CAS2Net and CCAS
Open Forum

Thursday
03 October 2024
1:00 PM Eastern Time

Topic: Discrepancy Reports

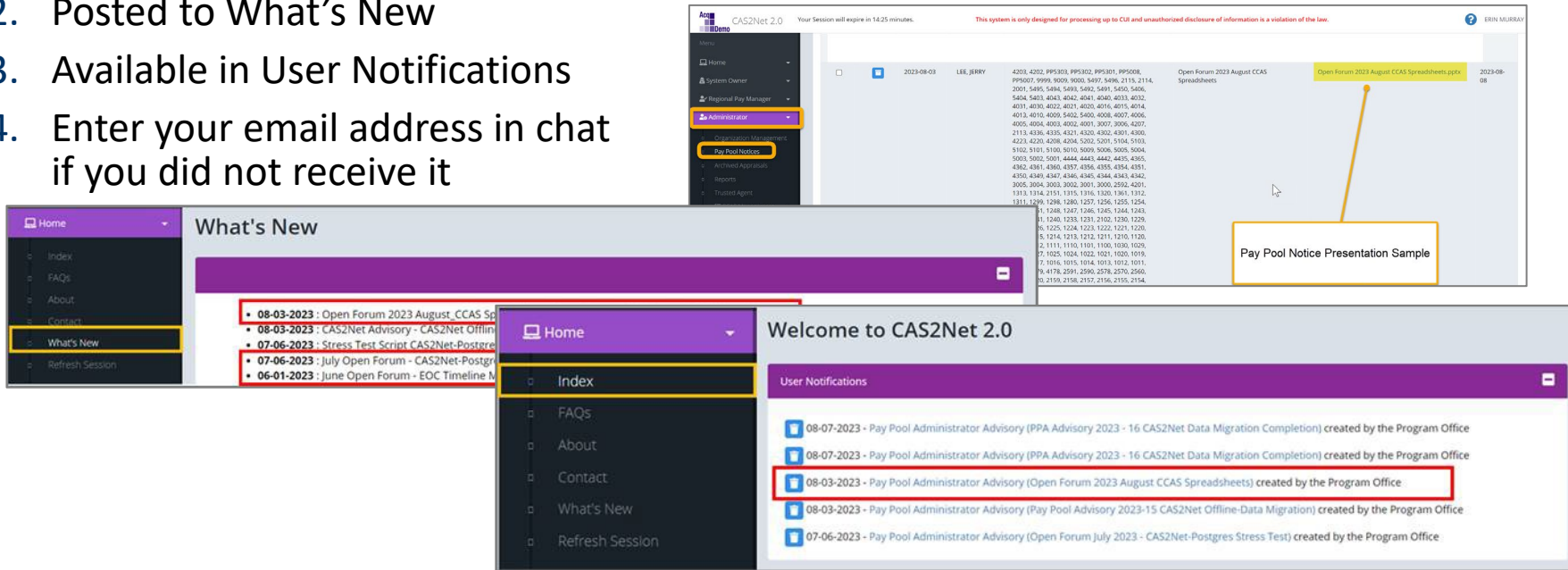TEAMS Meeting Link
Meeting ID: **262 622 539 152**
Passcode: **K5GtNP**

Meeting Call in Information
+1 571-403-9146
Phone Conference ID: 657 603 978#

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 End of Cycle

- **Activated** Tuesday 1 October 2024
  - End of Cycle Modules
    - Appraisal Status
    - Offline Interface
    - Previous Cycle Data
    - Sub-Panel Meeting
    - CMS Online
    - Macro-Free CMS/Subpanel Interface
  - **Posted** Pay Pool Notices
    - 2024 Sub-Panel Meeting Spreadsheet v1unsigned.xlsm
    - 2024 CMS v1unsigned.xlsm
    - 2024 Pay Pool Analysis Tool v1unsigned.xlsm
    - 2024 Sub-Panel Meeting Spreadsheet v1digitallysigned.xlsm
    - 2024 CMS v1digitallysigned.xlsm
    - 2024 Pay Pool Analysis Tool v1digitallysigned.xlsm
  - **AcqDemo web site** and **Posted** to Pay Pool Notices
    - 2024 Sub-Panel Spreadsheet User Guide
    - 2024 CMS User Guide
    - 2024 PAT User Guide

DCPDS Opt-Out

- **Option to opt-out from the automatic changes from DCPDS**

- **Discrepancy will still be reported**
- **If the "DCPDS Opt-Out" flag is set to "Yes" on their CAS2Net User Profile, any update will be skipped for that employee … CAS2Net will not automatically update**
- **DCPDS Opt-Out will require an Administrator action**

Discrepancy Reports

The DCPDS to CAS2Net Update script runs every 2 weeks along with the federal pay period calendar. On the <u>first</u> Wednesday of each pay period, the results uploaded into Pay Pool Notices for each pay pool where the script identifies a difference, an error, or a warning.

The filename format is

- **dcpds_[DCPDS File Date]_[Script Run Date]_[Pay Pool Code]_[CAS2Net Org ID].xslx,**
- **e.g., dcpds_20221012_20221012_9999_630.xlsx**

List Pay Pool Notices

Pay Pool Notices						Add Pay Pool Notice ⊕	Upload to AcqDemo PRMO ⬆	⬛

Show [100 ▾] entries   Search: [   ]

Select ☐	Archive	Uploaded [2024-09-] ⬍	Creator [in] ⬍	Pay Pool [9009] ⬍		Description [discre] ⬍	Notice [ ] ⬍	Viewed [ ] ⬍
☐	🔲	2024-09-26	CAS2NET, INTERNAL	9009		Discrepancy Report for 9009 - 2024-09-26	dcpds_20240925_20240926_9009_1902.xlsx	

Showing 1 to 1 of 1 entries (filtered from 21,552 total entries)   Previous **1** Next

Discrepancy Reports – Color Codes

- **Cells with a 'Green' background displays the change to the employee profile in CAS2Net.**

- **Cells with a 'Yellow' background are differences that we did NOT change in CAS2Net based on the 'DCPDS Opt-Out' flag being set to 'Yes' on the employee's user profile.**

- **Cells with a 'Yellow' background annotates the field that has a warning.**

- **Cells with a 'Red' background annotates the field(s) that may be in error.**

Discrepancy Reports

DCPAS provides DCPDS data for AcqDemo employees on the Wednesday following the start of each pay period. As part of this process, the script will check the data for each employee to ensure that the information meets specific rules before the information is updated in CAS2Net.

If the DCPDS information for the employee passes this set of rules, the employee record in CAS2Net will be updated with any updates from their DCPDS record. The spreadsheet will consist of the worksheets listed in this table.

End of Cycle Discrepancy Reports will have:

- **CAS2Net Prev-Cycle Errors and**
- **CAS2Net Prev-Cycle Warnings**

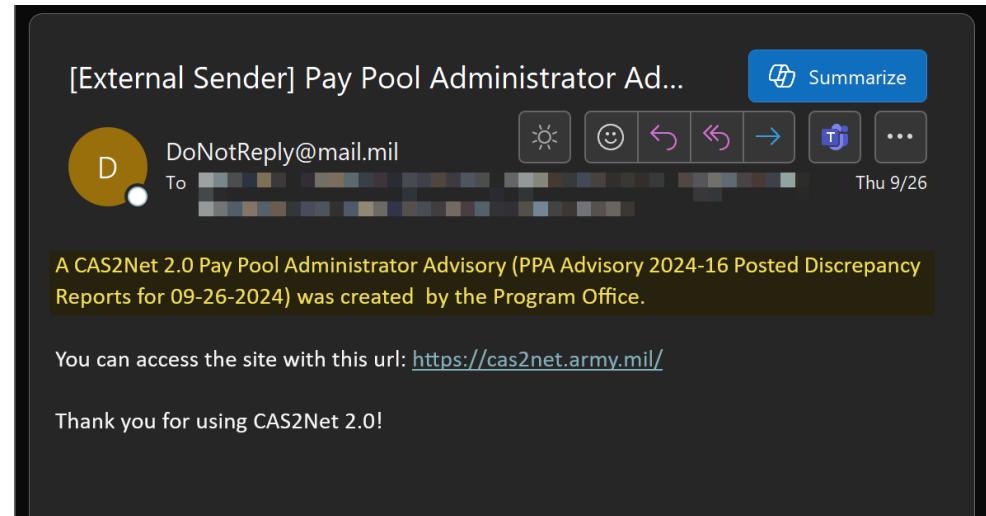| Worksheet	Description
Profile Differences	Identifies the differences between an employee's DCPDS and CAS2Net records. Cells with a 'Green' background displays the change that will occur to the employee profile in CAS2Net.
CAS2Net Prev-Cycle Errors	Identifies errors found with CAS2Net Previous Cycle Data. Cells with a 'Red' background annotates the field(s) that may be in error.
CAS2Net Prev-Cycle Warnings	Identifies warnings found with CAS2Net Previous Cycle Data. Cells with a 'Yellow' background annotates the field that has a warning.
DCPDS Errors	Identifies errors found with DCPDS Data. Cells with a 'Red' background annotates the field(s) that may be in error.
DCPDS Warnings	Identifies warnings found with DCPDS Data. Cells with a 'Yellow' background annotates the field that has a warning.
CAS2Net Profile Errors	Identifies errors found with CAS2Net Data. Cells with a 'Red' background annotates the field(s) that may be in error.
CAS2Net Profile Warnings	Identifies warnings found with CAS2Net Data. Cells with a 'Yellow' background annotates the field that has a warning.

Discrepancy Reports

- **Schedule of Discrepancy Reports**

PAY PERIOD CALENDAR 2024

Month	Pay Period	S	M	T	W	T	F	S
OCT	20			1	2	3	4	5
		6	7	8	9	10	11	12
		13	14	15	16	17	18	19
	21	20	21	22	23	24	25	26
		27	28	29	30	31		
NOV	22						1	2
		3	4	5	6	7	8	9
		10	11	12	13	14	15	16
	23	17	18	19	20	21	22	23
		24	25	26	27	28	29	30
DEC	24	1	2	3	4	5	6	7
		8	9	10	11	12	13	14
	25	15	16	17	18	19	20	21
		22	23	24	25	26	27	28
	26	29	30	31				

- **CAS2Net generated email**

[External Sender] Pay Pool Administrator Ad...   Summarize

DoNotReply@mail.mil
To ▮▮▮▮▮▮▮▮▮▮▮   Thu 9/26

A CAS2Net 2.0 Pay Pool Administrator Advisory (PPA Advisory 2024-16 Posted Discrepancy Reports for 09-26-2024) was created by the Program Office.

You can access the site with this url: https://cas2net.army.mil/

Thank you for using CAS2Net 2.0!

Discrepancy Reports - Worksheet

Profile Differences

This Profile Differences worksheet identifies updates to each employee's user profile in CAS2Net based on the information contained in DCPDS, which is the system of record for this data.

The report will only show employees where the fields in CAS2Net do not match the corresponding fields in DCPDS.

The report will display information to identify each employee who requires a change to their user profile in CAS2Net; followed by columns with 'Old' and 'New' fields corresponding to the fields in CAS2Net we are checking to identify differences between CAS2Net and DCPDS.

Any differences are visually annotated with a green background for the spreadsheet cell corresponding to the New [Field] column.

The cell with the green background shows the value *we are updating in the employee's user profile in CAS2Net*

Discrepancy Reports – Profile Differences

- **Profile Differences**
- **The cell with the green background shows the value *we are updating in the employee's user profile in CAS2Net***

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Num	Employee Name	Office Symbol	EDIPI	UserId	UIC / PAS	Pay Pool	Old Career Path	New Career Path	Old Band Level	New Band Level	Old Occ Series	New Occ Series	Old HRSO Code	New HRSO Code	Old Loc Code	New Loc Code
2							1228	NH	NH	3	3	0346	0346	AD	AD	DCB	DCB
3							1012	NH	NH	4	3	0340	0340	AD	AD	HNT	HNT
4							1019	NH	NH	3	4	0346	0346	AD	JX	HNT	HNT
5							1020	NH	NH	4	4	0340	0343	AD	JX	HNT	HNT
6							1025	NH	NH	4	4	0346	0346	AD	AD	DET	DET
7							1113	NH	NH	3	3	0855	0855	YU	YU	RUS	RUS
8							1280	NH	NH	2	2	1910	1910		BG	RUS	RUS
9							1221	NH	NH	3	3	2210	2210	AD	AD	DCB	DCB
10							1019	NH	NH	2	2	0560	0560	AD	AD	DCB	DCB

	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	New Loc Code	Old Basic Pay	New Basic Pay	Old Ret Pay	New Ret Pay	Old Pos Date	New Pos Date	Old Prom Date	New Prom Date	Has Prom	Barg Unit Status	Old Is BUE	New Is BUE
2	DCB	106911	106911	No	No	2021-12-26	2023-09-10				AR3059	Yes	Yes
3	HNT	100141	100141	No	No	2022-09-11	2023-09-19	2012-04-08	2012-04-08		AR2996	Yes	Yes
4	HNT	91255	100381	No	No	2022-02-13	2023-09-24	2015-10-18	2015-10-18		8888	No	No
5	HNT	100603	100603	No	No	2022-11-06	2023-09-24				8888	No	No
6	DET	128450	128450	No	No	2020-06-21	2023-09-24	2010-07-01	2010-07-01	Rateable Temp - Yes	8888	No	No
7	RUS	71099	71099	No	No		2023-09-10		2023-09-10		7777	No	No
8	RUS	59319	59319	No	No		2023-07-30		2022-07-31		AR2826	No	Yes
9	DCB	94671	94671	No	No		2023-09-11				AR3059	No	Yes
10	DCB	40082	40082	No	No		2023-09-11				8888	No	No

Discrepancy Reports - Worksheet

CAS2Net Prev-Cycle Errors

The CAS2Net Prev-Cycle Errors worksheet identifies errors with CAS2Net Previous Cycle Data for AcqDemo employees who are currently being rated in a pay pool.

This sheet will only be in the report during the post cycle from October to the middle of January.

The fields that may be in error will be highlighted using a **red** background.

The worksheet will only contain employees where we found an error with the employee's CAS2Net Previous Cycle Data record.

Discrepancy Reports – Prev-Cycle Errors

CAS2Net Previous Cycle Errors

The fields that may be in error will be highlighted using a red background.

Initial reports may have "At least one PAQL score is missing, At least one numeric score is missing, At least one categorical score is missing"

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	UserID	Employee Name	EDIPI	In DCPDS	AcqDemo Start Date	Sub Panel	Pay Pool	Org Start Date	Position Start Date	Has Supv 1	Career Path	Band Level	Occ Series	HRSO Code	Loc Code	Basic Pay	Band Min	Band Max	Local Band Max	Ret Pay	Message
2				Yes	05-22-2011	AAW D&E	1010	05-22-2011		Yes	NH	IV	0301		NY	146757	95973	146757	176300	No	At least one PAQL score is missing At least one numeric score is missing At least one categorical score is missing
3				Yes	05-22-2011	G8	1010	05-22-2011		Yes	NH	III	0343		DCB	105579	68299	105579	138868	No	At least one PAQL score is missing At least one numeric score is missing At least one categorical score is missing
11533				No	07-18-2022	1223		1223	07-18-2022	07-18-2022	No	N/A								No	Active User not processed by DCPDS import Missing SSN for transaction Supervisor 1 is not assigned Broadband Level is missing or invalid Occupational Series is missing or invalid Locality is missing or invalid Basic Pay is missing Unable to determine salary band At least one numeric score is missing At least one categorical score is missing

Discrepancy Reports - Worksheet

CAS2Net Prev-Cycle Errors - The table describes the error messages you will see for errors found with an employee's Previous Cycle Data record in CAS2Net.

Message	Description	Resolution
Active User not processed by DCPDS import	The employee has a Previous Cycle Data record and an Active User Profile, but there is no DCPDS record for the employee.	(1) If the employee has ***departed***; archive or transfer the employee record in CAS2Net (2) If the employee is still ***active***, ensure the employee has a DCPDS record marked with a demo location code of 'Q', and that their EDIPI in CAS2Net matches the EDIPI in DCPDS.
Supervisor 1 is not assigned	The employee does NOT have a 'Supervisor 1' assigned in their CAS2Net Previous Cycle Data record on the 'Organization Information' panel	Add a 'Supervisor 1' by using the dropdown.

Discrepancy Reports - Worksheet

CAS2Net Prev-Cycle Errors

Message	Description	Resolution
Occupational Series is missing or invalid	The employee is missing 'Occupational Series' in their CAS2Net previous cycle data on the 'Organization Information' panel or is not a valid option based on the selected Career Path.	Update the 'Occupational Series' to a valid Occupational Series that is listed in Appendix B of the AcqDemo OpsGuide.
Locality is missing or invalid	The employee is missing 'Locality' in their CAS2Net Previous Cycle Data record on the 'Salary Information' panel or it is an invalid option.	Update the previous cycle data to select a valid option from the 'Locality' dropdown.
Basic Pay is missing	The employee's Starting Basic Pay [XXXX] is missing from the 'Salary Info panel in CAS2Net previous cycle data.	Enter the Starting Basic Pay in the Salary Info
Unable to determine salary band	The Career Path / Broadband level combination is not valid in CAS2Net previous cycle data.	Ensure that the Career Path and Broadband level are a valid combination in CAS2Net previous cycle data.

Discrepancy Reports - Worksheet
CAS2Net Prev-Cycle Errors

Message	Description	Resolution
Basic Pay is below band min	The employee's Starting Basic Pay [XXXX] is below the band minimum based on the selected Career Path, Broadband Level, and Basic Pay found in CAS2Net previous cycle data	Update the Career Path, Broadband Level, and/or Starting Basic Pay [XXXX] in CAS2Net previous cycle data.
Non-Retained Pay over band max	The employee's Starting Basic Pay [XXXX] is over the band max based on the selected Career Path, Broadband Level, and Basic Pay found in CAS2Net previous cycle data.	Update the Career Path, Broadband Level, Starting Basic Pay [XXXX], and/or Retained Pay flag in CAS2Net previous cycle data.
Retained Pay under local band max	The employee is marked as a Retained Pay employee, but the Starting Basic Pay [XXXX] is below the local band max based on the selected Career Path, Broadband Level, Basic Pay, and Locality Code in CAS2Net previous cycle data.	Update the Career Path, Broadband Level, Starting Basic Pay [XXXX], Locality Code, and/or Retained Pay flag in CAS2Net previous cycle data.
At least one PAQL score is missing	The employee is missing the PAQL score for one or more factors.	Add missing PAQL(s) in the offline version of the Sub-Panel or CMS and then import into CAS2Net or add missing PAQL(s) to online Sub-Panel or CMS.

Discrepancy Reports - Worksheet

CAS2Net Prev-Cycle Errors

Message	Description	
At least one numeric score is missing	The employee is missing the numeric score for one or more factors	Add missing numeric score(s) in the offline version of the Sub-Panel or CMS and then import into CAS2Net or add missing numeric score(s) to online Sub-Panel or CMS.
At least one categorical score is missing	The employee is missing the categorical score for one or more factors.	Add missing categorical score(s) in the offline version of the Sub-Panel or CMS and then import into CAS2Net or add missing categorical score(s) to online Sub-Panel or CMS.
Missing SSN for transaction	The employee is missing their SSN in their DCPDS record.	Work with your personnel office to add the SSN to the employee's DCPDS record. NOTE: This is needed for us to process the pay transactions.

Discrepancy Reports - Worksheet

CAS2NET Prev-Cycle Warnings

The CAS2Net Previous Cycle Warnings worksheet identifies warnings for potential issues with CAS2Net previous cycle data.

The fields with a warning will be highlighted using a <mark>yellow</mark> background.

It is NOT necessary to update CAS2Net but is provided just to document something you may want to review and update.

UserID	Employee Name	EDIPI	Sub Panel	Pay Pool	Org Start Date	Position Start Date	Message
					01-25-1999		Position Start Date missing Use TOA flag is false, but has TOA amount
					01-25-1999		Position Start Date missing Use TOA flag is false, but has TOA amount
					10-09-2021		Position Start Date missing Use TOA flag is false, but has TOA amount
					01-25-1999		Position Start Date missing Use TOA flag is false, but has TOA amount
					05-22-2011	03-27-2022	Use TOA flag is false, but has TOA amount
					08-12-2012		Position Start Date missing Use TOA flag is false, but has TOA amount
					05-22-2011		Position Start Date missing Use TOA flag is false, but has TOA amount
					05-22-2011		Position Start Date missing Use TOA flag is false, but has TOA amount
					05-22-2011		Position Start Date missing Use TOA flag is false, but has TOA amount
					05-22-2011		Position Start Date missing Use TOA flag is false, but has TOA amount
					05-22-2011		Position Start Date missing Use TOA flag is false, but has TOA amount
					05-22-2011		Position Start Date missing Use TOA flag is false, but has TOA amount
					05-22-2011		Position Start Date missing Use TOA flag is false, but has TOA amount
					05-22-2011		Position Start Date missing Use TOA flag is false, but has TOA amount

Discrepancy Reports - Worksheet

CAS2NET Prev-Cycle Warnings - This table list the warnings you will see with an employee's CAS2Net Previous Cycle Data record.

Message	Description	Resolution
AcqDemo Start Date on PCD does not match AcqDemo Start Date on user profile	The AcqDemo Start Date in CAS2Net previous cycle data does not match the AcqDemo Start Date on the CAS2Net user profile.	Change the AcqDemo Start Date in previous cycle data or in the user profile to match.
Organization Start Date missing	The Organization Start Date is missing from the previous cycle data in CAS2Net.	Add an Organization Start Date if needed.
Position Start Date missing	The Position Start Date in CAS2Net previous cycle data is missing.	Add a Position Start Date into previous cycle data if required for this employee so you can take this date into consideration when reviewing in the Compensation Management Spreadsheet (CMS).
Use TOA flag is false, but has TOA amount	The Use Time Off Award flag is set to 'No' in CAS2Net previous cycle data but the employee has received a time off award during the pay pool process.	For the employee to see the time off award following the payout, you will need to set this flag to 'Yes".

Discrepancy Reports - Worksheet

DCPDS Errors

The DCPDS Errors worksheet identifies errors when trying to use DCPDS data to update CAS2Net.

The fields that may be in error will be highlighted using a **red** background.

The report will only contain employees where we found *an error that kept the employee's CAS2Net User Profile from being updated*.

Please review the errors listed and update in DCPDS.

The CAS2Net data will be updated as necessary when the biweekly script is run again.

If you need the record in CAS2Net updated sooner, you can also update the CAS2Net record to match the changes you completed in DCPDS.

Discrepancy Reports – DCPDS Errors

DCPDS Errors

The fields that may be in error will be highlighted using a `red` background.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Num	Employee Name	EDIPI	Sub-Agency	UIC / PAS	Pay Pool	UserID	Career Path	Band Level	Occ Series	HRSO Code	Loc Code
2								NH	02	1640	**FN**	WA
3								NH	03	1102	FR	SO
4								NH	03	1515	**FN**	WA
5								NH	03	1515	**FN**	WA
6								NH	03	1515	**FN**	WA
7								NH	03	0560	AD	HU
8								NH	02	1640	**FN**	WA
9								NH	03	0801	**FN**	WA
10								NH	02	1640	**FN**	WA

M	N	O	P	Q	R	S	T	U	V	W	X	Y
										Employee set in CAS2Net		
71099	**109908**	109908	**129878**	0	**No**	06-NOV-11	12-MAR-23		3	Non-Retained Pay over band max		
			92429	0	No		30-JUL-23			No user found for edipi 1063005599		
			92025	0	No	10-SEP-23	10-SEP-23			No user found for edipi 1523354562		
			116502	0	No	30-JUL-23	30-JUL-23		**5**	User is archived/inactive		
99908	152771	183500	118986	0	No		11-SEP-22		15	HRSO Code 'FN' is invalid		
71099	109908	145617	109908	0	No		03-JUL-22		15	HRSO Code 'FN' is invalid		
71099	109908	109908	109908	0	No	22-SEP-13	13-AUG-23		3	User does not have 'Is Demo Employee' set in CAS2Net		
			72649	0	No	10-SEP-23	10-SEP-23		**2**	User is archived/inactive		
71099	109908	145617	109908	0	No		03-JUL-22		15	HRSO Code 'FN' is invalid		
99908	152771	**152771**	**115464**	K	**Yes**	12-FEB-23	12-FEB-23		17	Retained Pay under local band max		
99908	**152771**	183500	**153427**	0	**No**		04-AUG-23		3	Non-Retained Pay over band max		

Discrepancy Reports – DCPDS Errors

DCPDS Errors - **The table describes the error messages you will see for errors found with an employee's DCPDS record.**

Again, no updates were completed in CAS2Net for any employee with a DCPDS error.

NOTE: The DCPDS Errors worksheet will also contain the 'Unclaimed Records' Report

Message	Description	Resolution
Sub-Panel not set for user **Sub-Panel (TRANSFER) not in a pay pool** **User is archived/inactive** **User is in transfer pool**	The employee has a record in DCDPS and in the 'Archived/Transfer' list in CAS2Net.	The employee should be either moved into the appropriate Pay Pool, or the DCPDS record should be updated to remove the employee from AcqDemo.
Sub-Panel ([Org Name]) not in a pay pool	The employee has a record in DCPDS, and a record in CAS2Net. However, the record in CAS2Net is assigned to an organization that is not associated with an active Pay Pool.	The employee should be moved to the appropriate organization level on the 'Organization Information' panel in the employee's CAS2Net User Profile.

Discrepancy Reports – DCPDS Errors
DCPDS Errors

Message	Description	Resolution
No user found for EDIPI [edipi]	The employee is marked as an AcqDemo employee in DCPDS, but they do NOT have a record in CAS2Net.	Administrator either creates a record in CAS2Net for this employee, or change the DCPDS record to remove the employee from AcqDemo
EDIPI occurs for multiple employees	The DCPDS file has multiple records for EDIPI.	
Basic Pay is below band min	The employee's Basic Pay is below the band minimum based on the selected Career Path, Broadband Level, and Basic Pay found in DCPDS.	Update the Career Path, Broadband Level, and/or Basic Pay in DCPDS.
Non-Retained Pay over band max	Non-Retained Pay over band over the band max based on the selected Career Path, Broadband Level, and Basic Pay found in DCPDS.	Update the Career Path, Broadband Level, Basic Pay, and/or Retained Pay flag in DCPDS.
Retained Pay under local band max	The employee is marked as a Retained Pay employee, but the Basic Pay is below the local band max based on the selected Career Path, Broadband Level, Basic Pay, and Locality Code in DCPDS.	Update the Career Path, Broadband Level, Basic Pay, Locality Code, and/or Retained Pay flag in DCPDS.
Locality Code '[Locality Code]' is invalid	The employee's locality code in DCDPS is not valid.	Please fix the locality code in DCPDS.

Discrepancy Reports – DCPDS Errors
DCPDS Errors

Message	Description	Resolution
Occ Series '[XXXX]' is invalid	The employee's Occupational Series in DCPDS is not a valid option for AcqDemo.	Change the Occupational Series in DCPDS to an Occupational Series that is listed in Appendix B of the AcqDemo OpsGuide.
Occupational Series '[dcpdsSeriesCode]' is invalid for Career Path '[dcpdsCareerPathCode]'	The employee's Occupational Series in DCPDS is not a valid option for the Career Path	Change the Occupational Series or Career Path in DCPDS to a valid combination. (Valid options for each Career Path can be found in the AcqDemo Operating Guide).
Career Path Code '[XX]' is invalid	The employee's Career Path in DCPDS is not a valid option for AcqDemo.	Change the Career Path in DCPDS to NH, NJ, or NK.
HRSO Code '[XX]' is invalid	The employee's CCPO ID in DCPDS is not defined as an HRSO Code in CAS2Net.	Change the CCPO ID in DCPDS or send a request to add the HRSO Code in CAS2Net to *AcqDemo.Contact@dau.edu*
No pay band in current cycle	The employee's Broadband Level does not exist in the selected Career Path.	Change the Career Path and/or Broadband Level in DCPDS.
Unable to process temporary promotion due to other errors	The employee has a Temporary Promotion identified in their DCPDS record, but the Temporary Promotion could not be created in CAS2Net due to errors in the fields annotated by the cell(s) with a red background.	Fix the errors in DCPDS, so the system can create the Temporary Promotion.

Discrepancy Reports - Worksheet
DCPDS Warnings

The DCPDS Warnings worksheet identifies warnings when updating CAS2Net with DCPDS data.

The fields with a warning will be highlighted using a <mark>yellow</mark> background.

It is NOT necessary to update DCPDS or CAS2Net, but is provided just to document the difference between the two systems.

At the present time, these are the types of warning you will see for warnings found with an employee's CAS2Net record.

Message
DCPDS employee name does not match user in CAS2Net (LAST NAME, FIRST MI)
Differential Amount is different from CAS2Net (Dollar Amount in CAS2Net)
Is Supervisor or Team Leader is different from CAS2Net (Neither Supv/Team Lead)
Is Supervisor or Team Leader is different from CAS2Net (Supv)
Is Supervisor or Team Leader is different from CAS2Net (Team Lead)
Pay Pool Code 'XXXX' is different from CAS2Net
Pay Rate Determinant ('X') is invalid
Perm Broadband Level 'XXXX' is invalid for Career Path 'NK'
Temp promotion basic pay is less than or equal to permanent basic pay
Temp Promotion from outside AcqDemo ends before pay out date

Discrepancy Reports – DCPDS Warnings

DCPDS Warnings

The fields with a warning will be highlighted using a yellow background.

Discrepancy Reports - Worksheet

CAS2NET Profile Errors

The CAS2Net Profile Errors worksheet identifies errors with CAS2Net data for AcqDemo employees (IsDemoEmployee = Yes).

The fields that may be in error will be highlighted using a **red** background.

The worksheet will only contain employees where we found an error with the employee's CAS2Net record.

Some of these errors may also exist on the DCPDS Errors worksheet, so you have the option of fixing the record in DCPDS and allowing the updates to process during the next biweekly run of the script.

If you need the record in CAS2Net updated sooner, you can go ahead and update the CAS2Net record.

Discrepancy Reports – CAS2Net Profile Errors

CAS2NET Profile Errors

The fields that may be in error will be highlighted using a `red` background.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	UserID	Employee Name	EDIPI	Sub Panel	Pay Pool	In DCPDS	AcqDemo Start Date	Org Start Date	Position Start Date	Has Supv1	Career Path	Band Level	Occ Series	HRSO Code	Loc Code	Basic Pay	Band Min	Band Max	Local Band Max	Ret Pay	Runs With Errors	Message
2						No	06-06-2010	06-06-2010		Yes	NH	III	0301	AD	DET	84507	71099	109908	141089	No	8	User not processed by DCPDS import
3						No	04-24-2011	04-24-2011	06-10-2018	Yes	NH	IV	0346	AD	DET	152771	99908	152771	183500	No	6	User not processed by DCPDS import
4						No	09-12-2021	09-25-2023		Yes	NH	III	1515	AD	HNT	109908	71099	109908	132945	No	3	User not processed by DCPDS import
57						Yes	08-04-2023	08-04-2023	08-04-2023	Yes	NH	IV	0801	AD	NY	153427	99908	152771	183500	Yes	4	Retained Pay under local band max
58						No	09-10-2023	12-20-2010	09-10-2023	Yes	NH	III	1101	BV	DET	85414	71099	109908	141089	No	1	User not processed by DCPDS import
59						No	09-11-2023	09-11-2023	09-11-2023	Yes	NH	II	0080		DCB	77112	32357	77112	102166	No	1	User not processed by DCPDS import HRSO is missing or invalid
60						No	07-16-2023	07-16-2023		Yes	NH	III	0830	YU	DCB	71099	71099	109908	145617	No	1	User not processed by DCPDS import
61						No	07-30-2023		07-30-2023	Yes	NH	II	1550		DCB	59319	32357	77112	102166	No	1	User not processed by DCPDS import HRSO is missing or invalid
62						No	09-25-2023	09-25-2023	09-25-2023	Yes	NK	III	0303	YU	RUS	50662	44389	70190	81771	No	1	User not processed by DCPDS import
63						No	09-25-2023	09-25-2023	09-25-2023	Yes	NH	III	0301	AD	HNT	109908	71099	109908	132945	No	1	User not processed by DCPDS import
64						No	09-11-2023	09-11-2023	09-11-2023	Yes	NH	III	0340	AD	DET	109908	71099	109908	141089	No	1	User not processed by DCPDS import

The table at the next slide describes the error messages you will see for errors found with an employee's CAS2Net record.

Discrepancy Reports – CAS2Net Profile Errors

CAS2NET Profile Errors

Message	Description	Resolution
User not processed by DCPDS import	The employee has an Active User Profile in CAS2Net, but they do NOT have a record in DCPDS.	Ensure the EDIPI in CAS2Net and DCPDS match, and the employee's DCPDS record has a Demo Location Code of 'Q'.
AcqDemo Start Date missing	The employee is missing 'AcqDemo Start Date' in their CAS2Net User Profile on the 'Organization Information' panel.	Add the 'AcqDemo Start Date'.
Organization Start Date missing	The employee is missing 'Organization Start Date' in their CAS2Net User Profile on the 'Organization Information' panel.	Add the 'Organization Start Date'.
Career Path is missing or invalid	The employee is missing 'Career Path' in their CAS2Net User Profile on the 'Organization Information' panel or it is invalid.	Update the 'Career Path' by using the dropdown.
Broadband Level is missing or invalid	The employee is missing 'Broadband Level' in their CAS2Net User Profile on the 'Organization Information' panel or it is invalid.	Update the 'Broadband Level' using the dropdown.

Discrepancy Reports – CAS2Net Profile Errors

CAS2NET Profile Errors

Message	Description	Resolution
Occupational Series is missing or invalid	The employee is missing 'Occupational Series' in their CAS2Net User Profile on the 'Organization Information' panel or is not a valid option based on the selected Career Path.	Update the 'Occupational Series' to a valid Occupational Series that is listed in Appendix B of the AcqDemo OpsGuide.
Sub-Panel not set for user	The employee has an Active User Profile but is not assigned to an organization.	Find the employee in the 'Archived/Transfer' list and move the employee to the correct 'Organization Level'.
Sub-Panel [Name (Pay Pool Code)] not in an active pay pool	The employee is assigned to an 'Organization Level' that is not associated with a Pay Pool or the associated Pay Pool is inactive.	Update the 'Organization Level' in their CAS2Net User Profile on the 'Organization Information' panel using the dropdown.
Sub-Panel [Code (CAS2NetID)] is inactive	The employee is assigned to an 'Organization Level' that is inactive in their CAS2Net User Profile on the 'Organization Information' panel.	Update the 'Organization Level' using the dropdown to an active organization.

Discrepancy Reports – CAS2Net Profile Errors
CAS2NET Profile Errors

Message	Description	Resolution
HRSO is missing or invalid	The employee is missing HRSO Code in their CAS2Net User Profile on the 'Organization Information' panel or is not a valid option.	Change the HRSO Code to a valid code defined in CAS2Net. Please send a request to add the HRSO Code in CAS2Net to ***AcqDemo.Contact@dau.edu*** if you can't find the appropriate code in the HRSO Code dropdown.
Supervisor 1 is not assigned	The employee does NOT have a 'Supervisor 1' assigned in their CAS2Net User Profile on the 'Organization Information' panel.	Add a 'Supervisor 1' by using the dropdown.
Basic Pay Missing	The employee is missing Basic Pay in their CAS2Net User Profile on the 'Salary Information' panel.	Update the user profile to include Basic Pay.
Basic Pay is below band min	The employee's Basic Pay is below the band minimum based on the selected Career Path, Broadband Level, and Basic Pay found in CAS2Net.	Update the Career Path, Broadband Level, and/or Basic Pay in CAS2Net.
Non-Retained Pay over band max	The employee's Basic Pay is over the band max based on the selected Career Path, Broadband Level, and Basic Pay found in CAS2Net.	Update the Career Path, Broadband Level, Basic Pay, and/or Retained Pay flag in CAS2Net.

Discrepancy Reports – CAS2Net Profile Errors

CAS2NET Profile Errors

Message	Description	Resolution
Retained Pay under local band max	The employee is marked as a Retained Pay employee, but the Basic Pay is below the local band max based on the selected Career Path, Broadband Level, Basic Pay, and Locality Code in CAS2Net.	Update the Career Path, Broadband Level, Basic Pay, Locality Code, and/or Retained Pay flag in CAS2Net.
Locality is missing or invalid	The employee is missing 'Locality' in their CAS2Net User Profile on the 'Salary Information' panel or it is an invalid option.	Update the user profile to select a valid option from the 'Locality' dropdown.
Unable to determine salary band	The employee is missing either the 'Career Path' or 'Broadband Level' in their CAS2Net User Profile on the 'Organization Information' panel.	Update the user profile by selecting a valid 'Career Path' and/or 'Broadband Level' from the dropdowns.
Pay band on temporary promotion does not match user profile	The employee has a 'Temporary Promotion' in 'Post Cycle Activity' that does not match the CAS2Net User Profile.	Update the 'Post Cycle Activity' Temporary Promotion or the User Profile to match.

Discrepancy Reports - Worksheet

CAS2NET Profile Warnings

The CAS2Net Profile Warnings worksheet identifies warnings when updating CAS2Net with DCPDS data.

The fields with a warning will be highlighted using a <mark>yellow</mark> background.

It is NOT necessary to update DCPDS or CAS2Net but is provided just to document the difference between the two systems.

	A	B	C	D	E	F	G	H
1	UserID	Employee Name	EDIPI	Sub Panel	Pay Pool	Org Start Date	Position Start Date	Message
2						05-22-2011		Position Start Date missing
3						05-22-2011		Position Start Date missing
4						05-22-2011		Position Start Date missing
5						05-22-2011		Position Start Date missing
6						05-22-2011		Position Start Date missing
7						05-22-2011		Position Start Date missing
8						05-22-2011		Position Start Date missing
9						05-22-2011		Position Start Date missing
10						05-22-2011		Position Start Date missing

Discrepancy Reports – CAS2Net Profile Warnings

CAS2NET Profile Warnings -

Message	Description
Organization Start Date missing	The organization start date is missing from the CAS2Net User Profile.
Position Start Date missing	The position start date is missing from the CAS2Net User Profile.
Organization Start Date missing **Position Start Date missing**	Both the organization start date and position start date are missing from the CAS2Net User Profile.

The fields with a warning will be highlighted using a <mark>yellow</mark> background.

It is NOT necessary to update DCPDS or CAS2Net but is provided just to document the difference between the two systems.

CAS2Net User Guide

For more on the Discrepancy Reports

Acq Demo CAS2Net 2.0

This system is only designed for processing up to CUI and unauthorized disclosure of information is a violation of the law.

? SUPER USER ▾

Your Session will expire in 14:40 minutes.

🖥 Home ▾   **Welcome to CAS2Net 2.0**

Click [?] [SUPER USER ▾]   **"SUPER USER"** is the username

https://cas2net.army.mil/Home/ShowUserGuide/Cas2Net_UserGuide.pdf

UNITED STATES DEPARTMENT OF DEFENSE (DOD)

CIVILIAN ACQUISITION WORKFORCE PERSONNEL DEMONSTRATION PROJECT (ACQDEMO)

CONTRIBUTION-BASED COMPENSATION AND APPRAISAL SYSTEM SOFTWARE (CAS2NET)

CAS2NET 2.0 USER GUIDE

01 February 2023

PREPARED FOR:
United States Department of Defense (DoD)
Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo)

PREPARED BY:
AcqDemo Program Office

End of Cycle Key Dates

2024 End of Cycle Timeline			
Day	**Date**	**Event**	**Action By**
Tuesday	1-Oct-24	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	PMO
		Pay Pool Notices with 2024 Macro-Enabled Sub-Panel Meeting Spreadsheet, 2024 Macro-Enabled CMS, and 2024 Macro-Enabled Pay Pool Analysis Tool	PMO
Thursday	21-Nov-24	Pay Pool Notices with Not Final Reports / Data Complete Reports	PMO
Friday	13-Dec-24	Initial Upload DAF & DCMA 6 Dec 2024 **subject to component/command earlier initial upload date**	Pay Pool Administrators
Wednesday	8-Jan-25	Final Upload DAF 20 Dec 2024 **subject to component/command earlier initial upload date**	Pay Pool Administrators
Sunday	12-Jan-25	**First full pay period in January (12 Jan to 25 Jan)**	
Friday	17-Jan-25	Pay Pools completed	PMO
Tuesday	21-Jan-25	Pay transactions posted to regional pay offices	PMO

2024 Open Forum Schedule

- ✓ 04 January, 1pm – 2:30pm ET: CCAS Pay Transactions for Regional Pay Offices
- ✓ 01 February, 1pm – 2:30pm ET: CCAS Grievance 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: Macro Free Sub Panel Spreadsheet and Compensation Management Spreadsheet (CMS) Introduction
- ✓ 11 July, 1pm – 2:30pm ET: Creating Sub-Organization Levels and Assigning Sub-Panel Managers, and User Role Assignments
- ✓ 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 and CMS Online)
- ✓ 12 September, 1pm – 2:30pm ET: Transfer, Archive and Post Cycle Activities
- ✓ 19 September, 1pm-2:30pm ET: Changes in Sub-Panel Meeting and CMS
- ✓ 26 September, 1pm-2:30pm ET: Macro Free Sub Panel Spreadsheet and Macro Free CMS
- ✓ 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 (PAT)
- ○ 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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