



# CAS2Net Administrator Advisory

2021 - 7

Issue Date: 19 January 2021

**Topic:** CAS2Net Grievance Module: Salary Appraisal Form Hot Fix

**Discussion:** The CAS2Net Grievance Module is being used by pay pools and decisions have been rendered by pay pool managers. A bug was discovered with the Salary Appraisal Forms not displaying all the approved adjustments. A hot fix was released into production on 19 January 21 implementing the below changes:

When a manager approves a grievance, the corrected Salary Appraisal Form:

1. Removes signatures for supervisor and employees.
2. Updates scores and narratives as appropriate for the grievance.
3. Allows CAS2Net Administrators to print a draft updated Salary Appraisal Form to validate the changes before releasing the grievance to the employee.
  - **NOTE:** Administrators will then need to communicate with the supervisor to Sign and Release the Annual Assessment to employee.

**Action:** Please inform all Administrators they can release the manager's grievance decision as the above hot fix has been released into production on Tuesday, 19 January 2021.

**NOTE:** If the Manager approved the grievance before this change went into effect, the signatures will still remain on the Salary Appraisal Form. If you run into this you can send the PMO and email to have these signatures removed for the Supervisor and Employee to sign the updated Annual Assessment.

**Note:** If you have any question, please email the AcqDemo Program Office, [AcqDemo.Contact@hci.mil](mailto:AcqDemo.Contact@hci.mil).