

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.

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Middle

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

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General User Information					
Organization Information			Refr	esh Contribution Plan 1 Transfer User 1 Hi	istory
AcqDemo Start Date	Start Date in Organization				
11-26-2017	11-26-2017				
Career Path		Broadband Level		Occupational Series	
NH - Business Management a	nd Technical Managem	x - II	×-	0301 - MISCELLANEOUS ADMINISTRATION AND F	
Acquisition Career Field		Certification Level Required		Certification Level Completed	
Select Option		* Select Option	*	Select Option	
Organization Level (Pay Pool / Sub	-Panel)	Office Symbol		HRSO	
FO - FO Sub Pay Pool Panel		X - AcqDemo		AS - FORT BELVOIR FT BELVOIR VA 22060	×
Supervisor 1 🗌 Matrix		Supervisor 2 Matrix		Functional Reviewer Matrix	
Lund, Ilsa		× Select Option	τ.	Select Option	
Pay Pool Manager Poe, Nathaniel		Email nathaniel.poe.civ@pmwidget		Phone Number	
Sub-Panel Manager		Email		Phone Number	

- Promotions with effective dates <u>on or before 30 Sep</u>, update User Profile's Organization Information
- Promotions with effective dates <u>on or after 1 Oct</u>, update User Profile's Organization Information <u>AND</u> 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

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Use	r Profile - CO	NTRIBUTOR, JOE		
Gene	eral User Information			٠
Orga	nization Information			Refresh Contribution Plan 0 Transfer User 0 Supervisor 1 History 0
Salar	ry Information			
Reta	p Yes	Allow Over Control Point No Yes	Control Bolist School	
Se	elect Option	*	\$	
Basi	c Pay	Locality	Locality Rate	
\$	66,333	DCB - Wash DC/Bal × •	29.32 %	

- Promotions with effective dates <u>on or before 30 Sep</u>, update User Profile's Salary Information
- Promotions with effective dates <u>on or after 1 Oct</u>, update User Profile's Salary Information <u>AND</u> 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

User Profile - CONTRIBUTOR, JOE		
General User Information		0
Organization Information	Refres	h Contribution Plan 0 Transfer User 0 Supervisor 1 History 0 🗗
Salary Information		0
Other User Information		0
Organization Roles		•
Trusted Agents		0
		Post-Cycle Activity Archive Cancel Save
CAS2Net 2.0 - Powered by ALTESS	The information contained herein is covered by the Privacy Act of 1974	For Official Use Only (FOUO)

- <u>ONLY FOR</u> Permanent promotions with effective dates <u>on or after 1 Oct</u>, update User Profile's General User Information, Organization Information, Salary Information, Other User Information (if needed), Organization Roles (if needed), Trusted Agents (if needed) <u>AND</u> 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

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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.

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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)

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20	Administrator -
	Appraisal Status
	Offline Interface
	Previous Cycle Data
	Organization Management
	Mandatory Objectives
	Pay Pool Notices
	eDocuments
	Reports
	Trusted Agent
	🚢 User Management 🛛 🔻

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



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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 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

ome 👻	List Users for Previous Cycle										
dministrator -	Previous Cycle Employees					Reset Data Table 🗢 🖃					
Appraisal Status	Show 25 V entries										
Previous Cycle Data	Name	Email \$	Pay Pool	Pay Pool Manager	Sub-Panel	Sub-Panel Manager					
landatory Objectives	ABDELNOUR, JOSEPH R	IRENE.RINCON@HCI.MIL	PP90909 - TRAINING/TESTING PAY POOL	JEFFREY UNDERWOOD	PP90909-SP2 - TRAINING SUB-PANEL 2	RICK BLAINE					
Documents	ACIR, CHARLES M	JEROLD.LEE@HCI.MIL	PP90909 - TRAINING/TESTING PAY POOL	JEFFREY UNDERWOOD	PP90909-SP1 - TRAINING PAY POOL-SP1	ILSA LUND					
eports	ADMINSTRATOR, AHMED	JEROLD.LEE@HCI.MIL	PP90909 - TRAINING/TESTING PAY POOL	JEFFREY UNDERWOOD	PP90909-SP1 - TRAINING PAY POOL-SP1	ILSA LUND					
usted Agent	ALLEN, CAROL A			REY UNDERWOOD	PP90909-SP1 - TRAINING PAY POOL-SP1	ILSA LUND					
User Management Assigned		ick on row	/ to open profile	REY UNDERWOOD	PP90909-SP2 - TRAINING SUB-PANEL 2	RICK BLAINE					
Transfers	BAKER, AMBER R	JEROLD.LEE@HCI.MIL	PP90909 - TRAINING/TESTING PAY POOL	JEFFREY UNDERWOOD	PP90909-SP1 - TRAINING PAY POOL-SP1	ILSA LUND					
Archived/Unassigned	BLAINE, RICK	JEROLD.LEE@HCI.MIL	PP90909 - TRAINING/TESTING PAY POOL	JEFFREY UNDERWOOD	PP90909 - TRAINING/TESTING PAY POOL	JEFFREY UNDERWOOD					
Replace Supervisor 1	BOSSIO, GEOFFREY R	JEROLD.LEE@HCI.MIL	PP90909 - TRAINING/TESTING PAY POOL	JEFFREY UNDERWOOD	PP90909-SP2 - TRAINING SUB-PANEL 2	RICK BLAINE					
Replace Supervisor 2	BROOKS, STEVEN M	IRENE.RINCON@HCI.MIL	PP90909 - TRAINING/TESTING PAY POOL	JEFFREY UNDERWOOD	PP90909-SP2 - TRAINING SUB-PANEL 2	RICK BLAINE					
Reviewer	BROOM, WILLIAM G	JEROLD.LEE@HCI.MIL	PP90909 - TRAINING/TESTING PAY POOL	JEFFREY UNDERWOOD	PP90909-SP2 - TRAINING SUB-PANEL 2	RICK BLAINE					
Bulk Add	BROWNER MINNIE	JEROLD LEE@HCLMI	PP90909 - TRAINING/TESTING PAY POOL	JEFEREY UNDERWOOD	PRODOCO SP2 TRAINING SUR PANEL 2	RICK PLAINE					

	List Assigne	ed Users	S					
-	Assigned Employees	;					Reset Data Ta	ible 🗢 🛛 Add User 🕀
isal Status	Show 25 V	entries				-	Search:	
Interface us Cycle Data ization Management	Impersonate	Select	Name 🔺	Email $ elimits$	Pay Pool 90909	Pay Pool Manager	Organization Level / Sub- Panel	Supervisor 1
tory Objectives ol Notices	8		ABDELNOUR, JOSEPH R	IRENE.RINCON@HCI.MIL	PP90909 - Training/Testing Pay Pool	JEFFREY UNDERWOOD	PP90909-SP2 - Training Sub- Panel 2	RICK BLAINE
ments s	8		ACIR, CHARLES M	JEROLD.LEE@HCI.MIL	PP90909 - Training/Testing Pay Pool	JEFFREY UNDERWOOD	PP90909-SP1 - Training Pay Pool-SP1	ILSA LUND
l Agent			ADMINSTRATOR, AHMED	JEROLD.LEE@HCI.MIL	PP90909 - Training/Testing Pay Pool	JEFFREY UNDERWOOD	PP90909-SP1 - Training Pay Pool-SP1	ILSA LUND
ssigned	8		ALLEN, CAROL A	JEROLD.LEE@HCI.MIL	PP90909 - Training/Testing Pay Pool	JEFFREY UNDERWOOD	PP90909-SP1 - Training Pay Pool-SP1	ILSA LUND
chived/Unassigned			ARGENT, MICHAEL R	IRENE.RINCON@HCI.MIL	PP90909 - Training/Testing Pay Pool	JEFFREY UNDERWOOD	PP90909-SP2 - Training Sub- Panel 2	RICK BLAINE
place Supervisor 2 place Functional	8		BAKER, AMBER R	JEROLD.LEE@HCI.MIL	PP90909 - Training/Testing Pay Pool	JEFFREY UNDERWOOD	PP90909-SP1 - Training Pay Pool-SP1	ILSA LUND
viewer Ik Add	8		BLAINE, RICK	JEROLD.LEE@HCI.MIL	PP90909 - Training/Testing Pay Pool	JEFFREY UNDERWOOD	PP90909 - Training/Testing Pay Pool	JEFFREY UNDERWOOD

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"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

	List Llaars for Drov	viewe Cycele				
🖵 Home 🗸 🗸	LIST USERS IOF FIE	nous Cycle				
🚑 Administrator 🚽	Previous Cycle Employees					Reset Data Table 🗢 🗧
Appraisal Status	Show 2 1 ies	(2)	3	(4)	5 Search	6
Previous Cycle Data	Name	Email	Pay Pool	Pay Pool Manager	Sub-Panel	Sub-Panel Manager
Organization management		÷	÷	Ŷ	Ŷ	÷
Mandatory Objectives	ABDELNOUR, JOSEPH R	IRENE.RINCON@HCI.MIL	PP90909 - TRAINING/TESTING PAY POOL	JEFFREY UNDERWOOD	PP90909-SP2 - TRAINING SUB-PANEL 2	RICK BLAINE
Pay Pool Notices	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		PP90909-SP1 - TRAINING PAY POOL-SP1	ILSA LUND
Trusted Agent	ALLEN, CAROL A	JEROLD.LEE@HCI.MIL	Click on row to c	pen profile	PP90909-SP1 - TRAINING PAY POOL-SP1	ILSA LUND
🛎 User Management 🔹	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
Replace Supervisor 1 Replace Supervisor 2	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
Reviewer Bulk Add	BROOM, WILLIAM G	JEROLD.LEE@HCI.MIL	PP90909 - TRAINING/TESTING PAY POOL	JEFFREY UNDERWOOD	PP90909-SP2 - TRAINING SUB-PANEL 2	RICK BLAINE
Duik Adu			PRODO TRAINING/TESTING PAY POOL		PRODOC SP2 TRAINING SUR RANEL 2	

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2019 Cycle Data for	Merez	
1 Oct 2018 to 30 Sen 2019	D Home +	
Develop	2	2019 Cycle Data for CONTRIBUTOR, JOE
Panels:	2. Administrator +	
General User Information	Appraisal Status	General User Information
Organization Information		
Salary Information	Previous Cycle Data	Organization Information
Deting Information		
Rating information	Mandatory Objectives	Salary Information
Other User Information	Pay Pool Notices	
	eDocuments	Rating Information
Can Delete	Trusted Agent	
Net Avellebler	🖶 User Management 👻	Other User Information
Not Available:		
Impersonate User	& Employee -	
Transfer User	(a	Cancel Save Delete
Supervisor 1 History		
Supervisor 1 History		
2020 User Profile 1 Oct 2019 to 30 Sep 2020 Panels:	Morei Home - Administrator -	User Profile - CONTRIBUTOR, JOE
2020 User Profile 1 Oct 2019 to 30 Sep 2020 Panels: General User Information	Morei Home - Administrator - Appraisal Status	User Profile - CONTRIBUTOR, JOE General User Information
2020 User Profile 1 Oct 2019 to 30 Sep 2020 Panels: General User Information Organization Information	Morsy I Home Apprecial Status Office Interface Province Code Data	User Profile - CONTRIBUTOR, JOE General User Information Impersonate User ©
2020 User Profile 1 Oct 2019 to 30 Sep 2020 Panels: General User Information Organization Information	Morey Home Appristal Status Othine Interface Previous Cycle Data Organization Management	User Profile - CONTRIBUTOR, JOE General User Information Impersonatic User Corganization Information
2020 User Profile 1 Oct 2019 to 30 Sep 2020 Panels: General User Information Organization Information Salary Information	Mores Home Appraisal Status Office Interface Previous Cycle Data Organization Management Mandatory Objectives	User Profile - CONTRIBUTOR, JOE General User Information Impersonate User Corganization Information Corganization Information Corganization Information Corganization Information Corganization Corga
2020 User Profile 1 Oct 2019 to 30 Sep 2020 Panels: General User Information Organization Information Salary Information Other User Information	Mores Home Home Appreisal Status Office Interface Previous Cycle Data Organization Management Mandatory Objectives Pay Pool Notices	User Profile - CONTRIBUTOR, JOE General User Information Information Supervisor 1 History C Organization Information Supervisor 1 History C Salary Information C
2020 User Profile 1 Oct 2019 to 30 Sep 2020 Panels: General User Information Organization Information Salary Information Other User Information Organization Roles	Morray Home Apprainal Status Offine Interface Previous Cycle Data Organization Management Mandatory Objectives Pay Pool Notices eDocuments	User Profile - CONTRIBUTOR, JOE General User Information Information Information Information Information Information Information
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	Morray I Home Appraisal Status Offine Interface Previous Cycle Data Organization Management Mandatory Objectives Pay Pool Notices eDocuments Reports	User Profile - CONTRIBUTOR, JOE General User Information Information Information Supervisor 1 History C
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	Morry Home Appraisal Status Appraisal Status Offine Interface Previous Cycle Data Organization Management Mandatory Objectives Pay Pool Notices eDocuments Reports Tutated Agent	User Profile - CONTRIBUTOR, JOE General User Information Information Information Supervisor 1 History • • • Salary Information • • • • • • • • • • • • • • • • • • •
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2020 User Profile 1 Oct 2019 to 30 Sep 2020 Panels: General User Information Organization Information Salary Information Other User Information Other User Information Organization Roles Trusted Agents Can Impersonate, Transfer Available: Post- Cycle Activity Archive	Morrer Home Appraisal Status Appraisal Status Ottine Interface Previous Cycle Data Organization Management Mandatory Objectives Pay Pool Notices eDocuments Reports Tutated Apent Tutated Apent Assigned Actived/Unassigned Replace Supervisor 1 Replace Supervisor 2	User Profile - CONTRIBUTOR, JOE General User Information Informati

• Data fields that can be updated

Administrator	-	General User Information				
Appraisal Status Offline Interface		CAS2Net ID	First	Middle	Last Suff	ix
Previous Cycle Data		919999	JOE		CONTRIBUTOR	
Mandatory Objectives Pay Pool Notices		Organization Information		,		_
eDocuments		Pay Pool	Sub Panel	Office Symbol	cqDemo Start Date	
Reports Trusted Agent		99999 - PM WIDGET 👻	PMW-A ×▼	PPP	06-12-2017	
Reports Trusted Agent		99999 - PM WIDGET *	PMW-A X*	Broadband Level O	06-12-2017	

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Data fields that can be updatedData fields populated from CMS upload

Menu	201	19 Cycle Data	a for CONTRIBU	TOR, JOE			
Home Administrator	Ge	neral User Information					0
Appraisal Status Offline Interface	Org	ganization Information					Ð
Previous Cycle Data	Sal	ary Information					=
Pay Pool Notices Pay Pool Notices eDocuments Reports Trusted Agent	Re	tained Pay Status No Yes Inting Base Pay (2019) \$ 89,491	Allow Over 20% No Yes Locality DCB - Wash X •	CA Override No Yes Locality Rate 29.32 %	CRI Override No Yes New Base Pay (2020) \$ 92,305	CRI Rollover 1 Control Point Salary \$	Allow Over Control Point No Yes
& Employee	- Dis	cretionary G		Discretionary CRI \$		Discretionary CA \$	
	«	Differential Effective Date	Differential Percent	Differential Amount			

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

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Data fields auto-populated from History (2018)

Data fields auto-populated from CMS upload

Menu	2019 Cycle	Data for CONTR	IBUTOR, JOE			
🖵 Home 👻	General User Informa	General User Information				
	Organization Information					Đ
2. Administrator	Salary Information					
Appraisal Status Offline Interface	Rating Information					۵
Previous Cycle Data Organization Management	2018 OCS 78	2018 ROR 3	2019 OCS 78	2019 Expected OCS 78	2019 ROR 3	2019 Average Rating 3
Mandatory Objectives Pay Pool Notices eDocuments	Job Achievement and/or Innovation Category Score 3M Numeric Score 78		Communication and/or Teamwork Category Score 3M Numeric Score 78		Mission Support Category Score 3M Numeric Score 78	
Trusted Agent						
*	Weight 1		Weight १		Weight 1	
	PAQL 3		PAQL 3		PAQL 3	

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

Menu	2019 Cycle Data f	or CONTRIBUTOR, JOE				
🖵 Home 👻	General User Information			•		
🛓 Administrator 🗸 🗸	Organization Information			Ŧ		
Appraisal Status				-		
Offline Interface	Salary Information	Salary Information				
Previous Cycle Data	Rating Information			•		
Organization Management						
Mandatory Objectives	Other User Information					
Pay Pool Notices						
eDocuments	Wildcard 1	Wildcard 2	Wildcard 3	Wildcard 4		
Reports						
Trusted Agent	Wildcard 5	Wildcard 6	Wildcard 7	Wildcard 8		
🚢 User Management 👻						
	Second Signature	Part 1 Remarks				
🛛 Employee 🗸 👻						
«						
				Cancel Save Delete		
	CAS2Net 2.0 - Powered by ALTES	S The information cont	ained herein is covered by the Privacy Act o	f 1974 For Official Use Only (FOUO)		

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



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Menu		2019 Cycle Data for CONTRIBUTOR, JOE					
🖵 Home	•	General User Information					
a System Owner	-	CAS2Net ID 209567	First	C	GULAC	Suffix	
占 Regional Pay Manager	•	Organization Information				-	
Administrator	•	Crganization mornation					
Appraieal Statue		99999 - PM WIDGET +	Sub Panel	Office Symbol AcqDemo	AcqDemo Start Date		
Appraisar Status							
Offline Interface		Career Path		Broadband Level	Occupational Series		
Previous Cycle Data		NH - Business Management and Techni X *		II X*	0301 - MISCELLANEOUS ADM	NISTR × *	
Organization Manageme	nt	LUND, ILSA	× *	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
	Other User Information

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CAS2Net and Spreadsheets Questions - Issues – Problems

ALTESS Service Desk

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usarmy.radford.peo-eis.other.service-desk@mail.mil

or 1-800-981-3234 Acq