Job Aid – CAS2Net > Administrators

Assigned (User Profiles and Post-Cycle Data) and Previous Cycle Data

Promotions, Temporary Promotions
Fully Ratable Temporary Promotions
CCAS and Temporary Promotions

Appendix H – Temporary Promotions Under CCAS

1.1 Introduction. This appendix provides updated guidance and processes for supervisory roles, CCAS appraisals, payouts, pay setting, and CAS2Net procedures involving temporary promotions.

1.2 Definitions

1.2.1 Annual Assessment Cycle: The annual assessment cycle runs from 1 October to 30 September of the next year.

1.2.2 Annual Assessment Closeout Period: The annual assessment closeout period immediately follows the annual assessment cycle and is defined as 1 October to the beginning date of the first full pay period in January (effective date of the payout).

1.2.3 Fully Ratable Temporary Promotion: A temporary promotion effective on or before 3 July and terminating after the effective date of a payout, i.e., the beginning of the first full pay period in January. NOTE: 5 Jan 2020 is the effective date of the payout for the FY19 CCAS rating period.

1.2.4 Non-Fully Ratable Temporary Promotion: Temporary promotion starting after July 3rd and before effective date of the payout and terminating after the effective date of the payout. This case includes temporary promotions that have less than 90 days in the annual assessment cycle immediately prior to the end of the rating period, i.e., close of business on September 30, and those that start during the annual assessment closeout period.

1.2.5 Temporary Promotion Terminating in the Annual Assessment Closeout Period: Temporary promotion start date is during the annual assessment cycle and end date is during the annual assessment closeout period.

1.2.6 CCAS Ineligible Temporary Promotion: Temporary promotion starting and ending during the annual appraisal cycle without gaining eligibility for an annual CCAS assessment or payout.
Appendix H – Temporary Promotions Under CCAS

**Fully Ratable Temporary Promotion**
A temporary promotion effective on or before July 3rd and terminating after the effective date of a payout, i.e., the beginning of the first full pay period in January.

**Temporary Promotion Terminating in the Annual Assessment Closeout Period**
Temporary promotion start date is during the annual assessment cycle and end date is during the annual assessment closeout period, in other words before the effective date of the CCAS payout. Contributions for the temporary promotion may be considered for the annual assessment.

**Non-Fully Ratable Temporary Promotion**
Temporary promotion starting after July 3rd and before effective date of the payout and terminating after the effective date of the payout. This case includes temporary promotions that have less than 90 days in the annual assessment cycle and those that start during the annual assessment closeout period, but eligible for CCAS rating for the AcqDemo permanent position.

**CCAS Ineligible Temporary Promotion**
Temporary promotion starting and ending during the annual appraisal cycle without gaining eligibility for an annual CCAS assessment or payout for the temporary promotion but eligible for CCAS rating for the AcqDemo permanent position.
Promotions/Temporary Promotions > Post-Cycle Activity

- Promotions with effective dates on or before 30 Sep, update User Profile’s General User Information
- Promotions with effective dates on or after 1 Oct, update User Profile’s General User Information AND complete the Post-Cycle Activity
- Temporary Promotions with effective dates on or before 3 Jul AND termination dates after 5 Jan, complete just the Post-Cycle Activity

For non-promotion updates after 30 Sep, go to Administrator > Previous Cycle Data
Promotions/Temporary Promotions > Post-Cycle Activity

• Promotions with effective dates on or before 30 Sep, update User Profile’s Organization Information
• Promotions with effective dates on or after 1 Oct, update User Profile’s Organization Information AND complete the Post-Cycle Activity
• Temporary Promotions with effective dates on or before 3 Jul AND termination dates after 5 Jan, complete just the Post-Cycle Activity

For non-promotion updates after 30 Sep, go to Administrator > Previous Cycle Data
• Promotions with effective dates **on or before 30 Sep**, update **User Profile’s Salary Information**
• Promotions with effective dates **on or after 1 Oct**, update **User Profile’s Salary Information AND** complete the Post-Cycle Activity
• Temporary Promotions with effective dates on or before 3 Jul AND termination dates after 5 Jan, complete just the Post-Cycle Activity

*For non-promotion updates after 30 Sep, go to Administrator > Previous Cycle Data*
Promotions/Temporary Promotions > Post-Cycle Activity

- **ONLY FOR** Permanent promotions with effective dates **on or after 1 Oct**, update User Profile’s General User Information, Organization Information, Salary Information, Other User Information (if needed), Organization Roles (if needed), Trusted Agents (if needed) **AND** complete the Post-Cycle Activity

- Temporary Promotions with effective dates on or before 3 Jul **AND** termination dates after 5 Jan, complete just the Post-Cycle Activity
Promotions/Temporary Promotions > Post-Cycle Activity

All promotions with effective dates on or after 1 Oct and beyond 5 Jan 2020 or change to lower band level or ACDP basis pay increase effective on or after 1 Oct, complete the Post-Cycle Activity.

1. Select Post-Cycle Activity (Promotion or Temporary Promotion or Change to Lower Band Level or ACDP)
2. Select Start Date of post-cycle activity
3. Enter New Basic Pay
4. Enter/Select Career Path
5. Select Broadband Level
6. Select Occupational Series
7. Click Save

If the Post-Cycle Activity is a Temporary Promotion, Administrators will see three additional fields for POC information. These POC fields should be filled for temporary promotion external to the pay pool/organization. The POC information should be that of the parent Administrator.
Previous Cycle Data allows Administrators to update the “2019 Cycle Data for Employee” due to discrepancy reports and with permanent promotions on or after 1 Oct, and temporary promotions with effective date before 3 Jul and a termination dates after 5 Jan 2020,(the effective date of the FY2019 CCAS payouts)
Explanation of Previous Cycle Data

Current Cycle is October 1, 2018, to September 30, 2019.

On October 1, 2019, when the Cycle that ended on September 30, 2019, it becomes the Previous Cycle and the new cycle starting on October 1 becomes the Current Cycle.

After September 30, the Previous Cycle Data due to discrepancies can still be updated by the Administrators as well as maintaining and creating new Current Cycle Data.
List Users for Previous Cycle 1 Oct 2018 to 30 Sep 2019
- Use Previous Cycle Data when you need to correct or update an User Profile due to the discrepancy reports
- Use Assigned Users when you need to update an User Profile for permanent promotion/demotion with effective dates on or before 30 September and temporary promotions on or before 3 Jul with termination dates after 5 Jan 2020

List Assigned Users 1 Oct 2019 to 30 Sep 2020
- Go to User Management to add new User joining 1 October or later
- Go to User Management to update an User Profile due to promotion/demotion effective 1 October or later then click and complete Post-Cycle Activity
- Go to User Management to update or add new User joining 1 October or later due to discrepancy reports
**CAS2Net > Administrator > Previous Cycle Data**

“Previous Cycle Data” panel has the following:
1. Name
2. Email
3. Pay Pool
4. Pay Pool Manager
5. Sub-Panel
6. Sub-Panel Manager

Previous Cycle is 1 Oct 2018 to 30 Sep 2019

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**List Users for Previous Cycle**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Pay Pool</th>
<th>Pay Pool Manager</th>
<th>Sub-Panel</th>
<th>Sub-Panel Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABDENOUR, JOSEPH R</td>
<td><a href="mailto:IRENE.RNC@HCl.MIL">IRENE.RNC@HCl.MIL</a></td>
<td>PP0909 - TRAINING/TESTING PAY POOL</td>
<td>JEFFREY UNDERWOOD</td>
<td>PP0909, SP - TRAINING SUB-PANEL</td>
<td>RICK BLAINE</td>
</tr>
<tr>
<td>ACIR, CHARLES M</td>
<td><a href="mailto:JERCLD.LEE@HCl.MIL">JERCLD.LEE@HCl.MIL</a></td>
<td>PP0909 - TRAINING/TESTING PAY POOL</td>
<td>JEFFREY UNDERWOOD</td>
<td>PP0909, SP - TRAINING SUB-PANEL</td>
<td>RICK BLAINE</td>
</tr>
<tr>
<td>ADMINISTRATOR, AHMED</td>
<td><a href="mailto:JERCLD.LEE@HCl.MIL">JERCLD.LEE@HCl.MIL</a></td>
<td>PP0909 - TRAINING/TESTING PAY POOL</td>
<td>JEFFREY UNDERWOOD</td>
<td>PP0909, SP - TRAINING SUB-PANEL</td>
<td>RICK BLAINE</td>
</tr>
<tr>
<td>ALLEN, CAROL A</td>
<td><a href="mailto:JERCLD.LEE@HCl.MIL">JERCLD.LEE@HCl.MIL</a></td>
<td>PP0909 - TRAINING/TESTING PAY POOL</td>
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<td>ARGENT, MICHAEL R</td>
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<td>RICK BLAINE</td>
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<tr>
<td>BLAINE, RICK</td>
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<td>RICK BLAINE</td>
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<td>BROOKS, STEVEN M</td>
<td><a href="mailto:IRENE.RNC@HCl.MIL">IRENE.RNC@HCl.MIL</a></td>
<td>PP0909 - TRAINING/TESTING PAY POOL</td>
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<td>BROOM, WILLIAM G</td>
<td><a href="mailto:JERCLD.LEE@HCl.MIL">JERCLD.LEE@HCl.MIL</a></td>
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<td>PP0909, SP - TRAINING SUB-PANEL</td>
<td>RICK BLAINE</td>
</tr>
</tbody>
</table>

**Click on row to open profile**
CAS2Net > Administrator > Previous Cycle Data

2019 Cycle Data for 1 Oct 2018 to 30 Sep 2019
Panels:
- General User Information
- Organization Information
- Salary Information
- Rating Information
- Other User Information
Can Delete
Not Available:
- Impersonate User
- Transfer User
- Supervisor 1 History

2020 User Profile 1 Oct 2019 to 30 Sep 2020
Panels:
- General User Information
- Organization Information
- Salary Information
- Other User Information
- Organization Roles
- Trusted Agents
Can Impersonate, Transfer
Available:
- Post- Cycle Activity
- Archive
CAS2Net > Administrator > Previous Cycle Data
2019 Cycle Data for Employee

- Data fields that can be updated
CAS2Net > Administrator > Previous Cycle Data

2019 Cycle Data for Employee

- Data fields that can be updated
- Data fields populated from CMS upload

- Data fields auto-populated by CAS2Net calculations based on Locality and Cash Differential Percent
CAS2Net > Administrator > Previous Cycle Data

2019 Cycle Data for Employee

- Data fields auto-populated from History (2018)
- Data fields auto-populated from CMS upload

<table>
<thead>
<tr>
<th>2019 OCS</th>
<th>2018 ROR</th>
</tr>
</thead>
<tbody>
<tr>
<td>78</td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>2019 OCS</th>
<th>2019 Expected OCS</th>
<th>2019 ROR</th>
<th>2019 Average Rating</th>
</tr>
</thead>
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<tr>
<td>78</td>
<td>78</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Achievement and/or Innovation</th>
<th>Communication and/or Teamwork</th>
<th>Mission Support</th>
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<tbody>
<tr>
<td>Category Score</td>
<td>Category Score</td>
<td>Category Score</td>
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<tr>
<td>PAQL 3</td>
<td>PAQL 3</td>
<td>PAQL 3</td>
</tr>
</tbody>
</table>
CAS2Net > Administrator > Previous Cycle Data
2019 Cycle Data for Employee

- Data fields can be manually entered or auto-populated from CMS
  Any filled data fields will be replaced with upload from CMS
CAS2Net > Administrator > Previous Cycle Data
2019 Cycle Data for Employee

To save changes, click “Save”

Administrator will see a pop-up “Save Cycle Data” asking what previous cycle data changes to save to the current User Profile.
Do Not Update “2019 Cycle Data” for employee with permanent promotion on or after 1 Oct. **Update User Profile and** complete Post-Cycle Activity in the User Profile.

Do not update “2019 Cycle Data” for employees with temporary promotions with effective date before 3 Jul and a termination date before 5 Jan 2020,(the effective date of the FY2019 CCAS payouts)
CAS2Net and Spreadsheets

Questions - Issues – Problems

ALTESS Service Desk
24 / 7 /365

usarmy.radford.peo-eis.other.service-desk@mail.mil

or
1-800-981-3234