

Issue Date: October 3, 2019

Topic: Post-Cycle - Archiving CAS2Net User Profile.

Discussion: When an AcqDemo employee leaves AcqDemo because of reassignment/promotion to a non-AcqDemo position, resigned, or retired. The employee's User Profile must be removed from the list of assigned users. This removal action in CAS2Net is an "Archive" action. Archiving a User Profile should be completed as soon as the Administrator is made aware of the movement of the employee out of AcqDemo. With the October 1, 2019, activation of the Previous Cycle Data module in CAS2Net, the following instruction is provided on how to archive a User Profile for movement out of AcqDemo before and after October 1.

Action: To archive a User Profile with an end date of 29 Sep or earlier, do the following:

1. Go to Administrator > User Management > Assigned
2. Click on row of user profile to archive
3. Click "Archive" at bottom of User Profile
4. Enter Loss Date (Note: the loss date must be 29 Sep or earlier.)
5. Enter Loss Reason
6. Click "Save"
7. User Profile removed from List Assigned Users
8. Go to Administrator > Previous Cycle Data
9. Verify record is no longer included in List Users for Previous Cycle

NOTE: If the User Profile was archived in error, go to Administrator > User Management > Archived/Unassigned to retrieve the unassigned user.

1. Click on the unassigned record
2. In Organization Information panel, select Organization Level (Pay Pool / Sub-Panel)
3. Review and update record
4. Click "Un-Archive"
5. Pop-up: Un-Archive Employee – Are you sure you want to un-archive this employee?
6. Click "Yes"
7. Pop-up: Action Result! The data you submitted has been saved.
8. Go to Administrator > User Management > Assigned
9. Click on row of user to open
10. In General User Information, review data fields and toggle "Is Demo Employee" to "Yes"
11. In Organization Information, review/update data fields and select Supervisor 1, and if applicable Supervisor 2/Functional Reviewer
12. Complete Salary Information if applicable
13. Complete Other User Information if applicable

14. Complete Organization Roles if applicable
15. Complete Trusted Agent if applicable
16. Click "Save"
17. Pop-up: Action Result! The data you submitted has been saved.
18. If applicable, click "Add to Previous Cycle Data"

Action: To archive a User Profile with end date of 1 Oct or later, do the following:

1. Go to Administrator > User Management > Assigned
2. Click on row of user profile to archive
3. Click "Archive" at bottom of User Profile
4. Enter Loss Date (Note: the loss date must be 1 Oct or later)
5. Enter Loss Reason
6. Click "Save"
7. User Profile removed from List Assigned Users
8. **DO NOT DELETE Previous Cycle Data record**
9. Go to Administrator > Previous Cycle Data to ensure previous cycle data record is there

Note: If you have any questions please email the AcqDemo Program Office,
AcqDemo.Contact@hci.mil