

# Job Aid – CAS2Net > Administrators

Assigned (User Profiles and Post-Cycle Data) and Previous Cycle Data

**Promotions, Temporary Promotions**  
**Fully Ratable Temporary Promotions**

# CCAS and Temporary Promotions

## Appendix H – Temporary Promotions Under CCAS

**1.1 Introduction.** This appendix provides updated guidance and processes for supervisory roles, CCAS appraisals, payouts, pay setting, and CAS2Net procedures involving temporary promotions.

### 1.2 Definitions

**1.2.1 Annual Assessment Cycle:** The annual assessment cycle runs from 1 October to 30 September of the next year.

**1.2.2 Annual Assessment Closeout Period:** The annual assessment closeout period immediately follows the annual assessment cycle and is defined as 1 October to the beginning date of the first full pay period in January (effective date of the payout).

**1.2.3 Fully Ratable Temporary Promotion:** A temporary promotion effective on or before 3 July and terminating after the effective date of a payout, i.e., the beginning of the first full pay period in January. NOTE: 5 Jan 2020 is the effective date of the payout for the FY19 CCAS rating period.

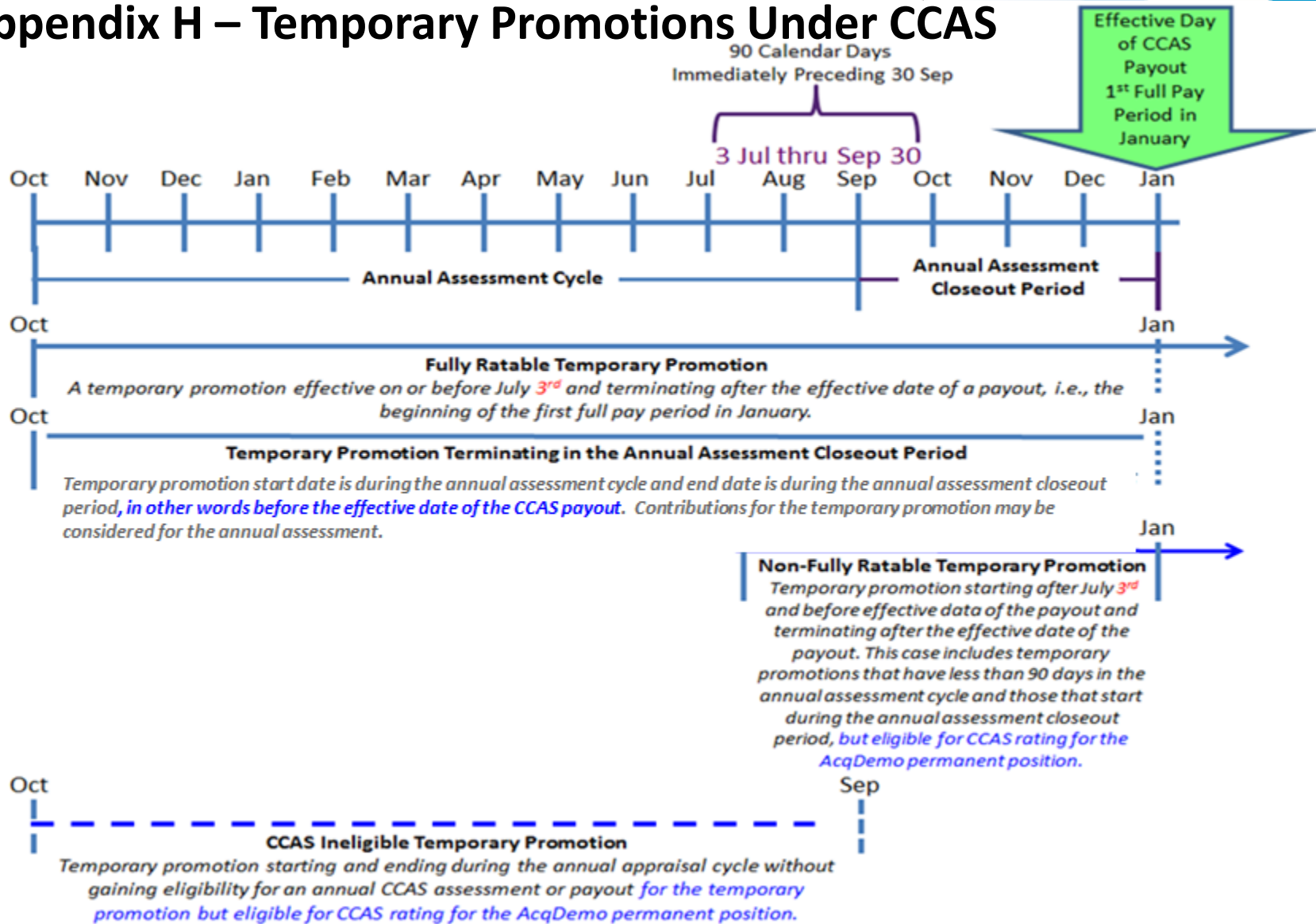
**1.2.4 Non-Fully Ratable Temporary Promotion:** Temporary promotion starting after July 3rd and before effective date of the payout and terminating after the effective date of the payout. This case includes temporary promotions that have less than 90 days in the annual assessment cycle immediately prior to the end of the rating period, i.e., close of business on September 30, and those that start during the annual assessment closeout period.

**1.2.5 Temporary Promotion Terminating in the Annual Assessment Closeout Period:** Temporary promotion start date is during the annual assessment cycle and end date is during the annual assessment closeout period.

**1.2.6 CCAS Ineligible Temporary Promotion:** Temporary promotion starting and ending during the annual appraisal cycle without gaining eligibility for an annual CCAS assessment or payout.

# Chapter 6, Contribution –Based Compensation and Appraisal System

## Appendix H – Temporary Promotions Under CCAS



# Promotions/Temporary Promotions > Post-Cycle Activity

User Profile - CONTRIBUTOR, JOE

General User Information Impersonate User

EDIPI	Prefix	First	Middle	Last	Suffix
1184783319		CHARLEY	C	GULAC	
Phone Number	Phone Ext	DSN			
Email	Title				
joe.contributor.civ@pmwidget.mil					
Can Access CAS2Net 2.0	Is Demo Employee	Is System Owner	Is Regional Manager	Is ACDP User	
No Yes	No Yes	No Yes	No Yes	No Yes	
Can Be Supervisor	Can Be Team Lead	Can Be Functional Reviewer	Can Edit User History	Can Impersonate Restricted Users	Can Be ACDP Approver
No Yes	No Yes	No Yes	No Yes	No Yes	No Yes

- Promotions with effective dates on or before 30 Sep, update **User Profile's General User Information**
- Promotions with effective dates on or after 1 Oct, update **User Profile's General User Information** **AND** complete the Post-Cycle Activity
- Temporary Promotions with effective dates on or before 3 Jul AND termination dates after 5 Jan, complete just the Post-Cycle Activity

**For non-promotion updates after 30 Sep, go to Administrator > Previous Cycle Data**

# Promotions/Temporary Promotions > Post-Cycle Activity

User Profile - CONTRIBUTOR, JOE

General User Information

Organization Information Refresh Contribution Plan Transfer User Supervisor 1 History

AcqDemo Start Date: 11-26-2017 📅 Start Date in Organization: 11-26-2017 📅

Career Path NH - Business Management and Technical Managem... x	Broadband Level II x	Occupational Series 0301 - MISCELLANEOUS ADMINISTRATION AND P... x
Acquisition Career Field Select Option	Certification Level Required Select Option	Certification Level Completed Select Option
Organization Level (Pay Pool / Sub-Panel) FO - FO Sub Pay Pool Panel x	Office Symbol AcqDemo	HRSO AS - FORT BELVOIR FT BELVOIR VA 22060 x
Supervisor 1 <input type="checkbox"/> Matrix Lund, Ilsa x	Supervisor 2 <input type="checkbox"/> Matrix Select Option	Functional Reviewer <input type="checkbox"/> Matrix Select Option
Pay Pool Manager Poe, Nathaniel	Email nathaniel.poe.civ@pmwidget	Phone Number
Sub-Panel Manager Poe, Nathaniel	Email nathaniel.poe.civ@pmwidget	Phone Number

- Promotions with effective dates on or before 30 Sep, update **User Profile's Organization Information**
- Promotions with effective dates on or after 1 Oct, update **User Profile's Organization Information** **AND** complete the Post-Cycle Activity
- Temporary Promotions with effective dates on or before 3 Jul AND termination dates after 5 Jan, complete just the Post-Cycle Activity

***For non-promotion updates after 30 Sep, go to Administrator > Previous Cycle Data***

# Promotions/Temporary Promotions > Post-Cycle Activity

User Profile - CONTRIBUTOR, JOE

General User Information

Organization Information [Refresh Contribution Plan](#) [Transfer User](#) [Supervisor 1 History](#)

Salary Information

Retained Pay Status:  No  Yes

Allow Over Control Point:  No  Yes

Presumptive Status:

Control Point Salary:

Basic Pay:

Locality:

Locality Rate:

- Promotions with effective dates on or before 30 Sep, update **User Profile's Salary Information**
- Promotions with effective dates on or after 1 Oct, update **User Profile's Salary Information** **AND** complete the Post-Cycle Activity
- Temporary Promotions with effective dates on or before 3 Jul AND termination dates after 5 Jan, complete just the Post-Cycle Activity

***For non-promotion updates after 30 Sep, go to Administrator > Previous Cycle Data***

# Promotions/Temporary Promotions > Post-Cycle Activity

User Profile - CONTRIBUTOR, JOE

General User Information

Organization Information Refresh Contribution Plan Transfer User Supervisor 1 History

Salary Information

Other User Information

Organization Roles

Trusted Agents

Post-Cycle Activity Archive Cancel Save

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- **ONLY FOR** Permanent promotions with effective dates on or after 1 Oct, update User Profile's General User Information, Organization Information, Salary Information, Other User Information (if needed), Organization Roles (if needed), Trusted Agents (if needed) **AND** complete the Post-Cycle Activity
- Temporary Promotions with effective dates on or before 3 Jul AND termination dates after 5 Jan, complete just the Post-Cycle Activity

# Promotions/Temporary Promotions > Post-Cycle Activity

All promotions with effective dates on or after 1 Oct and beyond 5 Jan 2020 or change to lower band level or ACDP basis pay increase effective on or after 1 Oct, complete the Post-Cycle Activity

1. Select Post-Cycle Activity (Promotion or Temporary Promotion or Change to Lower Band Level or ACDP)
2. Select Start Date of post-cycle activity
3. Enter New Basic Pay
4. Enter/Select Career Path
5. Select Broadband Level
6. Select Occupational Series
7. Click Save

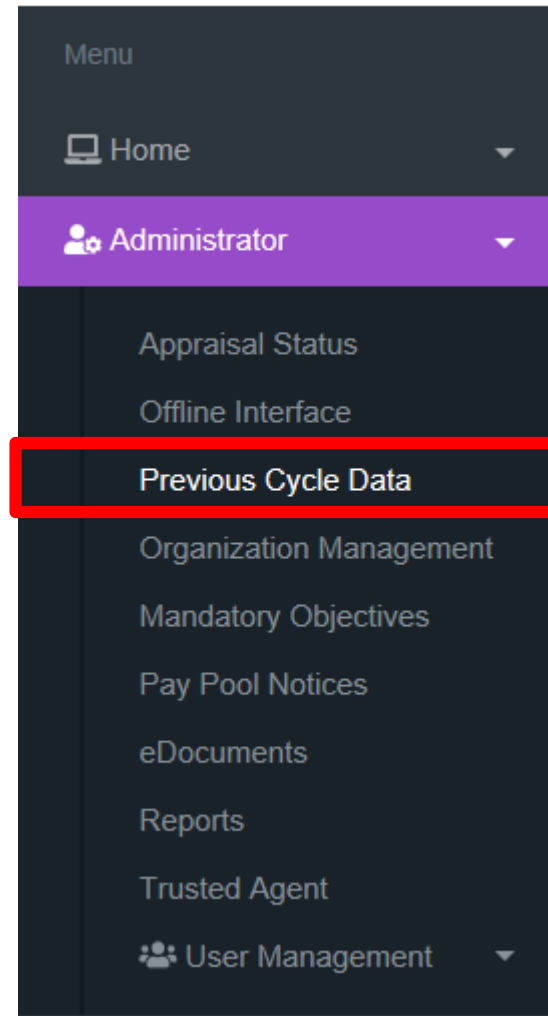
If the Post-Cycle Activity is a Temporary Promotion, Administrators will see three additional fields for POC information. These POC fields should be filled for temporary promotion external to the pay pool/organization. The POC information should be that of the parent Administrator.



# CAS2Net > Administrator > Previous Cycle Data

*If update is after 30 Sep, go to Administrator > Previous Cycle Data*

Previous Cycle Data allows Administrators to update the “2019 Cycle Data for Employee” due to discrepancy reports and with permanent promotions on or after 1 Oct, and temporary promotions with effective date before 3 Jul and a termination dates after 5 Jan 2020,(the effective date of the FY2019 CCAS payouts)



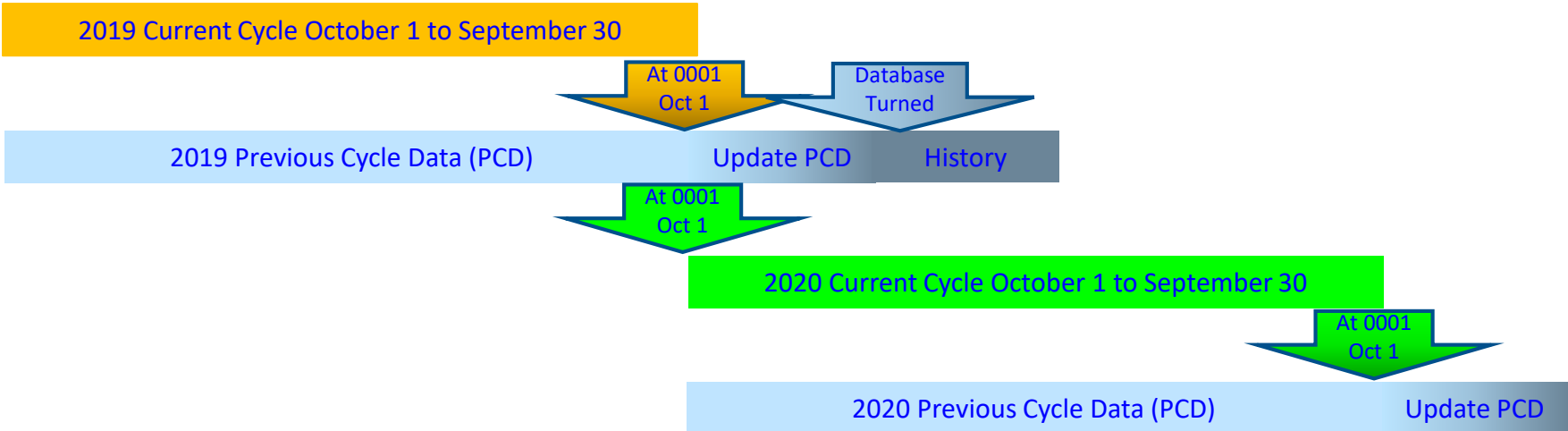
# Explanation of Previous Cycle Data

Current Cycle is October 1, 2018, to September 30, 2019.

On October 1, 2019, when the Cycle that ended on September 30, 2019, it becomes the Previous Cycle and the new cycle starting on October 1 becomes the Current Cycle.

After September 30, the Previous Cycle Data due to discrepancies can still be updated by the Administrators as well as maintaining and creating new Current Cycle Data.

Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec



# CAS2Net > Administrator > Previous Cycle Data

## List Users for Previous Cycle 1 Oct 2018 to 30 Sep 2019

- Use Previous Cycle Data when you need to correct or update an User Profile due to the discrepancy reports
- Use Assigned Users when you need to update an User Profile for permanent promotion/demotion with effective dates on or before 30 September and temporary promotions on or before 3 Jul with termination dates after 5 Jan 2020

**List Users for Previous Cycle**

Previous Cycle Employees

Show 25 entries

Name	Email	Pay Pool	Pay Pool Manager	Sub-Panel	Sub-Panel Manager
ABDELNOUR, JOSEPH R	IRENE.RINCON@HCI.MIL	PP90909 - TRAINING/TESTING PAY POOL	JEFFREY UNDERWOOD	PP90909-SP2 - TRAINING SUB-PANEL 2	RICK BLAINE
ACIR, CHARLES M	JEROLD.LEE@HCI.MIL	PP90909 - TRAINING/TESTING PAY POOL	JEFFREY UNDERWOOD	PP90909-SP1 - TRAINING PAY POOL-SP1	ILSA LUND
ADMINSTRATOR, AHMED	JEROLD.LEE@HCI.MIL	PP90909 - TRAINING/TESTING PAY POOL	JEFFREY UNDERWOOD	PP90909-SP1 - TRAINING PAY POOL-SP1	ILSA LUND
ALLEN, CAROL A	JEROLD.LEE@HCI.MIL	PP90909 - TRAINING/TESTING PAY POOL	JEFFREY UNDERWOOD	PP90909-SP1 - TRAINING PAY POOL-SP1	ILSA LUND
ARGENT, MICHAEL R	IRENE.RINCON@HCI.MIL	PP90909 - TRAINING/TESTING PAY POOL	JEFFREY UNDERWOOD	PP90909-SP2 - TRAINING SUB-PANEL 2	RICK BLAINE
BAKER, AMBER R	JEROLD.LEE@HCI.MIL	PP90909 - TRAINING/TESTING PAY POOL	JEFFREY UNDERWOOD	PP90909-SP1 - TRAINING PAY POOL-SP1	ILSA LUND
BLAINE, RICK	JEROLD.LEE@HCI.MIL	PP90909 - TRAINING/TESTING PAY POOL	JEFFREY UNDERWOOD	PP90909 - TRAINING/TESTING PAY POOL	JEFFREY UNDERWOOD
BOSSIO, GEOFFREY R	JEROLD.LEE@HCI.MIL	PP90909 - TRAINING/TESTING PAY POOL	JEFFREY UNDERWOOD	PP90909-SP2 - TRAINING SUB-PANEL 2	RICK BLAINE
BROOKS, STEVEN M	IRENE.RINCON@HCI.MIL	PP90909 - TRAINING/TESTING PAY POOL	JEFFREY UNDERWOOD	PP90909-SP2 - TRAINING SUB-PANEL 2	RICK BLAINE
BROOM, WILLIAM G	JEROLD.LEE@HCI.MIL	PP90909 - TRAINING/TESTING PAY POOL	JEFFREY UNDERWOOD	PP90909-SP2 - TRAINING SUB-PANEL 2	RICK BLAINE
BROWNER, MINNIE	JEROLD.LEE@HCI.MIL	PP90909 - TRAINING/TESTING PAY POOL	JEFFREY UNDERWOOD	PP90909-SP2 - TRAINING SUB-PANEL 2	RICK BLAINE

## List Assigned Users

1 Oct 2019 to 30 Sep 2020

- Go to User Management to add new User joining 1 October or later
- Go to User Management to update an User Profile due to promotion/demotion effective 1 October or later then click and complete Post-Cycle Activity
- Go to User Management to update or add new User joining 1 October or later due to discrepancy reports

**List Assigned Users**

Assigned Employees

Show 25 entries

Impersonate	Select	Name	Email	Pay Pool	Pay Pool Manager	Organization Level / Sub-Panel	Supervisor 1
	<input type="checkbox"/>	ABDELNOUR, JOSEPH R	IRENE.RINCON@HCI.MIL	PP90909 - Training/Testing Pay Pool	JEFFREY UNDERWOOD	PP90909-SP2 - Training Sub-Panel 2	RICK BLAINE
	<input type="checkbox"/>	ACIR, CHARLES M	JEROLD.LEE@HCI.MIL	PP90909 - Training/Testing Pay Pool	JEFFREY UNDERWOOD	PP90909-SP1 - Training Pay Pool-SP1	ILSA LUND
<input type="checkbox"/>	<input type="checkbox"/>	ADMINSTRATOR, AHMED	JEROLD.LEE@HCI.MIL	PP90909 - Training/Testing Pay Pool	JEFFREY UNDERWOOD	PP90909-SP1 - Training Pay Pool-SP1	ILSA LUND
	<input type="checkbox"/>	ALLEN, CAROL A	JEROLD.LEE@HCI.MIL	PP90909 - Training/Testing Pay Pool	JEFFREY UNDERWOOD	PP90909-SP1 - Training Pay Pool-SP1	ILSA LUND
	<input type="checkbox"/>	ARGENT, MICHAEL R	IRENE.RINCON@HCI.MIL	PP90909 - Training/Testing Pay Pool	JEFFREY UNDERWOOD	PP90909-SP2 - Training Sub-Panel 2	RICK BLAINE
	<input type="checkbox"/>	BAKER, AMBER R	JEROLD.LEE@HCI.MIL	PP90909 - Training/Testing Pay Pool	JEFFREY UNDERWOOD	PP90909-SP1 - Training Pay Pool-SP1	ILSA LUND
<input type="checkbox"/>	<input type="checkbox"/>	BLAINE, RICK	JEROLD.LEE@HCI.MIL	PP90909 - Training/Testing Pay Pool	JEFFREY UNDERWOOD	PP90909 - Training/Testing Pay Pool	JEFFREY UNDERWOOD

# CAS2Net > Administrator > Previous Cycle Data

“Previous Cycle Data” panel has the following:

1. Name
2. Email
3. Pay Pool
4. Pay Pool Manager
5. Sub-Panel
6. Sub-Panel Manager

*Previous Cycle is 1 Oct 2018 to 30 Sep 2019*

Menu

- Home
- Administrator
- Appraisal Status
- Previous Cycle Data
- Organization Management
- Mandatory Objectives
- Pay Pool Notices
- eDocuments
- Reports
- Trusted Agent
- User Management

  - Assigned
  - Transfers
  - Archived/Unassigned
  - Replace Supervisor 1
  - Replace Supervisor 2
  - Replace Functional Reviewer
  - Bulk Add

### List Users for Previous Cycle

Previous Cycle Employees
Reset Data Table

Show 1 2 items
2
3
4
5
6

Name	Email	Pay Pool	Pay Pool Manager	Sub-Panel	Sub-Panel Manager
ABDELNOUR, JOSEPH R	IRENE.RINCON@HCI.MIL	PP90909 - TRAINING/TESTING PAY POOL	JEFFREY UNDERWOOD	PP90909-SP2 - TRAINING SUB-PANEL 2	RICK BLAINE
ACIR, CHARLES M	JEROLD.LEE@HCI.MIL	PP90909 - TRAINING/TESTING PAY POOL	JEFFREY UNDERWOOD	PP90909-SP1 - TRAINING PAY POOL-SP1	ILSA LUND
ADMINSTRATOR, AHMED	JEROLD.LEE@HCI.MIL	PP90909 - TRAINING/TESTING PAY POOL	JEFFREY UNDERWOOD	PP90909-SP1 - TRAINING PAY POOL-SP1	ILSA LUND
ALLEN, CAROL A	JEROLD.LEE@HCI.MIL	PP90909 - TRAINING/TESTING PAY POOL	JEFFREY UNDERWOOD	PP90909-SP1 - TRAINING PAY POOL-SP1	ILSA LUND
ARGENT, MICHAEL R	IRENE.RINCON@HCI.MIL	PP90909 - TRAINING/TESTING PAY POOL	JEFFREY UNDERWOOD	PP90909-SP2 - TRAINING SUB-PANEL 2	RICK BLAINE
BAKER, AMBER R	JEROLD.LEE@HCI.MIL	PP90909 - TRAINING/TESTING PAY POOL	JEFFREY UNDERWOOD	PP90909-SP1 - TRAINING PAY POOL-SP1	ILSA LUND
BLAINE, RICK	JEROLD.LEE@HCI.MIL	PP90909 - TRAINING/TESTING PAY POOL	JEFFREY UNDERWOOD	PP90909 - TRAINING/TESTING PAY POOL	JEFFREY UNDERWOOD
BOSSIO, GEOFFREY R	JEROLD.LEE@HCI.MIL	PP90909 - TRAINING/TESTING PAY POOL	JEFFREY UNDERWOOD	PP90909-SP2 - TRAINING SUB-PANEL 2	RICK BLAINE
BROOKS, STEVEN M	IRENE.RINCON@HCI.MIL	PP90909 - TRAINING/TESTING PAY POOL	JEFFREY UNDERWOOD	PP90909-SP2 - TRAINING SUB-PANEL 2	RICK BLAINE
BROOM, WILLIAM G	JEROLD.LEE@HCI.MIL	PP90909 - TRAINING/TESTING PAY POOL	JEFFREY UNDERWOOD	PP90909-SP2 - TRAINING SUB-PANEL 2	RICK BLAINE
BROWNER, MINNIE	JEROLD.LEE@HCI.MIL	PP90909 - TRAINING/TESTING PAY POOL	JEFFREY UNDERWOOD	PP90909-SP2 - TRAINING SUB-PANEL 2	RICK BLAINE

Click on row to open profile

# CAS2Net > Administrator > Previous Cycle Data

**2019 Cycle Data for  
1 Oct 2018 to 30 Sep 2019**

**Panels:**

- General User Information
- Organization Information
- Salary Information
- Rating Information
- Other User Information

Can Delete

Not Available:

- Impersonate User
- Transfer User
- Supervisor 1 History

**2020 User Profile  
1 Oct 2019 to 30 Sep 2020**

**Panels:**

- General User Information
- Organization Information
- Salary Information
- Other User Information
- Organization Roles
- Trusted Agents

Can Impersonate, Transfer

Available:

- Post- Cycle Activity
- Archive

# CAS2Net > Administrator > Previous Cycle Data 2019 Cycle Data for Employee

- Data fields that can be updated

2019 Cycle Data for CONTRIBUTOR, JOE

**General User Information**

CAS2Net ID	First	Middle	Last	Suffix
919999	JOE		CONTRIBUTOR	

**Organization Information**

Pay Pool	Sub Panel	Office Symbol	AcqDemo Start Date
99999 - PM WIDGET	PMW-A	PPP	06-12-2017
Career Path	Broadband Level	Occupational Series	
NH - Business Management and Techni...	III	0343 - MANAGEMENT AND PROGRA...	
Supervisor 1 <input type="checkbox"/> Matrix	Presumptive Status		
Blaine, Rick	Select Option		

# CAS2Net > Administrator > Previous Cycle Data 2019 Cycle Data for Employee

- Data fields that can be updated
- Data fields populated from CMS upload

2019 Cycle Data for CONTRIBUTOR, JOE

General User Information

Organization Information

Salary Information

Retained Pay Status No Yes	Allow Over 20% No Yes	CA Override No Yes	CRI Override No Yes	CRI Rollover 1	
Starting Base Pay (2019) \$ 89,491	Locality DCB - Wash... X	Locality Rate 29.32 %	New Base Pay (2020) \$ 92,305	Control Point Salary \$	Allow Over Control Point No Yes
Discretionary G \$	Discretionary CRI \$	Discretionary CA \$			
Differential Effective Date Date	Differential Percent %	Differential Amount \$			

- Data fields auto-populated by CAS2Net calculations based on Locality and Cash Differential Percent

# CAS2Net > Administrator > Previous Cycle Data 2019 Cycle Data for Employee

- ❑ Data fields auto-populated from History (2018)
- ❑ Data fields auto-populated from CMS upload

Menu

- Home
- System Owner
- Regional Pay Manager
- Administrator
- Appraisal Status
- Offline Interface
- Previous Cycle Data
- Organization Management
- Mandatory Objectives
- Pay Pool Notices
- eDocuments
- Reports
- Trusted Agent
- User Management

## 2019 Cycle Data for CONTRIBUTOR, JOE

General User Information

Organization Information

Salary Information

Rating Information

2018 OCS	2018 ROR	2019 OCS	2019 Expected OCS	2019 ROR	2019 Average Rating
78	3	78	78	3	3

Job Achievement and/or Innovation	Communication and/or Teamwork	Mission Support
<p>Category Score</p> <input type="text" value="3M"/> <p>Numeric Score</p> <input type="text" value="78"/> <p>Weight</p> <input type="text" value="1"/> <p>PAQL</p> <input type="text" value="3"/>	<p>Category Score</p> <input type="text" value="3M"/> <p>Numeric Score</p> <input type="text" value="78"/> <p>Weight</p> <input type="text" value="1"/> <p>PAQL</p> <input type="text" value="3"/>	<p>Category Score</p> <input type="text" value="3M"/> <p>Numeric Score</p> <input type="text" value="78"/> <p>Weight</p> <input type="text" value="1"/> <p>PAQL</p> <input type="text" value="3"/>



# CAS2Net > Administrator > Previous Cycle Data 2019 Cycle Data for Employee

- Data fields can be manually entered or auto-populated from CMS
- Any filled data fields will be replaced with upload from CMS

2019 Cycle Data for CONTRIBUTOR, JOE

General User Information

Organization Information

Salary Information

Rating Information

Other User Information

Wildcard 1

Wildcard 2

Wildcard 3

Wildcard 4

Wildcard 5

Wildcard 6

Wildcard 7

Wildcard 8

Second Signature

Part 1 Remarks

Cancel Save Delete

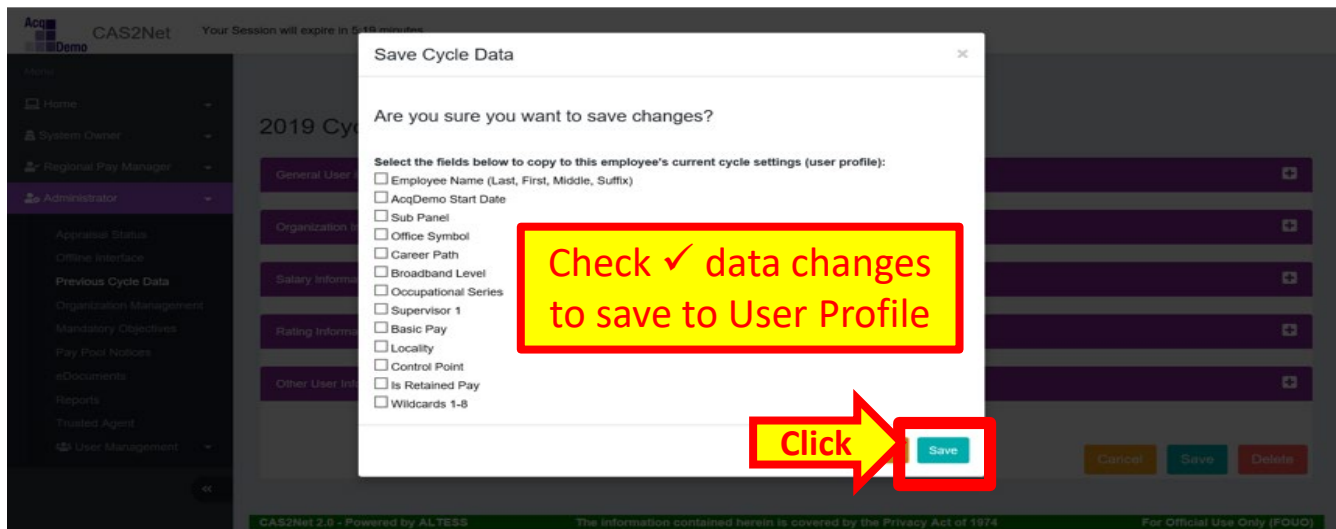
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# CAS2Net > Administrator > Previous Cycle Data 2019 Cycle Data for Employee

To save changes, click "Save"



Administrator will see a pop-up "Save Cycle Data" asking what previous cycle data changes to save to the current User Profile



# Promotions/Temporary Promotions > Post-Cycle Activity

Menu

- Home
- System Owner
- Regional Pay Manager
- Administrator**
- Appraisal Status
- Offline Interface
- Previous Cycle Data**
- Organization Management

## 2019 Cycle Data for CONTRIBUTOR, JOE

**General User Information**

CAS2Net ID: 209567

First: CHARLEY

Middle: C

Last: GULAC

Suffix:

**Organization Information**

Pay Pool: 99999 - PM WIDGET

Sub Panel: PMW-A

Office Symbol: AcqDemo

AcqDemo Start Date: 11-26-2017

Career Path: NH - Business Management and Techni...

Broadband Level: II

Occupational Series: 0301 - MISCELLANEOUS ADMINISTR...

Supervisor 1  Matrix: LUND, RLSA

Presumptive Status: Select Option

Do Not Update “2019 Cycle Data” for employee with permanent promotion on or after 1 Oct. **Update User Profile and** complete Post-Cycle Activity in the User Profile.

Do not update “2019 Cycle Data” for employees with temporary promotions with effective date before 3 Jul and a termination date before 5 Jan 2020,(the effective date of the FY2019 CCAS payouts)

**Other User Information**

Cancel Save Delete

# CAS2Net and Spreadsheets Questions - Issues – Problems

ALTESS Service Desk

24 / 7 /365

[usarmy.radford.peo-eis.other.service-desk@mail.mil](mailto:usarmy.radford.peo-eis.other.service-desk@mail.mil)

or

1-800-981-3234