CAS2Net and CCAS Open Forum

Thursday
5 September 2024
1:00 PM Eastern Time

Topic: End of Cycle Modules (Appraisal Status, Offline Interface, Previous Cycle Data), Transfer, Archive and Post Cycle Activities

(Note: Sub-Panel Meeting Spreadsheet and CMS (CAS2Net and Macro-enabled) will be presented 26 Sep 2024)

TEAMS Meeting Link
Meeting ID: 231 024 528 524
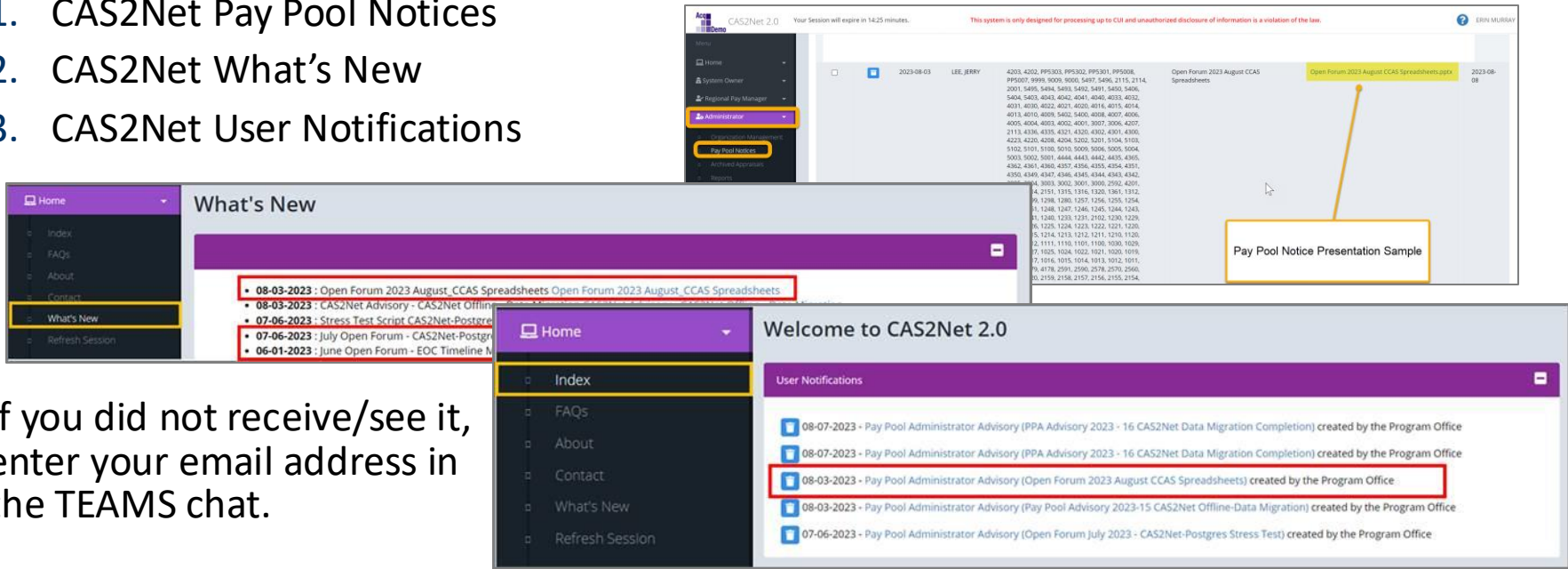Passcode: SMZdLr

Meeting Call in Information
+1 571-403-9146
Phone Conference ID: 989 870 18#

Housekeeping Items

Open Forum slides are sent in advance through

1. CAS2Net Pay Pool Notices
2. CAS2Net What's New
3. CAS2Net User Notifications

If you did not receive/see it, enter your email address in the TEAMS chat.

Please remember to "Mute" your phone to prevent any background noise and additional feedback.
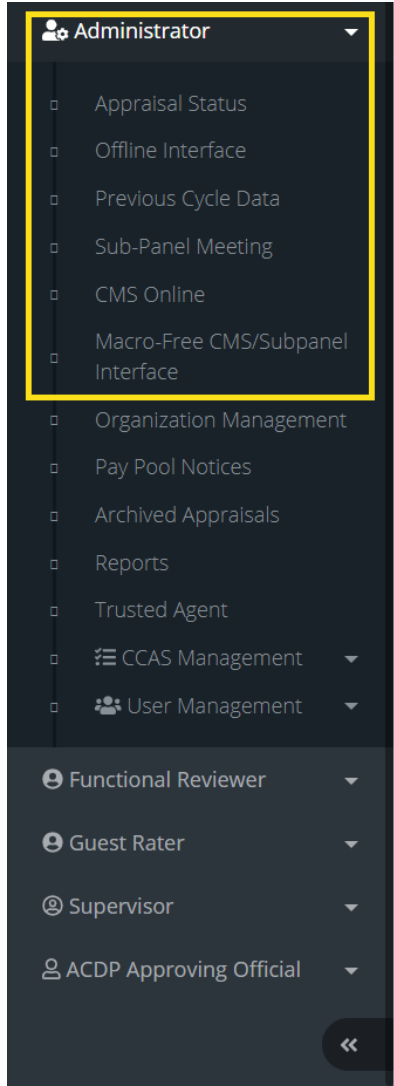
All Open Forum Sessions will be recorded.

Each recorded session will be posted to the AcqDemo website (including presentation slides) at https://acqdemo.hci.mil/training.html#cas2netOpenForums.

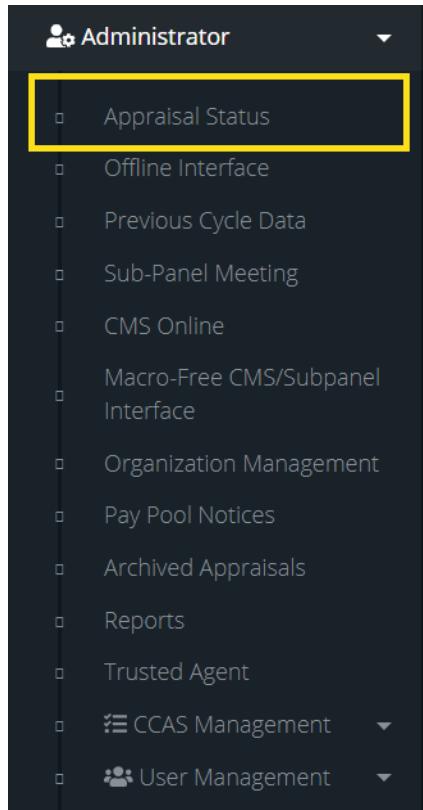# CAS2Net End of Cycle Modules

Current Cycle
As of 11 Jan 2024
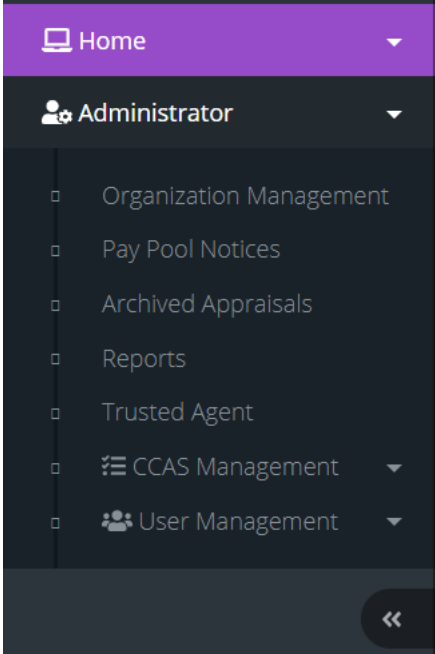
End of Cycle
on 1 Oct 2024

EOC Modules – Appraisal Status

End of cycle CCAS activities are tracked and managed in the Appraisal Status module. Use this module to safeguard the integrity of pay pool results and ensure timely completion of end of cycle activities.

Key module features:

1. Lock/Unlock pay pool before sub panel and/or pay pool panel deliberations to ensure integrity of the pay pool results

2. Update "Pay Pool Finalized Flag" once pay pool decisions are made by pay pool manager

3. Release appraisals to Supervisor once the PMO validates and completes the pay pool process

EOC Modules – Appraisal Status

Appraisal Status has three main panels

1. General Information (Fiscal Year)

2. Organization Levels (with sub-panels, if any)

   a. Lock/Unlock Pay Pool Scores/ Narratives

Lock CMS Uploads	Lock Scores	Lock Narratives
	No Yes	No Yes

   b. Lock/Unlock Sub-Panel Upload/ Scores/ Narratives

Lock CMS Uploads	Lock Scores	Lock Narratives
No Yes	No Yes	No Yes

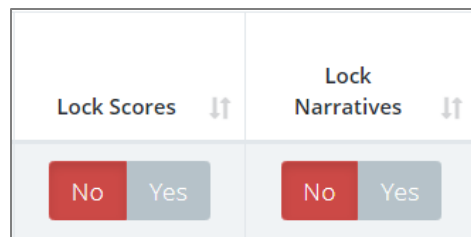
3. Supervisors [next slide]

EOC Modules – Appraisal Status

Appraisal Status has three main panels

1. General Information (Fiscal Year)

2. Organization Levels (with sub-panels, if any)

3. Supervisors

Administrators can Lock/Unlock the supervisor scores / narratives of their assigned employees

EOC Modules – Appraisal Status

- Select a supervisor … Robin, American

http:/acqdemo.hci.mil

EOC Modules – Appraisal Status

The Appraisal Status Employee Details has one panel for the selected supervisor

1. Employees for the Supervisor in the pay pool, e.g., Sub-Panel Robin and Sub-Panel HQ

Administrator can Lock/Unlock scores / narratives for each of the supervisor assigned employee – toggle Yes/No

EOC Modules – Appraisal Status

If in Organization Levels, the Administrator selected a sub-panel

Appraisal Status for the Sub-Panel has three panels

1. General Information (Fiscal Year)

2. Organization Levels

3. Supervisors

Select a supervisor

EOC Modules – Appraisal Status

Selecting the supervisor from a sub-panel opens the Appraisal Status Employee Details with one panel

1. Employees for that Supervisor in that Sub-Panel, e.g., Sub-Panel Robin

Administrator can Lock/Unlock scores / narratives for each of the supervisor assigned employee – toggle Yes/No

Weekly Open Forum

o   12 September, 1pm – 2:30pm ET: Transfer, Archive and Post Cycle Activities
o   19 September, 1pm-2:30pm ET: CAS2Net Sub-Panel Meeting and CMS Online
o   26 September, 1pm-2:30pm ET: Macro Free Sub Panel Spreadsheet and Macro Free CMS
o   03 October, 1pm-2:30pm ET: Discrepancy Reports
o   10 October, 1pm-2:30pm ET: Lock/Unlock Supervisor 1, Sub-Pay Pool and Pay Pool
o   17 October, 1pm-2:30pm ET: Pay Pool Analysis Tool (PAT)

EOC Modules – Offline Interface
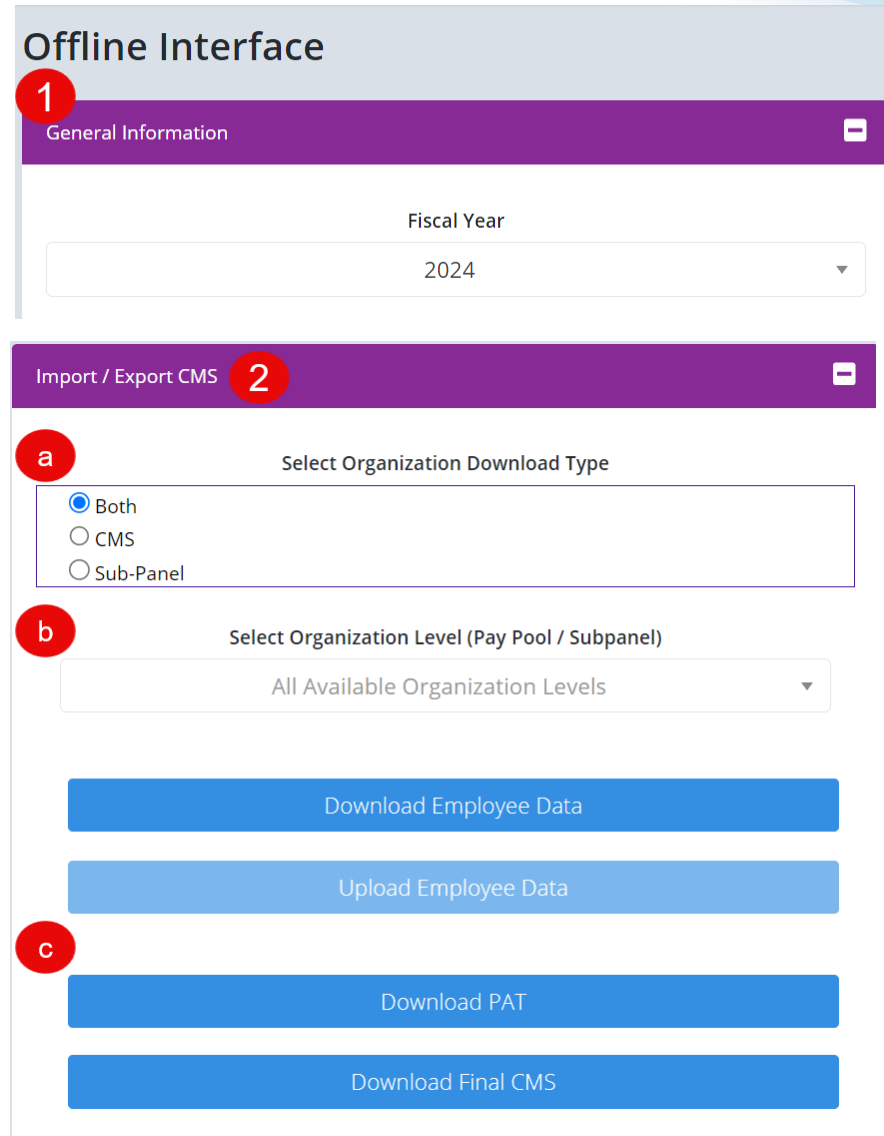
Offline Interface allows administrators to download CAS2Net employee data to import to the Sub-Panel Meeting Spreadsheet, the Compensation Management Spreadsheet (CMS), and the Pay Pool Analysis Tool (PPAT) and to upload the exported data from the Sub-Panel Meeting Spreadsheet and CMS to CAS2Net. The download/import/export/upload is called the Round Trip.
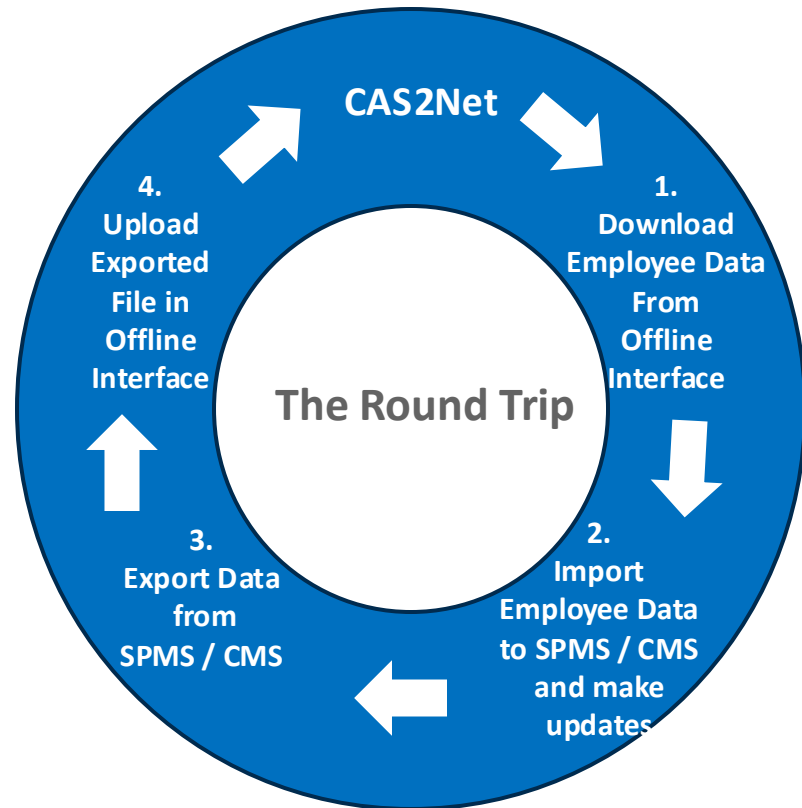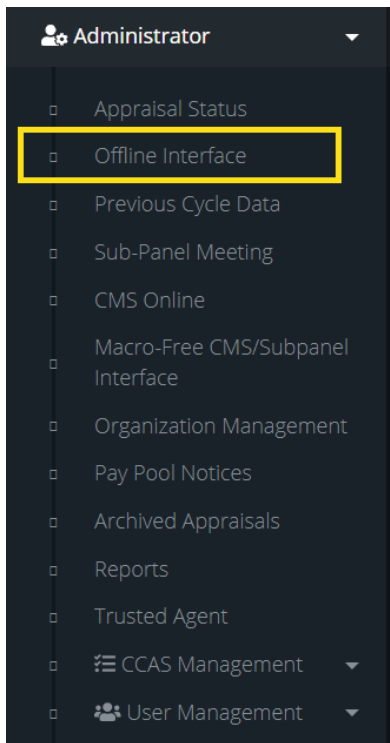
EOC Modules – Offline Interface

Offline Interface has two panels:

1. General Information (Fiscal Year – only the completed FY)

2. Import/Export CMS

   a. Select Organization Download Type (Both / CMS / Sub-Panel)

   b. Select Organization Level (Pay Pool / Subpanel)

   c. Four Interface buttons
      i. Download Employee Data
      ii. Upload Employee Data
      iii. Download PAT
      iv. Download Final CMS

EOC Modules – Offline Interface

2. Import/Export CMS panel

2 Import / Export CMS

a. Select Organization Download Type

○ Both   ○ CMS   ○ Sub-Panel)

Select Organization Download Type

● Both   ○ CMS   ○ Sub-Panel

Select Organization Download Type

○ Both   ● CMS   ○ Sub-Panel

Select Organization Download Type

○ Both   ○ CMS   ● Sub-Panel

b. Select Organization Level (Pay Pool / Subpanel)

Select Organization Level (Pay Pool / Subpanel)

All Available Organization L... ▲

9009: 9009-2 - 9009 Sub Panel - Division 2

9009: 9009-3 - 9009 Sub Panel - Division 3

9009: 9009-4 - 9009 Sub-Panel - Admin

9009: 9009-HQ - 9009 Sub Panel - HQ

9009 - 9009 Pay Pool

Select Organization Level (Pay Pool / Subpanel)

All Available Organization L... ▲

9009 - 9009 Pay Pool

Select Organization Level (Pay Pool / Subpanel)

All Available Organization L... ▲

9009: 9009-1 - 9009 Sub Panel - Robin

9009: 9009-2 - 9009 Sub Panel - Division 2

9009: 9009-3 - 9009 Sub Panel - Division 3

9009: 9009-4 - 9009 Sub-Panel - Admin

9009: 9009-HQ - 9009 Sub Panel - HQ

EOC Modules – Offline Interface

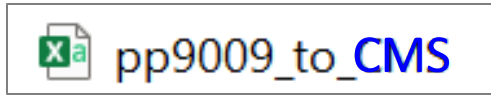**Select Organization Level (Pay Pool / Subpanel)**

9009 - 9009 Pay Pool ✕ ▾

Number of Employees: 30

Download Employee Data

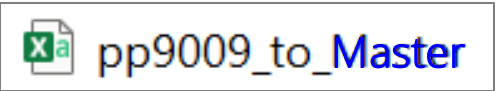Downloading... ✕
Please wait for download to begin!
Cancel

📊 pp9009_to_CMS

Upload Employee Data

Upload Paypool CSV ✕
Selected Organization 9009 - 9009 Pay Pool
Select File to Upload
Choose File No file chosen
Cancel Upload

📊 pp9009_to_Master

As an administrator, you must take the following Offline Interface actions to manage sub-pay pool/pay pool:

• Download Employee Data (save to your CCAS folder then import the data into either the Sub-Panel Meeting Spreadsheet or the CMS)

   – Date / Time last download

• Upload data file (that was exported from either the Sub-Panel Meeting Spreadsheet or CMS)

   ▪ Date / Time last upload

Select Organization Download Type

◉ Both   ○ CMS   ○ Sub-Panel

Select Organization Level (Pay Pool / Subpanel)

9009 - 9009 Pay Pool ✕ ▾

Number of Employees: 25

Download Employee Data
Last Download: Tuesday August 27, 2024 at 09:28:33

Upload Employee Data
Last Upload: Tuesday August 06, 2024 at 11:53:31

Download PAT

Download Final CMS

The download-import-export-upload process is called the "Round Trip".

Download from CAS2Net import to a SPMS/CMS, export from a SPMS/CMS then upload to CAS2Net

EOC Modules – Offline Interface

Select Organization Level (Pay Pool / Subpanel)

9009 - 9009 Pay Pool ✕ ▾

Number of Employees: 30

If you want to generate additional statistical views of your pay pool results, the administrator can Download PAT for the last pay pool upload to import to the Pay Pool Analysis Tool (PPAT).

Download PAT

Downloading...   ✕

Please wait for download to begin!

Cancel

📄 pp9009_to_master

Or to download the Final CMS (you may get an error because the upload has not been finalized)

Download Final CMS

Downloading...   ✕

Please wait for download to begin!

Cancel

Error! There are not any final CMS files to download for the selected fiscal year / organization level(s).

EOC Module - Previous Cycle Data (PCD)

The Previous Cycle Data (PCD) module in CAS2Net is used to make changes to an employee's previous cycle year user data (role, salary, assigned sub pay pool, presumptive status etc.)

CAS2Net reclassifies the FY25 user data as PCD on 1 October 24.

The FY25 cycle (1 Oct 2024 – 30 Sep 2025) ends on September 30, 2025. The FY25 cycle begins, the following day on October 1, 2024.
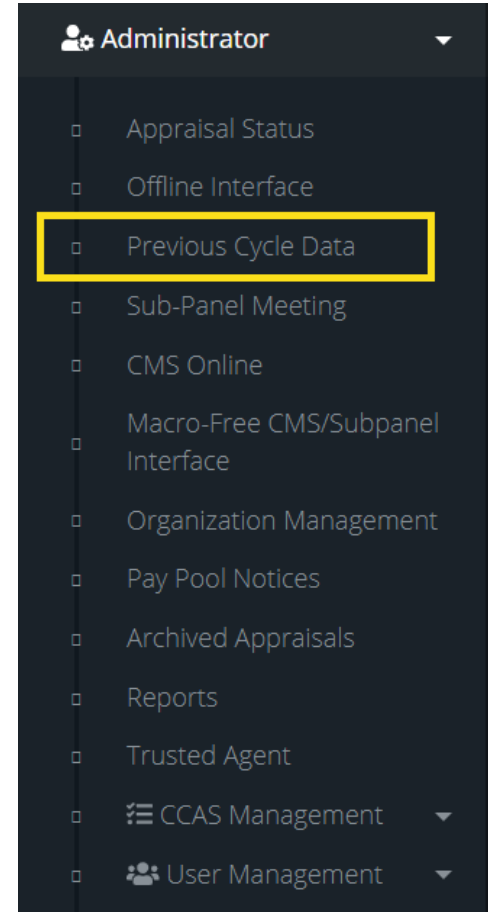
Why is Previous Cycle Data Important?

The data/information reflected in PCD is used for the Offline Interface Module in CAS2Net as well as the online and offline spreadsheets. Therefore, maintaining records in PCD is critical to the pay pool process.
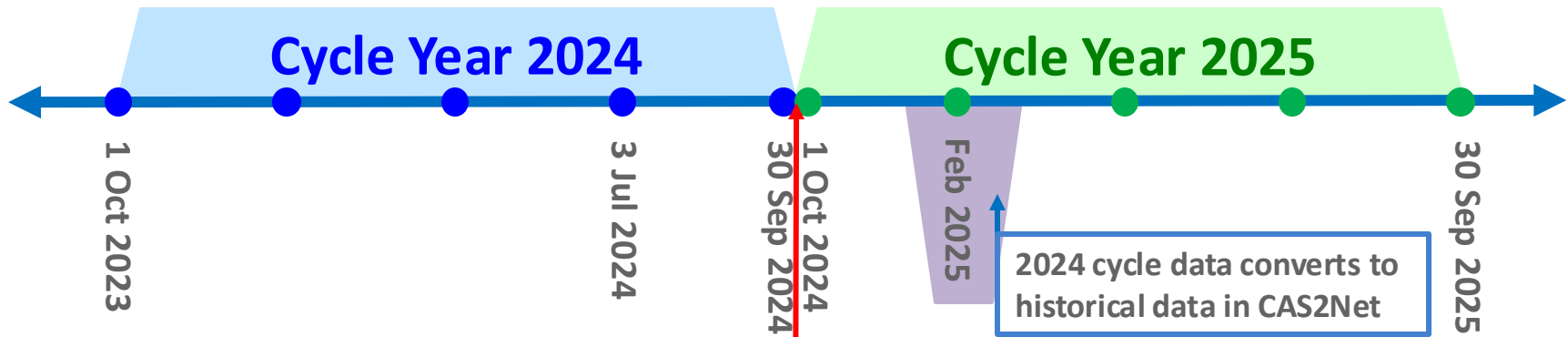
If user data updates are needed for an event that occurred on or before 30 September (previous cycle year), the user's PCD record needs to be updated accordingly.

Additionally, PCD includes the option to

   (1) add a PCD record for those with a start data on or before 30 September and

   (2) delete a PCD record. Note: Once a previous cycle user profile is deleted, you <u>cannot</u> retrieve the deleted information.

Current Cycle User Profile to Previous Cycle Data

- CCAS rating cycle year 2024 (FY24) started on 1 October 2023 and ends on September 30, 2024.

- The new cycle year 2025 (FY25) begins the following day on October 1, 2024.

- Users with a start date of 3 July 2024 through 30 September 2024 are required to have a record in PCD.

Cycle Year 2024   **Cycle Year 2025**

1 Oct 2023   3 Jul 2024   30 Sep 2024 / 1 Oct 2024   Feb 2025   30 Sep 2025

2024 cycle data converts to historical data in CAS2Net

In CAS2Net on 1 October …
Current cycle year changes from 2023 to 2024 and 2024 becomes previous cycle data

Administrator can make changes to 2024 previous cycle year data in
Menu > Administrator > Previous Cycle Data

Adding New Users

- If the user has a AcqDemo start dates on or before 30 September 2024, a user profile must be created in CAS2Net.
  - If user profile is created on or before 30 Sept, a PCD record is automatically populated.
  - If user profile is created after 30 Sep, you must create a PCD record for the employee.
    - This can be done by selecting the "Add to Previous Cycle Data" button located in the employee's user profile.
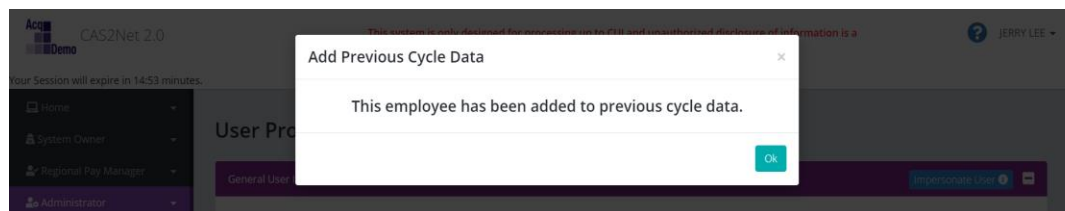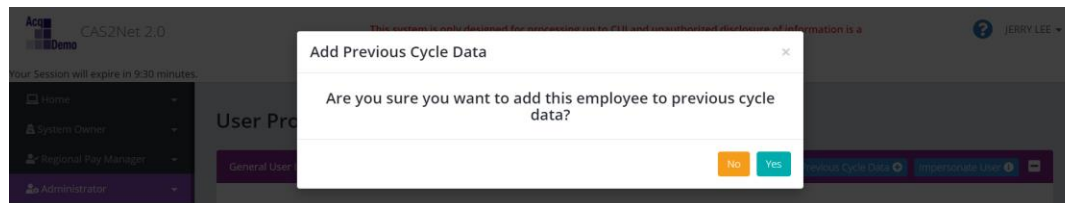
Current Cycle (FY25) User Profiles

- AcqDemo start dates on or after 1 October 2024 must have a user profile in current cycle data in order to receive the GPI, **but a Previous Cycle Data record is not required.**

Changes to Previous Cycle Data

To make changes to a user's previous cycle year data (role, salary, etc.) go to Menu > Administrator > Previous Cycle Data.

From the Previous Cycle Employee panel, select the preferred record and update record as needed.

Click "Save" once done. A dialog box will populate with the option to select specific fields to copy to the user profile (current cycle data). Select fields as desired and click "Save" again to complete the action.

Previous Cycle vs Current User Profile Report

- **Previous Cycle Data vs Current User Profile** report highlights discrepancies between previous cycle data and current user profile. *Previous Cycle Data* (PCD) is the user/employee's information in CAS2Net on 30 September and PCD is used for the sub/pay pool spreadsheets.
  - Reports inconsistencies between the two profiles.
- You can access the report under **Menu > Administrator > Reports > Current Settings Reports > Previous Cycle Data vs Current User Profile**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
2	User Id	Edipi	Employee Name		Pay Pool Code		Sub Panel Code		Presumptive Status		Career Path		Broadband Level	
3			Prev Cycle	Profile	Prev Cycle	Profile	Prev Cycle	Profile	Prev Cycle	Profile	Prev Cycle	Profile	Prev Cycle	Profile
4	240474	9999999918	STARLING, EUROPEAN	STARLING, EUROPEAN										
5	248821	9999999991	ICE, PIGEON	ICE, PIGEON					2					
6	242859	9999999030	BUNTING, INDIGO	BUNTING, INDIGO										
7	232662	9999999014	EMPLOYEE, ACDP	EMPLOYEE, ACDP										
8	240705	9999999920	JUNCO, DARKEYED	JUNCO, DARKEYED					3					

	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
2	Basic Pay		Locality		Control Point Salary		Control Point Ocs		Differential Date		Differential Percent		Differential Situation	
3	Prev Cycle	Profile	Prev Cycle	Profile	Prev Cycle	Profile	Prev Cycle	Profile	Prev Cycle	Profile	Prev Cycle	Profile	Prev Cycle	Profile
4					45986		39.5							
5														
6					102949									
7					57204		50.5							
8														

EOC Modules – Macro-Free CMS/Subpanel Interface

The Macro-Free CMS/Subpanel Interface provides the macro-free CCAS spreadsheets for activities that do not allow macros. These macro-free spreadsheets are an alternative to the Macro-Enabled Sub-Panel Meeting Spreadsheet and Macro-Enabled CMS.

Either the Macro-Free CMS or the export file from the Macro-Enabled CMS may be uploaded to CAS2Net for the initial and final uploads.

To use the Macro-Free CMS, users must have …

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

EOC Modules – Macro-Free CMS/Subpanel Interface

To download either the Macro-Free Sub-Panel Spreadsheet or the Macro-Free CMS

1. Go to Macro-Free CMS/Subpanel Interface

2. Select Both, CNS, or Sub-Panel

3. Select Pay Pool or Sub-Panel

4. Select Download

EOC Modules – Macro-Free CMS/Subpanel Interface

To download the Macro-Free Sub-Panel Spreadsheet

1. Select Sub-Panel
2. In the Select Pay Pool box, select the sub-panel
3. Click Download

4. Select Open

EOC Modules – Macro-Free CMS/Subpanel Interface

Enable Content

EOC Modules – Macro-Free CMS/Subpanel Interface

Do not click on Check Performance but click on the X

EOC Modules – Macro-Free CMS/Subpanel Interface

Macro-Free Sub-Panel …

26 September, 1pm-2:30pm ET: Macro Free Sub Panel Spreadsheet and Macro Free CMS

EOC Modules – Macro-Free CMS/Subpanel Interface

To download the Macro-Free Sub-Panel Spreadsheet

1. Select CMS
2. In the Select Pay Pool box, select the Pay Pool
3. Click Download

4. Click Open

EOC Modules – Macro-Free CMS/Subpanel Interface

Enable Content

EOC Modules – Macro-Free CMS/Subpanel Interface

Do not click on Check Performance but click on the X

EOC Modules – Macro-Free CMS/Subpanel Interface

Macro-Free CMS …

26 September, 1pm-2:30pm ET: Macro Free Sub Panel Spreadsheet and Macro Free CMS

EOC Modules – Macro-Free CMS/Subpanel Interface

To upload the Macro-Free Sub-Panel Spreadsheet and Macro-Free CMS

1. Go to Macro-Free CMS/Subpanel Interface
2. Select CMS or Sub-Panel
3. In the Select Pay Pool box, select pay pool or sub-panel, e.g., pay pool 9000
4. Select Upload

EOC Modules – Macro-Free CMS/Subpanel Interface

Pop-up

Select the saved Macro-Free Sub-Panel Spreadsheet or the saved Macro-Free CMS

Select Upload

There are no export files for the macro-free spreadsheets

EOC Modules – Macro-Free CMS/Subpanel Interface

The goal is a Success upload

EOC Modules – Macro-Free CMS/Subpanel Interface

When needed, option to download

Macro-Free Grievance

Macro-Free Temp Promotion

Questions
on
End of Cycle Modules?

EOC Modules available 1 October

Administrators can try the EOC Modules in CAS2Net Training

at https://cas2net-training.army.mil

CAS2Net data was copied to CAS2Net Training on 19 Jul 2024

Therefore, CAS2Net Training data will not match CAS2Net.

Transfer Users

Transfer – On or Before 30 Sept 2024

- Transfers are defined as existing employees moving from one AcqDemo pay pool to another AcqDemo pay pool.
- If an employee is transferred <u>on or before</u> 30 Sept :
  - The **losing pay pool** must place the User Profile into transfer for the gaining pay pool.
  - The **gaining pay pool** then goes to Archived/Transfer to pull the User profile update data fields as needed, including HRSO and locality code.
- If an employee is transferred <u>on or before</u> 30 Sept BUT the Administrator makes the action after 30 Sept:
  - The **losing pay pool** must place User Profile into transfer for the gaining pay pool.
    - If there is a Previous Cycle Data record, the losing pay pool should confirm the Previous Cycle Data Record was deleted.
  - The **gaining pay pool** then goes to Archived/Transfer to pull the User Profile and update data fields as needed, including HRSO and locality code.
    - Must add to the Previous Cycle Data.

Transfer - After 30 Sept 2024

- AcqDemo employees transferring from one AcqDemo pay pool to another AcqDemo pay pool <u>after</u> 30 Sept:
  - The **losing pay pool** must place the User Profile into transfer for the gaining pay pool.
    - The losing organization must retain the Previous Cycle Data Record. This is because the employee was coded to the losing organization through the end of the previous cycle.
  - The **gaining pay pool** must go to Archived/Transfer to pull the User Profile if required then update the data fields as needed, including HRSO and locality code.
    - **Do not add** this post-cycle transfer to your Previous Cycle Data.

Archive User Profile

Archive User Profile

- Employees who leave AcqDemo must be archived. This includes archiving AcqDemo employee due to retirement, separation, death, reassignment/promotion out of AcqDemo.
  - Before 30 Sep…The archived employee *will not* have a Previous Cycle Data record.
  - On 30 Sep…The archived employee *will* have a Previous Cycle Data record *and* included in the pay pool.
  - 1 Oct or later…The archived employee **will** have a Previous Cycle Data record and *will* be included in the pay pool.

- If the Salary Appraisal Form was not signed and the employee is no longer available to sign, go to CCAS Management > Annual Assessments > Select the employee > click Use Offline Signature
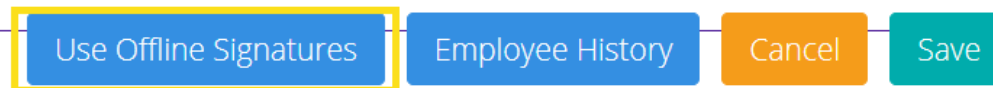
Post Cycle Activities

Post Cycle Activities

- Post Cycle is the time period after the end of the rating period, e.g., the 2024 rating period will end on 30 Sep 2024. The post cycle for the 2024 rating cycle is 1 Oct 2024 to 12 Jan 2025.

- Post-Cycle Activity is to document a personnel action in CAS2Net, i.e., permanent promotion, temporary promotion, change to lower band level, death, LWOP, and ACDP basic pay increase that took place between 1 Oct and the **beginning of the first full period in January.** That date for 2025 is 12 January 2025.

Cycle Year 2024 | **Cycle Year 2025**

1 Oct 2023 | 3 Jul 2024 | 30 Sep 2024 | 1 Oct 2024 | Post Cycle | 12 Jan 2025 | 30 Sep 2025
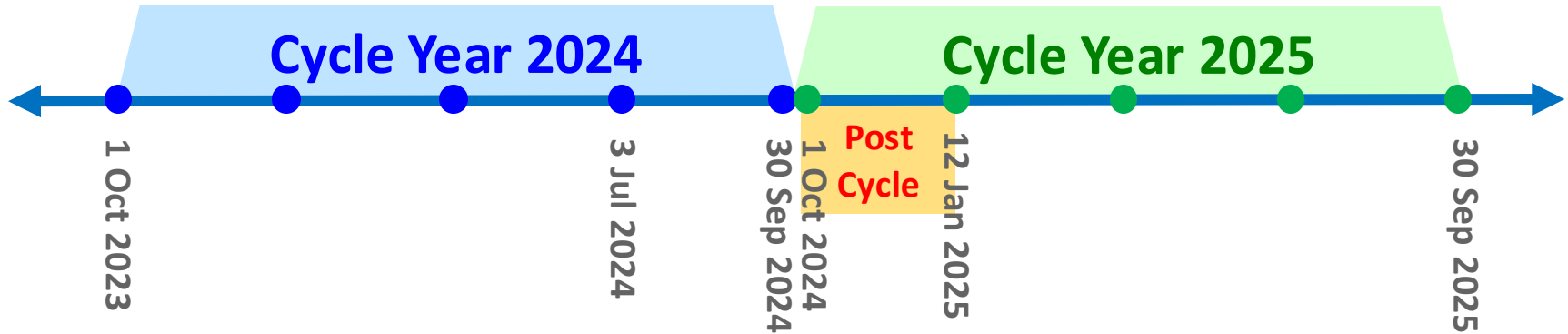
Adding a Post Cycle Activity

- A Post Cycle Activity can be added by accessing employee's the User Profile

- Select the "Post Cycle Activity" button on the floating toolbar.

Post Cycle Activities - Permanent Promotions

- Permanent Promotions <u>on or before</u> 30 Sep 2024:
  - No post-cycle activity
  - Previous Cycle Data should match User Profile new pay and broadband level
- Permanent Promotions <u>after</u> 30 Sep 24:
  - In the User Profile, add a Post Cycle Activity - Promotion
  - User Profile should reflect new promotion data
  - Previous Cycle Data should reflect 30 Sep data (before the promotion)
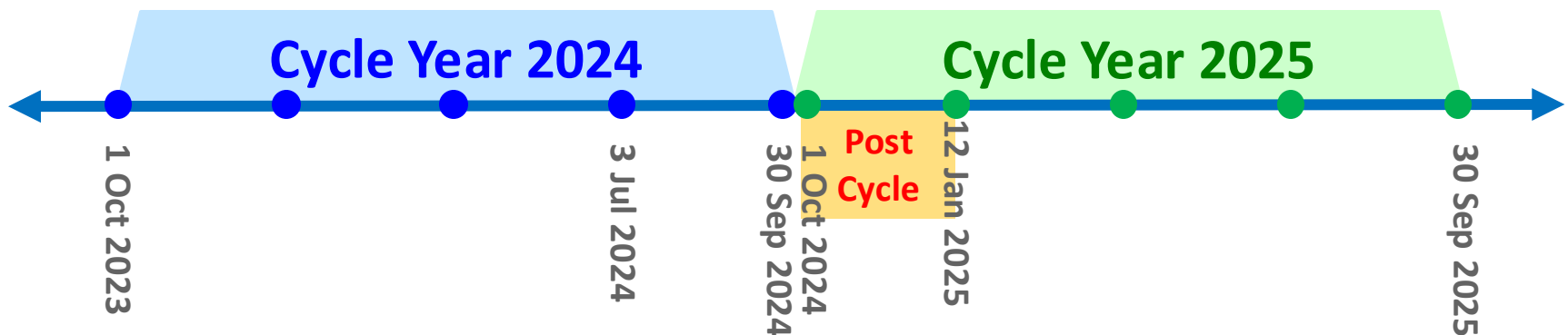
Cycle Year 2024   **Cycle Year 2025**

1 Oct 2023   3 Jul 2024   30 Sep 2024   1 Oct 2024   Post Cycle   12 Jan 2025   30 Sep 2025

Post Cycle Activities - Temporary Promotions

- Temporary Promotions that started <u>after</u> 3 Jul 2024 and extending <u>beyond</u> 12 Jan 2025:
  - In the User Profile, add a Post Cycle Activity - Temporary Promotion
  - User Profile should reflect the permanent 30 Sep 2024 data
  - Previous Cycle Data record should reflect the permanent 30 Sep 2024 data
  - Previous Cycle Data must match User Profile data

Cycle Year 2024   **Cycle Year 2025**

1 Oct 2023

3 Jul 2024

30 Sep 2024

Post Cycle

1 Oct 2024

12 Jan 2025

30 Sep 2025

TEMP PROMOTION- NOT RATABLE
Add Post Cycle Activity

TEMP PROMOTION – NOT RATABLE
Add Post Cycle Activity
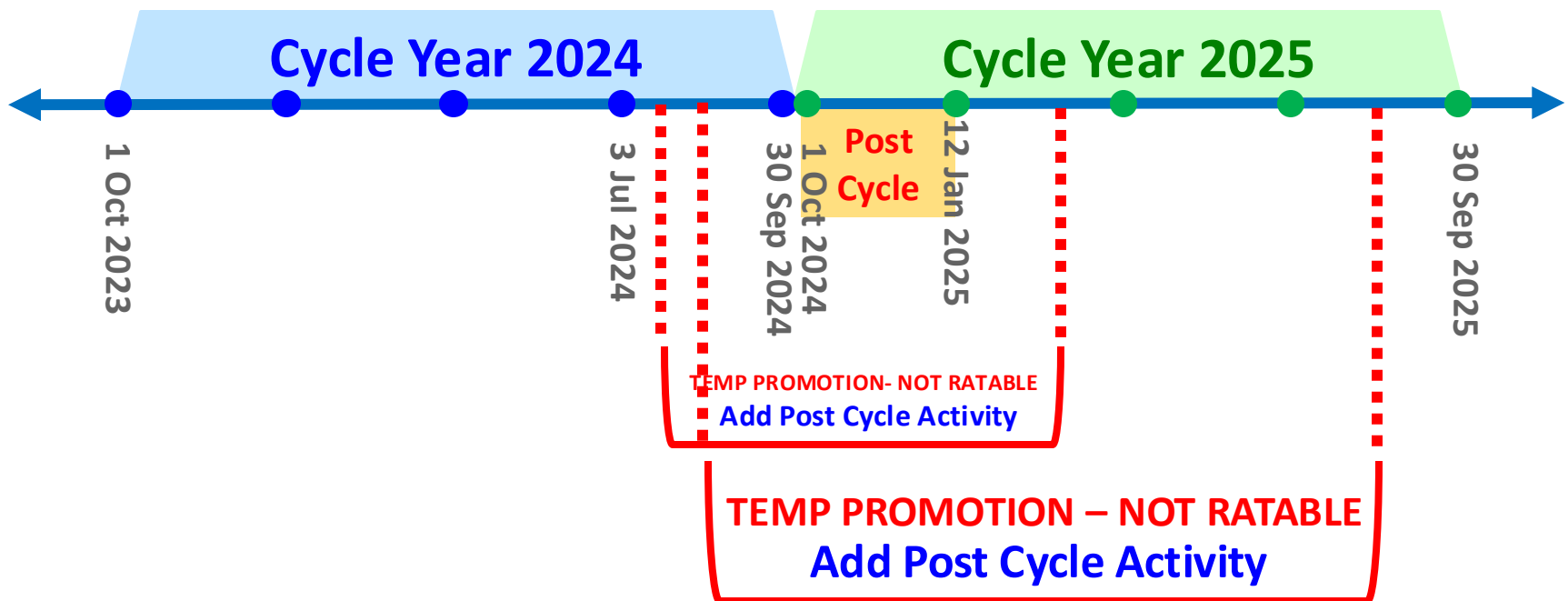
Post Cycle Activities - Temporary Promotions

- Temporary Promotions starting <u>on or before</u> 3 Jul 2024 and ending before 12 Jan 2025:

  —Post-Cycle Activity NOT required

  —No promotion should be entered in CAS2Net

  —Previous Cycle Data should reflect 30 Sep information (permanent position)

  —Previous Cycle Data must match User Profile data
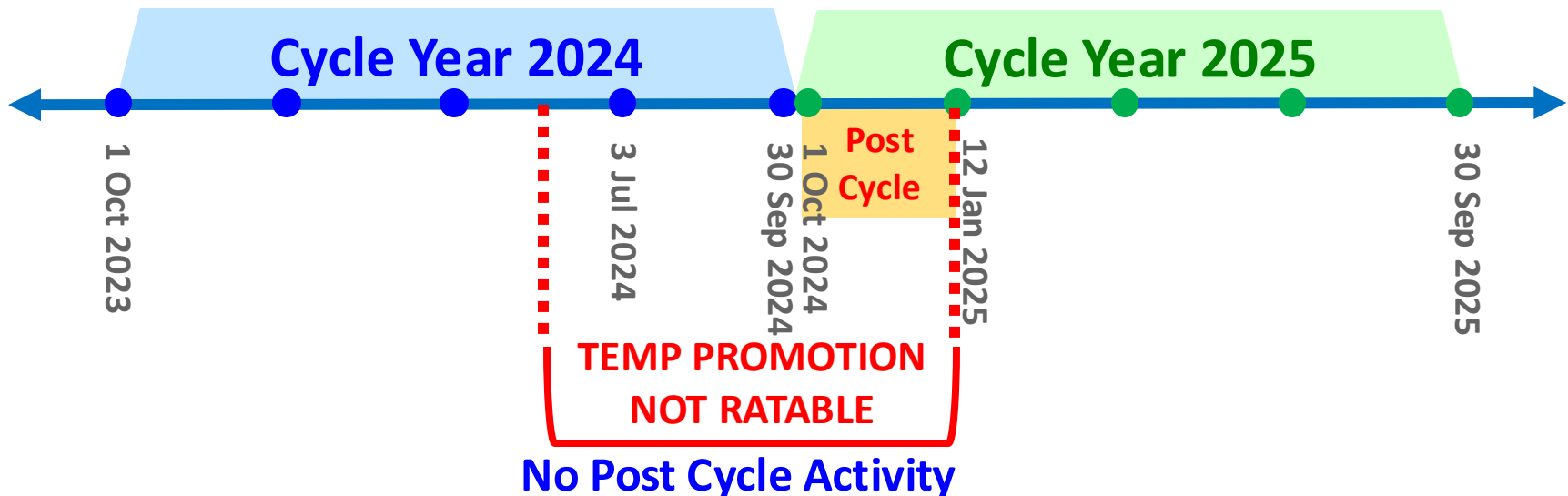
Post Cycle Activities
- Fully Ratable Temporary Promotions

- Fully Ratable Temporary Promotions that started <u>on or before</u> 3 Jul 2024 and extending <u>beyond</u> 12 Jan 2025:
  — In the User Profiles, the DCPDS CAS2Net discrepancy process will automatically create a Post Cycle Activity for Fully Ratable Temporary Promotions
  — Validate and update as necessary.
  — User Profile should reflect the fully ratable temporary promotion data
  — Previous Cycle Data record should reflect the fully ratable temporary promotion information

Cycle Year 2024   **Cycle Year 2025**

1 Oct 2023   3 Jul 2024   30 Sep 2024   1 Oct 2024   **Post Cycle**   12 Jan 2025   30 Sep 2025
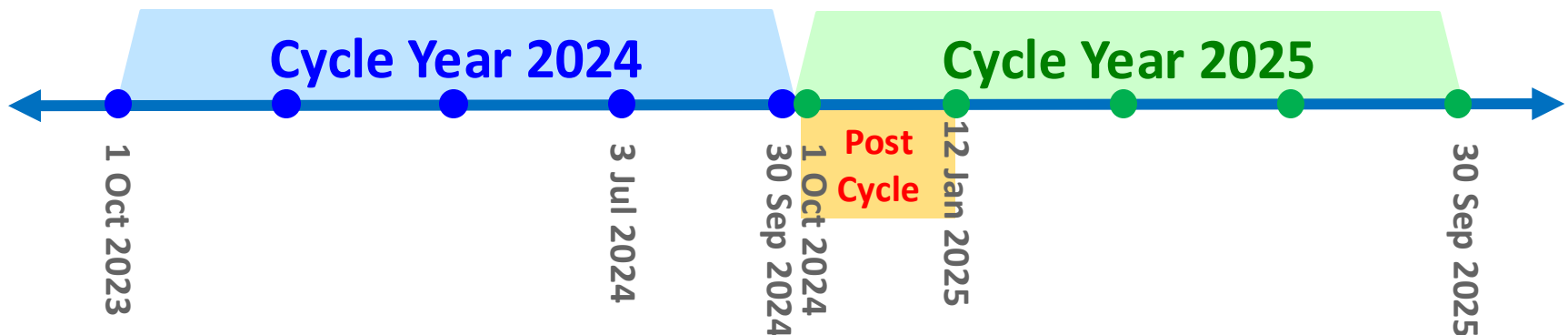
FULLY RATABLE TEMP PROMOTION – ADD POST CYCLE ACTIVITY

Post Cycle Activities - Non Ratable Temporary Promotions

- Non Ratable Temporary Promotions that started <u>after</u> 3 Jul 2024 but ending <u>on or before</u> 12 Jan 2025:
  - Post-Cycle Activity **NOT** required
  - User Profile should reflect the permanent 30 Sep data
  - Previous Cycle Data record should reflect the permanent 30 Sep data
  - Previous Cycle Data must match User Profile data

Cycle Year 2024 **Cycle Year 2025**

1 Oct 2023 | 3 Jul 2024 | 30 Sep 2024 | 1 Oct 2024 | Post Cycle | 12 Jan 2025 | 30 Sep 2025

TEMP PROMOTION NOT RATABLE

No Post Cycle Activity

Post Cycle Activities – Change to Lower Broadband

- Change to Lower Broadband level <u>on or before</u> to 30 Sep 2024:
  - No post-cycle activity
  - Previous Cycle Data should match User Profile
- Change to Lower Broadband level <u>after</u> 30 Sep 2024:
  - In the User Profile, add a Post Cycle Activity
  - Previous Cycle Data record should reflect 30 Sept information

Cycle Year 2024   **Cycle Year 2025**

1 Oct 2023
3 Jul 2024
30 Sep 2024
1 Oct 2024
Post Cycle
12 Jan 2025
30 Sep 2025
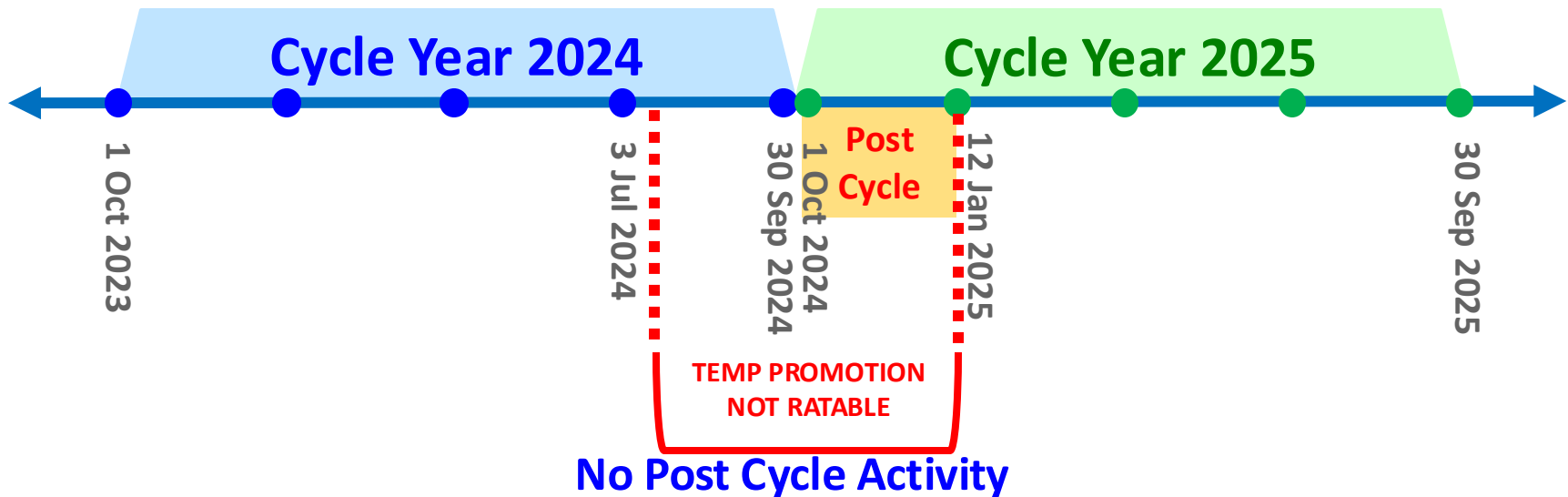
Post Cycle Activities – Change to Lower Broadband

- Change to Lower Broadband level <u>on or before</u> to 30 Sep 2024:
  - No post-cycle activity
  - Previous Cycle Data should match User Profile
- Change to Lower Broadband level <u>after</u> 30 Sep 2024:
  - In the User Profile, add a Post Cycle Activity
  - Previous Cycle Data record should reflect 30 Sept information
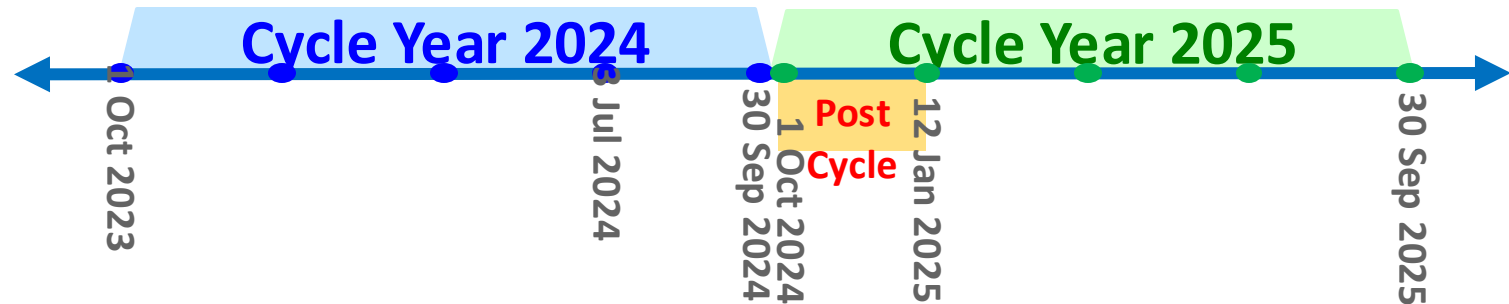
Post Cycle Activities – ACDP and CMS

- 30 Sep 2024 – Basic Pay is $60,000
- Effective 3 Nov 2024
  - Basic Pay with 10% ACDP increase = $6,000
  - DCPDS basic pay = $66,000
  - CAS2Net User Profile MUST HAVE a Post Cycle Activity
- CMS basic pay has $60,000
- Computed CRI $2,500
- Computed CA $3,000

- Options on Computed CRI (IAW component/command/pay pool business rules)
  1. No action, allow Computed CRI as Approved CRI
  2. CMS Data Column Roll CRI to CA? - Override CRI and rollover as a Carryover Award (Carryover Award $2,500 and CA $3,000)
  3. CMS Data Column CRI Override? - Cancel CRI

  If Option 1, DoD PMO for the pay transaction will add the Approved CRI … Basic Pay $66,000 plus $990 (1.5% GPI) plus $2,500 (Approved CRI)

Post Cycle Activities – Retirement

- Retirement <u>before</u> 30 Sep 2024:
  - No post-cycle activity
  - Archive user profile
  - No Previous Cycle Data

- Retirement <u>on</u> 30 Sep 2024 (still on the rolls as of 11:59 PM 30 Sep):
  - No post-cycle activity
  - Previous Cycle Data record should reflect 30 Sep information
  - Archive user profile

- Retirement <u>after</u> 30 Sep 2024:
  - In the User Profile, add a Post Cycle Activity – Retirement with effective date of retirement
  - Previous Cycle Data record should reflect 30 Sep information
  - Archive user profile

Cycle Year 2024 **Cycle Year 2025**

1 Oct 2023 · 3 Jul 2024 · 30 Sep 2024 · 1 Oct 2024 · **Post Cycle** · 12 Jan 2025 · 30 Sep 2025
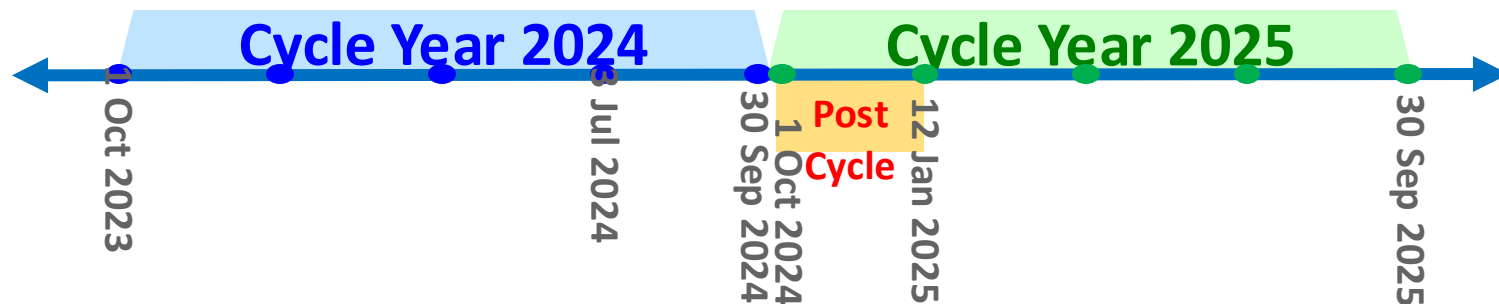
Post Cycle Activities – Separation

- Separation <u>before</u> 30 Sep 2024:
  - No post-cycle activity
  - Archive user profile
  - No Previous Cycle Data

- Separation <u>on</u> 30 Sep 2024 (still on the rolls as of 11:59 PM 30 Sep):
  - No post-cycle activity
  - Previous Cycle Data record should reflect 30 Sep information
  - Archive user profile

- Separation <u>after</u> 30 Sep 2024:
  - In the User Profile, add a Post Cycle Activity – Separation/Reassignment out of AcqDemo with effective date of action
  - Previous Cycle Data record should reflect 30 Sep information
  - Archive user profile
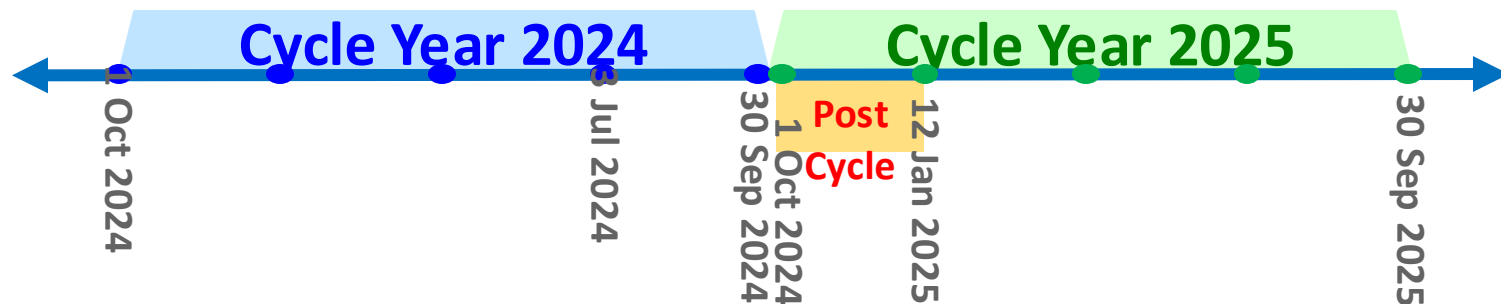
Post Cycle Activities – Death of Employee

- Death of an Employee <u>on or before</u> to 30 Sep 2024:
  - No post-cycle activity
  - Archive User Profile
  - No Previous Cycle Data
- Death of an Employee <u>after</u> 30 Sep 2024:
  - In the User Profile, add a Post Cycle Activity
  - Archive User Profile
  - Previous Cycle Data record should reflect 30 Sept information
  - Employee is eligible for the CCAS annual assessment. Any approved CRI should be rollover to CA for the pay transactions. DFAS will process the approved CA and Carryover to CA for payment to the employee's estate.

Cycle Year 2024   **Cycle Year 2025**

1 Oct 2023   8 Jul 2024   30 Sep 2024   1 Oct 2024   **Post Cycle**   12 Jan 2025   30 Sep 2025
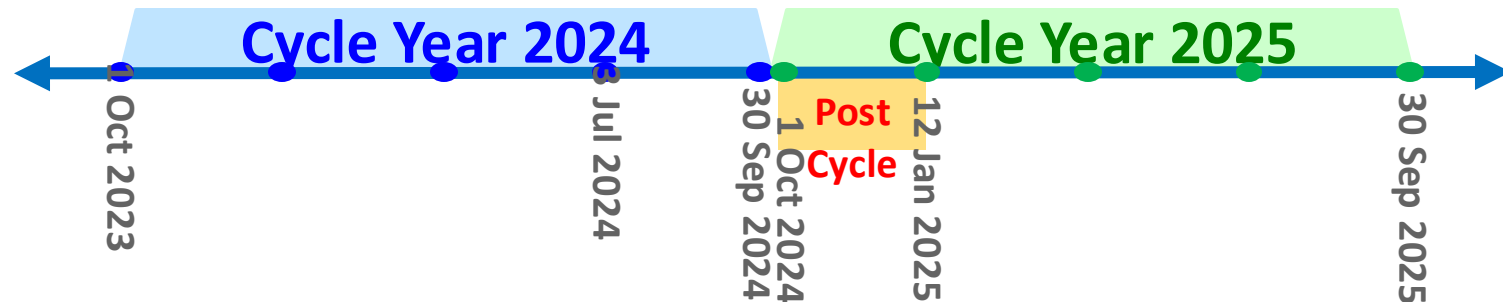
Post Cycle Activities – Leave Without Pay (LWOP)

- Leave without pay (LWOP) is a temporary non-pay status and absence from duty
  - Eligible for a CCAS annual assessment.
  - Have a User Profile as long as the employee is in AcqDemo, add a Post Cycle Activity.
  - Have a Previous Cycle Data record as long as the employee is on the rolls in AcqDemo on 30 Sep.
  - If the AcqDemo employee is on the rolls and on LWOP status on the effective date of the CCAS payout, subject to local business rules, any approved CA and Carryover Award will be paid to the employee and the new basic pay/adjusted basic pay will be paid upon return to an AcqDemo pay status.
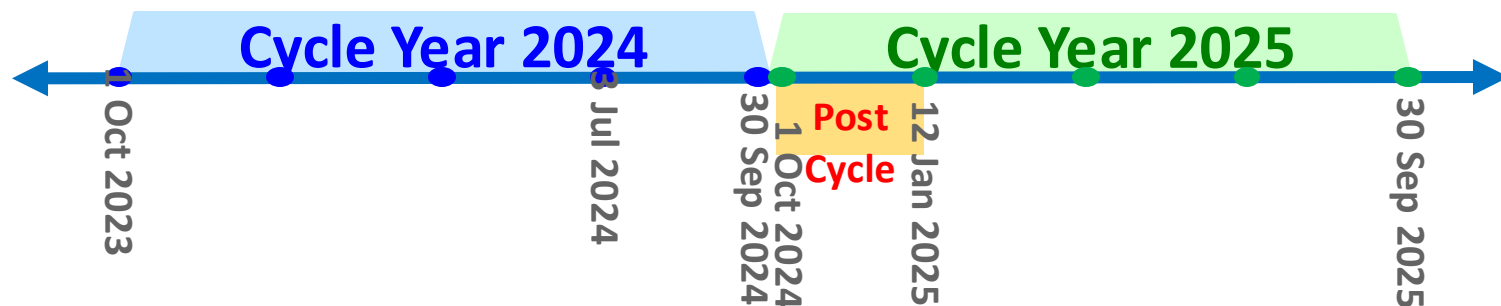
CAS2Net and CCAS End of Cycle

- **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
  - Pay Pool Notices
    - 2024 Sub-Panel Meeting Spreadsheet
    - 2024 Compensation Management Spreadsheet (CMS)
    - 2024 Pay Pool Analysis Tool (PPAT)
  - AcqDemo web site
    - 2024 Sub-Panel Spreadsheet User Guide
    - 2024 CMS User Guide
    - 2024 PAT User Guide

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 **subject to component/command earlier initial upload date**	Pay Pool Administrators
Wednesday	8-Jan-24	Final Upload **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)
- o 12 September, 1pm – 2:30pm ET: Transfer, Archive and Post Cycle Activities
- o 19 September, 1pm-2:30pm ET: CAS2Net Sub-Panel Meeting and CMS Online
- o 26 September, 1pm-2:30pm ET: Macro Free Sub Panel Spreadsheet and Macro Free CMS
- o 03 October, 1pm-2:30pm ET: Discrepancy Reports
- o 10 October, 1pm-2:30pm ET: Lock/Unlock Supervisor 1, Sub-Pay Pool and Pay Pool
- o 17 October, 1pm-2:30pm ET: Pay Pool Analysis Tool (PAT)
- o 07 November, 1pm-2:30pm ET: Initial and Final Upload
- o 21 November, 1pm-2:30pm ET: Not Final Reports and Data Complete Reports
- o 05 December, 1pm-2:30pm ET: Grievance/Grievance Window

Open Forum Questions?

AcqDemo.Contact@dau.edu

Erin.Murray@dau.edu

jerry.lee@dau.edu