL per factor \& ROR
- Additional fields selected from the available list
\begin{tabular}{|c|c|c|c|}
\hline \multicolumn{4}{|l|}{Select CCAS Results For Previous Years Options} \\
\hline \multicolumn{4}{|l|}{Select Fields to Include \(\boxtimes\) Check All} \\
\hline Pay Pool & Employee Name & \(\nabla_{\text {EDIPI }}\) & \\
\hline \(\nabla_{\text {Is Supervisor }}\) & \(\nabla\) Is ACDP & \(\checkmark\) Career Path & \\
\hline \(\nabla_{\text {Broadband Level }}\) & \(\checkmark\) Occupational Series & \(\checkmark\) Retained Pay & \\
\hline \(\checkmark\) Rollover Cri To Ca & \(\checkmark\) Acq Demo Start Date & \(\checkmark\) Organization & Date \\
\hline \(\checkmark\) sub Panel Name & \(\checkmark\) Office Symbol & \(\checkmark 2023\) scores & \\
\hline \(\checkmark 2022\) scores & \(\checkmark 2021\) scores & \(\checkmark 2020\) scores & \\
\hline \multicolumn{4}{|l|}{\(\checkmark 2019\) scores} \\
\hline & & Cancel & Continue \\
\hline
\end{tabular}

\section*{CAS2Net Administrator Reports - CCAS Results for Previous Years}


Employee Roster

Supervisor Roster

Organization Roster
Organization Role Roster

User Roles

Post Cycle Activity

Loss Report

- Employees assigned to the selected Pay Pool and/or Sub Pay Pool for the chosen year will show on the report.

Downloading...

Please wait for download to begin!
- The last 4 years of historical rating information is available in the report.
- Currently 2023-2020 results are available

CAS2Net Administrator Reports - CCAS Results for Previous Years
- The last 4 years of historical rating information is available in the report.
- Currently with 2023-2020 results are available ( 56 columns)


\section*{CAS2Net Administrator Reports - Employee Data}


Quarterly ACDP Report
CCAS Results for Previous Years
Employee Data

Employee Roster

- The Employee Data report allows the Administrator to run a customizable report with data pulled from CAS2Net user profiles that are assigned to the selected Pay Pool(s).
- 87 data fields


CAS2Net Administrator Reports - Employee Data

Select Employee Data Options
\(\square\) Include Only Demo Employees (otherwise, all users)
Select Fields to Include Check All
\begin{tabular}{|c|c|c|}
\hline \(\square\) Pay Pool & Employee Name & \(\checkmark\) Employee Phone \\
\hline \(\checkmark\) CAS2Net ID\# & \(\nabla_{\text {EDIPI }}\) & \(\checkmark\) Title \\
\hline \(\checkmark\) Email Address & \(\checkmark\) Can Be Supervisor & \(\checkmark\) Pay Pool Manager \\
\hline \(\checkmark\) Sub-Panel Manager & \(\square\) 1st Level Supervisor & \(\checkmark\) 1st Level Supervisor EDIPI \\
\hline \(\checkmark\) 1st Level Supervisor Email & 1st Level Supervisor Organization & 1st Level Supervisor Organization Id \\
\hline \(\checkmark\) 2nd Level Supervisor & \(\checkmark\) 2nd Level Supervisor EDIPI & \(\checkmark\) 2nd Level Supervisor Email \\
\hline \(\square\) 2nd Level Supervisor & \(\checkmark\) 2nd Level Supervisor & \(\checkmark\) Functional Reviewer \\
\hline Organization & Organization Id & \(\checkmark\) AcqDemo Start Date \\
\hline \(\checkmark\) Start Date in Organization & \(\checkmark\) Position Start Date & \(\checkmark\) DCPDS Position Start Date \\
\hline \(\checkmark\) DCPDS Last Promoted & \(\checkmark\) DCPDS Opt-Out & \(\checkmark\) Home Organization \\
\hline Date & \(\checkmark\) Office Symbol & \(\checkmark\) Retained Pay Status \\
\hline \(\checkmark\) Presumptive Status & \(\checkmark\) HRSO Code & \(\checkmark\) Career Field \\
\hline \(\checkmark\) Career Path & \(\checkmark\) Broadband & \(\checkmark\) Occ Series \\
\hline \(\checkmark\) Can Be ACDP Approver & \(\checkmark\) Can Be Functional & \(\checkmark\) Can Be Guest Rater \\
\hline & Reviewer & \(\checkmark\) Acquisition Career Field \\
\hline \(\square\) Certification Level & \(\checkmark\) Certification Level & \(\checkmark\) Locality Code \\
\hline Required & Completed & \(\checkmark\) Locality Rate \\
\hline \(\checkmark\) Base Salary & \(\checkmark\) Control Point Salary & \(\square\) Control Point Score \\
\hline \(\square\) EOCS Upper & \(\square\) Expected OCS & \(\checkmark\) EOCS Lower \\
\hline \(\checkmark\) Guest Rater & \(\checkmark\) Mandatory Objectives & \(\checkmark\) Is ACDP \\
\hline \(\checkmark\) ACDP Start Date & \(\checkmark\) ACDP Target Career Path & ACDP Max Broadband Level \\
\hline \(\checkmark\) ACDP Target Occupational & \(\checkmark\) ACDP Developmental & \(\checkmark\) ACDP Associated PRD \\
\hline Series & Program & Numbers \\
\hline \(\checkmark\) ACDP PRD Number & \(\checkmark\) ACDP Approving Official & \(\checkmark\) Is Team Lead \\
\hline \(\square\) Differential Percent & \(\checkmark\) Differential Situation & \(\square\) Differential Date \\
\hline \(\checkmark\) Wildcard 1 & \(\checkmark\) Wildcard 2 & \(\checkmark\) Wildcard 3 \\
\hline \(\checkmark\) Wildcard 4 & \(\checkmark\) Wildcard 5 & \(\checkmark\) Wildcard 6 \\
\hline \(\checkmark\) Wildcard 7 & \(\checkmark\) Wildcard 8 & \(\checkmark\) Post Cycle Activity \\
\hline & & Cancel Continue \\
\hline
\end{tabular}
- After selecting the desired data options, you will be prompted to select the Pay Pool/Sub Pay Pool and additional filters for the report.


\section*{CAS2Net Administrator Reports - Employee Data}
- Current Settings Reports Employee Data - 87 Columns


Note: Fiscal Year Based Reports - Employee Data previous fiscal year(s) 57 Columns


PII - DO NOT DISTRIBUTE / CUI

\section*{CAS2Net Administrator Reports - Employee Data}

Select Employee Data Options
\(\square\) Presumptive Status
\(\square\) Career Path
\(\square\) Acquisition Functional Area
\(\square\) Can Be ACDP Approver
\(\square\) Locality Code
\(\square\) Control Point Salary
\(\square\) Expected OCS
\(\square\) Mandatory Objectives
\(\square\) ACDP Target Career Path
\(\square\) ACDP Developmental Program
\(\square\) ACDP Approving Official
\(\square\) Differential Percent
\(\square\) wildcard 1
\(\square\) Wildcard 4
\(\square\) Wildcard 7
\(\square\) Previous Cycle Data
\(\square\) Is Regional Pay Manager
\(\square\) Can Edit History
\(\square\) hrso code
\(\square\) Broadband
\(\square\) Acquisition Category Required
Can Be Functional Reviewer
\(\square\) Locality Rate
\(\square\) Control Point Score
\(\square\) eocs Lower
\(\square\) Is AcDP
\(\square\) ACDP Max Broadband Level
\(\square\) ACDP Associated PRD Numbers
\(\square\) Is Team Lead
\(\square\) Differential Situation
\(\square\) Wildcard 2
\(\square\) Wildcard 5
\(\square\) Wildcard 8
\(\square\) Is Demo Employee
\(\square\) is System Owner
\(\square\) is Bue
\(\square\) Career Field
\(\square\) Occ Series
\(\square\) Acquisition Category Completed
\(\square\) Can Be Guest Rater
Dementiontion
\(\square\) Base Salary
\(\square\) eocs Upper
\(\square\) Guest Rater
\(\square\) ACDP Start Date
\(\square\) ACDP Target Occupational Series
\(\square\) ACDP PRD Number
\(\square\) Differential Amount
\(\square\) Differential Date
\(\square\) Wildcard 3
\(\square\) Wildcard 6
\(\square\) Post Cycle Activity
\(\square\) Can Access CAS2Net
\(\square\) Can Impersonate Restricted Users
\(\square\) Midpoint Emp Target Date
\begin{tabular}{|c|l|}
\hline Update & Acquisition Functional Area \\
\hline \multirow{3}{*}{ Add } & Acquisition Category Required \\
\cline { 2 - 3 } & Acquisition Category Completed \\
\hline \multirow{3}{*}{ Remove } & Acquisition Career Field \\
\cline { 2 - 3 } & Certification Level Required \\
\cline { 2 - 3 } & Certification Level Completed \\
\hline
\end{tabular}

\section*{CAS2Net Administrator Reports - Roster Reports}

These reports are standard and cannot be customized:
- Employee Roster - Provides the user profile data including CAS2Net ID, Last Name, First Name, Pay Pool, Office Symbol, Presumptive Status, Base Salary, Locality Code, etc.
- Supervisor Roster - Provides the Employee Name and Email, Pay Pool, Office Symbol, and the name and email of their assigned Supervisor 1, Supervisor 2, Manager, and Sub-Panel Manager.
- Organization Roster - This report provides the Organization Name, Pay Pool Id, Organization Id, CAS2Net Id, AcqDemo User Count, and Non-AcqDemo User Count.
- Organization Role Roster - This report provides the users associated with the roles in the organization: administrator(s), super user(s), secondary manager(s) and manager(s).

\section*{CAS2Net Administrator Reports - Employee Roster}
- Employee Roster - Provides the user profile data including CAS2Net ID, Last Name, First Name, Pay Pool, Office Symbol, Presumptive Status, Base Salary, Locality Code, etc.


CAS2Net Administrator Reports - Employee Roster
- Employee Roster - 18 columns
- CAS2Net ID, Last Name, First Name, Middle Name, Suffix, EDIPI, Pay Pool, Office Symbol, Presumptive Status, Retain Pay, Career Path, Broadband Level, Occ Series, Base Salary (Basic Pay),Locality Code, HRSO Code, Previous OCS, Start Date


\section*{CAS2Net Administrator Reports - Supervisor Roster}
- Supervisor Roster - Provides the Employee Name and Email, Pay Pool, Office Symbol, and the name and email of their assigned Supervisor 1, Supervisor 2, Manager, and Sub-Panel Manager.


\section*{CAS2Net Administrator Reports - Supervisor Roster}
- Supervisor Roster - 12 columns
- Column Labels: Employee Name, Employee Email, Pay Pool, Office Symbol, Supervisor 1, Supervisor 1 Email, Supervisor 2, Supervisor 2 Email, Pay Pool Manager, Pay Pool Manager Email, Sub-Panel Manager, Sub-Panel Manager Email
\begin{tabular}{|c|c|c|c|c|c|c|c|c|c|c|c|c|c|}
\hline \(\triangle\) & A & B & C & D & E & F & G & H & I & J & K & L & \(\wedge\) \\
\hline 1 & Employee Name & Employee Email & Pay Pool & Office Symbol & Supenisor1 & Supenisor1 Email & Supenisor2 & Supenisor2 Email & Paypool Manager & Paypool Manager Email & Sub-Panel Manager & Sub-Panel Manager Email & \\
\hline 2 & ALA, BAMA & JERRY.LEE@DAU.EDU & 9000 & SP-4-Thursday & LEE, JERRY & JeRRY.LEE@DAU.EDU & & & DISTRICT, OF COLUMBIA & JeRry.LEE@DAU.EDU & MARY, LAND & JERRY.LEE@DAU.EDU & \\
\hline 3 & ALAS, KA & JERRY.LEE@DAU.EDU & 9000 & SP-1-Monday & LEE, JERRY & JeRRY.LEE@DAU.EDU & & & DISTRICT, OF COLUMBIA & Jerry.LEE@DAU.EDU & CALI, FORNIA & JERRY.LEE@DAU.EDU & \\
\hline 4 & AR, KANSAS & JERRY.LEE@DAU.EDU & 9000 & SP-3-Wednesday & LEE, JERRY & JeRry.LEE@DAU.EDU & & & DISTRICT, OF COLUMBIA & JeRry.LEE@DAU.EDU & LOUISI, ANA & Jerry.lee@dau.edu & \\
\hline 5 & ARI, ZONA & JERRY.LEE@DAU.EDU & 9000 & SP-1-Monday & LEE, JERRY & JeRry.LEE@DAU.EDU & & & DISTRICT, OF COLUMBIA & JeRry.LEE@DAU.EDU & CALI, FORNIA & Jerry.LEE@DAU.EDU & \\
\hline 6 & BIRD, BLU & JERRY.LEE@DAU.EDU & 900 & SP-2-Tuesday & LEE, JERRY & JERRY.LEE@DAU.EDU & & & DISTRICT, OF COLUMBIA & JERRY.LEE@DAU.EDU & NE, BRASKA & JERRY.LEE@DAU.EDU & \\
\hline 7 & CALI, FORNIA & JERRY.LEE@DAU.EDU & 9000 & Supervisors & LEE, JERRY & JeRRY.LEE@DAU.EDU & & & DISTRICT, OF COLUMBIA & JERRY.LEE@DAU.EDU & DISTRICT, OF COLUMBIA & JERRY.LEE@DAU.EDU & \\
\hline 8 & CHICKADEE, CAPPED & JERRY.LEE@DAU.EDU & 9000 & SP-3-Wednesday & LEE, JERRY & JERRY.LEE@DAU.EDU & & & DISTRICT, OF COLUMBIA & JERRY.LEE@DAU.EDU & LOUISI, ANA & JERRY.LEE@DAU.EDU & \\
\hline 9 & COLO, RADO & JERRY.LEE@DAU.EDU & 9000 & SP-2-Tuesday & LEE, JERRY & JeRRY.LEE@DAU.EDU & & & DISTRICT, OF COLUMBIA & JERRY.LEE@DAU.EDU & NE, BRASKA & JERRY.LEE@DAU.EDU & \\
\hline 10 & CON, NECTICUT & JERRY.LEE@DAU.EDU & 9000 & SP-5-Friday & LEE, JERRY & JeRRY.LEE@DAU.EDU & & & DISTRICT, OF COLUMBIA & JERRY.LEE@DAU.EDU & dela, ware & JERRY.LEE@DAU.EDU & \\
\hline 11 & dela, ware & JERRY.LEE@DAU.EDU & 9000 & Supervisors & LEE, JERRY & JeRry.LEE@DAU.EDU & & & DISTRICT, OF COLUMBIA & JERRY.LEE@DAU.EDU & DISTRICT, OF COLUMBIA & JERRY.LEE@DAU.EDU & \\
\hline 12 & FINCH, GOLD & JERRY.LEE@DAU.EDU & 9000 & SP-1-Monday & LEE, JERRY & JeRry.LEE@DAU.EDU & & & DISTRICT, OF COLUMBIA & JERRY.LEE@DAU.EDU & CALI, FORNIA & Jerry.LEE@DAU.EDU & \\
\hline 13 & FLOR, IDA & JERRY.LEE@DAU.EDU & 9000 & SP-4-Thursday & LEE, JERRY & JeRry.leE@dAu.Edu & & & DIITRICT, OF COLUMBIA & JERRY.LEE@DAU.EDU & MARY, LAND & Jerry.LEE@dau.edu & \\
\hline 14 & GEOR, GIA & JERRY.LEE@DAU.EDU & 9000 & SP-4-Thursday & LEE, JERRY & JeRry.LEE@DAU.EDU & & & DISTRICT, OF COLUMBIA & JERRY.LEE@DAU.EDU & MARY, LAND & Jerry.LEE@DAU.EDU & \\
\hline 15 & GRACKLE, COMMON & JERRY.LEE@DAU.EDU & 9000 & SP-1-Monday & LEE, JERRY & JeRRY.LEE@DAU.EDU & & & DISTRIIT, OF COLUMBIA & JERRY.LEE@DAU.EDU & CALI, FORNIA & Jerry.LEE@DAU.EDU & \\
\hline 16 & hawa, l'l & JERRY.LEE@DAU.EDU & 900 & SP-1-Monday & LEE, JERRY & JeRry.LEE@DAU.EDU & & & DIITRICT, OF COLUMBIA & JERRY.LEE@DAU.EDU & CALI, FORNIA & Jerry.LEE@dau.EDU & \\
\hline 17 & IDA, HO & JERRY.LEE@DAU.EDU & 9000 & SP-1-Monday & LEE, JERRY & JeRry.leE@dAu.Edu & & & DIITRICT, OF COLUMBIA & JERRY.LEE@DAU.EDU & CALI, FORNIA & JERRY.LEE@DAU.EDU & \\
\hline 18 & ILI, NoIs & JERRY.LEE@DAU.EDU & 9000 & SP-3-Wednesday & LEE, JERRY & JeRry.LEE@DAU.EDU & & & DIITRICT, OF COLUMBIA & JERRY.LEE@DAU.EDU & LOUISI, ANA & JERRY.LEE@DAU.EDU & \\
\hline 19 & diana & JERRY.LEE@DAU.EDU & 900 & SP-4-Thursday & LEE, JERRY & JeRRY.LEE@DAU.EDU & & & DISTRICT, OF COLUMBIA & JERRY.LEE@DAU.EDU & MARY, LAND & JERRY.LEE@DAU.EDU & \\
\hline 20 & 10, WA & JeRry.LEE@DAU.EDU & 9000 & SP-3-Wednesday & LEE, JERRY & JeRRY.LEE@DAU.EDU & & & DISTRICT, OF COLUMBIA & JERRY.LEE@DAU.EDU & LOUISI, ANA & JERRY.LEE@DAU.EDU & \\
\hline 21 & KAN, SAS & ERrY.LEE@dau.EDU & 9000 & SP-2-Tuesday & LEE, JERRY & JeRry.LEE@DAU.EDU & & & DIITRICT, OF COLUMBIA & JERRY.LEE@DAU.EDU & NE, BRASKA & JERRY.LEE@DAU.EDU & \\
\hline 22 & KEN, TUCKY & ERRY.LEE@DAU.EDU & 900 & SP-3-Wednesday & LEE, JERRY & JeRry.LEE@DAU.EDU & & & DISTRICT, OF COLUMBIA & JERRY.LEE@DAU.EDU & LOUISI, ANA & JERRY.LEE@DAU.EDU & \\
\hline 23 & USI, A & ERrY.LEE@DAU.EDU & 90 & upervisors & LEE, JERRY & JeRRY.LEE@DAU.EDU & & & DISTRICT, OF COLUMBIA & JeRry.lee@dau.edu & DIITRICT, OF COLUMBIA & Jerry.lee@dau.edu & \\
\hline 24 & MA & Jerry.LEE@DAU.EDU & 9000 & P-5-Friday & LEE, JERRY & JeRry.LEE@DAU.EDU & & & DISTRICT, OF COLUMBIA & JERRY.LEE@DAU.EDU & A, WARE & JERRY.LEE@DAU.EDU & \\
\hline 25 & MARY, LAND & JERRY.LEE@DAU.EDU & 9000 & Supervisors & LEE, JERRY & JeRry.LEE@DAU.EDU & & & DISTRICT, OF COLUMBIA & JERRY.LEE@DAU.EDU & DISTRICT, OF COLUMBIA & JERRY.LEE@DAU.EDU & \\
\hline 26 & MASSA, CHUSETTS & JERRY.LEE@DAU.EDU & 9000 & SP-5-Friday & LEE, JERRY & JeRry.leE@dau.Edu & & & DISTRICT, OF COLUMBIA & Jerry.lee@dau.edu & dela, ware & Jerry.LEE@DAU.EDU & \\
\hline 27 & MICHI, GAN & JERRY.LEE@DAU.EDU & 9000 & SP-4-Thursday & LEE, JERRY & JeRry.LEE@DAU.EDU & & & DISTRICT, OF COLUMBIA & JeRry.LEE@DAU.EDU & MARY, LAND & JeRry.LEE@DAU.EDU & \\
\hline 28 & MINNI, SOTA & JERRY.LEE@DAU.EDU & 9000 & SP-2-Tuesday & LEE, JERRY & JeRRY.LEE@DAU.EDU & & & DISTRICT, OF COLUMBIA & JeRry.LEE@DAU.EDU & NE, BRASKA & Jerry.LEE@DAU.EDU & \\
\hline 29 & MIS, SOURI & JERRY.LEE@DAU.EDU & 9000 & SP-3-Wednesday & LEE, JERRY & JeRRY.LEE@DAU.EDU & & & DISTRICT, OF COLUMBIA & JERRY.LEE@DAU.EDU & LOUISI, ANA & Jerry.LEE@DAU.EDU & \\
\hline 30 & MISSI, SSIPPI & JERRY.LEE@DAU.EDU & 9000 & SP-3-Wednesday & LEE, JERRY & JeRRY.LEE@DAU.EDU & & & DISTRICT, OF COLUMBIA & JeRry.LEE@DAU.EDU & LOUISI, ANA & Jerry.LEE@DAU.EDU & \\
\hline 31 & MON, TANA & JERRY.LEE@DAU.EDU & 9000 & SP-1-Monday & LEE, JERRY & JERRY.LEE@DAU.EDU & & & DISTRICT, OF COLUMBIA & JERRY.LEE@DAU.EDU & CALI, FORNIA & JERRY.LEE@DAU.EDU & \(\checkmark\) \\
\hline & Clas & cationLevel & ervisorR & ter \(\dagger\) & & & & & 4 & & & - & \\
\hline
\end{tabular}

\section*{CAS2Net Administrator Reports - Organization Roster}
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Current Setings Reports

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Quarterly ACDP Report

CCAS Results for Previous Years

Emplojee Data

Employee Roster

Supervisor Roster

Organization Roster

Organization Role Roster

\section*{User Roles}
- Organization Roster - This report provides the Organization Name, Pay Pool Id, Organization Id, CAS2Net Id, AcqDemo User Count, and NonAcqDemo User Count.

- Unable to create report. There may not be valid data for the selected criteria.

\section*{CAS2Net Administrator Reports - Organization Roster}
- Organization Roster - 7 columns
- Column Labels: Organization, Pay Pool ID, Organization ID, CAS2Net ID, AcqDemo User Count, Non-AcqDemo User Count


\section*{CAS2Net Administrator Reports - Organization Role Roster}
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Curent Setings Reports

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Quarterly ACDP Report

CCAS Results for Previous Years

Emplojee Data

Employee Roster

Supervisor Roster

Organization Roster

Organization Role Roster

User Roles
- Organization Role Roster - This report provides the users associated with the roles in the organization: administrator(s), super user(s), secondary manager(s) and manager(s).


CAS2Net Administrator Reports - Organization Role Roster
- Organization Role Roster - 8 columns
- Column Labels: Parent, Organization, Role, User Name, Phone Number, Extension, DSN, Email
\begin{tabular}{|c|c|c|c|c|c|c|c|c|c|}
\hline 4 & A & B & c & D & E & F & G & H & \(\wedge\) \\
\hline 1 & Parent & Organization & Role & User Name & Phone Number & Extension & DSN & Email & \\
\hline 2 & 9000-9000 Macro Free Pay Pool & 9000-Sp-Friday - 9000 Sub-Panel Friday & Manager & DELA, WARE & & & & JERRY.LEE@DAU.EDU & \\
\hline 3 & 9000-9000 Macro Free Pay Pool & 9000-Sp-Monday - 9009 Sub-Panel Monday & Manager & CALI, FORNIA & & & & JERRY.LEE@DAU.EDU & \\
\hline 4 & 9000-9000 Macro Free Pay Pool & \(9000-\) Sp-PPP Members - 9000 Sub-Panel Managers & Manager & DISTRICT, OF COLUMBIA & & & & JERRY.LEE@DAU.EDU & \\
\hline 5 & 9000-9000 Macro Free Pay Pool & 9000-Sp-Thursday - 9000 Sub-Panel Thursday & Manager & MARY, LAND & & & & JERRY.LEE@DAU.EDU & \\
\hline 6 & 9000-9000 Macro Free Pay Pool & 9000-Sp-Tuesday - 9000 Sub-Panel Tuesday & Manager & NE, BRASKA & & & & JERRY.LEE@DAU.EDU & \\
\hline 7 & 9000-9000 Macro Free Pay Pool & 9000-Sp-Wednesday - 9000 Sub-Panel Wednesday & Manager & LOUISI, ANA & & & & JERRY.LEE@DAU.EDU & \\
\hline 8 & AcqDemo - AcqDemo-PMO & 9000-9000 Macro Free Pay Pool & Manager & DISTRICT, OF COLUMBIA & & & & JERRY.LEE@DAU.EDU & \\
\hline 9 & AcqDemo - AcqDemo-PMO & 9000-9000 Macro Free Pay Pool & Secondary Manager & LEE, JERRY & 703-805-4421 & & & JERRY.LEE@DAU.EDU & \\
\hline 10 & AcqDemo - AcqDemo-PMO & 9000-9000 Macro Free Pay Pool & Super User & SUPER, USER MACRO-FREE & & & & JERRY.LEE@DAU.EDU & \\
\hline 11 & & & & & & & & & \\
\hline 12 & & & & & & & & & \\
\hline 13 & & & & & & & & & \\
\hline 14 & & & & & & & & & \\
\hline 15 & & & & & & & & & \\
\hline 16 & & & & & & & & & \\
\hline 17 & & & & & & & & & \\
\hline 18 & & & & & & & & & \\
\hline 19 & & & & & & & & & \\
\hline 20 & & & & & & & & & \\
\hline 21 & & & & & & & & & \(\checkmark\) \\
\hline & ClassificationLevel 0 & anizationRoleRoster \(\dagger\) & - & : 1 & & & & - & \\
\hline
\end{tabular}

CAS2Net Administrator Reports - User Role Report


Quarterly ACDP Report

CCAS Results for Previous Years

Emplojee Data

Employee Roster

Supervisor Roster

Organization Roster

Organization Role Roster

User Roles

Post Cyde Activity

Loss Report
- The User Role Report provides the User Role Assignments for the selected Pay Pool and/or Sub Pay Pool.


CAS2Net Administrator Reports - User Role Report
- User Role Report - 13 columns
- Column Labels: Last Name, First Name, Middle Name, Organization Code, Demo Employee, Supervisor, Team Lead, Regional Pay Manager, Functional Reviewer, ACDP Employee, ACDP Approver, Guest Rater, Additional Roles (Administrator, Super User, Primary Manager, Secondary Manager)
\begin{tabular}{|c|c|c|c|c|c|c|c|c|c|c|c|c|c|c|c|}
\hline 4 & A & B & c & D & E & F & G & H & 1 & 1 & K & L & M & & \(\triangle\) \\
\hline 1 & Last Name & First Name & Middle Name & Org Code & Demo Employee & Supervisor & Team Lead & \begin{tabular}{l}
Regional Pay \\
Manager
\end{tabular} & Functional Reviewer & ACDP Employee & \begin{tabular}{l}
ACDP \\
Approver
\end{tabular} & \begin{tabular}{l}
Guest \\
Rater
\end{tabular} & Roles & & \\
\hline 2 & DELA & WARE & & 9000 & Yes & Yes & No & No & No & No & No & No & 9000-Sp-Friday-Primary Manager & & \\
\hline 3 & MARY & LAND & & 9000-Sp-PPP Members & Yes & Yes & No & No & No & No & No & No & 9000-Sp-Thursday-Primary Manager & & \\
\hline 4 & CALI & FORNIA & & 9000-Sp-PPP Members & Yes & Yes & No & No & No & No & No & No & 9000-Sp-Monday-Primary Manager & & \\
\hline 5 & NE & BRASKA & & 9000-Sp-PPP Members & Yes & Yes & No & No & No & No & No & No & 9000-Sp-Tuesday-Primary Manager & & \\
\hline 6 & LOUISI & ANA & & 9000-Sp-PPP Members & Yes & Yes & No & No & No & No & No & No & 9000-Sp-Wednesday- Primary Manager & & \\
\hline 7 & SUPER & USER & MACRO-FREE & '9000 & No & No & No & No & No & No & No & No & 9000-Superuser & & \\
\hline 8 & DISTRICT & OF COLUMBIA & & '9000 & No & No & No & No & No & No & No & No & 9000-Primary Manager, 9000-Sp-PPP Members- Primary Manager & & \\
\hline 9 & ILLI & NOIS & & 9000-Sp-Wednesday & Yes & No & No & No & No & No & No & No & & & \\
\hline 10 & SOUTH & CAROLINA & & 9000-Sp-Thursday & Yes & No & No & No & No & No & No & No & & & \\
\hline 11 & NEW & HAMPSHIRE & & 9000-Sp-Friday & Yes & No & No & No & No & No & No & No & & & \\
\hline 12 & KAN & SAS & & 9000-Sp-Tuesday & Yes & No & No & No & No & No & No & No & & & \\
\hline 13 & MICHI & GAN & & 9000-Sp-Thursday & Yes & No & No & No & No & No & No & No & & & \\
\hline 14 & OKLA & HOMA & & 9000-Sp-Tuesday & Yes & No & No & No & No & No & No & No & & & \\
\hline 15 & TEX & AS & & 9000-Sp-Tuesday & Yes & No & No & No & No & No & No & No & & & \\
\hline 16 & 10 & WA & & 9000-Sp-Wednesday & Yes & No & No & No & No & No & No & No & & & \\
\hline 17 & NEV & ADA & & 9000-Sp-Monday & Yes & No & No & No & No & No & No & No & & & \\
\hline 18 & BIRD & BLU & & 9000-Sp-Tuesday & Yes & No & No & No & No & No & No & No & & & \\
\hline 19 & wYo & MING & & 9000-Sp-Tuesday & Yes & No & No & No & No & No & No & No & & & \\
\hline 20 & COLO & RADO & & 9000-Sp-Tuesday & Yes & No & No & No & No & No & No & No & & & \\
\hline 21 & NORTH & DAKOTA & & 9000-Sp-Tuesday & Yes & No & No & No & No & No & No & No & & & \\
\hline 22 & TEN & NESSEE & & 9000-Sp-Wednesday & Yes & No & No & No & No & No & No & No & & & \\
\hline 23 & WREN & CAROLINA & & 9000-Sp-Thursday & Yes & No & No & No & No & No & No & No & & & \\
\hline 24 & WARBLER & RUMPED & & 9000-Sp-Friday & Yes & No & No & No & No & No & No & No & & & \\
\hline 25 & ORE & GON & & 9000-Sp-Monday & Yes & No & No & No & No & Yes & No & No & & & \\
\hline 26 & MINNI & SOTA & & 9000-Sp-Tuesday & Yes & No & No & No & No & No & No & No & & & \(\checkmark\) \\
\hline & + & ClassificationLevel & UserRoles & \(\dagger\) & & & & & & \(\vdots 4\) & & & & - & \\
\hline
\end{tabular}

CAS2Net Administrator Reports - Post Cycle Activity
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Current Setings Reports

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Quarterly ACDP Report

CCAS Results for Previous Years

Emplojee Data

Employee Roster

Supenvisor Roster

Organization Roster

Organization Role Roster


Loss Report
- The Post Cycle Activity report provides recap of all user profiles with post cycle activities.
- Post Cycle activities are changes to the User Profiles after the end of the rating period to the last day of the final pay period for the calendar year, e.g., 1 Oct 2023 to 13 Jan 2024.


\section*{CAS2Net Administrator Reports - Post Cycle Activity Report}
- Post Cycle Activity report
- Six reports in the Post Cycle Activity Report

\section*{Classificationlevel Postcycleactivity Rateable Temp Perm Position ACDP ACDP_ Increase Retorsep}
- Classification

PII - DO NOT DISTRIBUTE / CUI
- Post Cycle Activity (summary of all post cycle activities)
\begin{tabular}{|c|c|c|c|c|c|c|c|c|}
\hline & A & B & C & D & E & F & G & H \\
\hline 1 & Edipi & Userld & LastName & FirstName & MiddleName & IsGain & IsLoss & HasTempProm \\
\hline 2 & & & & & & & & \\
\hline 3 & & & & & & & & \\
\hline
\end{tabular}
\begin{tabular}{|c|c|c|c|c|c|c|c|}
\hline \hline & I & J & K & L & M & N & O
\end{tabular}

\section*{CAS2Net Administrator Reports - Post Cycle Activity Report}
- Rateable Temp

- Perm Position
\begin{tabular}{|c|c|c|c|c|c|c|c|c|}
\hline 4 & A & B & C & D & E & F & G & H \\
\hline 1 & Edipi & Userld & LastName & FirstName & MiddleName & HasProm & HasDemo tion & \begin{tabular}{l}
Promotion \\
Demotion Pay
\end{tabular} \\
\hline 2 & & & & & & & & \\
\hline 3 & & & & & & & & \\
\hline
\end{tabular}
- ACDP

- ACDP Increase

- RetOrSep

\section*{CAS2Net Administrator Reports - Loss Report}
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Current Setings Reports

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-

Quarterly ACDP Report
CCAS Results for Previous Years

Employee Data
- The Loss Report provides user profiles that were archived after a selected date.
- Administrator must either select a date from the calendar icon enter a date in the Archived After box.

Employee Roster

Supenvisor Roster

Organization Roster

Organization Role Roster

User Roles

Post Cyde Activity


\section*{CAS2Net Administrator Reports - Loss Report}
- For example, Archived After 09-30-2022 (listed lowest to highest in Column E Pay Pool)

Loss Report

Archived After
09-30-2023 首

Downloading...
Please wait for download to begin
- Column C Loss Reason and Column D Loss Date


\section*{CAS2Net Administrator Reports - Loss Report}
- Another example, Archived After 04-30-2023

Loss Report

- If there were no user profile(s) archived after the selected date, CAS2Net will report
- Unable to create report. There may not be valid data for the selected criteria.

\section*{CAS2Net Administrator Reports - Loss Report}
- System Owners


Continue

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\section*{2024 Open Forum Schedule}
\(\checkmark 04\) January, 1 pm - 2:30pm ET: CCAS Pay Transactions
\(\checkmark 01\) February, 1pm - 2:30pm ET: CCAS Grievance, (T) Next Higher Official Process, and Archive/Transfer
\(\checkmark 07\) March, 1pm - 2:30pm ET: Assigning Mandatory Objectives, Mid-Point Review, Additional Feedback, and Closeout Assessment
\(\checkmark 04\) April, 1 pm - 2:30pm ET: Communicating with AcqDemo Program Office on CAS2Net and CCAS Issues
\(\checkmark 02\) May, 1pm - 2:30pm ET: Reports - FY-based Reports \& Current Settings Reports
- 06 June, 1pm - 2:30pm ET: Creating Sub-Organization Levels and Assigning Sub-Panel Managers, and User Role Assignments
- 11 July, 1pm - 2:30pm ET: Macro Free Sub Panel Spreadsheet and Compensation Management Spreadsheet (CMS) Introduction
- 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, CMS Online, and Macro-Free CMS)
- 12 September, 1pm - 2:30pm ET: Transfer, Archive and Post Cycle Activities
- 19 September, 1pm-2:30pm ET End of Cycle Checklist
- 26 September, 1pm-2:30pm ET: Sub Panel Spreadsheet and CMS (Offline, Online, and MacroFree)
- 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 (PPAT)
- 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

\title{
Open Forum Questions?
}

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