



Pay Pool Administrator Advisory

2020-02 **Component/Group**

Issue Date: January 6, 2020

Topic: Release and eSigning the 2019 CCAS Annual Assessments

Actions:

1. In accordance with component/group/pay pool business rules, Administrators release the 2019 CCAS annual assessments to the supervisors.
2. Supervisors review annual assessments, complete Supervisor 1 Approval tab, sign and release to employees.

NEW SIMPLIFIED RELEASE AND eSIGNING PROCESS FOR BOTH SUPERVISORS AND EMPLOYEES

Timeline:

8:00 AM Eastern Time on 6 January 2020, all pay pools validated and declared completed by the Program Office, and the annual assessments are now available for release by the Administrators.

It is strongly encouraged that supervisors and employees review and eSign the annual assessments NLT than COB 31 January 2020.

Job Aids: The following job aids are posted to Pay Pool Notices and to the AcqDemo website <https://acqdemo.hci.mil/training.html#cas2netJA>.

Job Aid – Administrators: CAS2Net Releasing Annual Assessments

Job Aid – Supervisor: CAS2Net Releasing/eSigning Annual Assessments

Job Aid – Employee: CAS2Net eSigning Annual Assessments

Text Instructions are at page 2 of this Advisory.

Note: If you have any questions, please contact your local AcqDemo POC or Component POC first and if the issue is system-related, email the AcqDemo Program Office, AcqDemo.Contact@hci.mil.

Text Instructions for Supervisors:

- Step 1. Open CAS2Net at <https://cas2net.army.mil>.
- Step 2. Under Supervisor Menu, select Annual Assessments.
- Step 3. Select employee (must do each employee separately).
- Step 4. Review Factor assessments and scores (categorical, numeric and performance).
- Step 5. Click on Supervisor 1 Approval tab.
- Step 6. Select Method of Communication.
- Step 7. Select Date of Communication.
- Step 8. Check box Communicated By to auto-populate supervisor's name.
- Step 9. Click Save.
- Step 10. Click Sign and Release to Employee.
- Step 11. Dialogue Message, click Yes to confirm you want to sign and release annual assessment to the employee.

CAS2Net will email employee that annual assessment is ready for employee to sign.

To view the eSigned annual assessment, select Reports > Salary Appraisal Form > Select sections to view, > select Employee > click Continue > click Continue > click Open.

Example of eSignature: MUNRO.CORA.ELIZABETH.0010010010 9 January 2020

Text Instructions for Employees:

- Step 1. Open CAS2Net at <https://cas2net.army.mil>.
- Step 2. Under Employee Menu, select Annual Assessments.
- Step 3. Review Factor assessments and scores (categorical, numeric and performance).
- Step 4. Scroll down, click Sign.
- Step 5. Dialogue Message, click Yes to confirm you want to sign the annual assessment. Signing the annual appraisal does not imply your consent or agreement with the result of the assessment. Signing is only to acknowledge receipt of the annual appraisal.

To view the eSigned annual assessment, select Reports > Salary Appraisal Form > Wait for download > click Open.

Example of eSignature: CONTRIBUTOR.JOE.0010010050 9 January 2020