

CAS2Net and CCAS Open Forum

Thursday

2 November 2023

1:00 PM Eastern Time

Topic: Initial and Final Uploads

To join this Microsoft Teams Open Forum on your computer, mobile app or room device

Copy and paste the following to join the meeting

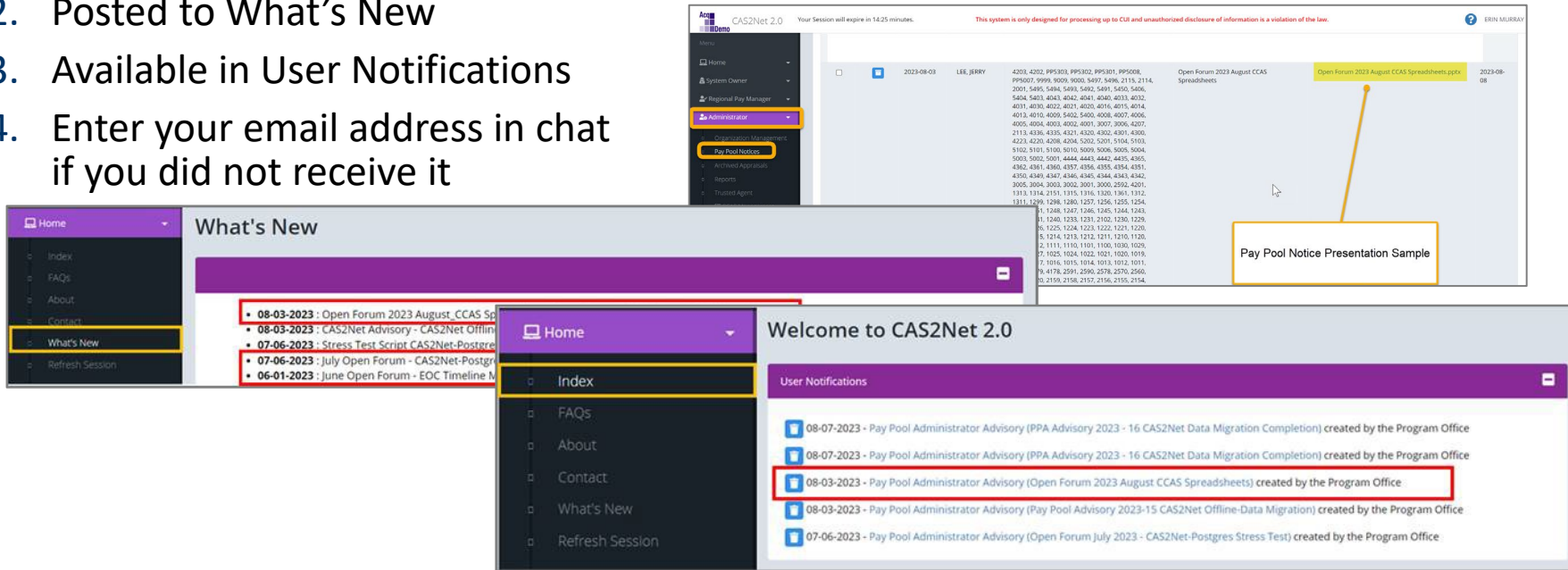
[https://teams.microsoft.com/l/meetup-](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NzQwY2I3MTktZmI1YS00YWM0LThhY2YtMDI4MDA3ZDIzNGMw%40thread.v2/0?context=%7b%22Tid%22%3a%221c21be44-2435-49bf-bc1f-cba317187058%22%2c%22Oid%22%3a%22ad5815de-5095-4600-8a86-0164be9d07a8%22%7d)

[join/19%3ameeting_NzQwY2I3MTktZmI1YS00YWM0LThhY2YtMDI4MDA3ZDIzNGMw%40thread.v2/0?context=%7b%22Tid%22%3a%221c21be44-2435-49bf-bc1f-](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NzQwY2I3MTktZmI1YS00YWM0LThhY2YtMDI4MDA3ZDIzNGMw%40thread.v2/0?context=%7b%22Tid%22%3a%221c21be44-2435-49bf-bc1f-cba317187058%22%2c%22Oid%22%3a%22ad5815de-5095-4600-8a86-0164be9d07a8%22%7d)

[cba317187058%22%2c%22Oid%22%3a%22ad5815de-5095-4600-8a86-0164be9d07a8%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NzQwY2I3MTktZmI1YS00YWM0LThhY2YtMDI4MDA3ZDIzNGMw%40thread.v2/0?context=%7b%22Tid%22%3a%221c21be44-2435-49bf-bc1f-cba317187058%22%2c%22Oid%22%3a%22ad5815de-5095-4600-8a86-0164be9d07a8%22%7d)

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>

Initial/Final Upload Dates

- End of Cycle Timeline
- **Subject to component/command suspense date but NLT 15 December 2023 (Friday)** – Initial upload so AcqDemo Program Office can check parameters

Component/Command Initial Upload	
DCMA (Initial Internal Upload)	Friday 1 Dec 2023
Department of Air Force	Monday 4 Dec 2023

- **Subject to component/command suspense date but NLT 10 Jan 2024 (Wednesday)** – Final upload subject to approved GPI and locality rates

Component/Command Final Upload	
Department of Air Force	Monday 18 Dec 2023

Initial/Final Upload

Reminder:
**Review and correct issues in
discrepancy reports**

23 Oct 2023

**Pay Pool Advisory 2023-27
CAS2Net Previous Cycle Data
(check for non-demo employees)**

Initial Upload

- Parameter settings in the spreadsheet are consistent with AcqDemo, component, command, and pay pool policies and guidance.

Projected GPI

CRI %

CA %

CRI Target Rail

CA Target Rail

You may set any parameters in Yellow

Start with little or no CRI and CA set-aside and increase it gradually. If you reduce the set-aside after allocating your discretionary funds, your remainder will go negative and you will have to delete all or some of your allocations and start over again. Set aside may change if rollover amount changes. The cash award amount is 90% of the total award budget.

		Cash Amount	Plus Unused GPI
GPI (G)%	4.70		
GS-1/step1 pay (24)	\$ 21,986		
GS-1/step1 pay (23)	\$ 20,999		
CRI Funding %	2.400%	\$136,993	\$143,427
CRI Set-Aside	0.697%	\$1,000	
Award Funding %	2.500%	\$166,247	Plus Unused CRI
Award Spent in CMS (<=90%)	90%	\$149,623	\$237,059
Non-CCAS Award for Remainder of FY	10%	\$16,624	
Award Set-Aside	0.422%	\$1,000	
Beta 1 (CRI)	0		
Beta 2 (Award)	1		
Minimum CRI Dollar Amount	\$0		

Check box if this is your organization's first cycle in AcqDemo
Max CRI 2.5%

Check this box if you want to add CRI remainder to CA

Beta 1: 1= Upper Rail, 0= SPL
Beta 2: 1= Upper Rail, 2%= 2% above SPL, 1%= 1% above SPL

Initial Upload – Why?

- Export from the CMS and upload to CAS2Net Offline Interface IAW component/command guidance or NLT 15 December 2023.
- PMO will check uploads to ensure funding levels and target rails for CRI and CA are set.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	PayPool	PayPoolId	ScenId	Approved	G Carryover	G% G%	ImpDt	CRI%	Award%	CRI_SA	alpha1	Award_SA	alpha2	beta1	beta2	Min CRI	MinCarry	Min Award
2		11		No	0	4.7		1	1	0		0		1	1	0	0	0
3		14		No	6701	4.7		1	1	0		2483		1	1	0	0	0
4		27		No	0	4.7		0	1	0		24434		0	1	0	0	0
5		28		No	0	4.7		0	1	0		0		0	1	0	0	0
6		29		No	0	4.7		0	1	0		0		0	1	0	0	0
7		30		No	0	4.7		0	1	0		0		0	1	0	0	0
8		31		No	0	4.7		0	1	0		0		0	1	0	0	0
9		32	26618	No	0	4.7	10/23/2023	2.26	2.5	0	0.939038	0	0.27881	0	1	0	0	0

	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ
1	Cri remainder	Award remainder	RetainFix	Final_Allow	FirstYear	Valid	Version	Use OCS Control Point	OCS Control Point Target	Can Set Differential	Ca Proration	TOA Plan	CCAS Award % in CMS	CA Rem 1	CA Rem 2	Unspent CMS Award \$	Non- CCAS Award Pot	Gpi Final
2	995183		No	No	No	No	No	No	No	No	3	2	90					No
3	179682		No	No	No	No	No	No	No	No	3	2	90					No
4	380680		No	No	No	No	No	No	No	No	1	1	85					No
5	544828		No	No	No	No	No	No	No	No	2	1	85					No
6	417469		No	No	No	No	No	No	No	No	2	1	85					No
7	247466		No	No	No	No	No	No	No	No	1	1	85					No
8	419361		No	No	No	No	No	1	No	1	1	1	85					No
9	182	226	1	No	No	Yes	1	No	0	Yes	2	1	85	226	226	226	203487	No

- Administrators can generate a similar report (Pay Pool Status) for your pay pool, and based on access level, by command and component

Initial/Final Upload

- Things to check
- Data
 - In the Tool Bar, select “Add-Ins” then click “Validate”.



- All employees in the spreadsheet must have a valid OCS and Rating of Record (RoR). Validate your spreadsheets before you finalize and upload your data; you should not see any red circles or red banners!

	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR
Scores				Invalid			Invalid			
	Categorical			Final			PAQL			
	Job Achievement and/or Innovation	Communication and/or Teamwork	Mission Support	Job Achievement and/or Innovation	Communication and/or Teamwork	Mission Support	Job Achievement and/or Innovation	Communication and/or Teamwork	Mission Support	
	3M		3H	54		57	3	3	5	
	3H	3H	3H	83	83	83	3		5	

	BO	BP	BQ	BR	BS	BT	BU	BV
Set GPI	Warning: Pay adjustments are incorrect because some scores are missing!							
4.7%	Warning: Pay adjustments are incorrect because some scores are missing!							
	CF	CG	CH	CI	CJ	CK	CL	CM
Warning: Pay adjustments are incorrect because some scores are missing!								

Initial/Final Upload

- If the “Control Point Used in Calculation” is red
- “Allow Over Control Point” is grey, cannot allow the “New Basic Pay” to exceed the control point

	A	B	P	AB	AC	AD	BO	BX	BY	CN	CO	CP	CQ	CS	CT	DK	DL
1	Return to Frilit Parameters						Set GPI		Set CRI							Award	
7	Blue arrows indicate fields set to filter the data.																
8	Last Name	First Name	CY2023 Basic Pay	CRI Override?	CA Override?	Rollover CRI to CA?		Pay with GPI		OCS Control Point	Control Point \$	Control Point Used in Calculations	Allow Over Control Point?	Approved CRI \$	New Basic Pay 2024		Carryover Award
9																	
15	ATOLL	JOHNSON	\$85,229	0	0	1		\$87,148					0	\$0	\$87,148		\$0
16	BANK	SERRANILLA	\$50,000	0	0	1		\$52,350					0	\$0	\$52,350		\$0
17	BIRD	BLU	\$108,452	0	0	1		\$113,550	82.00			\$111,906		\$573	\$114,123		\$0
18	CALI	FORNIA	\$152,771	0	0	1		\$159,950					0	\$0	\$159,950		\$0

- The reason this happens is that while the 2023 Basic Pay is less than the Control Point, the GPI caused the Pay with GPI to exceed the control point (see next slide for options)

	A	B	P	AB	AC	AD	BO	BX	BY	CN	CO	CP	CQ	CS	CT	DK	DL
1	Return to Frilit Parameters						Set GPI		Set CRI							Award	
7	Blue arrows indicate fields set to filter the data.																
8	Last Name	First Name	CY2023 Basic Pay	CRI Override?	CA Override?	Rollover CRI to CA?		Pay with GPI		OCS Control Point	Control Point \$	Control Point Used in Calculations	Allow Over Control Point?	Approved CRI \$	New Basic Pay 2024		Carryover Award
9																	
15	ATOLL	JOHNSON	\$85,229	0	0	1		\$87,148					0	\$0	\$87,148		\$0
16	BANK	SERRANILLA	\$50,000	0	0	1		\$52,350					0	\$0	\$52,350		\$0
17	BIRD	BLU	\$108,452	0	0	1		\$113,550	82.00			\$111,906		\$573	\$114,123		\$0
18	CALI	FORNIA	\$152,771	0	0	1		\$159,950					0	\$0	\$159,950		\$0

Initial/Final Upload

- When the “Control Point Used in Calculation” is red and “Allow Over Control Point” is grey
- Option 1 – no action and allow as Approved CRI for new basic pay to exceed the control point

	A	B	P	AB	AC	AD	BO	BX	BY	CN	CO	CP	CQ	CS	CT	DK	DL
1	Return to Edit Parameters						Set GPI		Set CRI							Award	
7	Blue arrows indicate fields set to filter the data.																
8	Last Name	First Name	CY2023 Basic Pay	CRI Override?	CA Override?	Rollover CRI to CA?		Pay with GPI		OCS Control Point	Control Point \$	Control Point Used in Calculations	Allow Over Control Point?	Approved CRI \$	New Basic Pay 2024		Carryover Award
9																	
15	ATOLL	JOHNSON	\$85,229	0	0	1		\$87,148					0		\$87,148		\$0
16	BANK	SERRANILLA	\$50,000	0	0	1		\$52,350					0		\$52,350		\$0
17	BIRD	BLU	\$108,452	0	0	1		\$113,550	82.00		\$111,906			\$573	\$114,123		\$0
18	CALI	FORNIA	\$152,771	0	0	1		\$159,950					0	\$0	\$159,950		\$0

- Option 2 – in Rollover CRI to CA, change “1” to “2” to roll CRI to a Carryover Award

	A	B	P	AB	AC	AD	BO	BX	BY	CN	CO	CP	CQ	CS	CT	DK	DL
1	Return to Edit Parameters						Set GPI		Set CRI							Award	
7	Blue arrows indicate fields set to filter the data.																
8	Last Name	First Name	CY2023 Basic Pay	CRI Override?	CA Override?	Rollover CRI to CA?		Pay with GPI		OCS Control Point	Control Point \$	Control Point Used in Calculations	Allow Over Control Point?	Approved CRI \$	New Basic Pay 2024		Carryover Award
9																	
15	ATOLL	JOHNSON	\$85,229	0	0	1		\$87,148					0		\$87,148		\$0
16	BANK	SERRANILLA	\$50,000	0	0	1		\$52,350					0		\$52,350		\$0
17	BIRD	BLU	\$108,452	0	0	2		\$113,550	82.00		\$111,906			\$0	\$113,550		\$573
18	CALI	FORNIA	\$152,771	0	0	1		\$159,950					0	\$0	\$159,950		\$0

Initial/Final Upload

- Option 3 – in CRI Override, change “0” to “1” to override/cancel the CRI

	A	B	P	AB	AC	AD	BO	BX	BY	CN	CO	CP	CQ	CS	CT	DK	DL
1	Return to Edit Parameters						Set GPI		Set CRI							Award	
7	Blue arrows indicate fields set to filter the data.																
8	Last Name	First Name	CY2023 Basic Pay	CRI Override?	CA Override?	Rollover CRI to CA?		Pay with GPI		OCS Control Point	Control Point \$	Control Point Used in Calculations	Allow Over Control Point?	Approved CRI \$	New Basic Pay 2024		Carryover Award
9																	
15	ATOLL	JOHNSON	\$85,229	0	0	1		\$87,148					0	\$0	\$87,148		\$0
16	BANK	SERRANILLA	\$50,000	0	0	1		\$52,350					0	\$0	\$52,350		\$0
17	BIRD	BLU	\$108,452	1	0	1		\$113,550		82.00		\$111,906		\$0	\$113,550		\$0
18	CALI	FORNIA	\$152,771	0	0	1		\$159,950					0	\$0	\$159,950		\$0

- Option 4 – change or delete the OCS control point or Control Point \$

	A	B	P	AB	AC	AD	BO	BX	BY	CN	CO	CP	CQ	CS	CT	DK	DL
1	Return to Edit Parameters						Set GPI		Set CRI							Award	
7	Blue arrows indicate fields set to filter the data.																
8	Last Name	First Name	CY2023 Basic Pay	CRI Override?	CA Override?	Rollover CRI to CA?		Pay with GPI		OCS Control Point	Control Point \$	Control Point Used in Calculations	Allow Over Control Point?	Approved CRI \$	New Basic Pay 2024		Carryover Award
9																	
15	ATOLL	JOHNSON	\$85,229	0	0	1		\$87,148					0	\$0	\$87,148		\$0
16	BANK	SERRANILLA	\$50,000	0	0	1		\$52,350					0	\$0	\$52,350		\$0
17	BIRD	BLU	\$108,452	0	0	1		\$113,550		83.00		\$114,149	1	\$573	\$114,123		\$0
18	CALI	FORNIA	\$152,771	0	0	1		\$159,950					0	\$0	\$159,950		\$0

- Option 5 – IAW local business rules

Initial/Final Upload

- If the Available Balance in Column CA has cents, e.g., “.20” instead of “.00” then you must revise the formula used to distribute the discretionary amount, e.g., =SUM(BZ11*0.1) to =ROUNDDOWN(BZ11*0.1,0). The cents are there as a warning because there are pay pools that use formulas that do not truncate, floor, or ceiling their discretionary amounts. This makes it more obvious, otherwise, we will have to contact the administrator to revise the formula.

CA11 fx =SUM(BZ11*0.1)

	A	B	BY	BZ	CA	CB	
1	Return to Main Menu	Edit Parameters	Set CRI 2.40%	Total CRI			
2		Set View		Default=	\$142,407		
3				Discretionary=	\$236		
4				Computed =	\$1		
5	Goto Scores GPI						
6	CRI Awards						
7	Blue arrows indicate fields set to filter the data.						
8	Last Name	First Name		Available Balance=	\$784.20	Computed CRI \$	
			(Default CRI) Alpha1DeltaY	(PPM Input) Discretionary CRI			
9							
10							
11	ALA	BAMA		\$2,358	\$236	\$2,594	
12	ALAS	KA		\$2,486		\$2,486	

CA11 fx =ROUNDDOWN(BZ11*0.1,0)

	A	B	BY	BZ	CA	CB	
1	Return to Main Menu	Edit Parameters	Set CRI 2.40%	Total CRI			
2		Set View		Default=	\$142,407		
3				Discretionary=	\$235		
4				Computed =	\$142,642		
5	Goto Scores GPI						
6	CRI Awards						
7	Blue arrows indicate fields set to filter the data.						
8	Last Name	First Name		Available Balance=	\$785.00	Computed CRI \$	
			(Default CRI) Alpha1DeltaY	(PPM Input) Discretionary CRI			
9							
10							
11	ALA	BAMA		\$2,358	\$235	\$2,593	
12	ALAS	KA		\$2,486		\$2,486	

Initial/Final Upload

- Export from Content Worksheet

The screenshot shows a spreadsheet interface with the following elements:

- Header:** A red banner across the top reads "Compensation Management Spreadsheet".
- Row 2:** "Cycle: 2023" and "Version: 1".
- Row 3:** A descriptive sentence: "The purpose of this spreadsheet is to record appraisal scores and set basic pay rates and contribution-based financial awards."
- Row 5:** A yellow box contains the text: "Data/Spreadsheet Download -- Download the data file from CAS²Net, then click on Import to load the file into this spreadsheet."
- Row 6:** A yellow box contains the text: "Appraisal Score Entry -- Once the file has been loaded, assign categorical and".
- Buttons:** "Pay Pool Data" section includes "Import", "View", and "Export" buttons. The "Export" button is highlighted with a red box.
- Metadata:** "Last Import: 10/24/2023 (9:20:01 AM)(EDT)", "Last Export:" (empty), and "Last Modified:" (empty) with a "Use Today" button.

- Or Export from Add-Ins

The screenshot shows the Microsoft Excel ribbon with the "Add-ins" tab selected. The "Export" button is highlighted with a red box. Other visible buttons include Copy, Import, Hide, Unhide, Unhide All, Clear All Filters, Sort, Output Charts, Grievance, and Temp Promotion.

- Pop-Ups if you did not Validate

The dialog box titled "Export Cancelled" contains the following text:

Validation of Final Scores has failed.
Export will be cancelled.

Buttons: OK, Cancel

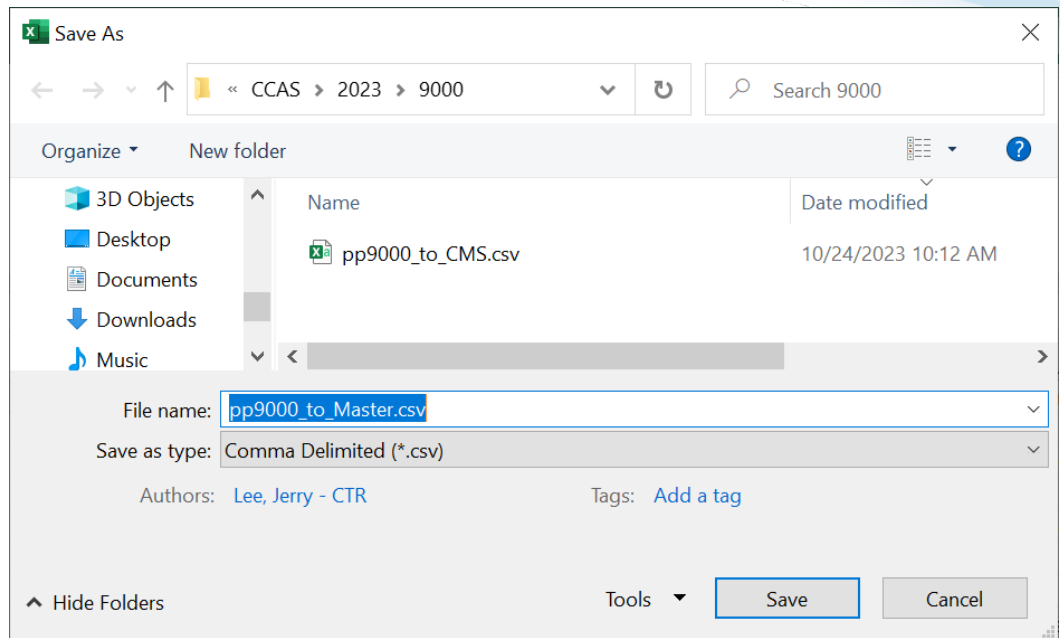
The dialog box titled "Export" contains the following text:

Validation of the spreadsheet has failed.
Continue with Export?

Buttons: Yes, No

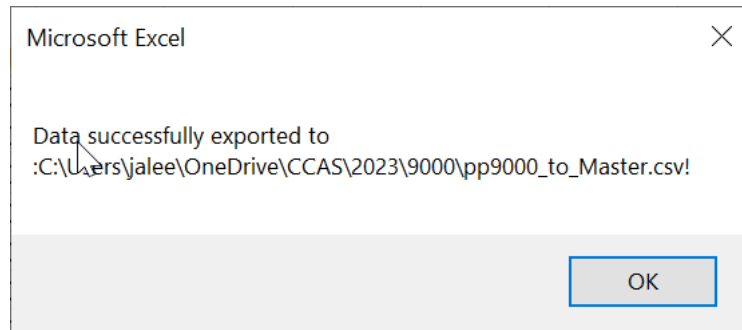
Initial/Final Upload

- CMS validated and exporting
- CMS-generated file name based on imported file name to CMS



pp9000_to_CMS ... when exported as pp9000_to_Master

- Click 

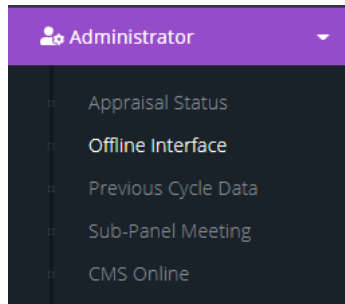


- Click 

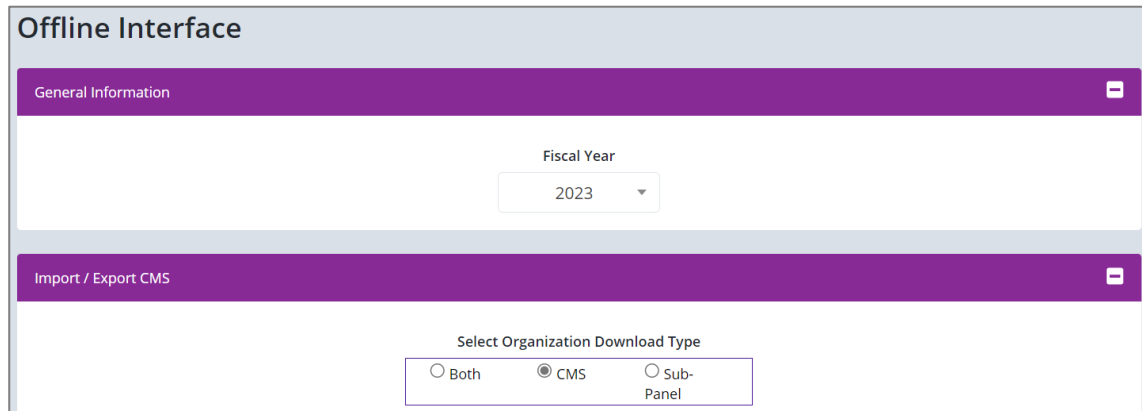
Initial/Final Upload

To upload CMS export file

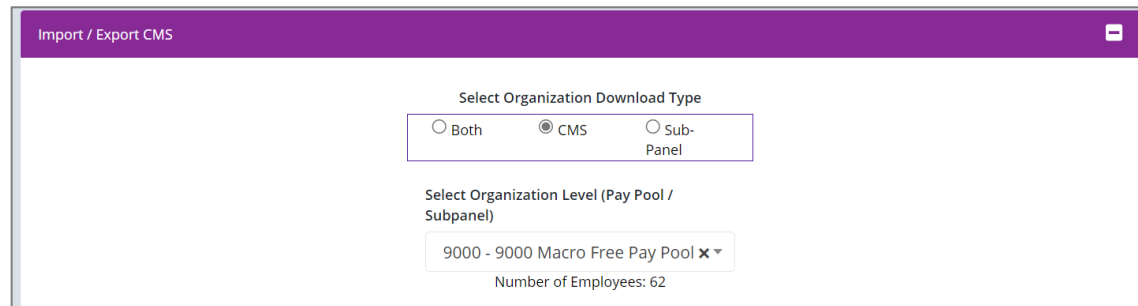
- Administrator Menu
- Select Offline Interface



- Select spreadsheet CMS



- Select pay pool



Initial/Final Upload

- Select

Upload Employee Data

Import / Export CMS

Select Organization Download Type

Both CMS Sub-Panel

Select Organization Level (Pay Pool / Subpanel)

9000 - 9000 Macro Free Pay Pool x

Number of Employees: 62

Download Employee Data

Last Download: Tuesday October 24, 2023 at 10:11:57

Upload Employee Data

Download PAT

Download Final CMS

- Click

Choose File

Upload Paypool CSV

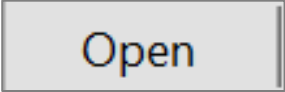
Selected Organization 9000 - 9000 Macro Free Pay Pool

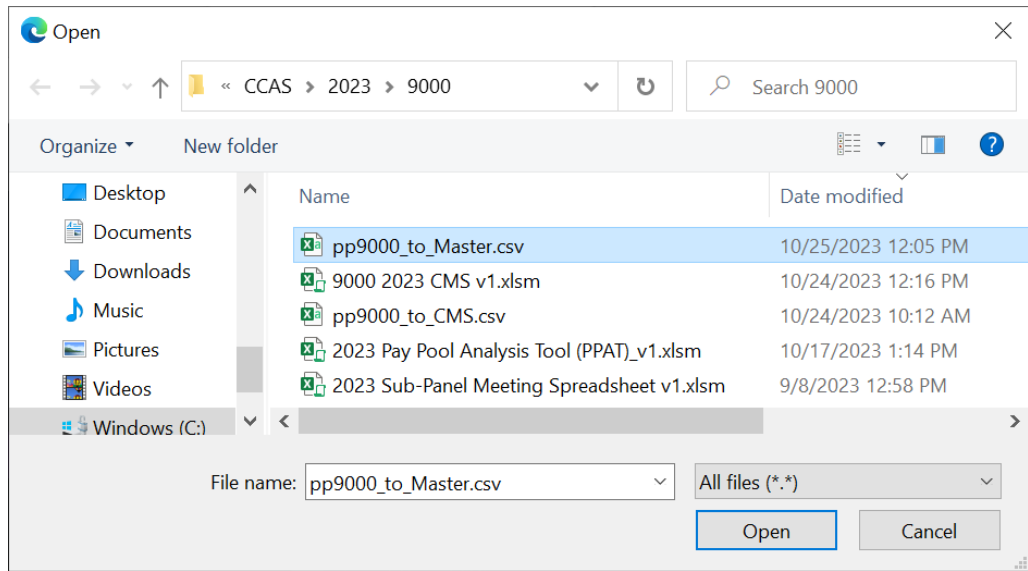
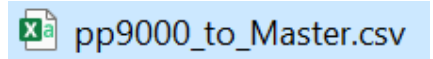
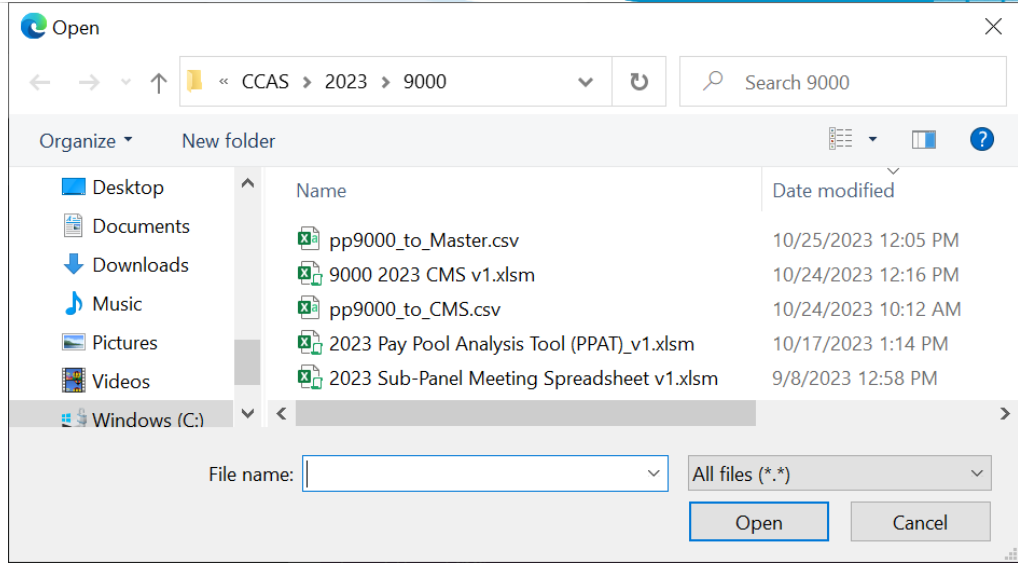
Select File to Upload

Choose File No file chosen

Cancel Upload

Initial/Final Upload

- Select file to upload
- Must be #####_to_Master
- Either Double-click on file
- Or select 



Initial/Final Upload

- File chosen

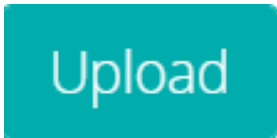
Upload Paypool CSV ✕

Selected Organization 9000 - 9000 Macro Free Pay Pool

Select File to Upload

pp9000_to_Master.csv

- Select



- Success!



- **OR ...**

- Home
- Administrator
- Appraisal Status
- Offline Interface
- Previous Cycle Data
- Sub-Panel Meeting
- CMS Online
- Organization Management
- Pay Pool Notices
- Archived Appraisals

Success! Upload and Processing Successful! ✕

Offline Interface

General Information ☰

Fiscal Year

2021 ▾

Initial/Final Upload

Errors and/or Warnings

Errors!

BIRD, BLU has pay pool mismatch.
CATBIRD, GRAY (256644) does not have a previous cycle record in the selected organization.
CHICKADEE, CAPPED has pay pool mismatch.
GRACKLE, COMMON has pay pool mismatch.
ICE, PIGEON has presumptive status mismatch.
JUNCO, DARKEYED has presumptive status mismatch.
WARBLER, RUMPED has pay pool mismatch.
WREN, CAROLINA has pay pool mismatch.

Warnings!

Uploaded has not been validated by the CMS.
ALAS, KA is missing PAQL Score(s)
ALA, BAMA is missing PAQL Score(s)

Offline Interface

General Information

Fiscal Year

2023

Initial/Final Upload

Review all errors

Errors!

BIRD, BLU has pay pool mismatch.

CATBIRD, GRAY (256644) does not have a previous cycle record in the selected organization.

Errors!

DOVE, MOURNING has presumptive status mismatch.
EMPLOYEE, ACDP 2 has presumptive status mismatch.
MARTIN, PURPLE has presumptive status mismatch.

Errors!

CHICKADEE, CAPPED has base pay mismatch.
ROBIN, AMERICAN has base pay mismatch.
Selected organization contains user(s) that are not in the upload file.

Error! Selected organization contains user(s) that are not in the upload file.

Mismatch in number of employees in upload file compared to previous cycle data employees

and warnings from the upload

Either

- Correct in the CMS then again export from the CMS and upload using CAS2Net Offline Interface.

or

- If corrected in Previous Cycle Data then you must do another download first, import to CMS, validate then export for the upload.

Warnings!

Uploaded has not been validated by the CMS.
ALAS, KA is missing PAQL Score(s)
ALA, BAMA is missing PAQL Score(s)

Download/Import and Export/Upload Files

- The Sub-Panel Meeting Spreadsheet and CMS have standardized naming conventions for the download/import and export/upload files to CAS2Net

	Download / Import	Export / Upload
Sub-Panel Meeting Spreadsheet	pp####_to_sp####-2.csv	pp####_to_sp####-#_to_Master.csv
Compensation Management Spreadsheet (CMS)	pp####_to_CMS.csv	pp####_to_Master.csv
Pay Pool Analysis Tool (PAT)	pp####_to_Master.csv	PAT does not have an export capability

- Administrators may add to the file names, for example
 - Initial download ... pp####_to_CMS.csv save as 21 Oct 2023 pp####_to_CMS.csv
 - 1st Pay Pool Panel Meeting ... import, save CMS as 0900 21 Oct 2023 #### 2023 CMS
 - 1st Pay Pool Panel Meeting, first break ... save CMS as 1330 21 Oct 2023 #### 2023 CMS
 - End of 1st Pay Pool Panel meeting ... save CMS as 1600 21 Oct 2023 #### 2023 CMS ... Export
 - CMS-generated file name 1600 21 Oct 2023 ####_to_Master.csv ... Save ... Upload
 - Next download pp####_to_CMS.csv save as 22 Oct 2023 pp####_to_CMS.csv

Final Upload

- Final upload to CAS2Net.
- Similar procedure as the initial upload
- Subject to component/command suspense date but **NLT 14 January 2024 (Wednesday)** – Final upload

Component/Command Final Upload	
Department of Air Force	Monday 18 Dec 2023

Final Upload

- To finalize your upload, choose file

- Must toggle from No Yes to No Yes

- Click

- Success

Success! The pay pool has been finalized and locked. No further uploads allowed unless unlocked.

Final Upload

- If the upload results in Warnings and/or Errors

The screenshot displays a software interface with a light blue header. Below the header is a yellow warning box with a close button (X) in the top right corner. The warning text reads: "Warnings! Uploaded has not been validated by the CMS. ALAS, KA is missing PAQL Score(s) ALA, BAMA is missing PAQL Score(s)". Below the warning box is a grey section titled "Offline Interface". Underneath this is a purple bar labeled "General Information" with a minus sign icon on the right. Below the purple bar is a white area containing a "Fiscal Year" label and a dropdown menu currently set to "2023".

- Review all warnings and errors from the upload
 - Correct in the CMS or Previous Cycle Data
 - Then again export from the CMS
 - Upload to CAS2Net Offline Interface
 - Successful final upload will lock the pay pool and not allow another upload unless the pay pool is unlocked

Success! The pay pool has been finalized and locked. No further uploads allowed unless unlocked.

Unlock Finalized Pay Pool

Success! The pay pool has been finalized and locked. No further uploads allowed unless unlocked.

- **Successful Final Upload locked further uploads**

Import / Export CMS ☰

Select Organization Download Type

Both
 CMS
 Sub-Panel

Select Organization Level (Pay Pool / Subpanel)

9000 - 9000 Macro Free Pay Po... x ▾

Number of Employees: 57

Download Employee Data

Last Download: Tuesday October 17, 2023 at 10:23:56

Upload Employee Data

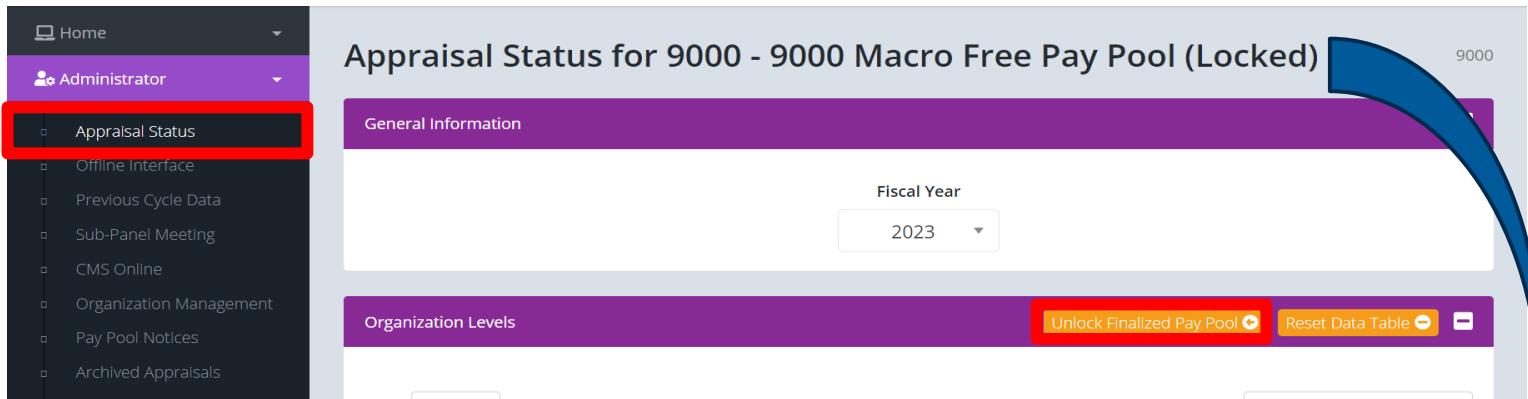
Last Upload: Thursday October 26, 2023 at 14:36:51



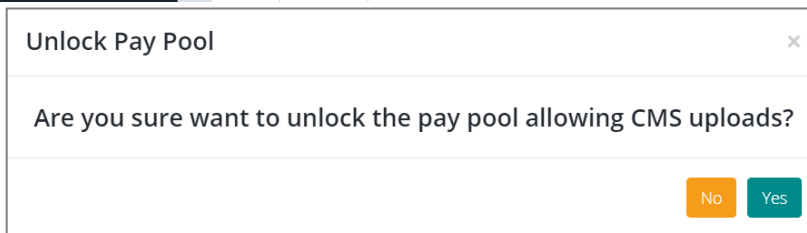
- **To unlock, see next slide**

Unlock Finalized Pay Pool

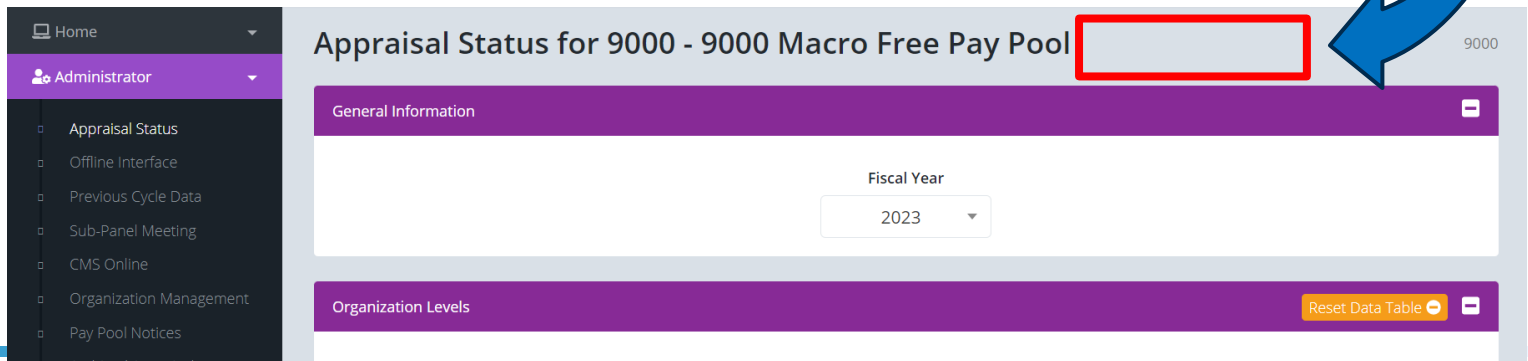
- Go to Administrator ... Appraisal Status
- Click on the button “Unlock Finalized Pay Pool” **Unlock Finalized Pay Pool**



- Pop-up



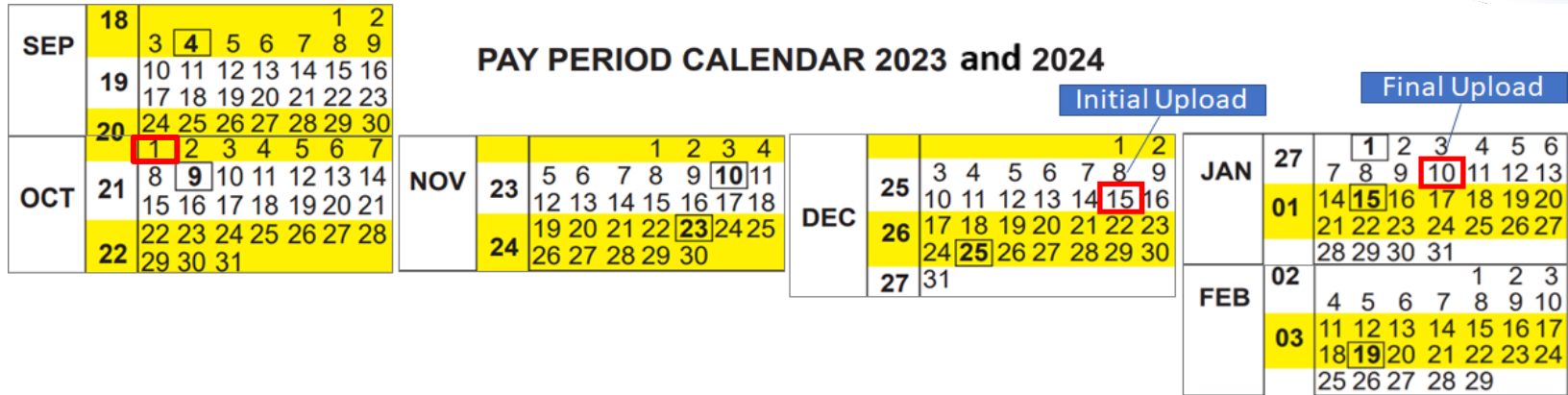
select **Yes**



Final Upload

- Administrators will not be able to finalize until the 2024 GPI and locality area pay rates are published by OPM
- CAS2Net and the CMS set the 2024 GPI at 4.7% and used the 2023 locality rates, pending OPM published pay tables.
- Upon release of the 2024 GPI and locality rates, the AcqDemo Program Office will post a Pay Pool Administrator Advisory in CAS2Net stating Administrators [must complete a roundtrip](#) (download > import ... review ... validate ... export > upload) to capture the approved GPI and locality rate data then finalize the final upload.
- Another version of the CMS will not be posted for the approved GPI and locality rates. Use the latest posted version of the CMS.
- At the close of business 10 Jan 2024, the DoD PMO will lock all pay pools. COB is 5:00 EST.

End of Cycle Key Dates



2023 End of Cycle Timeline			
	Date	Event	Action By
Sunday	1-Oct-23	Activate CAS2Net End of Cycle Process Modules (Appraisal Status, Offline Interface, Previous Cycle Data, Sub-Panel Meeting, and CMS Online)	PMO
Sunday	1-Oct-23	Post Sub-panel Meeting Spreadsheet (SPMS), Compensation Management Spreadsheet (CMS) and Pay Pool Analysis Tool (PAT) to CAS2Net Pay Pool Notices	PMO
Friday	15-Dec-23	Initial upload so AcqDemo Program Office can check CMS parameters Subject to Component or Command Initial Upload Date	Pay Pool Administrators
Wednesday	10-Jan-24	Pay pools finalize upload Subject to Component or Command Initial Upload Date	Pay Pool Administrators
Sunday	14-Jan-24	Beginning date of the first full pay period in January – Effective date of CCAS payouts (ratings effective 1 Jan 2024)	
Friday-Saturday	19-20 Jan 24	CAS2Net upload pay and rating transaction files to regional pay offices	PMO

Department of Air Force pay pools: Initial Upload 4 Dec 2023 and Final Upload 18 Dec 2023

2023 Open Forum Schedule

- ✓ 05 January, 1pm – 2:30pm ET: Pay Transactions and Turning CAS2Net Data Base
- ✓ 02 February, 1pm – 2:30pm ET: CCAS Grievance and Archived/Transfer
- ✓ 02 March, 1pm – 2:30pm ET: Assigning Mandatory Objectives, Midpoint Assessment/Review, Additional Feedback, and Closeout Assessment
- ✓ 06 April, 1pm – 2:30pm ET: ACDP Assessments and Communicating with AcqDemo Program Office on CAS2Net and CCAS Issues
- ✓ 04 May, 1pm – 2:30pm ET: Reports – FY-based Reports & Current Settings Reports
- ✓ 01 June, 1pm – 2:30pm ET: Macro Free ~~Sub-Panel Spreadsheet~~ and Compensation Management Spreadsheet (CMS) Introduction
- ✓ 06 July, 1pm – 2:30pm ET: ~~Creating Sub-Organization Levels and Assigning Sub-Panel Managers, and User Role Assignments and/or~~ CAS2Net Performance Test
- ✓ 03 August, 1pm – 2:30pm ET: CCAS Spreadsheet Test Schedule (Offline Sub-Panel Meeting Spreadsheet, Offline CMS, Macro Free versions, and CAS2Net Online versions)
- ✓ 07 September, 1pm – 2:30pm ET: End of Cycle Modules (Appraisal Status, Offline Interface, Previous Cycle Data) and Transfer, Archive and Post Cycle Activities
- ~~14 September, 1pm – 2:30pm ET: Sub-Panel Meeting Online and CMS Online~~
- ✓ 21 September, 1pm-2:30pm ET: Macro-enabled Sub-Panel Meeting Spreadsheet and CMS
- ✓ 28 September, 1pm-2:30pm ET: CAS2Net Sub-Panel Meeting and CMS Online
- ✓ 05 October, 1pm-2:30pm ET: Discrepancy Reports
- ✓ 12 October, 1pm-2:30pm ET: Lock/Unlock Supervisor 1, Sub-Pay Pool and Pay Pool
- ✓ 19 October, 1pm-2:30pm ET: Pay Pool Analysis Tool (PAT)
- ✓ 02 November, 1pm-2:30pm ET: Initial and Final Upload
- **16 November, 1pm-2:30pm ET: Not Final Reports and Data Complete Reports**
- 07 December, 1pm-2:30pm ET: Grievance/Grievance Window
- 04 Jan 2024, 1pm-2:30pm ET: CCAS Pay Transactions for Regional Pay Offices

Open Forum Questions?

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