CAS2Net - Bulk Update for Superusers

Supervisor and Team Lead
Cash Differential

Control Points
(Salary or OCS)
Administrator > User Management

- Open Organization Management
- Open Organization Details Panel

- If Pay Pool is using the Supervisor and Team Lead Cash Differential, “Can Set Cash Differential” toggle must be set at “Yes”
- If Pay Pool has no control points, “Control Point By OCS” toggle must be set at “No”
- If Pay Pool has salary control points, “Control Point By OCS” toggle must be set at “No”
- If Pay Pool has OCS control points, “Control Point By OCS” toggle must be set at “Yes”
Administrator > User Management
Supervisor and Team Lead Cash Differential and Control Point by OCS/Salary

Two options to update CAS2Net with the Supervisor and Team Lead Cash Differential and/or Control Points

Option 1: Update each User Profile authorized a cash differential and/or has a control point by OCS or salary

Option 2: Update all User Profiles authorized the cash differential and/or has a control point by OCS or salary
Administrator > User Management Supervisor and Team Lead Cash Differential and Control Point by OCS/Salary

Option 1: Update each User Profile authorized a cash differential and/or control point

1. For the Cash Differential ensure User is either a Team Lead or a Supervisor (any User may have a control point)
2. For Control Point, enter salary control point
   Or OCS control point if toggled in Organization Details)
3. For Cash Differential, click drop down
Administrator > User Management
Supervisor and Team Lead Cash Differential

Option 1: Update each User Profile authorized a cash differential

3. Cash Differential
   Select one of three situations
   • Organization Level and Scope
   • Extremely Difficult to Fill
   • Pay Inequity

4. Select Date  
5. Enter Percent  
6. Differential Amount – Automatic Calculation on Basic Pay

http://acqdemo.hci.mil
Administrator > User Management > Bulk Update
Supervisor and Team Lead Cash Differential

Option 2: Update all User Profiles authorized the cash differential and/or control point, go to User Management, select Bulk Update.

1. User Management
2. Bulk Update
3. Click User Bulk Update Template File
4. Click Save As
Administrator > User Management > Bulk Update Supervisor and Team Lead Cash Differential
Administrator > User Management > Bulk Update Supervisor and Team Lead Cash Differential

Click then select CAS2NetUserUpdateImport
Administrator > User Management > Bulk Update 
Supervisor and Team Lead Cash Differential

1. Must enter EDIPI

2. If Supervisor, enter “Yes” or If Team Lead, enter “Yes”

3. Enter 1, 2, or 3 for cash differential situation

4. Enter Percent 
   Team Lead capped at 5%
   Supervisor capped at 10%

5. Enter effective date
Administrator > User Management > Bulk Update Control Points

1. Must enter EDIPI

<table>
<thead>
<tr>
<th>A</th>
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<td>Cannot Be Updated</td>
<td>1 = YES</td>
</tr>
</tbody>
</table>

2. If Salary Control Point, use Column AE then enter dollar value for each listed EDIPI or If OCS Control Point, use Column AF then enter OCS value for each listed EDIPI
Administrator > User Management > Bulk Update

**Example:** Supervisor and Team Lead Cash Differential and OCS Control Points

If Pay Pool is using Cash Differential **and** OCS Control Points

- Go to Organization Management
- Review Organization Details Panel and ensure
  - “Control Point By OCS” toggled to “Yes”
  - “Can Set Cash Differential” toggled to “Yes”
Administrator > User Management > Bulk Update

**Example:** Supervisor and Team Lead Cash Differential and Salary Control Points

- With toggles for “Can Set Cash Differential” and “Control Point By OCS” set to “Yes”
- User Profiles can be updated with the cash differential and control point
Administrator > User Management > Bulk Update

How to get the EDIPI’s

- Go to Reports > Current Setting Reports
- Click “Employee Data”

1. Click
2. Click
3. Check EDIPI
4. Click
5. Check
6. Click
7. Click
8. Employee Data with EDIPI

Select Employee Data Options

- Include Only Demo Employees (otherwise, all users)
- Select to Include:
  - Check All
  - Check EDIPI
  - Employee Name
  - CAS2Net ID#
  - Email Address
  - Can Be Supervisor (Current Only)
  - Pay Pool Manager
  - Sub-Panel Manager
  - 1st Level Supervisor
  - 2nd Level Supervisor
  - 1st Level Supervisor EDIPI
  - 1st Level Supervisor Email
  - 1st Level Supervisor Email (Current Only)
  - 2nd Level Supervisor EDIPI
  - 2nd Level Supervisor Email
  - 2nd Level Supervisor Email (Current Only)
  - AcqDemo Start Date
  - Start Date in Organization
  - Home Organization
  - Office Symbol
  - Retained Pay Status
  - Presumptive Status
  - HRSD Code
  - Career Path
  - Broadband
  - Occ Series

Download... Please wait for download to begin!
Administrator > User Management > Bulk Update

Note:

- Row 2 has the descriptive requirement for each column data entry and is a guide to complete the Bulk Update Template
- Not all columns need to be completed

- But after completing the Bulk Update Template, you must delete the descriptive Row 2 for a successful import
Administrator > User Management > Bulk Update

**Example:** Supervisor and Team Lead Cash Differential and OCS Control Points

1. Enter EDIPI
2. Enter OCS Control Points
3. Enter Situation, Percent and Effective Date
Administrator > User Management > Bulk Update

**Example:** Supervisor and Team Lead Cash Differential and OCS Control Points

- After completing the Bulk Update Template, save
Administrator > User Management > Bulk Update

**Example:** Supervisor and Team Lead Cash Differential and OCS Control Points

- To upload Bulk Update Template

![Image of User Import - Add page](http://acqdemo.hci.mil)
Administrator > User Management > Bulk Update

**Example:** Supervisor and Team Lead Cash Differential and OCS Control Points

1. Select
2. Click
3. Click
Administrator > User Management > Bulk Update

**Example:** Supervisor and Team Lead Cash Differential and OCS Control Points
Administrator > User Management > Bulk Update

**Example:** Supervisor and Team Lead Cash Differential and OCS Control Points

User Profiles Updated with Cash Differential
- Situation
- Effective Date
- Percent
- Amount

Control Point
- OCS
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