# CAS2Net and CCAS Open Forum

**Thursday**
**11 July 2024**
**1:00 PM Eastern Time**

**Topic: Live Demonstration of Macro-Free CMS**

TEAMS Meeting Link
Meeting ID: 231 024 528 524
Passcode: SMZdLr
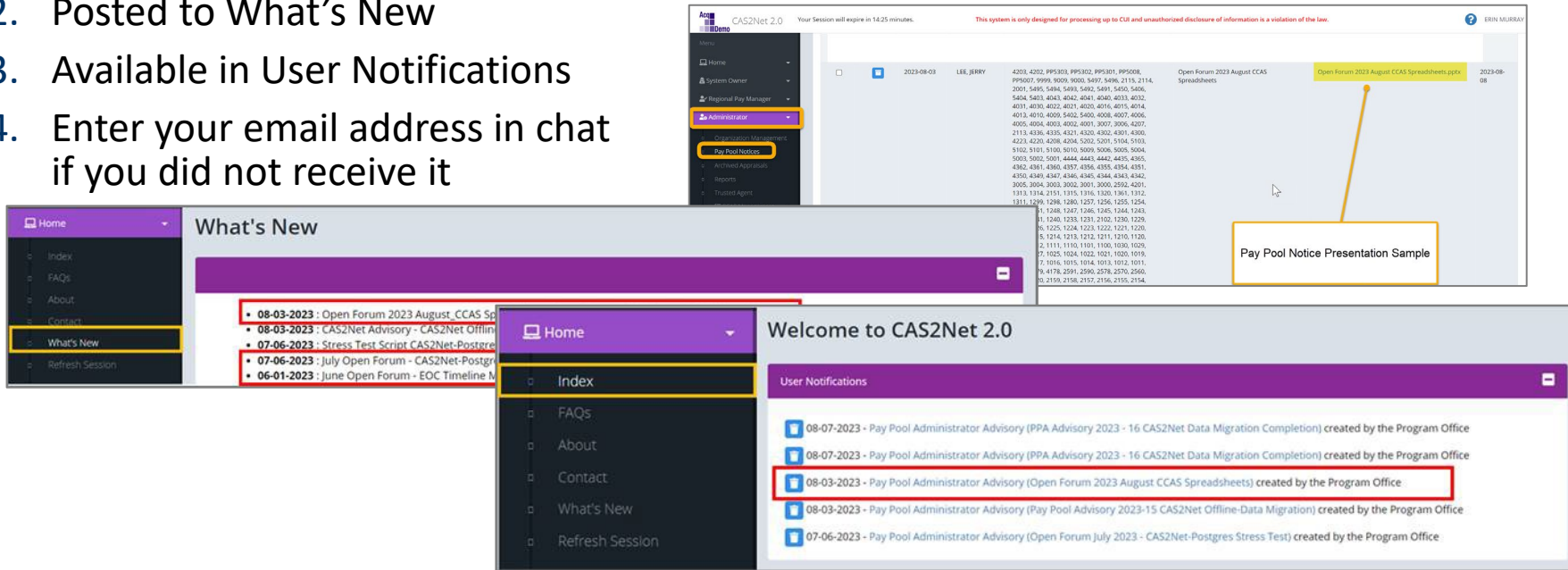
Meeting Call in Information
+1 571-403-9146
Phone Conference ID: 989 870 18#

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# Housekeeping Items

1. Presentations are sent in advance through the CAS2Net Pay Pool Notices
2. Posted to What's New
3. Available in User Notifications
4. Enter your email address in chat if you did not receive it



5. Please remember to "Mute" your phone to prevent any background noise and additional feedback.
6. All Open Forum Sessions will be recorded
7. Each recorded session will be posted to the AcqDemo website (including presentation slides) at https://acqdemo.hci.mil/training.html#cas2netOpenForums

# CAS2Net and CCAS Open Forum

**Thursday**
**6 June 2024**
**1:00 PM Eastern Time**

**Topic:  Live Demonstration of Macro-Free CMS**

**Version 27 June 2024**

# CCAS Pay Pool Spreadsheets

For the 2024 CCAS Pay pool process, we will have the

       Macro-Enabled Spreadsheets:
- Sub-Panel Meeting Spreadsheet
- Compensation Management Spreadsheet (CMS)
- Pay Pool Analysis Tool (PPAT)

       CAS2Net Online Spreadsheets
- Sub-Panel Meeting
- CMS Online

     **NEW** Macro-Free Spreadsheets
- Macro-Free Sub-Panel Spreadsheet
- Macro-Free CMS

Either the Macro-Enabled CMS or the Macro-Free CMS may be used for the final upload.

# FY24 End of Cycle Timeline



Tuesday 1 Oct 2024

- CAS2Net activates end-of-cycle modules:  Appraisal Status, Offline Interface and Previous Cycle Data, Sub-Panel Meeting, CMS Online, Macro-Free Sub-Panel Meeting, Macro-Free CMS

- Pay Pool Notices with 2024 Macro-Enabled Sub-Panel Meeting Spreadsheet, 2024 Macro-Enabled CMS, and 2024 Macro-Enabled Pay Pool Analysis Tool

Thursday 21 Nov 2024 – Pay Pool Notices with Not Final Reports / Data Complete Reports

Friday 13 Dec 2024 – Initial Upload **(subject to component/command earlier initial upload date)**

Wednesday 8 Jan 2024– Final Upload **(subject to component/command earlier final upload date)**

2024 First Full Pay Period in January – 12 to 25 January 2025

NLT 17 Jan 2025 – PMO marks pay pools Completed

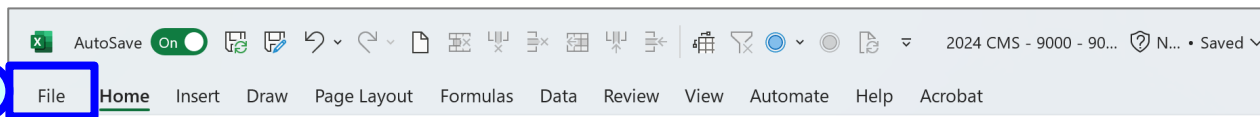NLT 21 Jan 2025 – PMO posts pay transactions for regional pay offices

# Excel Version Required

# Excel Version Required

*Excel for Microsoft 365, Excel for Microsoft 365 for Mac, Excel for the web, Excel 2021, Excel 2021 for Mac or newer*

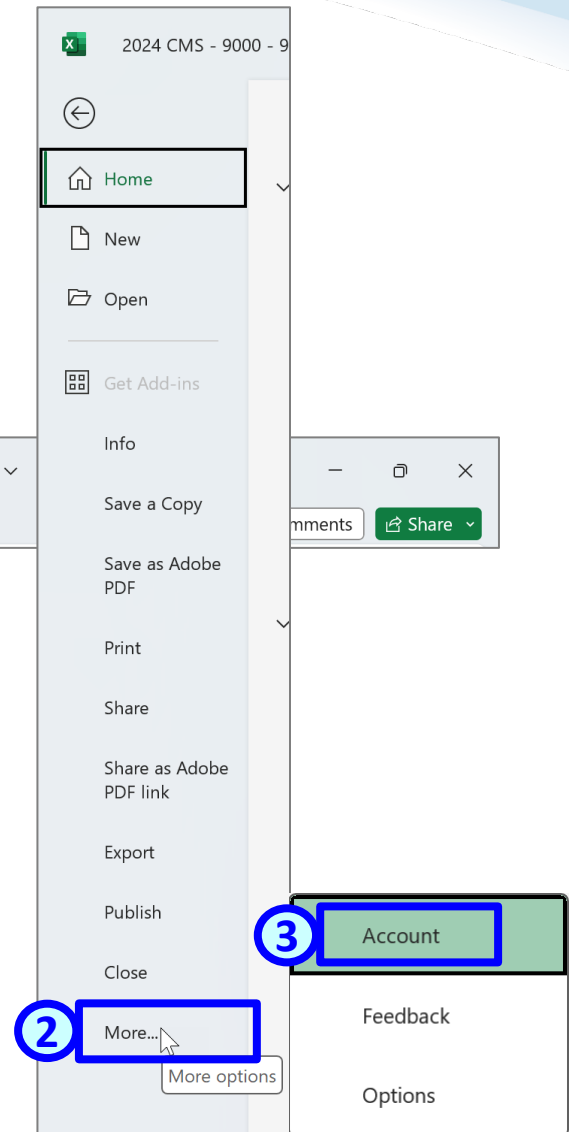To find the version of Excel, you can follow these steps:

1. Click on "File".

2. Navigate to Move, Help or Account.

3. Click on "Account" or "About Excel" or "About Microsoft Excel".

4. A new window will open and show the version number … next slide.

5. In some cases, you will also find the full version, product ID, and a link to the copyright information … next slide.

# System Requirement

*Excel for Microsoft 365, Excel for Microsoft 365 for Mac, Excel for the web, Excel 2021, Excel 2021 for Mac or newer*

4. A new window will open and show the version number.

5. In some cases, you will also find the full version, product ID, and a link to the copyright information.



Microsoft 365 Apps for enterprise

This product contains
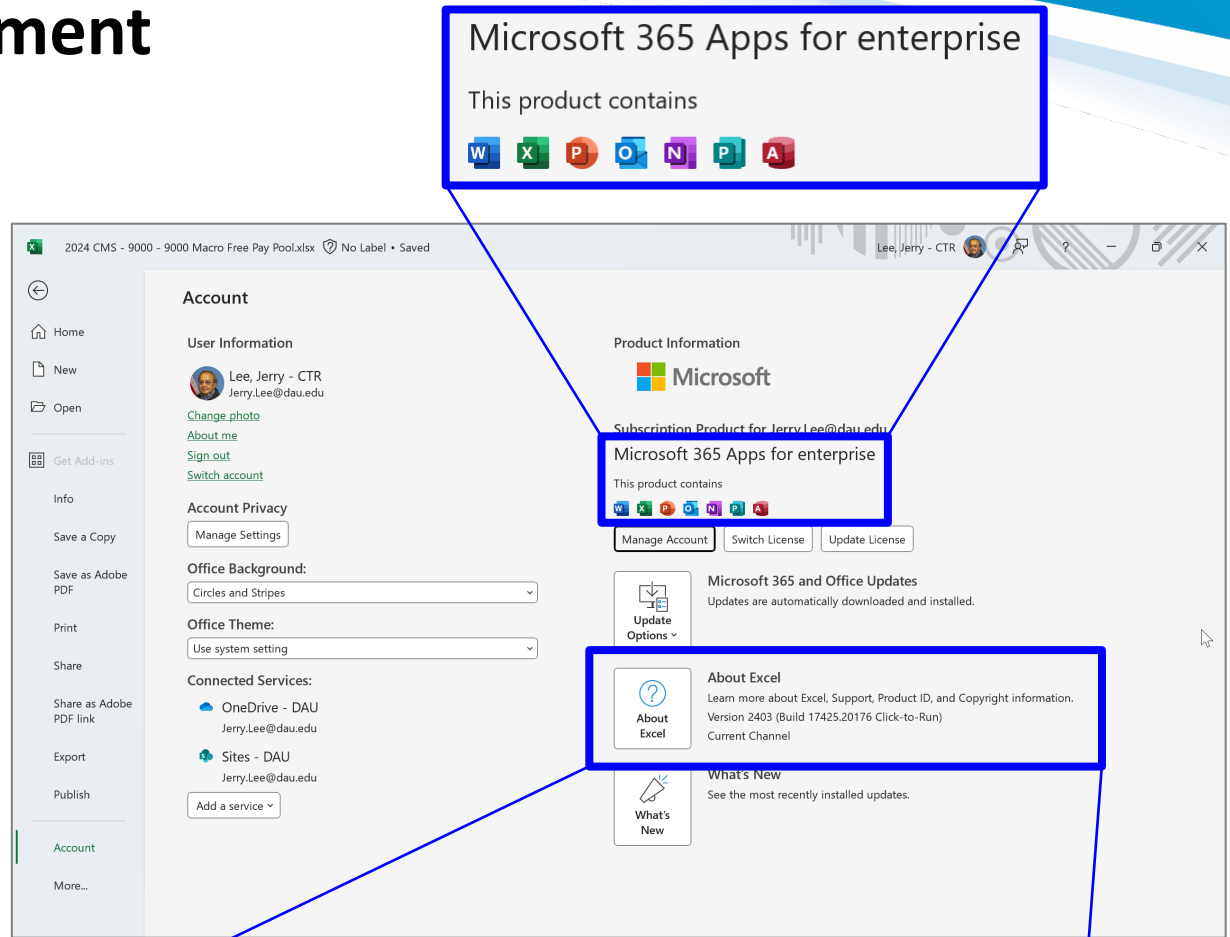


**About Excel**

Learn more about Excel, Support, Product ID, and Copyright information.

Version 2403 (Build 17425.20176 Click-to-Run)

Current Channel

# Macro-Free CMS

**Administrators can experience the Macro-Free CMS
at https://cas2net-training.army.mil**

**In CAS2Net-Training, to populate with scores, use the CMS Online,
save; then download the Macro-Free CMS**

**Scores in CAS2Net Training will not migrate to CAS2Net Production**

# Macro-Free CMS - Overview

- The Macro-Free Contribution Management Spreadsheet is a Microsoft Excel workbook called **Macro-Free CMS** consisting of 9 tabbed worksheets.

- The **Macro-Free CMS** workbook must be downloaded from the Administrator section of CAS2Net located at https://cas2net.army.mil on and after 1 October.

- For training purpose, Administrators may download the Macro-Free CMS from https://cas2net-training.army.mil.



Administrator

Appraisal Status

Offline Interface

Previous Cycle Data

Sub-Panel Meeting

CMS Online

Macro-Free CMS

Organization Management

Pay Pool Notices

Archived Appraisals

Reports

Trusted Agent

CCAS Management

User Management
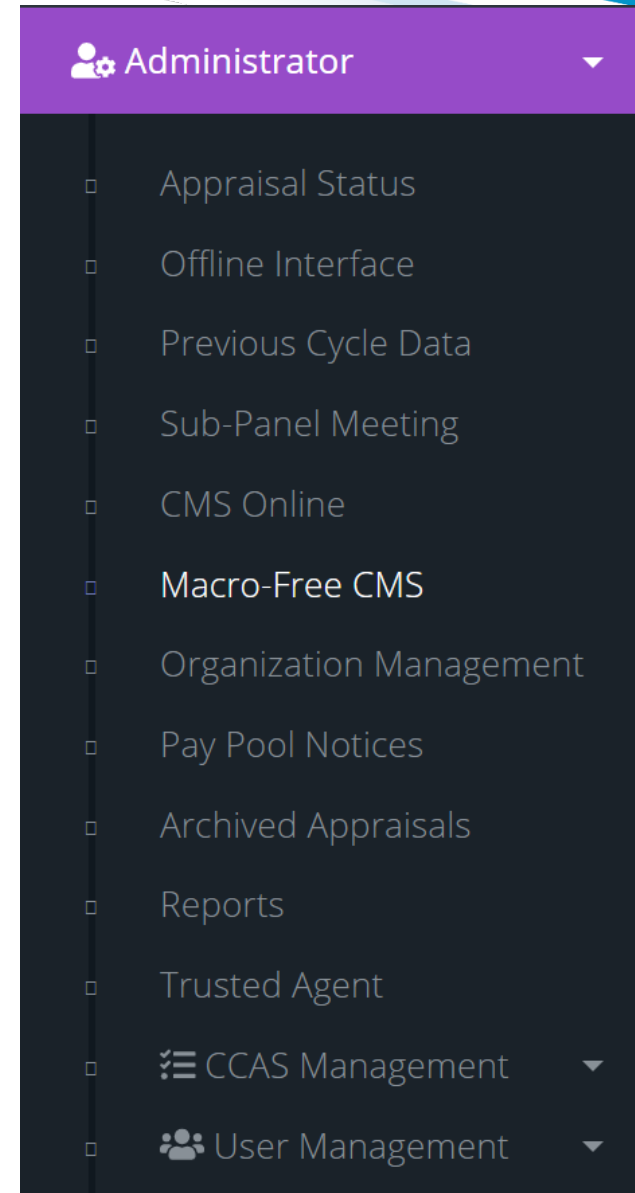
# Macro-Free CMS - Overview

To download the **Macro-Free CMS**



Administrators

1. Select **Macro-Free CMS**
2. Click drop down arrow to select a pay pool
3. Click Download

# Macro-Free CMS

4. Click drop down arrow to select a pay pool
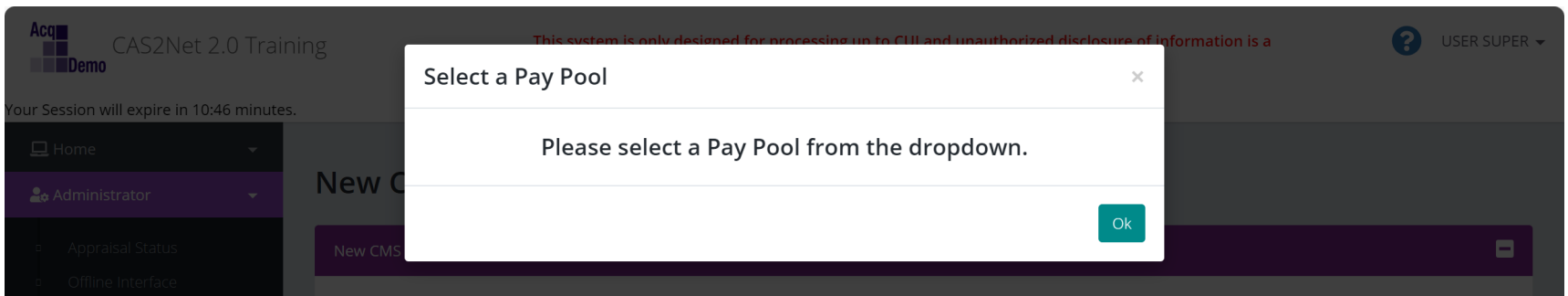


5. Click **Download** Macro-Free CMS without selecting a pay pool ... pop-up
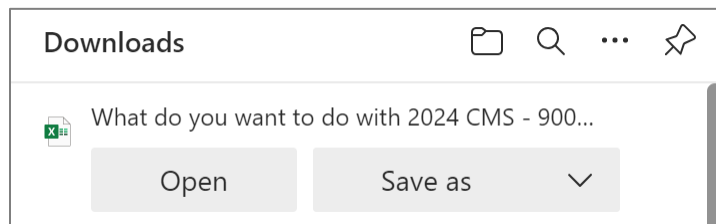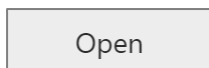
# Macro-Free CMS

4. Selected a pay pool
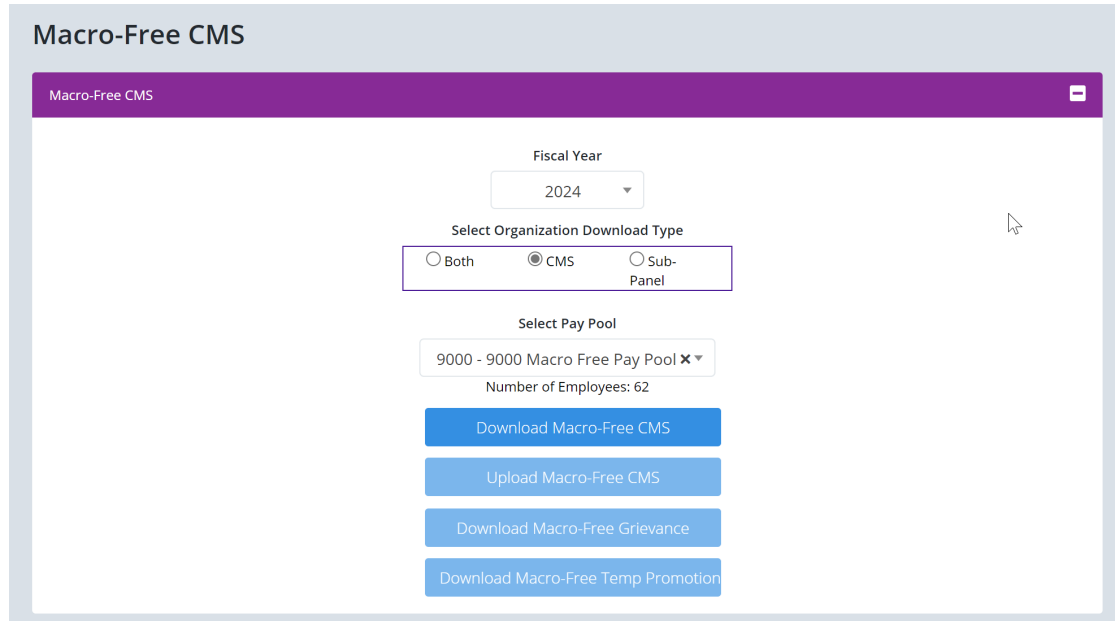


5. Click Download Macro-Free CMS  ... wait



6. Select Open  or Save As

# Macro-Free CMS

- Selected **Open** [ Open ] for the **Macro-Free CMS** …

# Live Demonstration
# of the Macro-Free CMS

**Coming Soon:**

**Macro-Free CMS and Macro-Free SPMS User Guide**

**PowerPoint version of the Macro-Free CMS and Macro-Free SPMS**

# Macro-Free CMS

**Administrators can experience the Macro-Free CMS
at https://cas2net-training.army.mil**

**In CAS2Net-Training, to populate with scores, use the CMS Online,
save; then download the Macro-Free CMS**

**Scores in CAS2Net Training will not migrate to CAS2Net Production**

# 2024 Open Forum Schedule

- ✓ 04 January, 1pm – 2:30pm ET: CCAS Pay Transactions
- ✓ 01 February, 1pm – 2:30pm ET: CCAS Grievance, (T) Next Higher Official Process, and Archive/Transfer
- ✓ 07 March, 1pm – 2:30pm ET: Assigning Mandatory Objectives, Mid-Point Review, Additional Feedback, and Closeout Assessment
- ✓ 04 April, 1pm – 2:30pm ET: Communicating with AcqDemo Program Office on CAS2Net and CCAS Issues
- ✓ 02 May, 1pm – 2:30pm ET: Reports – FY-based Reports & Current Settings Reports
- ✓ 06 June, 1pm – 2:30pm ET: Creating Sub-Organization Levels and Assigning Sub-Panel Managers, and User Role Assignments
- ✓ 11 July, 1pm – 2:30pm ET: Macro Free Sub Panel Spreadsheet and Compensation Management Spreadsheet (CMS) Introduction
- ○ 01 August, 1pm – 2:30pm ET: CCAS Spreadsheet Test Schedule (Offline Sub-Panel Meeting Spreadsheet, Offline CMS, Macro Free versions, and CAS2Net Online versions)
- ○ 05 September, 1pm – 2:30pm ET: Post Cycle Modules (Appraisal Status, Offline Interface, Previous Cycle Data, Sub-Panel Meeting, CMS Online, and Macro-Free CMS)
- ○ 12 September, 1pm – 2:30pm ET: Transfer, Archive and Post Cycle Activities
- ○ 19 September, 1pm-2:30pm ET  End of Cycle Checklist
- ○ 26 September, 1pm-2:30pm ET: Sub Panel Spreadsheet and CMS (Offline, Online, and Macro-Free)
- ○ 03 October, 1pm-2:30pm ET: Discrepancy Reports
- ○ 10 October, 1pm-2:30pm ET: Lock/Unlock Supervisor 1, Sub-Pay Pool and Pay Pool
- ○ 17 October, 1pm-2:30pm ET: Pay Pool Analysis Tool (PPAT)
- ○ 07 November, 1pm-2:30pm ET: Initial and Final Upload
- ○ 21 November, 1pm-2:30pm ET: Not Final Reports and Data Complete Reports
- ○ 05 December, 1pm-2:30pm ET: Grievance/Grievance Window

# Open Forum Questions?

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