



Questions or Comments
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Data Maintainer Training

CAS2Net and the CCAS Spreadsheets

2005 CCAS Cycle

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CCAS Software Overview

CCAS Software Overview

- Oracle application called **CAS²Net**
 - Accessed from user's PC via the internet using Netscape or Internet Explorer

Master Database

- Used by data maintainers to update and maintain all pay pool personnel data, add and delete records, and record post-cycle activities, and to generate data files for import into the spreadsheet
- Used by SRA to generate transaction files to update DCPDS and data files for post-cycle analysis

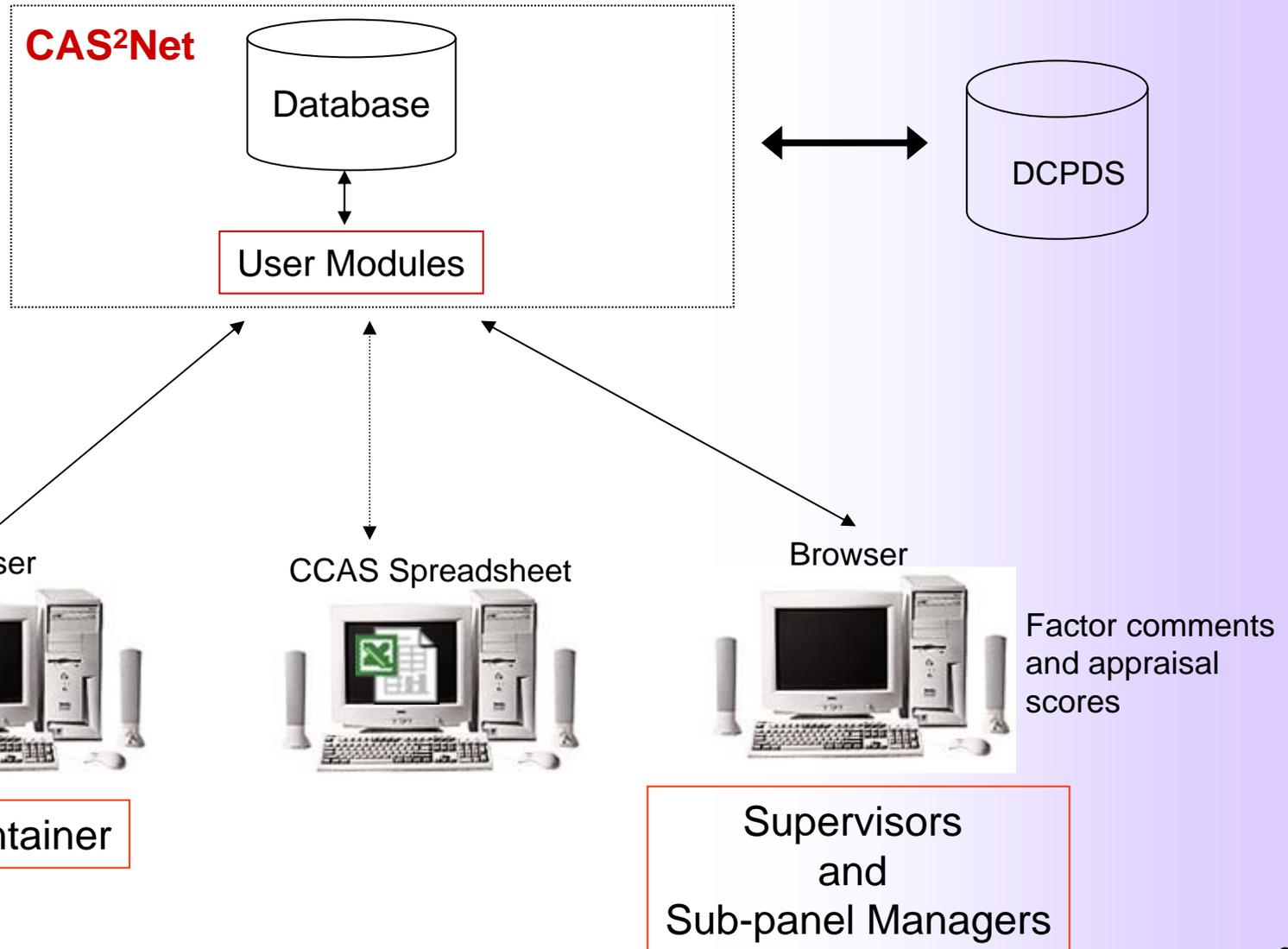
Appraisal and Sub-Panel Meeting Modules

- Used by first level supervisors to set scores and to input factor comments
- Used by second level supervisors in concert with first level supervisors to review scores (sub-panel meetings)
- Used to print Part II forms

CCAS Software Overview

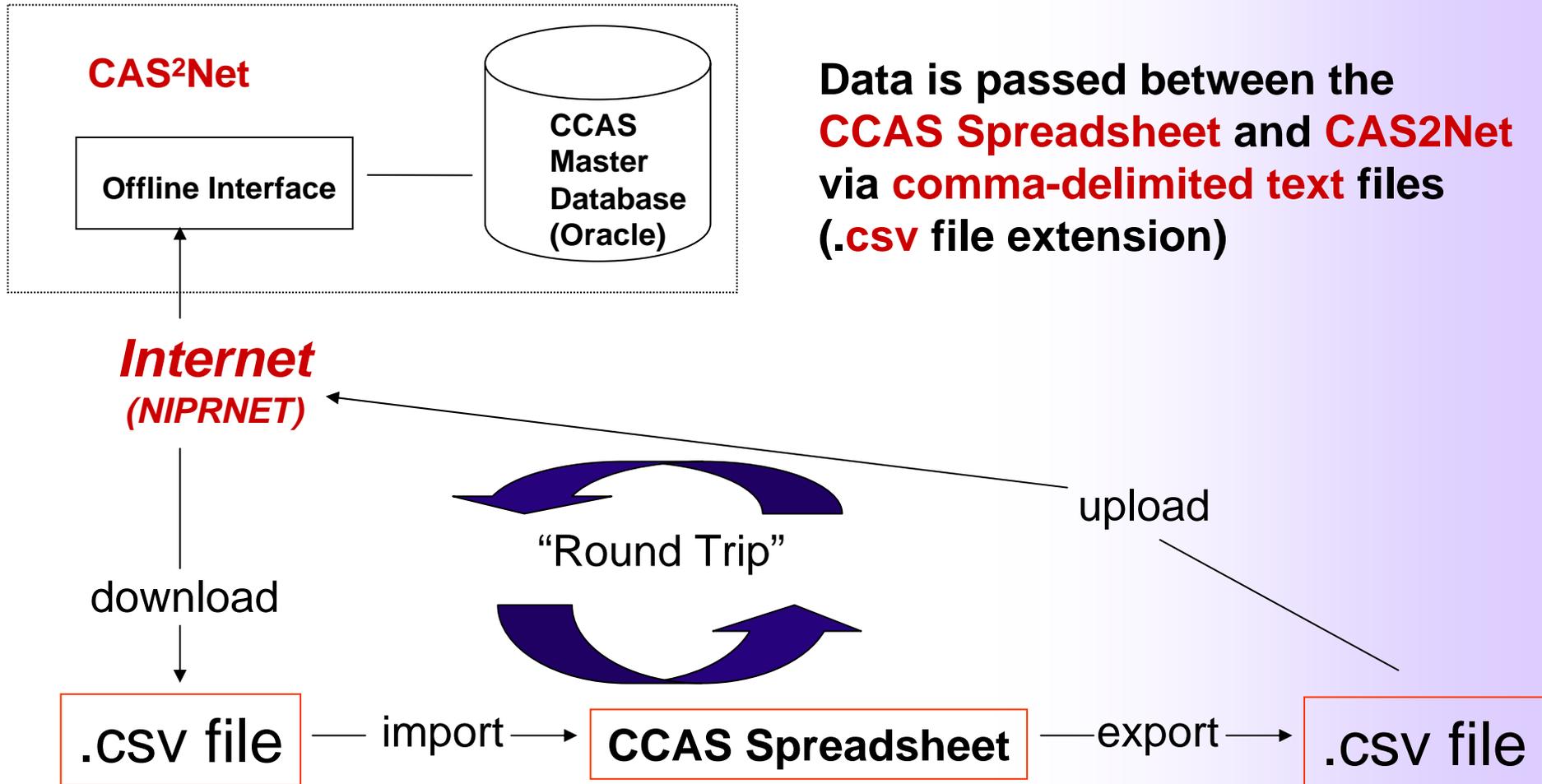
- Sub-Panel Meeting Spreadsheet (MS Excel application)
 - Offline alternative for sub-panel to review/set scores
- CCAS Spreadsheet (MS Excel application)
 - Review scores of entire pay pool
 - Used to set GPI, CRI, and CA compensation adjustments
 - Used to generate Part I of each employee's appraisal form
- Comma-delimited text files (.csv)
 - Used to pass data between the database and the two spreadsheets

CCAS Software Architecture



CCAS Software Architecture

Importing and Exporting Files





Summary of Changes

- There are no changes to the on-line CAS2Net software this year!
- One data maintenance hint: Post-cycle losses from last year that have not been deleted from the database do not show up on the data maintenance pick lists this year. To find them you must use the query form.

Both Spreadsheets

- Added the number of employees rated by each supervisor to the Delta Stats sheet
- Improved the process for hiding records of panel members – the recommended steps are:
 - First, select the rows you don't want visible and use the highlight function to black them out
 - That way, even if they are inadvertently unhidden, no sensitive information will be revealed
 - Then, either hide the rows, or put a code in a wildcard column and filter them out
 - Hidden employees will no longer show up on the scatter plots (new this year!)

Continued ...

Both Spreadsheets (cont'd)

- If you have filters set and click on the “Unhide all Rows” button, you will be asked if you want to clear all filters, which is required before you can unhide all rows
 - Reminds you that you have rows filtered out (new this year!)
 - After you unhide a row on the main data sheet, that employee’s dot will show up on the scatter plots
- NH/NJ/NK tabs are now hidden
 - Hiding rows or columns on the main data sheet now carries over to those sheets, so they no longer need to be visible
- Table tab and the “Category” column are now hidden
 - They are only used internal to the spreadsheet, and they caused a lot of questions and confusion

- Added Column DP “Approved CRI + Approved CA”
- Adjusted the Locality Pay calculation on the Part I to keep total pay (base + locality) below the Executive Schedule Level IV limit
 - Only affects a few of the highest paid employees in the highest labor cost areas

Sub-Panel Spreadsheet

- Added a row at the bottom to create a column hiding template (like the CCAS spreadsheet)



Help Desk and Schedule of Events

What do I do if I have a problem?

- First, try to resolve the problem locally – talk to CCAS experts in your pay pool or other data maintainers at your location
 - Army activities call Jerry Lee at 703-805-5498 or Tim Zeitler at 703-805-1077
 - At Edwards AFB, check with your local AcqDemo Project Office
- If you are having problems connecting to the CAS2Net website, contact the server hosting agency (Army ALTESS)
 - (800) 981-3234
- If you are having problems with your personnel data or DCPDS, contact:
 - Darlene Reinhard, SRA, (210) 832-5214, darlene_reinhard@sra.com
 - Mike Simmons, SRA, (210) 832-5229, mike_simmons@sra.com
- If you are having problems with the CCAS or Sub-Panel spreadsheets, contact one of the following:
 - Army, Jerry Lee at 703-805-5498, jerold.a.lee@us.army.mil
 - DoD AcqDemo Office, Jerry Lee at 703-805-5498, jerold.a.lee@us.army.mil
 - ALTESS (800) 981-3234
 - Mike Bowling, SRA, (210) 832-5221, mike_bowling@sra.com
 - Dan Leighton, SRA, (210) 832-5225, dan_leighton@sra.com

What do I do if I have a problem? (cont'd)

- If you are having problems with CAS2Net, contact one of the following:
 - Army, Jerry Lee at 703-805-5498, jerold.a.lee@us.army.mil
 - DoD AcqDemo Office, Jerry Lee at 703-805-5498, jerold.a.lee@us.army.mil
 - ALTESS (800) 981-3234
 - Karl Boehm, SRA, (703) 558-4065, karl_boehm@sra.com
 - Tony Hoang, SRA, (703) 526-4872, tony_hoang@sra.com
 - Bob Rue, SRA (210) 832-5232, bob_rue@sra.com
- ***Check the AcqDemo website (www.acqdemo.com) regularly for information and updates***
 - Help desk numbers will also be posted on the website
- Any significant announcements will be emailed to the data maintainers from the AcqDemo Project Office

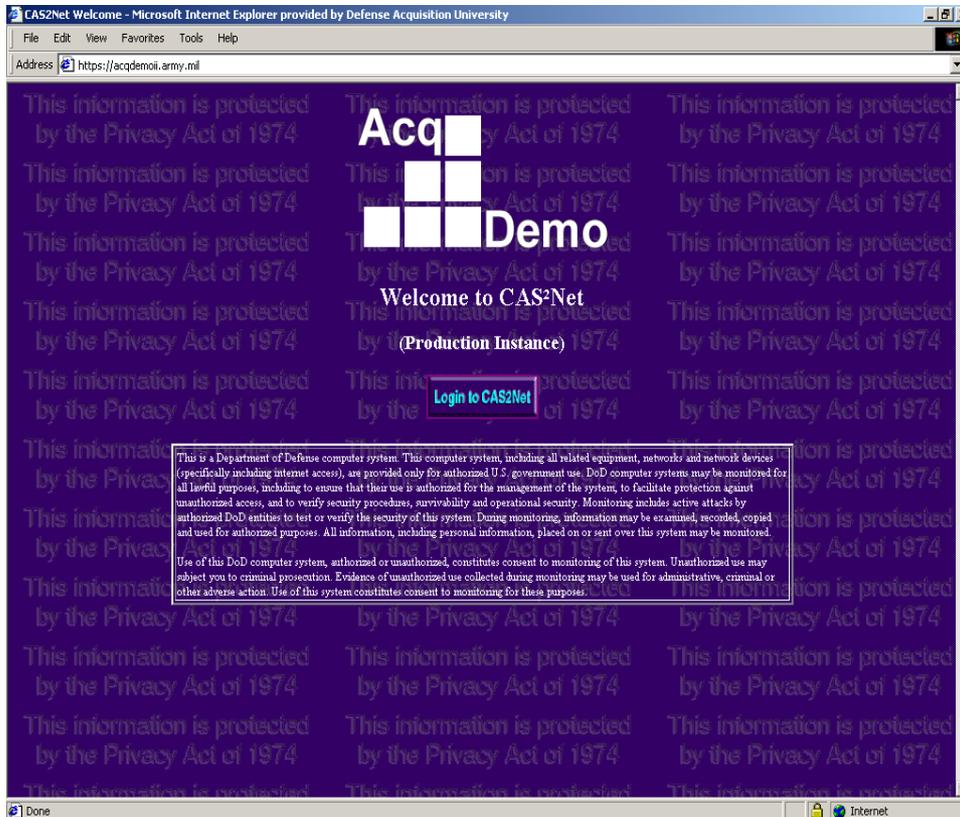
Notional Schedule of 2005/6 CCAS Events

- Training
 - 13 September (AM & PM) – National Capital Region
 - 15 September (AM) – Huntsville, AL
 - 22 September (AM) – Warren, MI
- Sept-Oct -- Data Maintainers update and correct their databases; employees prepare self-assessments (Part III); supervisors prepare their assessments (Part II) and assign preliminary category scores
- Oct-Nov – Sub-panels meet to assign final integer scores; SRA periodically checks pay pool data against DCPDS and posts discrepancy reports on CAS2Net; data maintainers correct data errors
- Early Dec – Pay Pool Managers make preliminary compensation decisions (pending final GPI)
- ? Dec – Final 2006 GPI and locality rates loaded into CAS2Net -- **Data Maintainers MUST make a round trip to capture the new rates**
- NLT 4 Jan -- Data maintainers must certify final uploads to CAS2Net
- 8 Jan -- New pay rates go into effect
- 9 Jan – SRA posts upload files for the DCPDS regions
- 27 Jan or 2 Feb (depending on component) -- Employees receive first pay checks at the new rates



Data Maintenance

Logging on to CAS2Net



- <https://acqdemoii.army.mil>
- Username and password are initially your last name + your first initial + the last 4 digits of your social security number
- For example, Francis Freeman (333-33-3333) would have an initial account of:
 - Username: freemanf3333
 - Password: freemanf3333

CAS2Net – Welcome Screen

Microsoft Internet Explorer provided by Defense Acquisition University

File Edit View Favorites Tools Help

Acq Demo

[Appraisal Status and Lock](#)
View and lock employee appraisals

[Reports](#)
View or print reports in PDF format

[Data](#)

[Maintenance](#)
Maintain employee data

[Issues Tracking](#)
Problem reports and change requests entry and tracking

[Password Maintenance](#)
Change your password

[Offline Interface](#)
Offline Interface

[Paypool Notices](#)
Important information for your paypool

[Logout](#)
Exit CAS2Net

Welcome to CAS²Net , Francis Freeman !

The information contained herein is covered by the Privacy Act of 1974.
Personnel data requires safeguarding IAW AFR 37-132.

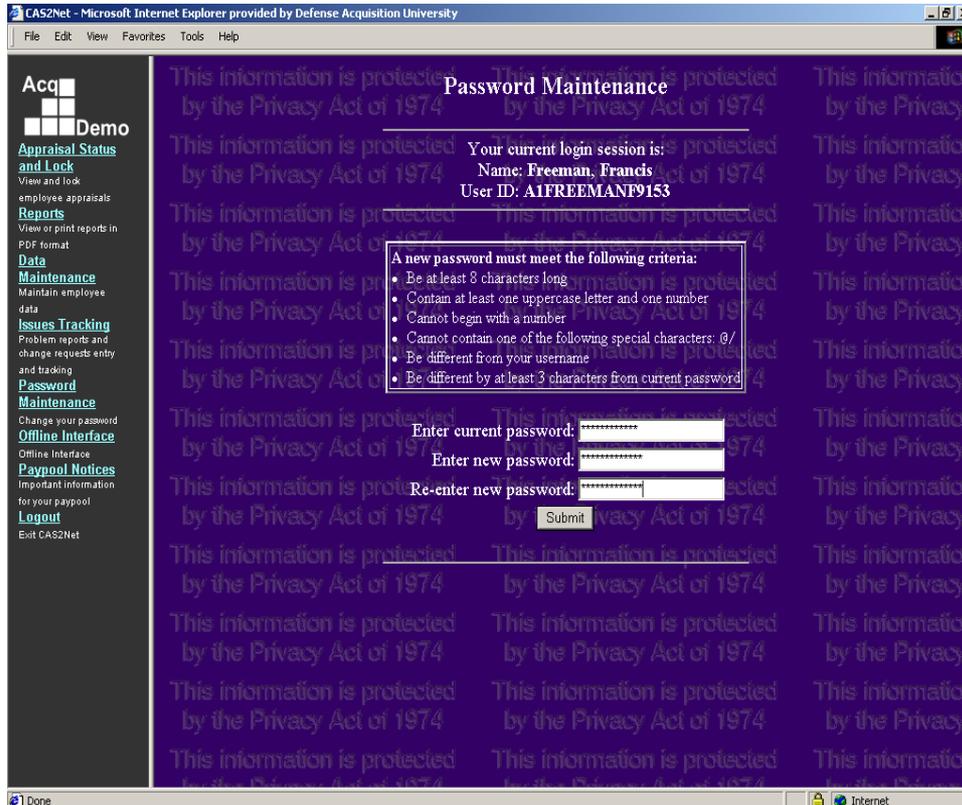
Please choose a module from the navigation bar at the left.

This information is protected by the Privacy Act of 1974

Done Internet

Navigation
Frame

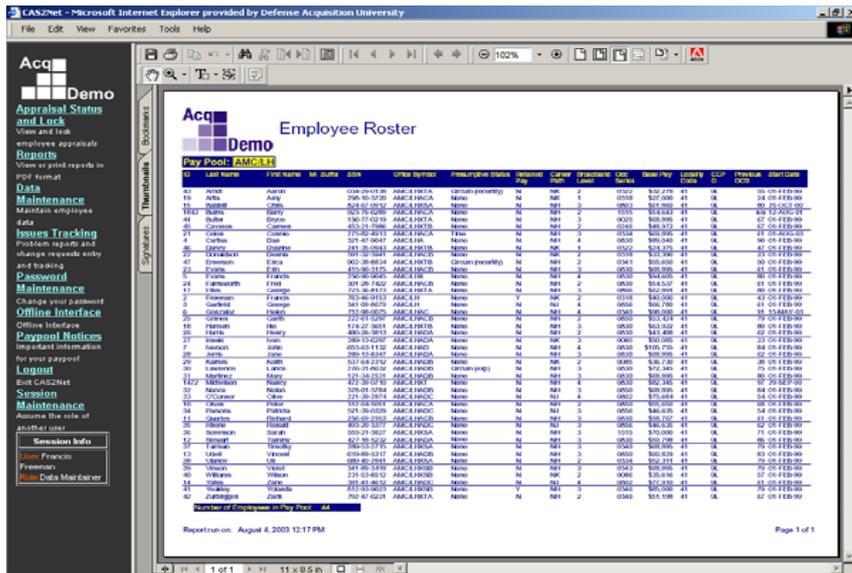
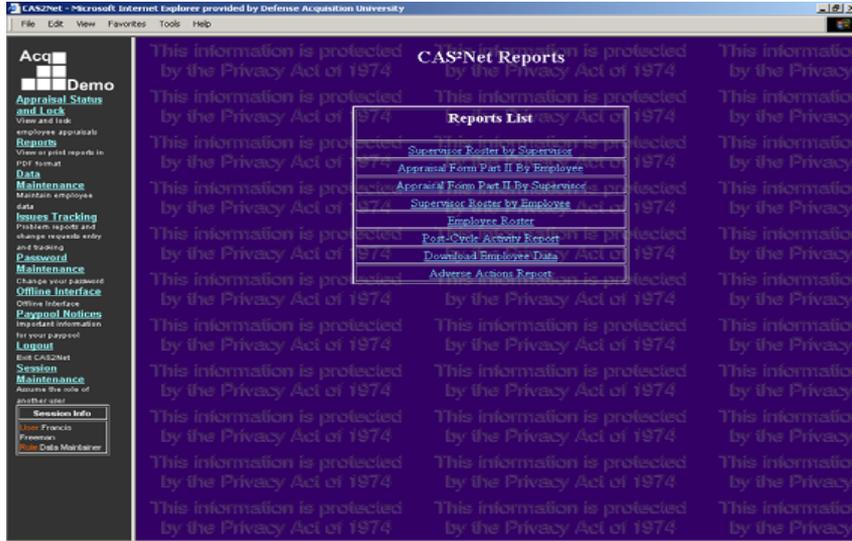
Changing Your Password



- It is very important to change your password
- Your new password must meet the following criteria:
 - Be at least 8 characters long
 - Contain at least one uppercase letter and one number
 - Cannot begin with a number
 - Cannot contain one of the following special characters: @ /
 - Be different from your username
 - Be different by at least 3 characters from current password

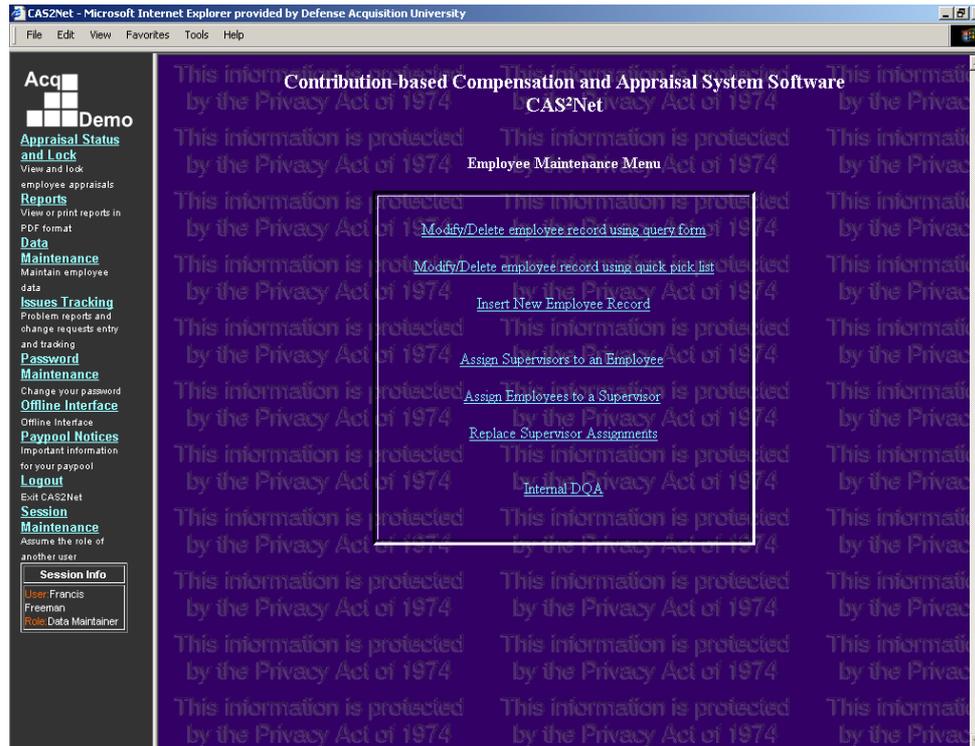
Ensuring the Data are Correct

Reports Module



- Employee roster
 - Best way to get a snap shot of your pay pool
 - Need to ensure that every employee has the correct information (salary, broadband, career path, locality, CCPO, occupational series, presumptive status, retained pay)
- Download employee data
 - Download (.csv format) pay pool data and pull into a blank Excel spreadsheet

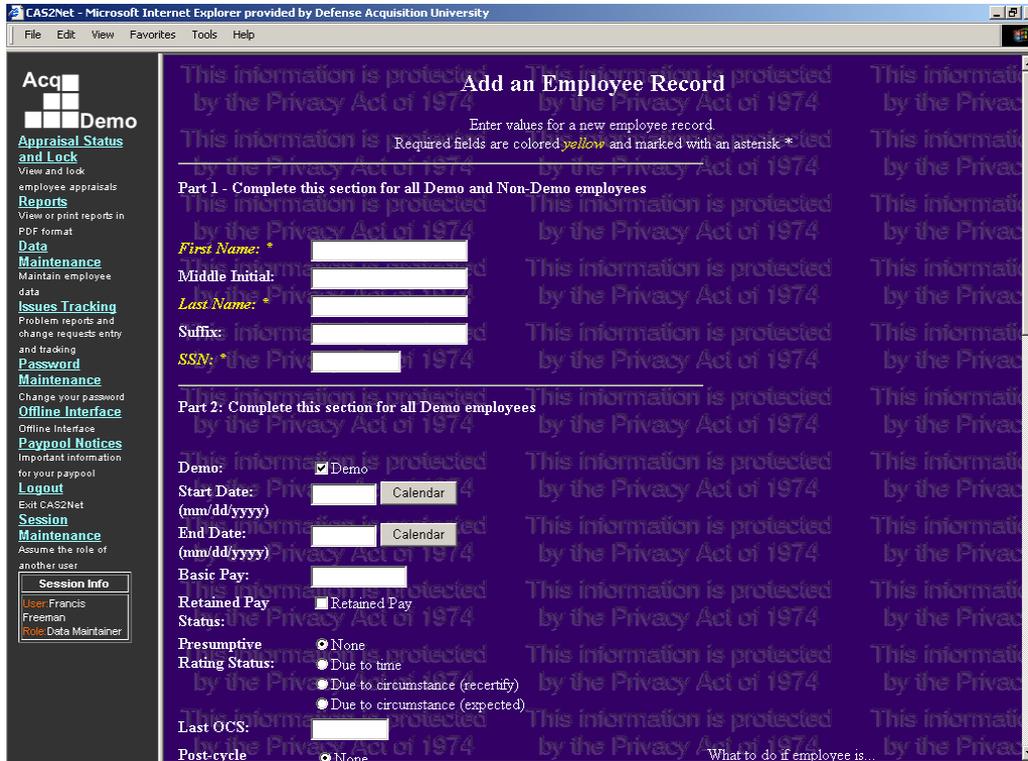
Adding, Modifying, Removing Employees/Supervisors Data Maintenance Module



- Adding Records
 - Insert New Employee Record
- Changing Records
 - Modify/Delete using Quick Pick List
 - Modify/Delete using Query Form

Inserting a New Employee/Supervisor Record

Data Maintenance Module



Add an Employee Record

Enter values for a new employee record.
Required fields are colored yellow and marked with an asterisk *

Part 1 - Complete this section for all Demo and Non-Demo employees

First Name: *

Middle Initial:

Last Name: *

Suffix:

SSN: *

Part 2: Complete this section for all Demo employees

Demo: Demo

Start Date: Calendar

End Date: Calendar

Basic Pay:

Retained Pay: Retained Pay

Status: None
 Due to time
 Due to circumstance (recertify)
 Due to circumstance (expected)

Last OCS:

Post-cycle: None

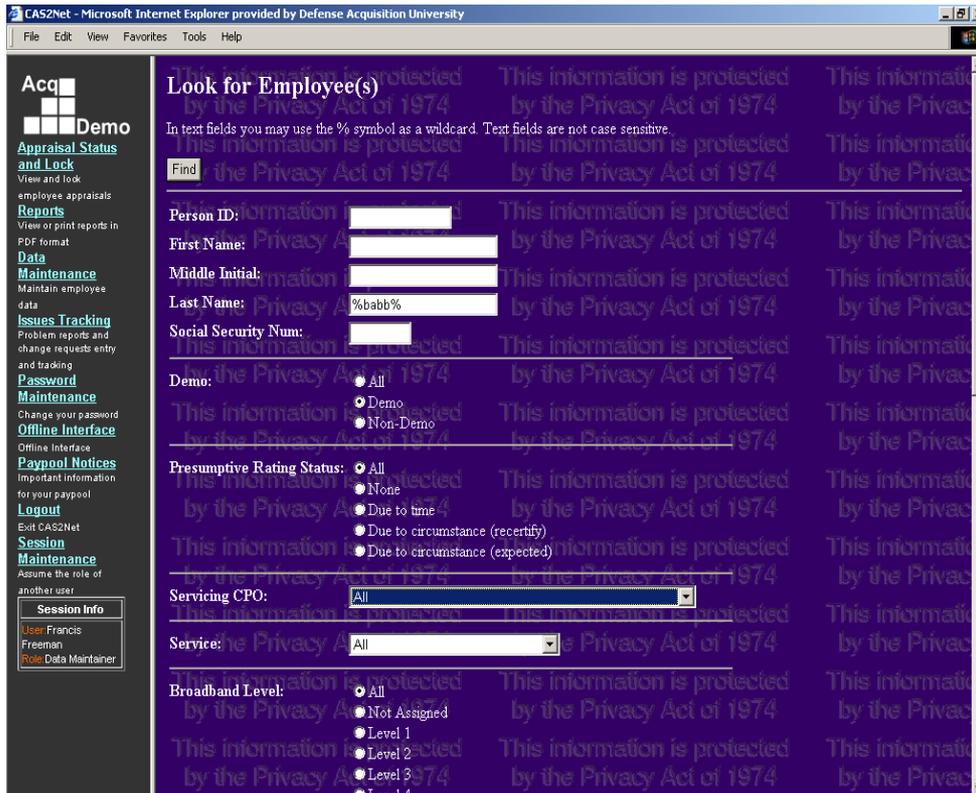
- Demo Employees
 - Name
 - SSN
 - Demo checkbox (checked)
 - Start date
 - Basic Pay
 - Retained pay (tied to salary and CP/BB)
 - Presumptive status
 - Post cycle activity (promotions, etc.)
 - CCPO
 - Locality
 - Service
 - Career path
 - Broadband
 - Pay pool #
 - Office symbol
 - Occupational Series
 - Group (employee, supervisor, sub-panel)

* All employees, demo supervisors, and non-demo supervisors of demo employees must have records in CAS2Net

- Non-demo employees (military, SES, etc.)
 - Name
 - SSN

Modifying Employee Data Using Query Form

Data Maintenance Module



Look for Employee(s)

In text fields you may use the % symbol as a wildcard. Text fields are not case sensitive.

Find:

Person ID:

First Name:

Middle Initial:

Last Name:

Social Security Num:

Demo: All Demo Non-Demo

Presumptive Rating Status: All None Due to time Due to circumstance (recertify) Due to circumstance (expected)

Servicing CPO:

Service:

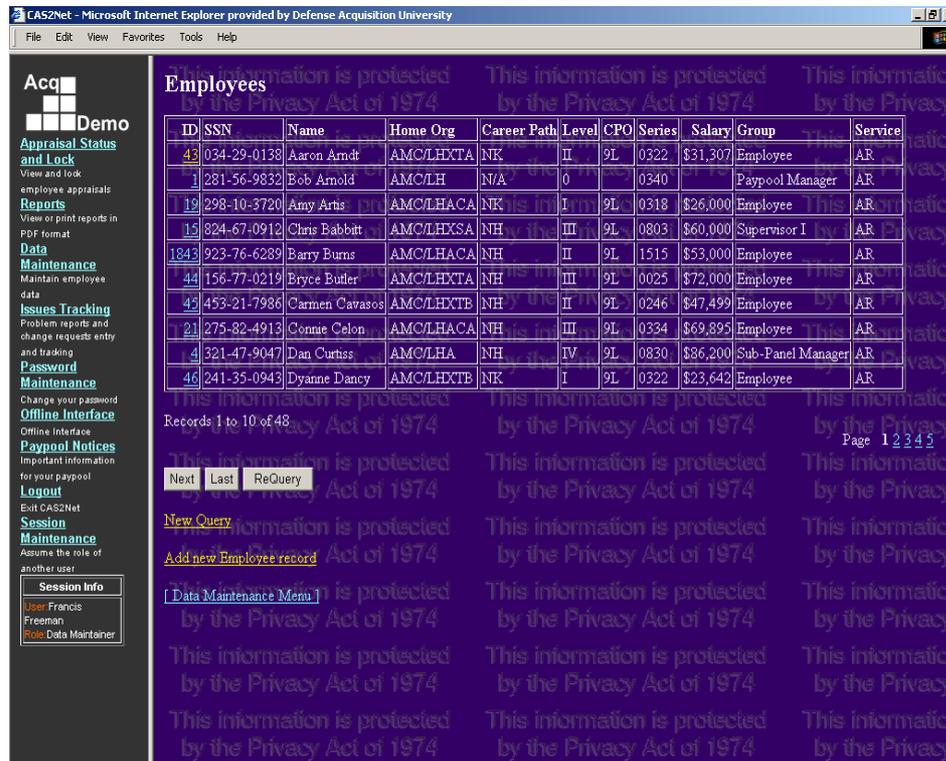
Broadband Level: All Not Assigned Level 1 Level 2 Level 3 Level 4

- Search criteria may consist of one or many of the following:
 - ID
 - Name
 - SSN
 - Demo/non-demo/all
 - Presumptive status
 - Servicing CPO
 - Service
 - Broadband
 - Pay Pool #
 - Office symbol
 - Career path
 - Occupational series
 - Login name
 - Group (supervisor, sub-panel, etc.)

- Multiple sort options

Modifying Employee Data Using Query Form Data Maintenance Module

Results of query form

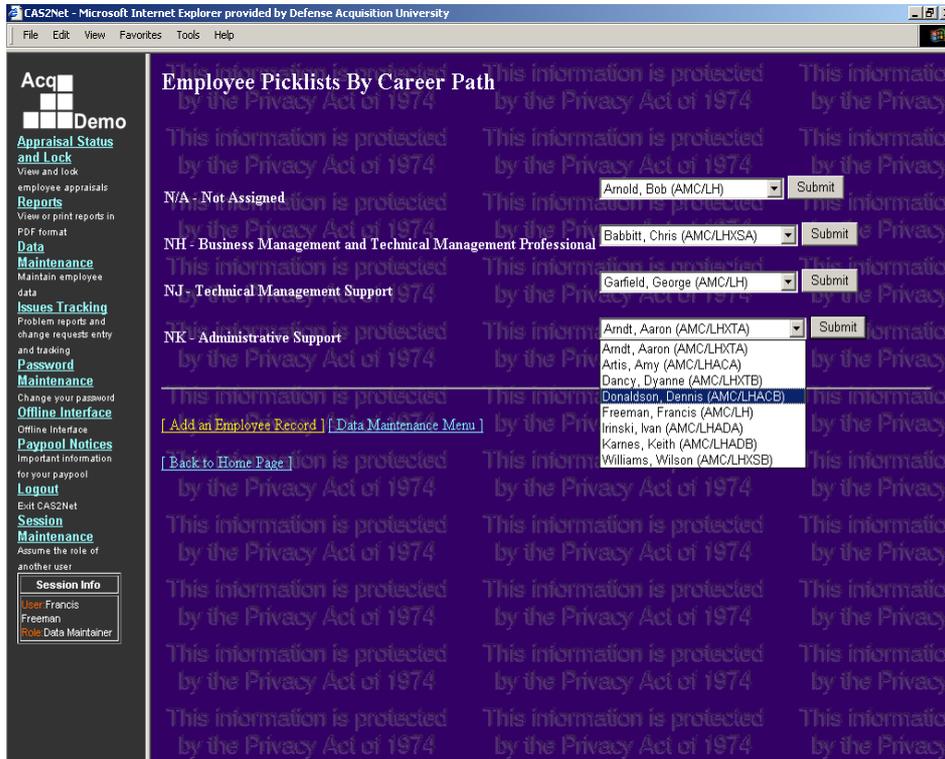


| ID | SSN | Name | Home Org | Career Path | Level | CPO | Series | Salary | Group | Service |
|------|-------------|----------------|-----------|-------------|-------|-----|--------|----------|-------------------|---------|
| 43 | 034-29-0138 | Aaron Arndt | AMC/LHXTA | NK | II | 9L | 0322 | \$31,307 | Employee | AR |
| 1 | 281-56-9832 | Bob Arnold | AMC/LH | NVA | 0 | | 0340 | | Paypool Manager | AR |
| 19 | 298-10-3720 | Amy Artis | AMC/LHACA | NK | I | 9L | 0318 | \$26,000 | Employee | AR |
| 15 | 824-67-0912 | Chris Babbitt | AMC/LHXS | NH | III | 9L | 0803 | \$60,000 | Supervisor I | AR |
| 1843 | 923-76-6289 | Barry Burns | AMC/LHACA | NH | II | 9L | 1515 | \$53,000 | Employee | AR |
| 44 | 156-77-0219 | Bryce Butler | AMC/LHXTA | NH | III | 9L | 0025 | \$72,000 | Employee | AR |
| 45 | 453-21-7986 | Carmen Cavaros | AMC/LHXTB | NH | II | 9L | 0246 | \$47,499 | Employee | AR |
| 21 | 275-82-4913 | Connie Celon | AMC/LHACA | NH | III | 9L | 0334 | \$69,895 | Employee | AR |
| 4 | 321-47-9047 | Dan Curtiss | AMC/LHA | NH | IV | 9L | 0830 | \$86,200 | Sub-Panel Manager | AR |
| 46 | 241-35-0943 | Dyanne Dancy | AMC/LHXTB | NK | I | 9L | 0322 | \$23,642 | Employee | AR |

- If your query results in one person, then that employee's detail screen will automatically open
- If your query results in more than one person, the list of employees who met the criteria will appear
- 10 records are displayed at a time
- You can jump quickly by tens using the page links on the right side of the form
- Click on the ID of the person whose detail you wish to modify

Modifying Employee Data Using Quick Pick Lists

Data Maintenance Module



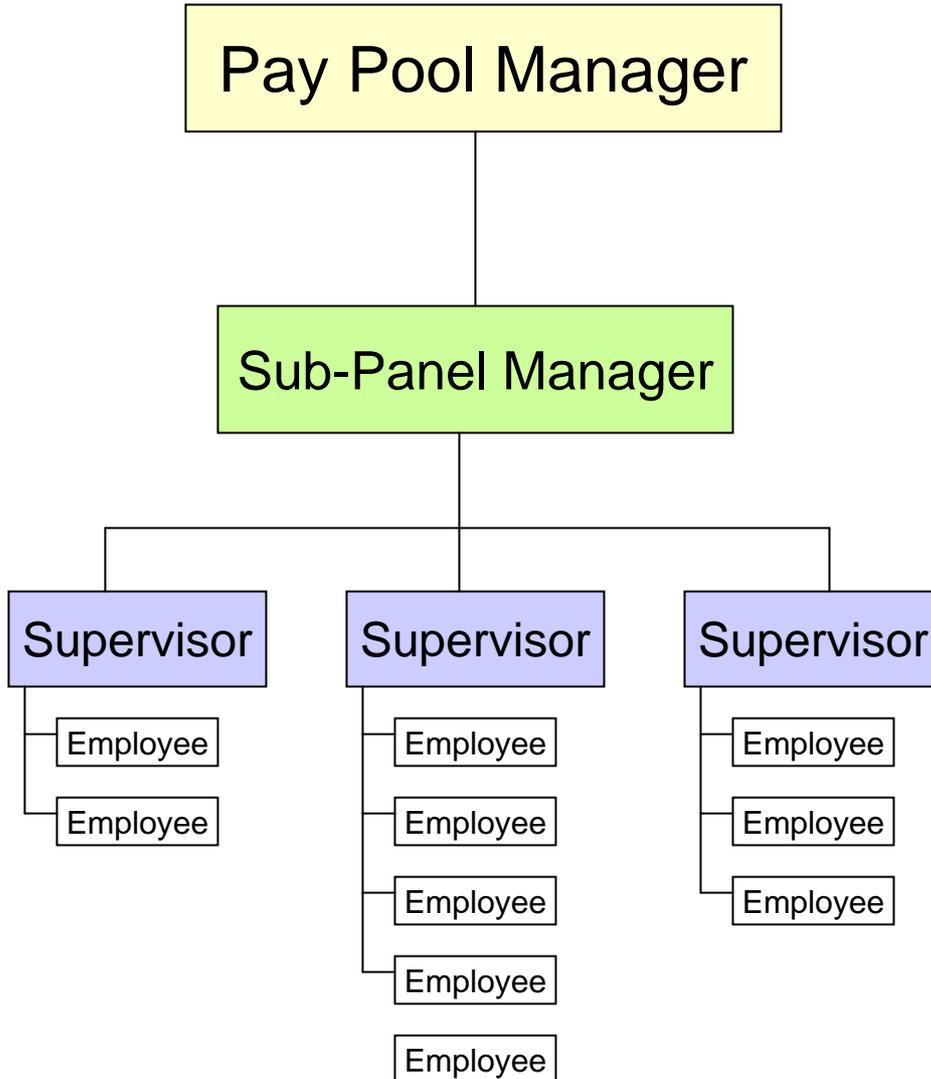
The screenshot shows the 'Employee Picklists By Career Path' page in the CAS2Net application. The page lists several career paths, each with a drop-down menu and a 'Submit' button. The 'NK - Administrative Support' path has a dropdown menu open, displaying a list of employee names and their IDs. The list includes:

- Arnold, Bob (AMC/LH)
- Babbitt, Chris (AMC/LHSA)
- Garfield, George (AMC/LH)
- Arndt, Aaron (AMC/LHXTA)
- Arndt, Aaron (AMC/LHXTA)
- Artis, Amy (AMC/LHACA)
- Dancy, Dyanne (AMC/LHXTB)
- Donaldson, Dennis (AMC/LHACB)
- Freeman, Francis (AMC/LH)
- Frinski, Ivan (AMC/LHADADA)
- Karnes, Keith (AMC/LHADB)
- Williams, Wilson (AMC/LHXSBB)

- Highlight the person's name in the drop down list whose detail you wish to view and click the submit button
- The person's employee detail will automatically open in a separate window

Assigning Group Roles in CAS2Net

Supervisory Structure

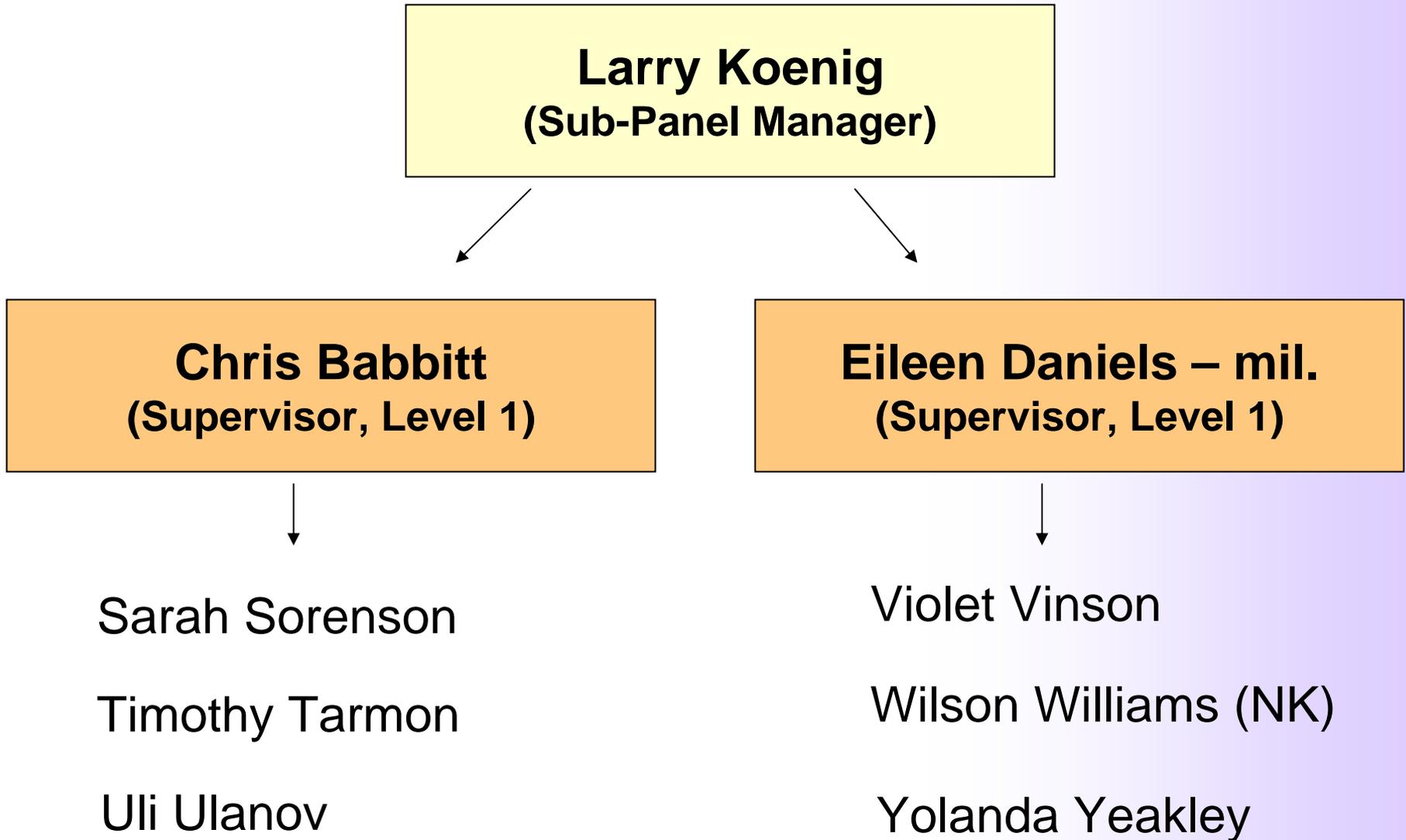


- Employees have to be assigned to supervisors at three levels
 - 1st level supervisor
 - Sub-panel manager
 - Pay pool manager

Writes appraisals and recommends categorical/numerical scores

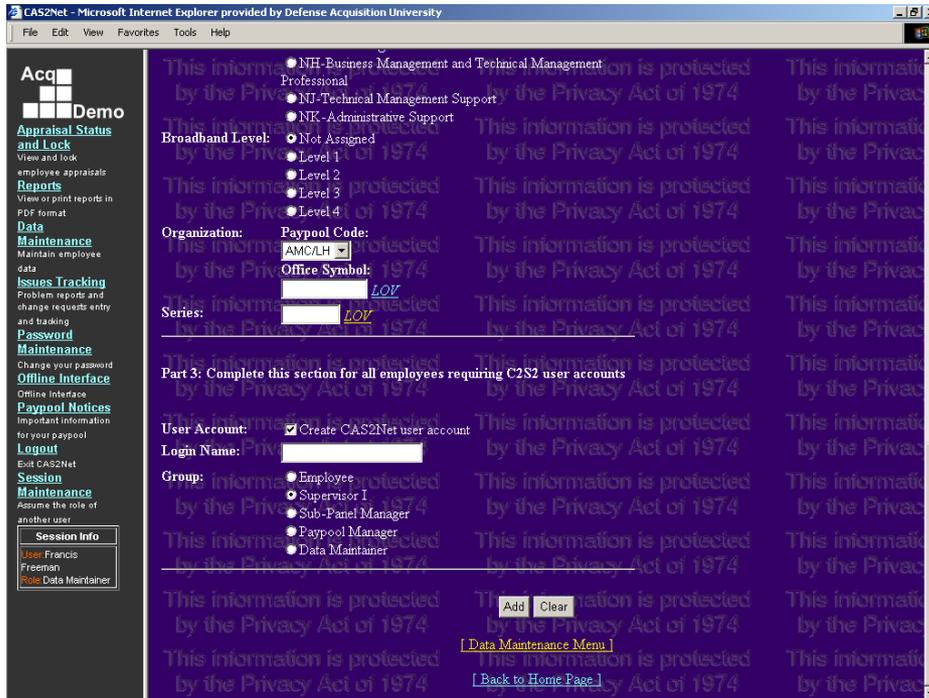
Assigning Group Roles in CAS2Net

Supervisory Structure Example



Assigning Group Roles in CAS2Net Data Maintenance Module

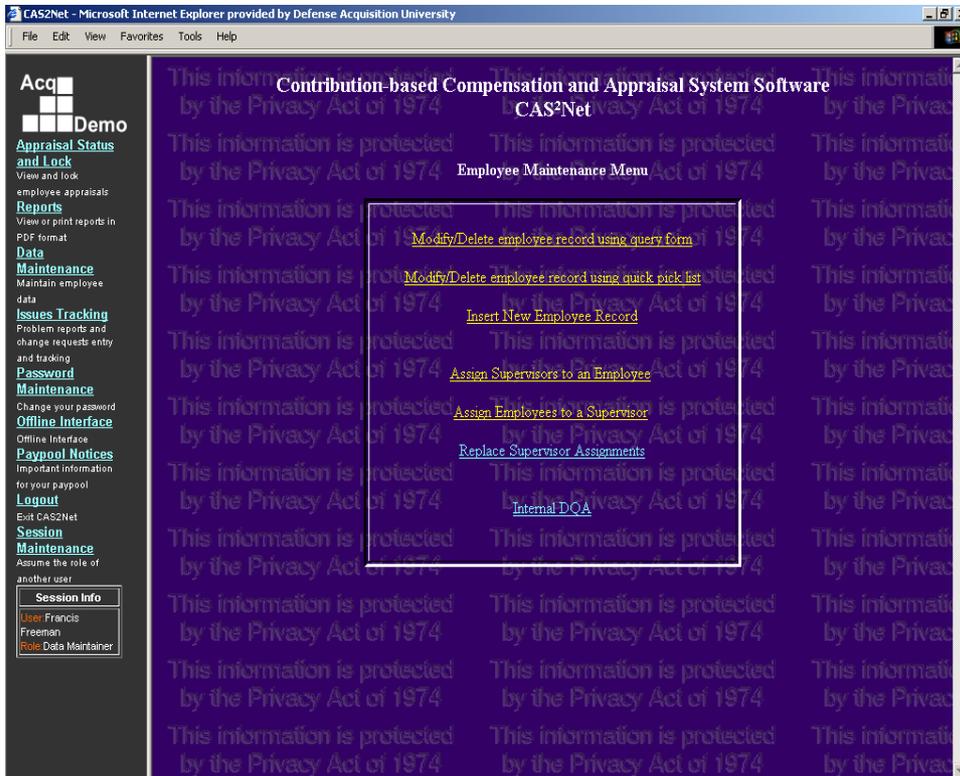
Data Maintenance Module



The screenshot shows the CAS2Net Data Maintenance Module interface. The left sidebar contains navigation links: Appraisal Status and Lock, Reports, Data Maintenance, Issues Tracking, Password Maintenance, Online Interface, Paypool Notices, and Session Maintenance. The main content area is titled "Part 3: Complete this section for all employees requiring C2S2 user accounts". It includes fields for Organization (AMC/LH), Paypool Code (LOV), Office Symbol (LOV), and Series (LOV). Below these is a "User Account" section with a checked checkbox for "Create CAS2Net user account" and a "Login Name" text box. The "Group" section has radio buttons for Employee, Supervisor I, Sub-Panel Manager, Paypool Manager, and Data Maintainer. At the bottom, there are "Add" and "Clear" buttons, a "Data Maintenance Menu" link, and a "Back to Home Page" link.

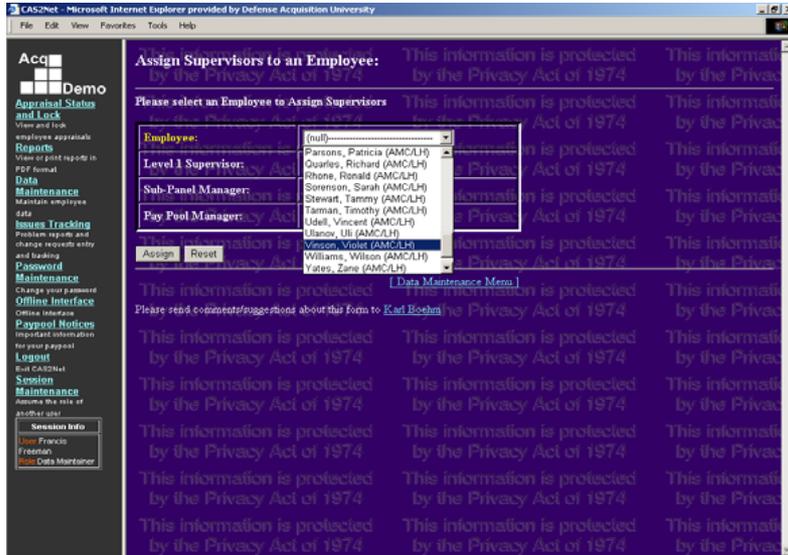
- DO NOT need to complete this section for employees
- For supervisors, sub-panel managers, and the pay pool manager
 - Check the checkbox to create an account
 - DO NOT fill in the Login Name text box (CAS2Net will automatically assign a username)
 - Last name, first initial, last four of SSAN
 - Use the radio buttons to assign to proper group
 - Assign to highest applicable group

Assigning Group Roles in CAS2Net Supervisory Structure

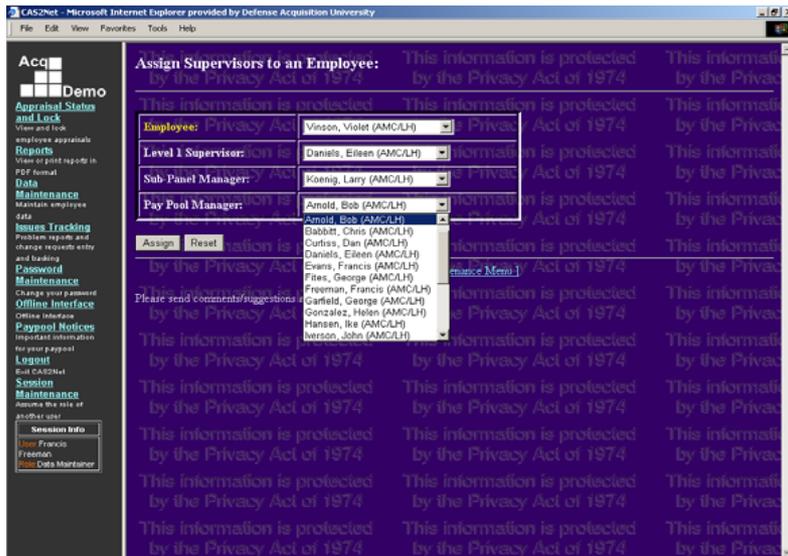


- Before you begin assigning supervisors to employees, **every** supervisor must have an account (record) in CAS2Net
- Two options for assigning supervisors:
 - Assign supervisors to an employee
 - Assign employees to a supervisor

Assigning Group Roles in CAS2Net Supervisory Structure

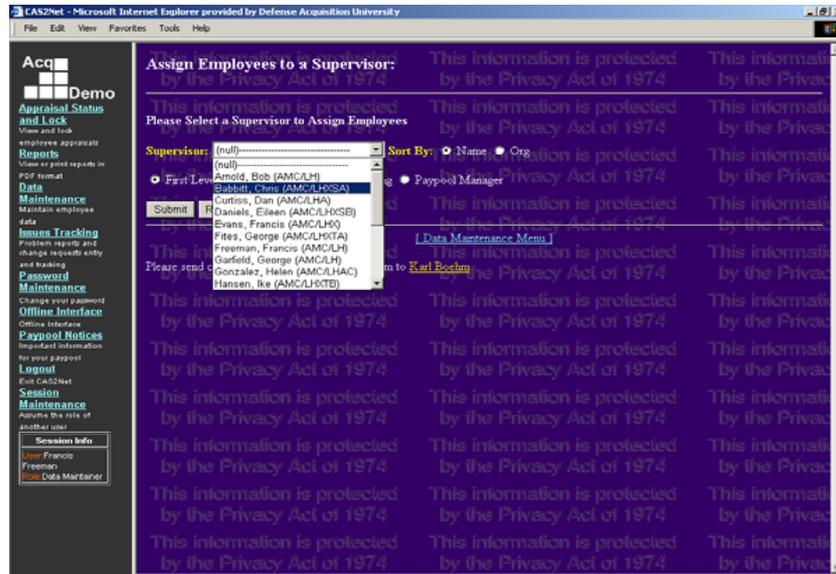


- Assigning supervisors to an employee
 - Select the employee you wish to assign supervisors to from the drop down list
 - Using the respective drop down lists assign each level of supervision



- Direct reports to the pay pool manager should have a “null” sub-pool manager value

Assigning Group Roles in CAS2Net Supervisory Structure



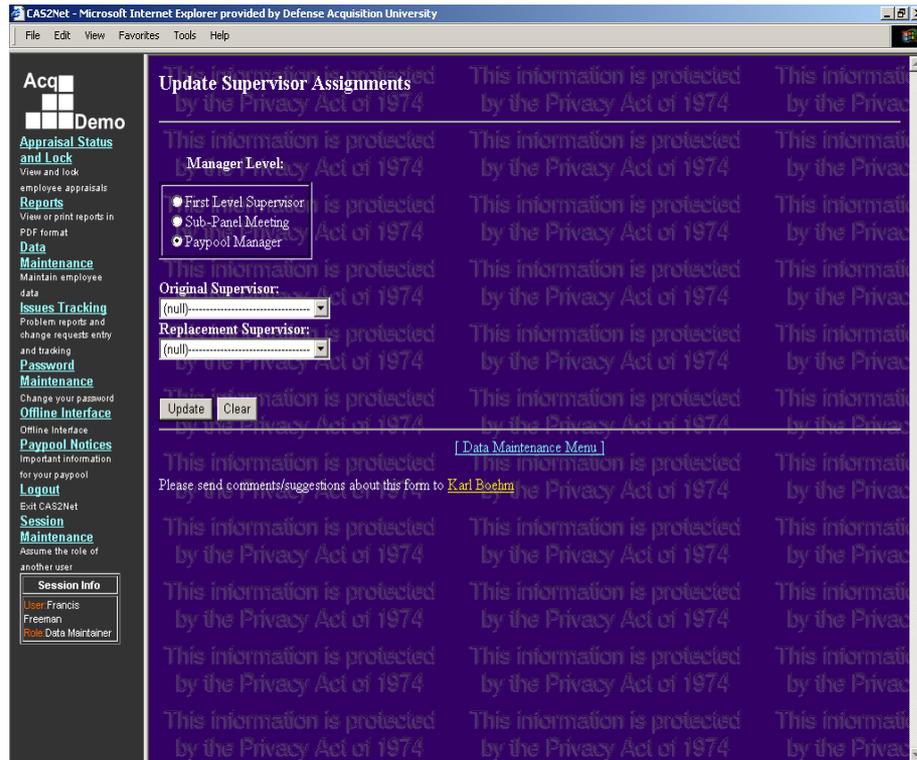
- Assigning employees to supervisors
 - Select the supervisor you wish to assign
 - Select the level of supervisor (first level, sub-panel manager, pay pool manager) by clicking the associated radio button



- Check the employees who belong to that supervisor
- Click submit at the bottom of the form

Assigning Group Roles in CAS2Net Supervisory Structure

- Replacing supervisor assignments
 - Select the level of supervisor that is being replaced (first level, sub-panel manager, pay pool manager)
 - Select who is going to be the replacement



Assigning Group Roles in CAS2Net

Making sure it is correct



- Two reports will help you ensure your supervisory structure is correct
- Supervisor roster by employee
 - Lists employee, first level supervisor, sub-panel manager, and pay pool manager
- Supervisor roster by supervisor
 - Lists pay pool manager, sub-panel supervisor, first level supervisor, and employee

A screenshot of the 'Supervisor Roster' report in CAS2Net. The report is a table with the following columns: Paypool Manager, Sub-panel Supervisor, First Level Supervisor, and Employee Name. The data shows a hierarchy of supervisors and employees.

| Paypool Manager | Sub-panel Supervisor | First Level Supervisor | Employee Name |
|-------------------|----------------------|------------------------|---|
| Bob Arnold, AMCLH | (none) | Bob Arnold | Dan Curtis, AMCLHA Francis Evans, AMCLHX Francis Freeman, AMCLH George Garfield, AMCLH |
| | Bob Arnold | Dan Curtis | Helen Gonzalez, AMCLHA John Iverson, AMCLHAD |
| | Dan Curtis | Helen Gonzalez | Peter Olson, AMCLHACA Richard Quarles, AMCLHA Tammy Stewart, AMCLHAE Vincent Udell, AMCLHADB Zane Yates, AMCLHADC |
| | Francis Evans | Larry Koenig | Chris Babbitt, AMCLHXSA George Fites, AMCLHXFA Ike Hansen, AMCLHXTB |
| | Helen Gonzalez | Peter Olson | Amy Artis, AMCLHACA Barry Burns, AMCLHACA Connie Celen, AMCLHACA |
| | | Richard Quarles | Denise Donaldson, AMCLH Elin Evans, AMCLHACB Fred Farnsworth, AMCLHA Garth Gimes, AMCLHACB |
| | John Iverson | Tammy Stewart | Henry Harris, AMCLHADA Ivan Irenski, AMCLHADA |

A screenshot of the 'Supervisor Roster by Employee' report in CAS2Net. The report is a table with the following columns: Employee Name, Supervisor, Level 1, Sub-panel Supervisor, and Paypool Manager. The data shows a hierarchy of supervisors and employees.

| Employee Name | Supervisor, Level 1 | Sub-panel Supervisor | Paypool Manager |
|------------------|---------------------|----------------------|-----------------|
| Aaron Anzell | George Fites | Nancy Michelson | Bob Arnold |
| Amy Artis | Peter Olson | Helen Gonzalez | Bob Arnold |
| Chris Babbitt | Larry Koenig | Francis Evans | Bob Arnold |
| Barry Burns | Peter Olson | Helen Gonzalez | Bob Arnold |
| Bryce Butler | George Fites | Nancy Michelson | Bob Arnold |
| Carmen Cavazos | Ike Hansen | Nancy Michelson | Bob Arnold |
| Connie Celen | Peter Olson | Helen Gonzalez | Bob Arnold |
| Dan Curtis | Bob Arnold | | Bob Arnold |
| Dyanne Dancy | Ike Hansen | Nancy Michelson | Bob Arnold |
| Denise Donaldson | Richard Quarles | Helen Gonzalez | Bob Arnold |
| Erica Emerson | Ike Hansen | Nancy Michelson | Bob Arnold |
| Elin Evans | Richard Quarles | Helen Gonzalez | Bob Arnold |
| Francis Evans | Bob Arnold | | Bob Arnold |
| Fred Farnsworth | Richard Quarles | Helen Gonzalez | Bob Arnold |
| George Fites | Nancy Michelson | Francis Evans | Bob Arnold |
| Francis Freeman | Bob Arnold | | Bob Arnold |
| George Garfield | Bob Arnold | | Bob Arnold |
| Helen Gonzalez | Dan Curtis | Bob Arnold | Bob Arnold |
| Garth Gimes | Richard Quarles | Helen Gonzalez | Bob Arnold |
| Ike Hansen | Nancy Michelson | Francis Evans | Bob Arnold |
| Henry Harris | Tammy Stewart | John Iverson | Bob Arnold |
| Ivan Irenski | Tammy Stewart | John Iverson | Bob Arnold |
| John Iverson | Dan Curtis | Bob Arnold | Bob Arnold |
| Jane Jervis | Tammy Stewart | John Iverson | Bob Arnold |
| Keith Karnes | Vincent Udell | John Iverson | Bob Arnold |
| Lance Lawrence | Vincent Udell | John Iverson | Bob Arnold |
| Mary Martinez | Vincent Udell | John Iverson | Bob Arnold |

Data Quality Assurance

- The quality of your pay pool data is critical and is checked in CAS2Net in two ways
- Internal DQA (via data maintenance module)
- Discrepancy Reports (via pay pool notices module)

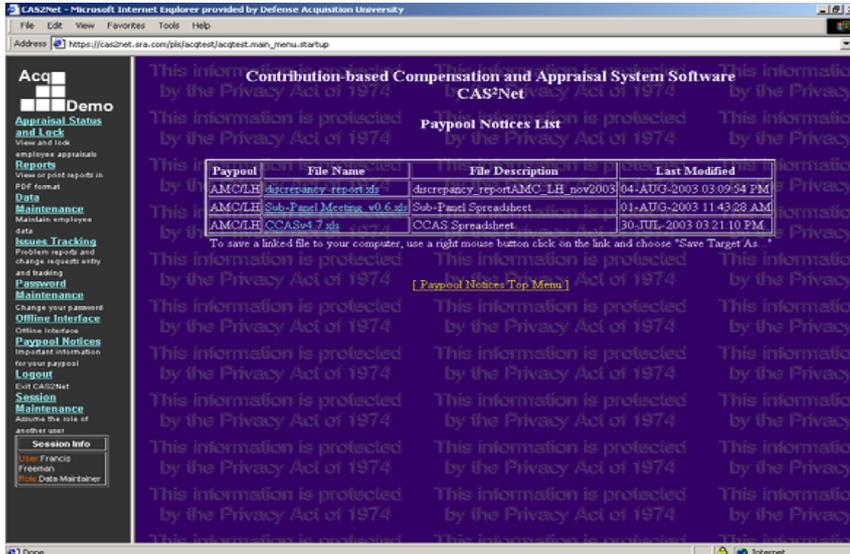
Data Quality Assurance

Internal Data Quality Assurance (DQA)

- The internal DQA report, can be run by DM at any time to check for:
 - Employees with no first-level supervisor, sub-panel supervisor, or pay pool manager
 - Employees with start date out of range
 - Missing CCPO, Service, Career Path, Broadband, or Locality Area
 - Post-cycle promotions with base pay \geq promotion pay
 - Post-cycle demotions with base pay $<$ demoted pay
 - Post-cycle promotions with promotion pay outside of range
 - Presumptives to be recertified but have no previous OCS
 - Presumptive due to time status does not match start date
 - Base pay is too low for broadband and career path
 - Retained pay status is inconsistent with base pay
 - Duplicate SSANs
 - More than one person listed as pay pool manager
 - Post-cycle promotion with current broadband \geq promotion broadband
 - Post-cycle demotion with current broadband \leq demotion broadband
 - Expired temporary promotions



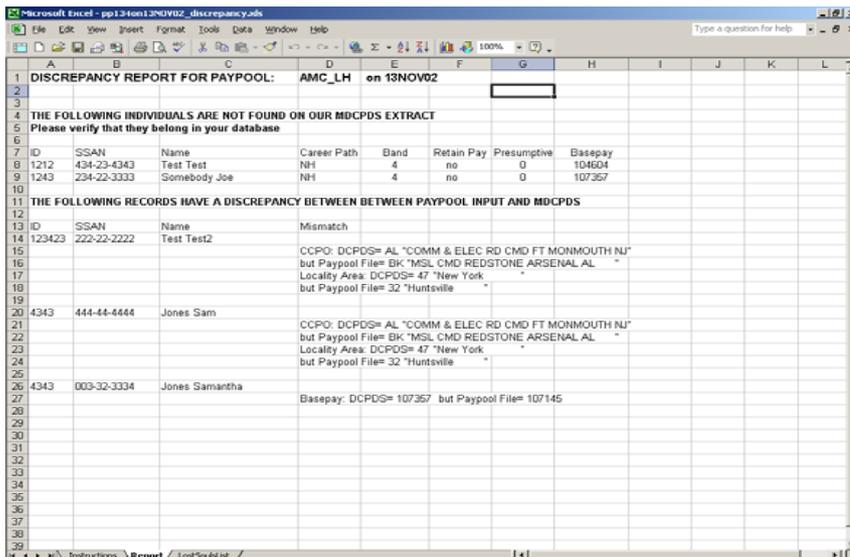
Data Quality Assurance Discrepancy Reports



Contribution-based Compensation and Appraisal System Software

Paypool Notices List

| Paypool | File Name | File Description | Created | Last Modified |
|---------|----------------------------|-----------------------|----------------|-------------------------|
| AMC/LH | discrepancy_report.xls | discrepancy_report | AMC_LH nov2003 | 04-AUG-2003 03:09:54 PM |
| AMC/LH | Sub-Panel Metrics v0.6.xls | Sub-Panel Spreadsheet | | 01-AUG-2003 11:43:28 AM |
| AMC/LH | CCASv4.7.xls | CCAS Spreadsheet | | 30-JUL-2003 03:21:10 PM |



DISCREPANCY REPORT FOR PAYPOOL: AMC_LH on 13NOV02

THE FOLLOWING INDIVIDUALS ARE NOT FOUND ON OUR DCPDS EXTRACT
Please verify that they belong in your database

| ID | SSAN | Name | Career Path | Band | Retain Pay | Presumptive | Basepay |
|------|-------------|--------------|-------------|------|------------|-------------|---------|
| 1212 | 434-23-4343 | Test Test | NH | 4 | no | 0 | 104604 |
| 1243 | 234-22-3333 | Somebody Joe | NH | 4 | no | 0 | 107357 |

THE FOLLOWING RECORDS HAVE A DISCREPANCY BETWEEN PAYPOOL INPUT AND DCPDS

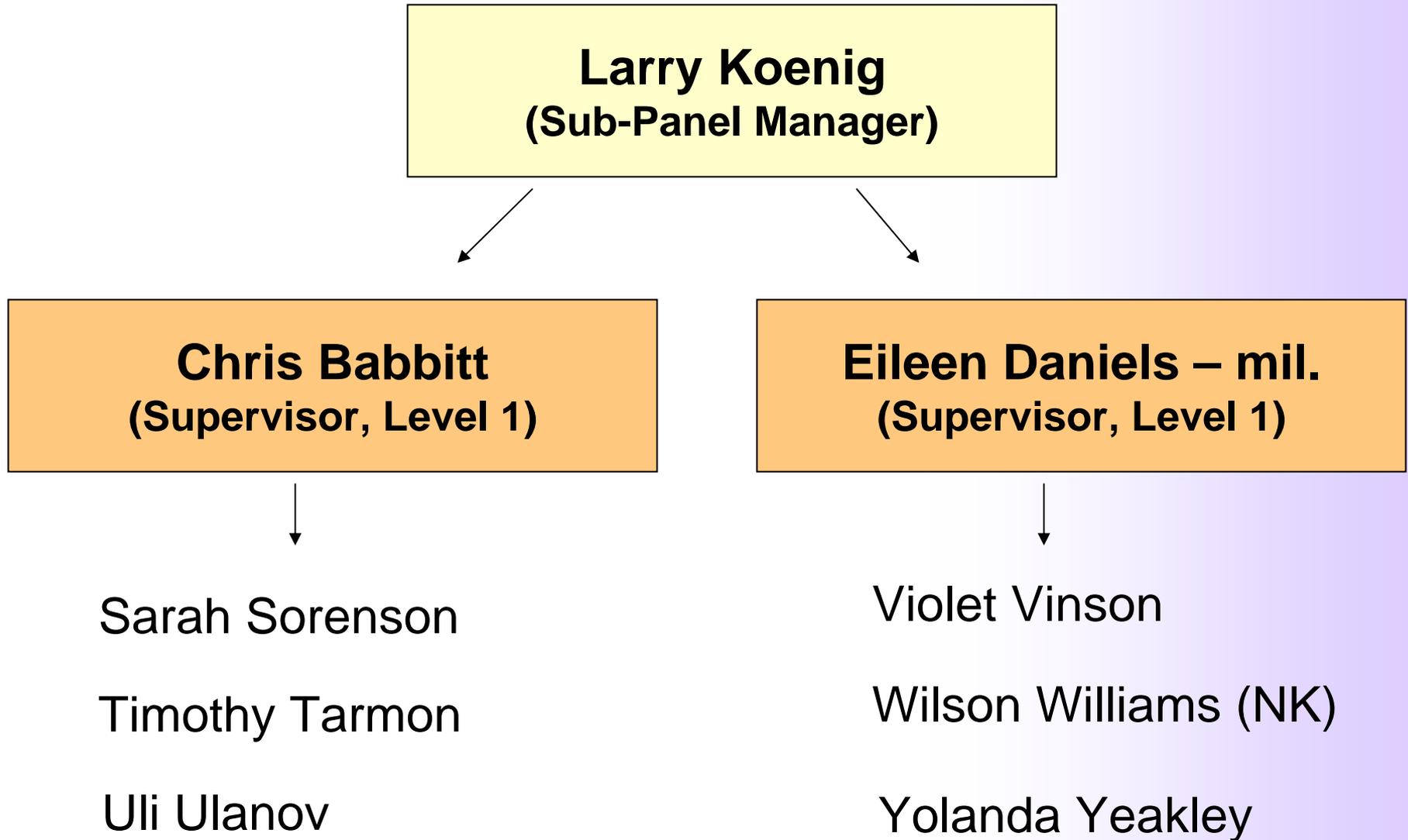
| ID | SSAN | Name | Discrepancy |
|--------|-------------|----------------|--|
| 123423 | 222-22-2222 | Test Test2 | CCPO: DCPDS= AL "COMM & ELEC RD CMD FT MONMOUTH NJ" but Paypool File= BK "MSL CMD REDSTONE ARSENAL AL" Locality Area: DCPDS= 47 "New York" but Paypool File= 32 "Huntsville" |
| 4343 | 444-44-4444 | Jones Sam | CCPO: DCPDS= AL "COMM & ELEC RD CMD FT MONMOUTH NJ" but Paypool File= BK "MSL CMD REDSTONE ARSENAL AL" Locality Area: DCPDS= 47 "New York" but Paypool File= 32 "Huntsville" |
| 4343 | 003-32-3334 | Jones Samantha | Basepay: DCPDS= 107357 but Paypool File= 107145 |

- Data in the CAS2Net will be compared against the Defense Civilian Personnel Data System (DCPDS)
- Results of the comparison will be distributed to the pay pools via discrepancy reports
- Located in the pay pool notices module
- Should not assume that the DCPDS data is correct, if you are not sure, ask your human resources office

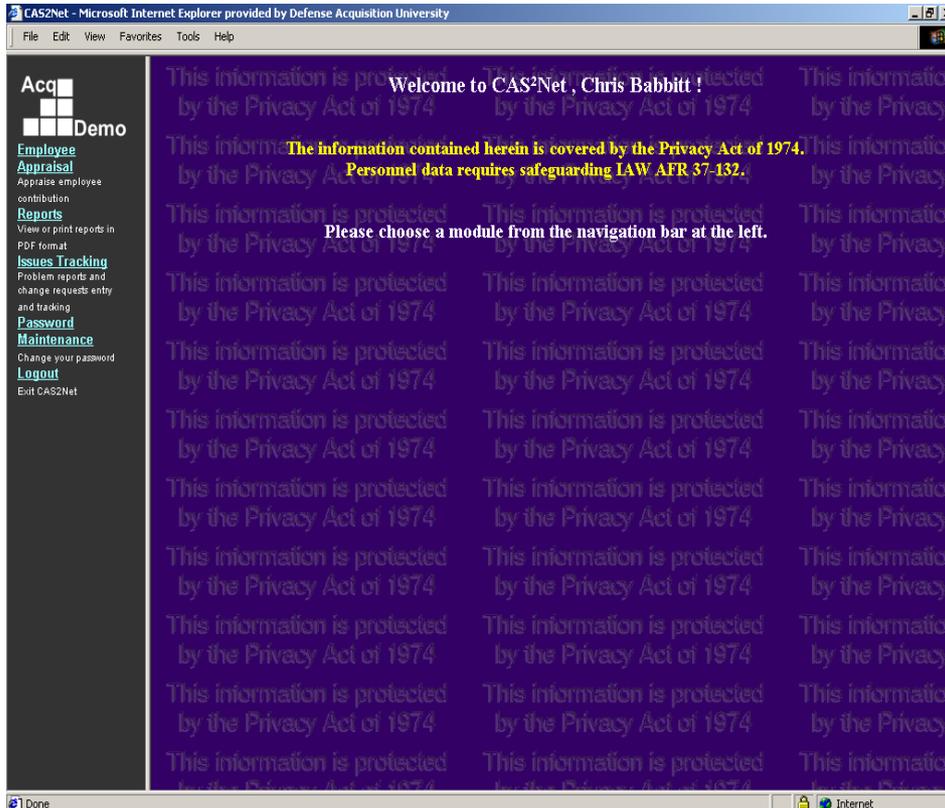


Employee Appraisal Module

Who Does What?

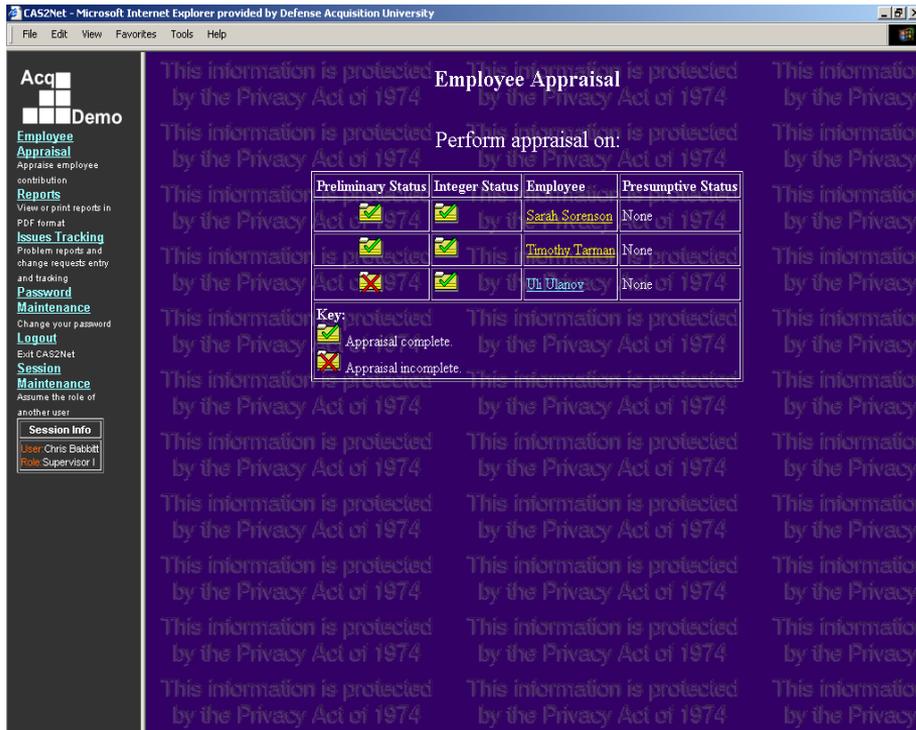


What Level 1 Supervisors Can Do



- Employee Appraisal
 - Complete Part II (supervisor assessment) and recommend appraisal scores
- Reports
 - Print Part II Forms
- Issues Tracking
 - Report problems with CAS2Net
- Password Maintenance
 - Change password
- Logout
 - Logout of the CAS2Net

Employee Appraisal



Employee Appraisal

Perform appraisal on:

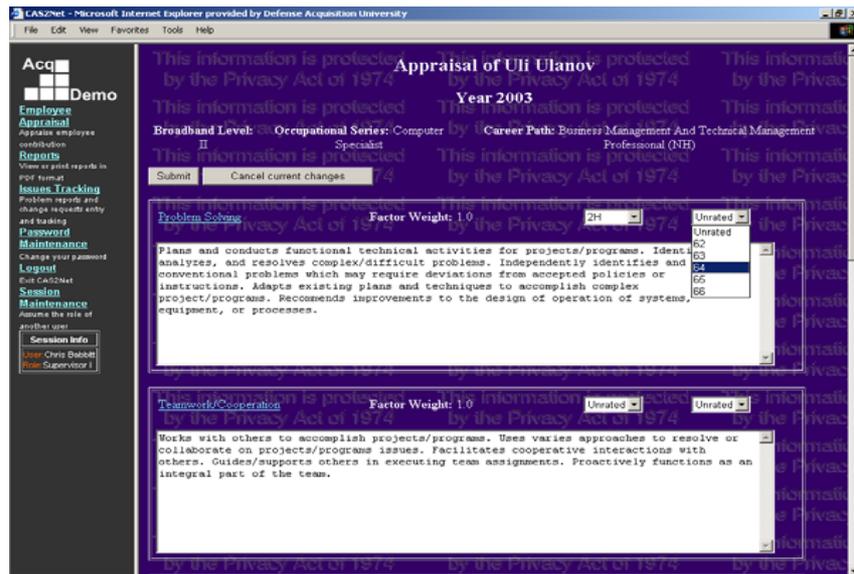
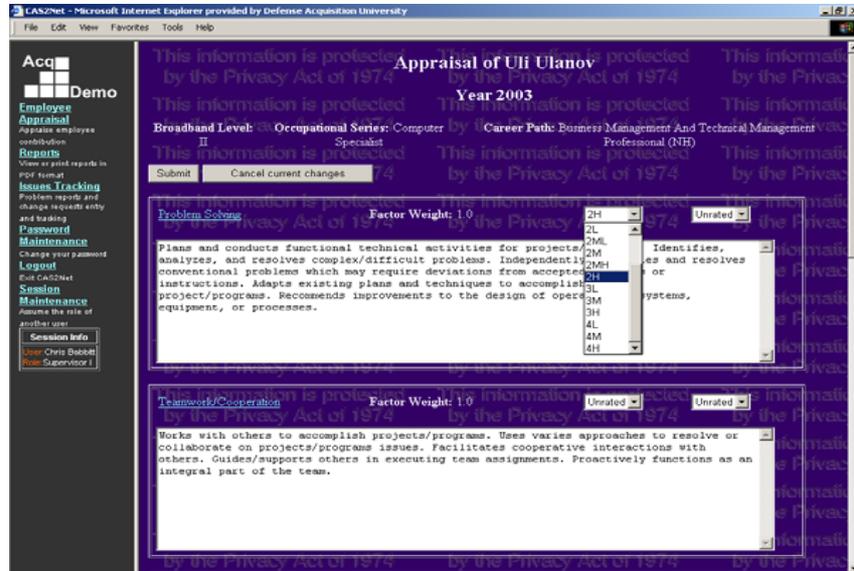
| Preliminary Status | Integer Status | Employee | Presumptive Status |
|--------------------|----------------|--------------------------------|--------------------|
| | | Sarah Sorenson | None |
| | | Timothy Tarman | None |
| | | Uli Ulanov | None |

Key:
 Appraisal complete.
 Appraisal incomplete.

Session Info
 User: Chris Babbitt
 Role: Supervisor I

- Each supervisor can see only those employees whom he or she supervises
- Red X's on the yellow folders indicate an incomplete appraisal
- Green checks on the yellow folders indicate a complete appraisal
- Supervisors simply click on the name of each employee to open the appraisal window

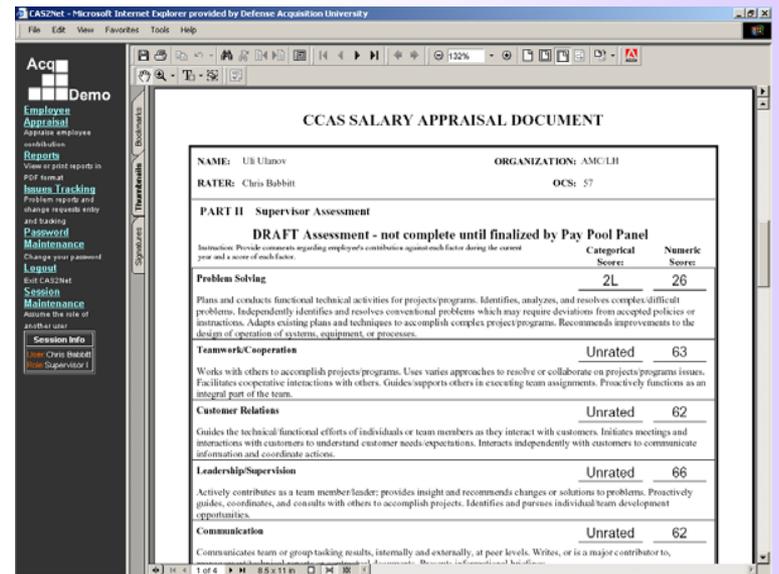
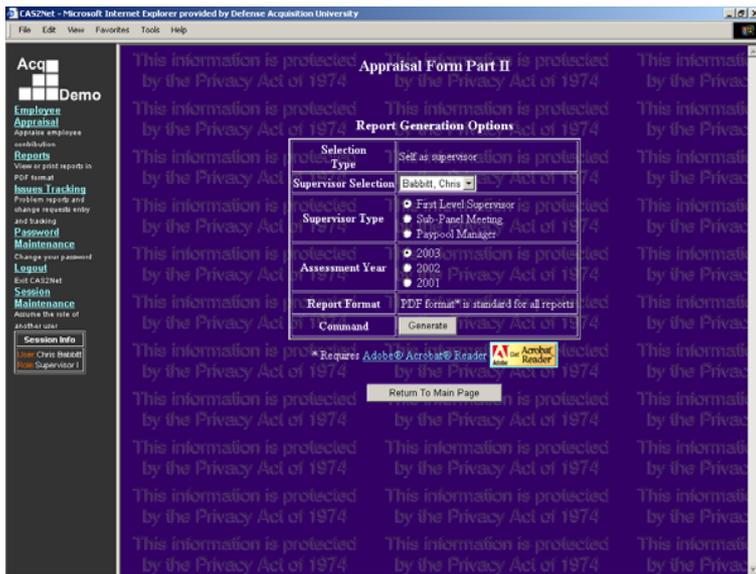
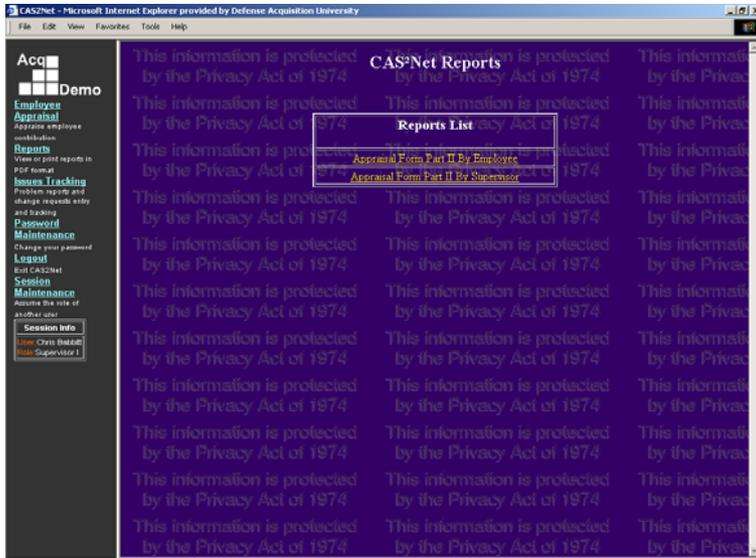
Employee Appraisal



- Supervisors enter in factor comments into the respective text box. Each text box holds 4,000 characters.
- Supervisors can assign categorical and/or numerical scores for each factor depending on pay pool guidance
- All supervisors within a pay pool should complete the employee appraisal module consistently:
 - Either every supervisor completes the online form or no one does
 - Every supervisor should assign the same type of scores – all just categorical or all both categorical and numerical for example

Viewing/Printing Part II Forms

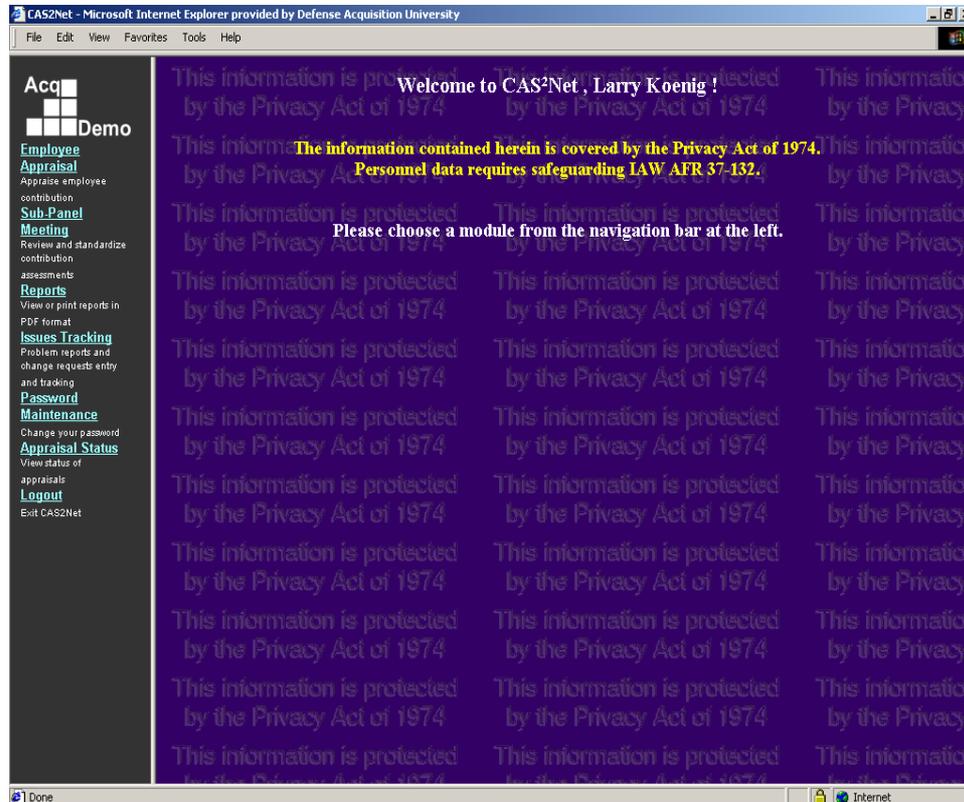
- Supervisors can print draft and final Part II forms at any time, but should not distribute the forms to employees until the pay pool manager has approved the final scores and appraisals
- Data maintainers may also elect to print all the Part II forms and then distribute them to each supervisor
- Before the final upload is complete, any printed Part II forms will display a message stating that they are draft.





Sub-Panel Meeting Module

What Sub-Panel Managers Can Do



- Employee Appraisal
 - Complete Part II (supervisor assessment) and recommend appraisal scores
- Sub-Panel Meeting
 - Review and consolidate appraisals and recommended scores
- Reports
 - Print Part IIs
- Issues Tracking
 - Report problems with CAS2Net
- Password Maintenance
 - Change password
- Appraisal Status
 - Appraisal status for supervisors under sub-panel manager
- Logout
 - Logout of the CAS2Net

Employee Appraisal

Employee Appraisal

Perform appraisal on:

| Preliminary Status | Integer Status | Employee | Presumptive Status |
|--------------------|----------------|-----------------|--------------------|
| | | Nancy Michelson | None |

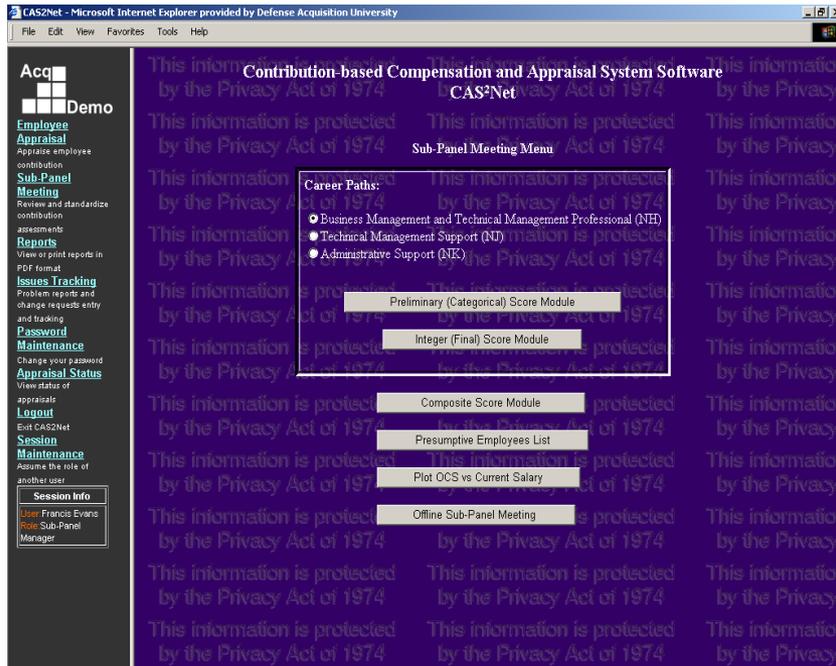
Key:

- Appraisal complete.
- Appraisal incomplete.

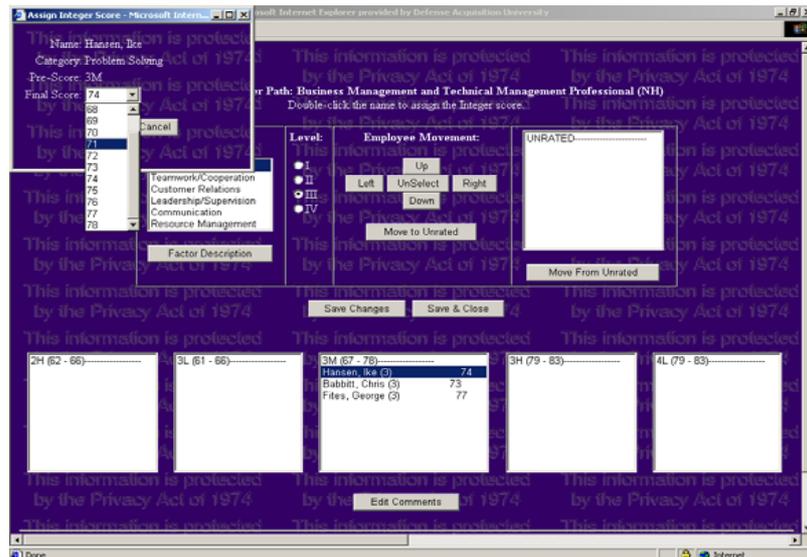
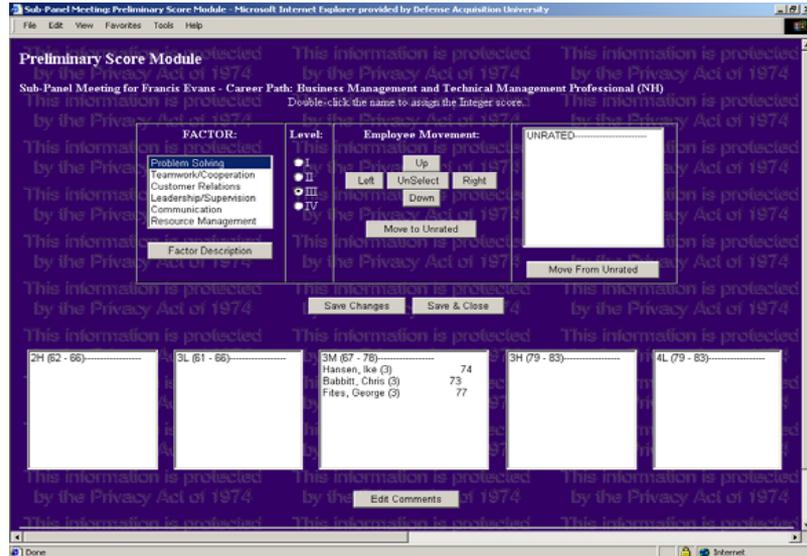
- Click on the employee's name to complete the Part II assessment
- Functions the same as level 1 supervisors

Sub-Panel Meeting

- The main menu for the sub-panel meeting module presents several options:
 - Three radio buttons allow the manager to select which career path he would like to look at. Only one career path can be viewed at one time
 - Two options for running a sub-panel meeting
 - Composite score module
 - Presumptive employee list
 - Scatter plot
 - Offline meeting option



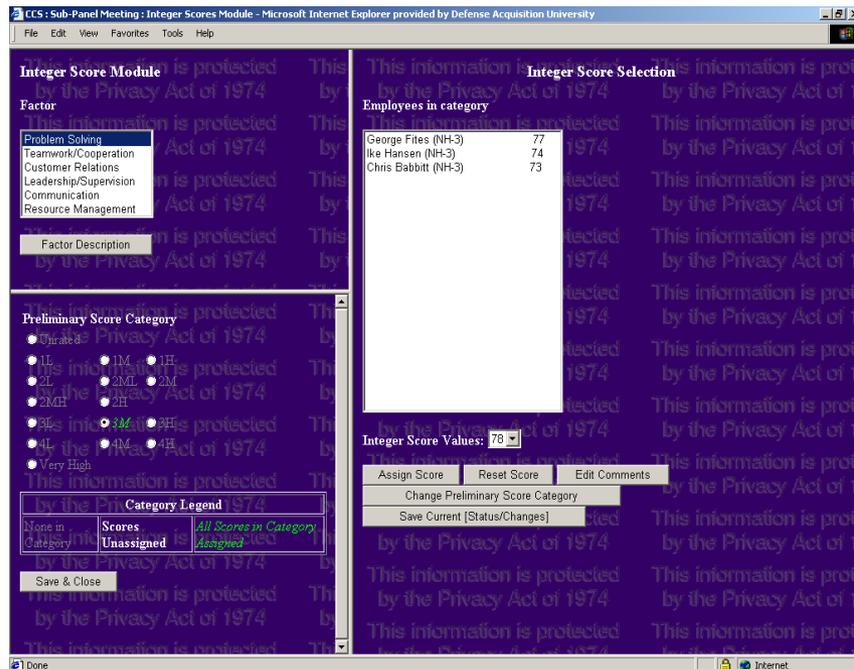
Preliminary Scores



- Used to facilitate the CCAS benchmarking and ranking process
- Sub-panel managers can move employees:
 - left and right between categories
 - up and down within a category
- Numerical scores can also be assigned by double-clicking on an employee's name

Integer Scores

- Used to facilitate the CCAS benchmarking and ranking process
- Numerical scores can be assigned by selecting the employee's name, selecting a score from the drop-down list, and clicking assign score
- Categories that are green, have employees in them and they all have scores
- Categories that are white, have employees in them, but they do not all have scores yet
- Categories that are gray, do not have employees in them



The screenshot shows a web browser window titled "CCAS - Sub-Panel Meeting - Integer Scores Module - Microsoft Internet Explorer provided by Defense Acquisition University". The interface is divided into several sections:

- Integer Score Module:** Contains a "Factor" dropdown menu with options: Problem Solving, Teamwork/Cooperation, Customer Relations, Leadership/Supervision, Communication, and Resource Management. Below it is a "Factor Description" field.
- Integer Score Selection:** A table titled "Employees in category" showing employee names and their scores:

| | |
|----------------------|----|
| George Files (NH-3) | 77 |
| Ike Hansen (NH-3) | 74 |
| Chris Babbitt (NH-3) | 73 |
- Preliminary Score Category:** A list of categories with radio buttons. The "All Scores in Category" category is selected and highlighted in green.
- Integer Score Values:** A dropdown menu currently set to "78".
- Action Buttons:** "Assign Score", "Reset Score", and "Edit Comments".
- Category Legend:** A legend showing "None in Category" (white), "Unassigned" (gray), and "All Scores in Category" (green).
- Save & Close:** A button at the bottom left.

Composite Scores

- Sub-panel managers can use the composite score module to see a rollup of the scores

CAS2Net : Sub-Panel Meeting : Composite Scores Module - Microsoft Internet Explorer provided by Defense Acquisition University

File Edit View Favorites Tools Help

Composite Score Module

| Name | Career Path | Level | OCS Score | Expected Score | Final Rail Psn |
|---------------|-------------|-------|-----------|----------------|----------------|
| Babbitt Clint | NH | III | 75 | 71 | B |
| Fites George | NH | III | 77 | 72 | B |
| Hansen Ike | NH | III | 74 | 72 | C2 |

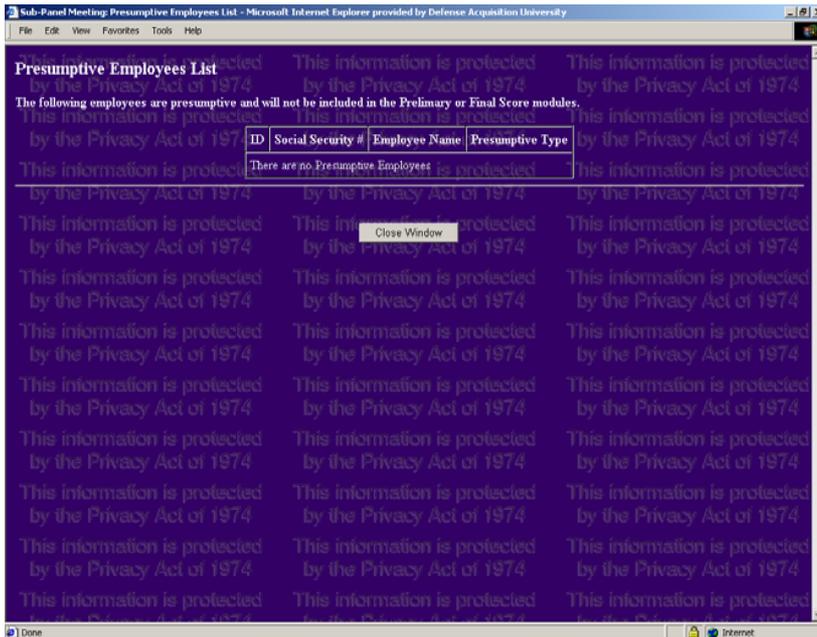
Green OCS scores are complete.
 Blank OCS scores indicate one or more factors without a decimal score.

Rail Position
 A = Above Upper Rail
 B = Below Lower Rail
 C1 = Between the Upper Rail and the SPL
 C2 = Between the Lower Rail and the SPL

Close Window

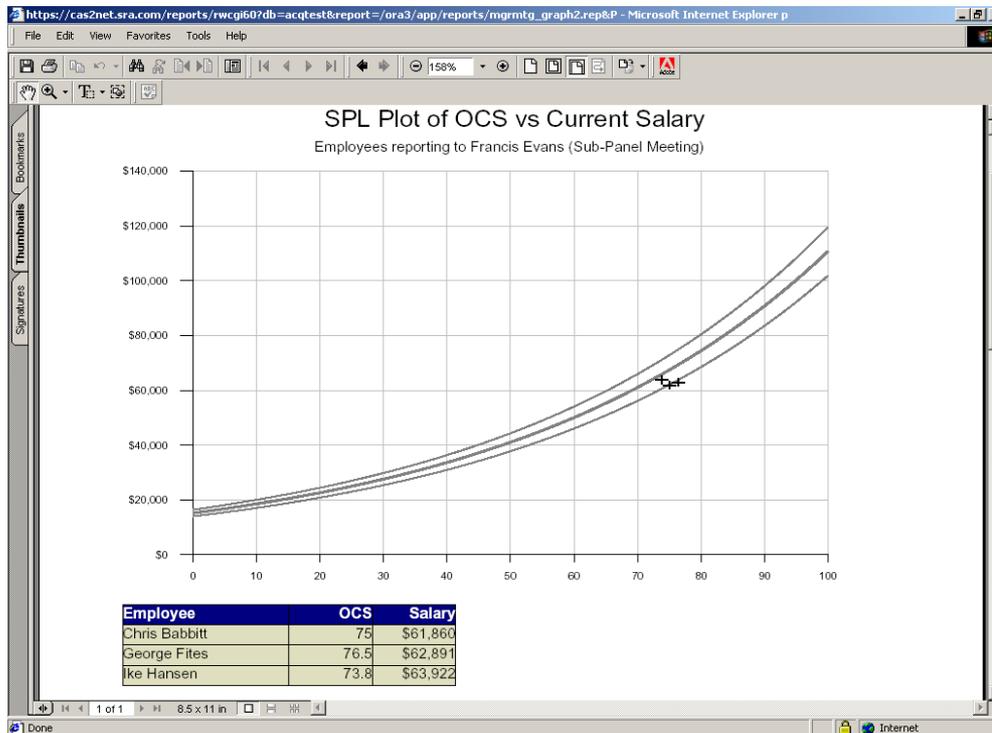
Presumptive Employees

- Sub-panel managers can see a listing of employees within their sub-panel who are presumptive

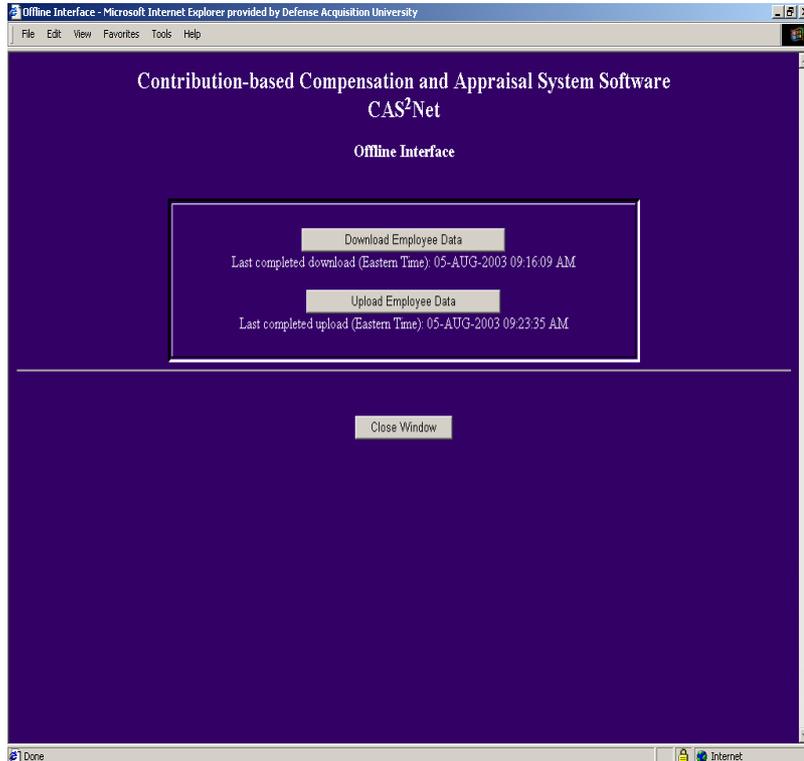


Scatter Plot

- A scatter plot showing the employee's current base salary plotted against their OCS



Offline Meetings



- The sub-panel manager has the option to use the sub-panel spreadsheet to conduct the meeting
- Data maintainers are the only individuals who have access to both the CCAS spreadsheet and the sub-panel spreadsheet
- Sub-panel managers can do uploads and downloads but will have to get the spreadsheet itself from the data maintainer

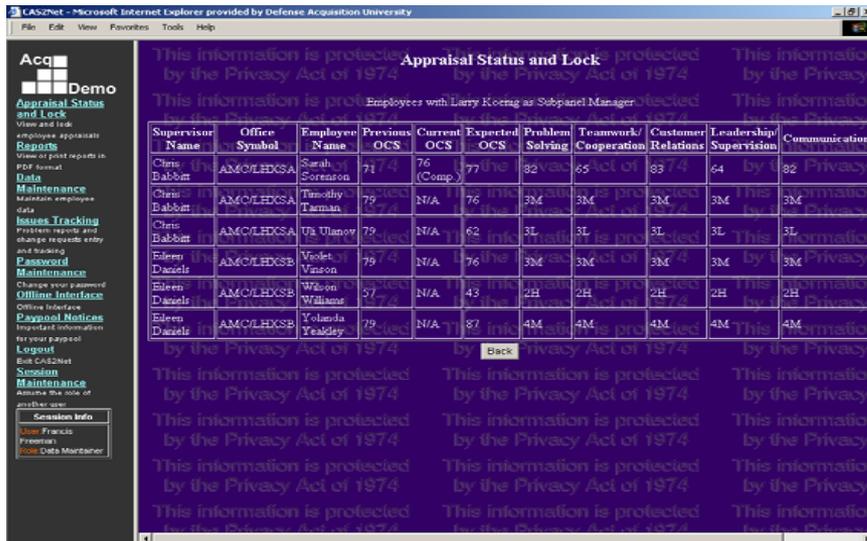
Appraisal Status and Lock

- Appraisal Status
 - Data maintainers can see the status of supervisors completing assessments and some aggregate statistics on how they scored their employees
 - Click on a sub-panel manager's name and the scores of each employee in that sub-panel will appear in a separate window



This screenshot shows the 'Appraisal Status and Lock' interface. A table titled 'Grouped by Payroll Manager' is displayed, showing summary statistics for Bob Arnold. A 'Lock Entire Payroll' button is visible below the table.

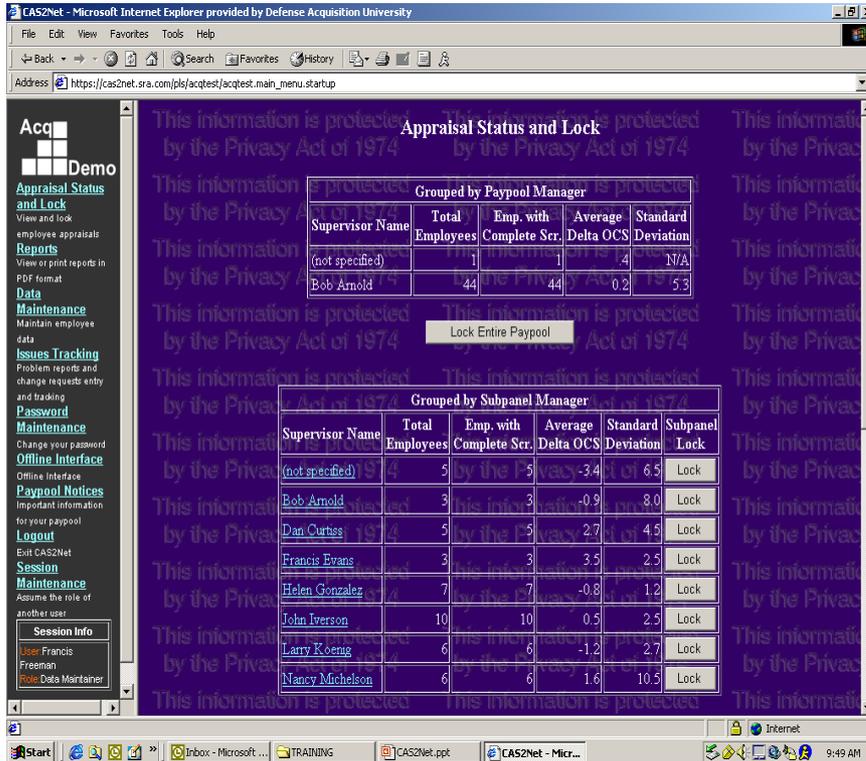
| Supervisor Name | Total Employees | Emp. with Complete Scr. | Average Delta OCS | Standard Deviation |
|-----------------|-----------------|-------------------------|-------------------|--------------------|
| (not specified) | 114 | 114 | 0.4 | N/A |
| Bob Arnold | 44 | 44 | 0.2 | 5.3 |



This screenshot shows the 'Appraisal Status and Lock' interface with a detailed table for Larry Keegan as a Subpanel Manager. The table lists individual employees with their scores across various categories.

| Supervisor Name | Office Symbol | Employee Name | Previous OCS | Current OCS | Expected OCS | Problem Solving | Teamwork/Cooperation | Customer Relations | Leadership Supervision | Communication |
|-----------------|---------------|-----------------|--------------|-------------|--------------|-----------------|----------------------|--------------------|------------------------|---------------|
| Chris Babbitt | AMC/LEHCSA | Sarah Soranson | 71.74 | 76 (Comp) | 77 | 82 | 65 | 83 | 64 | 82 |
| Chris Babbitt | AMC/LEHCSA | Tammy Tarnan | 79 | N/A | 76 | 3M | 3M | 3M | 3M | 3M |
| Chris Babbitt | AMC/LEHCSA | Ula Ulanov | 79 | N/A | 62 | 3L | 3L | 3L | 3L | 3L |
| Eileen Daniels | AMC/LEHCSB | Violet Vanson | 79.74 | N/A | 76 | 3M | 3M | 3M | 3M | 3M |
| Eileen Daniels | AMC/LEHCSB | Wileen Williams | 57.74 | N/A | 43 | 2H | 2H | 2H | 2H | 2H |
| Eileen Daniels | AMC/LEHCSB | Yolanda Yeadley | 79 | N/A | 87 | 4M | 4M | 4M | 4M | 4M |

Appraisal Status and Lock



The screenshot shows a web browser window displaying the 'Appraisal Status and Lock' page. The page contains two tables of appraisal data and a 'Lock Entire Paypool' button.

Table 1: Grouped by Paypool Manager

| Supervisor Name | Total Employees | Emp. with Complete Scr. | Average Delta OCS | Standard Deviation |
|-----------------|-----------------|-------------------------|-------------------|--------------------|
| (not specified) | 1 | 1 | 4 | N/A |
| Bob Arnold | 44 | 44 | 0.2 | 5.3 |

Table 2: Grouped by Subpanel Manager

| Supervisor Name | Total Employees | Emp. with Complete Scr. | Average Delta OCS | Standard Deviation | Subpanel Lock |
|-----------------|-----------------|-------------------------|-------------------|--------------------|---------------|
| (not specified) | 5 | 5 | -3.4 | 6.5 | Lock |
| Bob Arnold | 3 | 3 | -0.9 | 8.0 | Lock |
| Dan Curtiss | 5 | 5 | 2.7 | 4.5 | Lock |
| Francis Evans | 3 | 3 | 3.5 | 2.5 | Lock |
| Helen Gonzalez | 7 | 7 | -0.8 | 1.2 | Lock |
| Iolan Iverson | 10 | 10 | 0.5 | 2.5 | Lock |
| Larry Koenig | 6 | 6 | -1.2 | 2.7 | Lock |
| Nancy Michelson | 6 | 6 | 1.6 | 10.5 | Lock |

The 'Lock Entire Paypool' button is highlighted in the screenshot.

- Appraisal Lock
 - Data maintainers can lock out individual sub-panel meetings, preventing any further changes to scores (factor comments can still be changed)
- Once a sub-panel is LOCKED:
 - 1st level supervisors will not be able to enter change appraisal scores
 - Sub-panel managers will not be able to conduct sub-panel meetings using the online module, nor will they be able to upload or download data into their sub-panel spreadsheet
- Locking the entire pay pool prevents any supervisor/sub-panel manager from changing scores



CCAS Spreadsheet

What is the CCAS spreadsheet?

- It is actually a stand-alone VisualBasic application built around an Excel spreadsheet
- It contains ~~14~~¹⁰ tabbed worksheets and the main data sheet has ~~119~~¹²⁰ columns
- Most of the columns contain formulas and are “protected” (i.e., you can’t change them); only columns intended for data entry are “open”
- The tool comes “empty” (i.e., it contains no data) until you download your pay pool file from CAS2Net and import it into the spreadsheet
- The rows will contain information on each demo employee in your pay pool as of 30 Sept 2005
- The spreadsheet can be used to enter or modify factor scores (categorical and numerical)
- The primary use of the spreadsheet is the allocation of General Pay Increase (GPI), Contribution Rating Increase (CRI), and Contribution Award (CA) dollars to employees based on their Overall Contribution Scores (OCS)

How do I get the spreadsheet?

- Create a folder on your computer in which you want to store the spreadsheet
- Go to the CAS2Net website (<https://acqdemoii.army.mil>) and log in
- Select “Pay Pool Notices” from the links on the left
- In the File Name column, you should see an underlined link to a file called “CCASv7.0.xls” (version number may change during the cycle as errors are reported and corrected)
- Follow the download instructions on your screen, **which is do a right-mouse click then select “Save Target As....”**
- When prompted for a save location, point to the folder you created
- Save the file (it may take a minute or two to download)
- You now have the “empty” CCAS spreadsheet saved on your computer!

How do I get my pay pool data for the spreadsheet?

- Go to the CAS2Net website (<https://acqdemoii.army.mil>) and log in
- Select “Offline Interface” from the links on the left
- Click the “Download Employee Data” button
- In the File Name column, you should see an underlined link to a file called “ppXXX_to_CCAS.csv” where “XXX” is your pay pool number
 - Do NOT download any of the files labeled “ppXXX_to_Sub-Panel_Name.csv”; these files will NOT import into the CCAS spreadsheet!
- Follow the download instructions on your screen, **which is do a right-mouse click then select “Save Target As....”**
- When prompted for a save location, point to the folder you created for storing the CCAS spreadsheet
- Save the file
- You now have your pay pool data ready for import into the “empty” CCAS spreadsheet saved on your computer!

How do I get the data into the spreadsheet?

- Open the CCAS spreadsheet (CCASv7.0.xls)
- When prompted, select “Enable Macros”
 - If you don’t get this prompt, your security setting in Excel may be set too high. In Excel, go to <tools><macro><security> and change the setting to “Medium”
- Once the spreadsheet is open (which may take a few seconds), click the “Import” button on the custom toolbar at the top. You will be prompted to select the file to be imported
- Select the file you downloaded from CAS2Net (ppXXX_to_CCAS.csv) and click “Open”
- Depending on the size of your pay pool, this may take a few minutes, during which time the screen will flash and change
- You will receive a confirmation message that the import was successful. Go to the tab labeled “Data” and confirm that you have a row of data for each demo employee in your pay pool

What do I do if the data are wrong?

- If you discover personnel data that is wrong in the spreadsheet, such as pay, presumptive status, career path, or broadband, it must be corrected in CAS2Net (these columns are protected in the spreadsheet and cannot be changed!)
- However, to preserve any scores or pay adjustments you have made in the spreadsheet, you must first transfer the data to CAS2Net as follows:
- Click the “Export” button on the custom toolbar and at the prompt indicate where you want the export file saved (the file name is “ppXXX_to_Master.csv” where XXX is your pay pool number)
- Go to the CAS2Net website (<https://acqdemoii.army.mil>) and log in
- Select “Offline Interface” from the links on the left
- Click the “Upload Employee Data” button and then click “Browse” to locate the file you just exported from the spreadsheet. Once you have selected it, click “Open” and then “Upload File”. After a few seconds you should see a list of the records that were successfully uploaded and any errors that were encountered.

What do I do if the data are wrong? (cont'd)

- Now you are ready to correct the erroneous personnel data in CAS2Net – see the instructions for Data Maintenance
- Once the errors have been corrected, repeat steps 2 and 3 to download the corrected data to your computer and then import it back into the CCAS spreadsheet
- You now have correct personnel data in your spreadsheet, including any score or pay information you had entered before discovering the errors

This is called a “Round Trip” and you may have to do several of them during the cycle. Be sure to follow the instructions carefully so you do not lose any valuable information in the spreadsheet

How do I enter/change preliminary scores?

- Depending on how your pay pool operates, your employees may or may not have categorical scores when you import data into the CCAS spreadsheet. If you need to enter or change categorical scores, follow these steps:
- On the “Data” tab click “Scores” under “GoTo” in the upper left corner of the worksheet – this will take you to columns AB through AG which contain the preliminary or categorical scores
 - Note that the employees’ names and SSN’s remain visible no matter where you are on the Data sheet
- To enter or change a score, simply click in the appropriate cell, then click the down arrow to open the list of valid categories for the employee’s Career Path, and then select the category you want to enter

How do I enter/change preliminary scores? (cont'd)

- You can also type in the categories (e.g., 2H, 3M, 4L); however, if you type something that doesn't match a valid category for the employee's career path, you will get an error message

Please do not copy and paste ranges of preliminary scores into the CCAS spreadsheet from another spreadsheet. If any of the scores are inappropriate for the employee's Career Path you can damage the spreadsheet

Also, please do not delete preliminary scores once they are entered. If you want to replace them with blanks, select the blank from the top of the dropdown list of valid categories

How do I enter/change integer scores?

- Depending on how your pay pool operates, your employees may or may not have numerical scores when you import data into the CCAS spreadsheet.
Before your pay pool manager can proceed with pay adjustments, every non-presumptive employee must have numerical scores for all six factors!! If you need to enter or change numerical scores, follow these steps:
- On the “Data” tab click “Scores” under “GoTo” in the upper left corner of the worksheet – this will take you to columns AH through AM which contain the numerical scores
- To enter or change a score, simply click in the appropriate cell, then click the down arrow to open the list of valid numerical scores for the corresponding categorical score, and then select the number you want to enter
 - If there is no corresponding categorical score for a factor, the drop-down list includes the entire range of numerical scores appropriate for the employee’s Career Path and broadband

How do I enter/change integer scores? (cont'd)

- You can also type in the numbers; however, if you type something that doesn't match a valid score for the corresponding categorical score, you will get an error message

Please do not copy and paste ranges of numerical scores into the CCAS spreadsheet from another spreadsheet. If any of the scores are inappropriate for the corresponding categorical score you can damage the spreadsheet.

How can I format the spreadsheet for printing or projecting?

- You can hide a row or column by selecting any cell in the row or column and then clicking the appropriate “Hide” button on the custom toolbar at the top of the Data tab. If you “hover” on the button it will indicate whether it hides rows or columns (the graphic on the button provides the same information)
 - You can hide ranges of rows or columns by highlighting cells across the range and then clicking the appropriate “Hide” button
 - You can unhide rows/columns by highlighting the cells on each side of the hidden rows/columns and then clicking the appropriate “Unhide” button
 - You can unhide all hidden rows/columns by clicking on the appropriate “Unhide All” button
- You can sort the rows on the Data tab by clicking on the “Sort” button on the custom toolbar at the top of the sheet. You can sort on any column, or combination of up to three columns. Sorts may be in either ascending or descending order.

How can I format the spreadsheet for printing or projecting? (cont'd)

- You can display only the rows containing a particular value in a particular column by using filters or combinations of filters (e.g., display only NH-2s). Each column heading contains a drop-down arrow – activate the filter by clicking the arrow and then selecting the value you want displayed from the list.
 - Once a filter is activated, the drop-down arrow turns blue. You can de-activate the filter by clicking the blue arrow and selecting “All” from the list.
 - You can de-activate all filters in the spreadsheet by clicking the “Clear All Filters” button on the custom toolbar
- You can highlight a cell or range of cells by selecting the cells and then clicking the “Highlight” button on the custom toolbar at the top of the sheet. This gives you a pallet of colors with which to highlight the cells. You can remove the highlighting by selecting the cells, clicking the “Highlight” button and clicking the “No Fill” button.
- You can print sections of the spreadsheet by selecting the area to be printed, then going to <File><Print Area><Set Print Area> and then printing the selection
 - You will always get columns A and B (first and last name) in addition to the columns you selected. You will also always get the column headings.

What reports/displays are available to help my pay pool review scoring results?

- Matrix Tab – Lists employees by factor score and OCS within each Career Path and by OCS for the entire pay pool. The sort order can be changed with the buttons on the left.
- Rails Tab – Shows the number and percent of employees by rail zone within each Career Path and overall.
 - *Inferred* distribution is estimated from categorical scores (if you use them)
 - *Final* distribution is based on numerical scores
- Delta Stats Tab – Shows average Delta OCS by Career Path and by first-level supervisor. Delta OCS is the difference between an employee's expected OCS (computed from their base pay and the Standard Pay Line) and their actual OCS
 - You can compute Delta OCS for groups other than first-level supervisor by identifying the groups in Column H (Wildcard 1) on the Data tab and then clicking the "Wildcard 1" radio button under "Delta Plot Grouping" at the top of the Delta Stats tab
 - The report also shows Standard Deviation, a statistical measure of the range of Delta OCS for each group

What reports/displays are available to help my pay pool review scoring results? (cont'd)

- Delta Plot Tab – Plots the information from the Delta Stats tab graphically
- Cur OCS Tab – Scatter plot of each employee's current base pay and OCS superimposed on the SPL and rails (most useful display)
 - Each Career Path is shown with a different symbol; symbol size can be changed with the "Format" button on the custom toolbar
 - Each employee's name can be viewed by "hovering" the cursor arrow on the dot
- Inf OCS Tab – Scatter plot of each employee's current base pay and *estimated* OCS (based on categorical scores) superimposed on the SPL and rails
- New OCS Tab – Scatter plot of each employee's *new* base pay and OCS superimposed on the SPL and rails

You can copy and paste the scatter plots into PowerPoint or Word, but be sure to use <Edit><Paste Special><Picture> or you will copy the entire spreadsheet into your briefing or document!!

What reports/displays are available to help my pay pool review scoring results? (cont'd)

- If you hide employees on the main data sheet and no longer want their “dots” to show up on a scatter plot, just click the “Replot” button at the upper left of the scatter plot sheet
- Likewise, if you unhide employees on the main data sheet and now want their “dots” to show up, click the “Replot” button on the scatter plot sheet

How do I help my pay pool manager set up a pay scenario?

- Go to the “Parameters” tab and do the following:
- In the yellow cell next to “CRI%” type in your pay pool’s CRI percent. This must be at least 2.0% unless your pay pool is in its first CCAS cycle, in which case it must be at least 2.4%
- In the cell next to “CRI Set-Aside” type in either the percent or dollar amount of the CRI pot you want set aside for discretionary allocation
 - This should not exceed 20%
 - The radio buttons tell the spreadsheet whether you are going to enter the set-aside as a percentage or dollar amount
- In the yellow cell next to “Awd%” type in your pay pool’s CA percent. This must be at least 1.0% unless your pay pool is in its first CCAS cycle, in which case it must be at least 1.3%
- In the cell next to “Awd Set-Aside” type in either the percent or dollar amount of the CA pot you want set aside for discretionary allocation
 - The radio buttons tell the spreadsheet whether you are going to enter the set-aside as a percentage or dollar amount

How do I help my pay pool manager set up a pay scenario? (cont'd)

- In the yellow cell next to “Beta 1 (CRI)” designate what pay line your pay pool wants to use as its target for adjusting base pay
 - Default is “0” (Standard Pay Line, or SPL)
 - “1” (Upper Rail)
 - “-1” (Lower Rail)
- In the yellow cell next to “Beta 2 (CA)” designate what pay line your pay pool wants to use as its target for setting awards
 - Default is “0” (Standard Pay Line, or SPL)
 - “1” (Upper Rail)
 - “-1” (Lower Rail)
- In the yellow cell next to “Minimum CRI dollar amount” type in the smallest annual pay raise your pay pool wants to allow

Army Policy is that CRI will be set at “1” (Upper Rail).

Army Policy is that CA will be set at “1” (Upper Rail).

Local Discretion

This does not mean everyone in your pay pool will get at least that amount! It means that if the spreadsheet computes an amount less than that, it will be set to ZERO!! Some pay pools use this parameter to prevent employees from getting insignificant raises

How do I help my pay pool manager set up a pay scenario? (cont'd)

- In the yellow cell next to “Minimum CA dollar amount” type in the smallest award your pay pool wants to allow

This does not mean everyone in your pay pool will get at least that amount! It means that if the spreadsheet computes an amount less than that, it will be set to ZERO!! Some pay pools use this parameter to prevent employees from getting insignificant awards

- The rest of the information on the Parameter tab is read-only, you cannot change it.
- You can reset all parameters to their default values with the button at the top of the screen
- Once you set the parameters, they will “survive” round trips to CAS2Net

Use discretionary CRI and CA with great care. The spreadsheet automatically allocates money in a fair and rational manner, consistent with all AcqDemo rules. If your pay pool sets aside discretionary money, it must also be allocated in a rational, consistent manner

How can I keep certain employees from automatically receiving CRI and/or CA in the spreadsheet?

- This is usually done for employees who are leaving AcqDemo or being promoted during the post-cycle period (1 Oct 05 through the start of the first pay period in 2006). Since they will not receive a pay increase from CCAS in 2006, exempting them from the spreadsheet computations retains money in the pay pool for allocation to other employees.
- The process is as follows:
 - Go to columns R and S on the “Data” tab and scroll down until you find the employee you want
 - The default value in these columns is “0”, if you want to exempt the employee from the automatic CRI allocation, click in column R, click the down arrow, and select “1” from the drop-down list (or just type a “1” into the cell)
 - Do the same thing in column S if you want to exempt the employee from the automatic CA allocation

Army Policy is that employee will receive any CRI and CA as determined by their OCS.

How can I convert CRI to CA for employees leaving AcqDemo?

- Some pay pools do this for employees who are retiring or leaving AcqDemo during the post-cycle period (1 Oct 05 through the start of the first pay period in 2006). Since they cannot receive their CRI as a pay increase in 2006, the spreadsheet has a feature allowing you to give it to them as an award.
- The process is as follows:
 - Go to column T on the “Data” tab and scroll down until you find the employee you want
 - The default value in this column is “1”, which means that if the employee’s CRI puts them over a pay cap, the amount over the cap is automatically added to their award amount. If you want ALL of the employee’s CRI added to their award amount regardless of pay caps, click in column T, click the down arrow, and select “2” from the drop-down list (or just type a “2” into the cell)

Army Policy for individuals who left AcqDemo or retired after 30 Sep but before the January payout is that they will receive any CRI as an addition To their CA. Enter “2” in Column T.

- If you do not want capped CRI to roll over to CA, select or type “0” in column T

How can I give GPI to employees in Zone A?

- Employees in Zone A (above the upper rail) do not automatically receive the General Pay Increase (GPI). The pay pool manager may give them all or part of the GPI as follows:
- Click on “GPI” under “GoTo” on the Data tab. This takes you to the GPI section of the spreadsheet. Scroll over to column CA, “Discretionary G Amount”
- As you scroll down through the employees, the ones highlighted in yellow are in Zone A. The pay pool manager may type in a discretionary GPI amount up to the maximum amount shown in column BY

AcqDemo policy does not encourage giving GPI to employees in Zone A. Freezing the pay of these individuals while the SPL and rails move up each year helps bring them into the Appropriately Compensated zone more quickly. Withholding GPI also increases the size of the CRI pot. Ultimately, it is a pay pool panel/personnel policy board decision

How do I give discretionary CRI to employees?

- If your pay pool manager has set aside part of your CRI budget for discretionary allocation, here is how you allocate it:
- Click on “CRI” under “GoTo” on the Data tab. This takes you to the CRI section of the spreadsheet. Go to column CG, “(PPM Input) -Discretionary CRI”
- The cell in row 8 at the top of this column shows the amount of discretionary CRI available for allocation. As the money is allocated, this cell keeps track of the remaining balance.
- As you scroll down through the employees, the ones highlighted in yellow are eligible for discretionary CRI. The pay pool manager may type in discretionary CRI amounts until the available balance has been fully allocated. The spreadsheet will not allow you to allocate more than the total amount available.

How do I give discretionary CA to employees?

- If your pay pool manager has set aside part of your CA budget for discretionary allocation, here is how you allocate it:
- Click on “Awards” under “GoTo” on the Data tab. This takes you to the CA section of the spreadsheet. Go to column CV, “(PPM Input) -Discretionary Award”
- The cell in row 8 at the top of this column shows the amount of discretionary CA available for allocation. As the money is allocated, this cell keeps track of the remaining balance.
- As you scroll down through the employees, the ones highlighted in yellow are eligible for discretionary CA. The pay pool manager may type in discretionary CA amounts until the available balance has been fully allocated. The spreadsheet will not allow you to allocate more than the total amount available.

What should I check for when I'm done?

- First, click the “Validate” button on the custom toolbar at the top of the Data tab. When you click this button, the spreadsheet automatically checks for the following conditions:
 - Numeric factor scores that are outside the appropriate numeric range for the corresponding factor category score. This situation can occur if you change a category score, but forget to also change the corresponding numerical score. Missing (blank) numerical scores are also identified.
 - Discretionary GPI amounts that exceed the maximum allowable amount. This situation can occur if the final approved GPI percentage is less than the estimated percentage initially used in the spreadsheet.
 - Discretionary CRI given to employees not eligible to receive it (e.g., Zone A, presumptive due to time, or on retained pay). This might occur if an employee's status is changed in the spreadsheet after discretionary CRI has been given.
 - Total discretionary CRI exceeds the amount set aside. This can occur if the set aside amount is reduced after discretionary CRI has been allocated to employees.

What should I check for when I'm done? (cont'd)

- Discretionary CA given to employees in Zone A. This situation can occur if an employee's OCS is changed, moving them into Zone A, after already receiving discretionary CA.
- Total discretionary CA exceeds the amount set aside. This can occur if the set aside amount is reduced after discretionary CA has been allocated to employees.
- The spreadsheet identifies invalid data by putting a red circle around each bad cell. It also puts a red tag with the word "invalid" above the heading of each column containing one or more invalid data elements to make it easier for you to locate the red circles. You can clear the red circles by either correcting the invalid data and clicking the "Validate" button again, or by clicking the "Clear Circles" button next to the "Validate" button.
- As a minimum you should validate your spreadsheet anytime GPI is changed to a lower percentage, or anytime your CRI or CA set-aside amounts are reduced. It is also a good idea to run the validation periodically throughout the CCAS process, and certainly before you make your final upload from the spreadsheet to CAS2Net.

What should I check for when I'm done? (cont'd)

- Next, go to the Awards section of the Data tab, find column CY (“Awards >\$10K”), and look for values of “Yes” in that column. All awards greater than \$10,000 must be approved by your installation commander – bring these to the immediate attention of your pay pool manager.
- Then go to the next column (CZ – “Unsat Adjective Rating?”) and look for values of “Yes” in that column. If these individuals are receiving awards, you will have to work with your servicing personnel office to manually upload their awards because they will reject from the mass upload.
- Finally, go over to column DE (“Mandatory CIP”) and look for values of “1” in that column. These employees must immediately be placed on a Contribution Improvement Plan – bring these to the attention of your pay pool manager.

How can I create my own columns and rows in the spreadsheet?

- There are 8 Wildcard Columns on the Data tab – these are “open” and you may enter anything you want in those cells
 - The values you enter will survive a round trip
 - You can edit the column heading by placing the cursor in the cell above the heading and then using the down arrow to enter the cell
 - ***If you enter a formula in a Wildcard Column, be sure to also enter it in the yellow cell at the bottom of the column so it will survive round trips***
- There are also 5 Open Rows at the bottom of the Data tab – these can be used to enter formulas for computing column totals, averages, etc.
 - ***These formulas will survive a round trip if you use the same spreadsheet throughout the process***

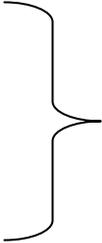
How do I get the data back to CAS2Net when I'm done?

- When you are absolutely certain that all scores and pay adjustments in the spreadsheet are correct and final (usually in late December), do the following:
 - Click the “Export” button on the custom toolbar to create and save your final “ppXXX_to_Master.csv” file
 - Go to the CAS2Net website (<https://acqdemoii.army.mil>) and log in
 - Select “Offline Interface” from the links on the left
 - Click the “Upload Employee Data” button and then click “Browse” to locate the file you just exported from the spreadsheet. Once you have selected it, click “Open” and then “Upload File”. After a few seconds you should see a list of the records that were successfully uploaded and any errors that were encountered.
 - ***If (and only if) there were no upload errors, check the “Confirm if Final Upload” box and click the “Return” button***
 - If you need to make changes, click the “De-Certify Final Upload” button on the Offline Interface screen and repeat the final upload process

How do I generate Part I's?

- Before generating your Part I's, filter the rows on the Data tab to display just the employees for whom you want to generate forms. For example, you might only want to generate forms for employees in one organization or who report to one particular supervisor. Then sort the rows in the order you want the forms generated.
- Then, go to the "Contents" tab and click the link "Generate Part I of Appraisal Forms". You will get a dialog box called "Print Options" with the following choices:
 - "Date for Pay Pool Manager Signature", which shows the current date – you can change the date to whatever you want to appear on the Part I's as the PPM signature date. Enter dates in the same format shown in the dialog box

How do I generate Part I's? (cont'd)

- A check-box for “Print Page 2 (scores)” – check this box only if you want to supplement the normal one-page Part I with all or some of the following information on a second page:
 - Factor Scores
 - Delta OCS
 - Relative Score
 - Bigger Plot

Check the boxes to indicate which of these you want printed on page 2
- You will be asked to select a save location for the forms – the forms are stored in batches of 40, so if you have more than 40 employees selected, you will be asked for a save location for each batch. The files are automatically named “Form_1.xls”, “Form_41.xls”, “Form_81.xls” etc. Be patient, it might take several minutes to generate the forms.
- Once the forms are generated and saved, you will be asked if you want to print them. You can either print them immediately, or you can close the file and print them later.



Sub-Panel Meeting Spreadsheet

What is the Sub-Panel Meeting spreadsheet?

- It is an off-line alternative to the on-line Sub-Panel module in CAS2Net
- The main Data tab looks and functions just like the CCAS spreadsheet, except ***it does not include the pay or awards columns***
- The Data tab can be used to enter or modify factor scores (categorical and numerical), just like the CCAS spreadsheet
- The spreadsheet also includes a user interface that mimics the functionality of the on-line Sub-Panel module in CAS2Net

How do I get the spreadsheet?

- Create a folder on your computer in which you want to store the spreadsheet
- Go to the CAS2Net website (<https://acqdemoii.army.mil>) and log in
- Select “Pay Pool Notices” from the links on the left
- In the File Name column, you should see an underlined link to a file called “Sub-Panel Meeting_v7.0.xls” (version number may change during the cycle as errors are reported and corrected)
- Follow the download instructions on your screen, **which is do a right-mouse click then select “Target Save As....”**
- When prompted for a save location, point to the folder you created
- Save the file (it may take a minute or two to download)
- You now have the “empty” Sub-Panel Meeting spreadsheet saved on your computer!

How do I get the sub-panel data for the spreadsheet?

- Go to the CAS2Net website (<https://acqdemoii.army.mil>) and log in
- Select “Offline Interface” from the links on the left
- Click the “Download Employee Data” button
- In the File Name column, you should see underlined links to a series of files called “ppXXX_to_Sub-Panel_Name.csv” where “XXX” is your pay pool number and “Name” is the name of each of your pay pool’s sub-panel managers
 - Do NOT download the file labeled “ppXXX_to_CCAS.csv”; this file will NOT import into the Sub-Panel Meeting spreadsheet!
- Select the file for the sub-panel manager you want and then follow the download instructions on your screen – **which is do a right-mouse click then select “Target Save As....”**
- When prompted for a save location, point to the folder you created for storing the Sub-Panel Meeting spreadsheet and save the file
- You now have the sub-panel data ready for import into the “empty” Sub-Panel Meeting spreadsheet saved on your computer!

You will have to repeat this process for each sub-panel manager in your pay pool

How do I get the sub-panel data for the spreadsheet? (cont'd)

- Note that sub-panel managers cannot download the spreadsheet themselves, only data maintainers can
- However, once you give them the “empty” spreadsheet, they can download their sub-panel data themselves for import into the spreadsheet, and they can upload scores back to CAS2Net themselves
- Once you, as the data maintainer, lock the sub-panel, the manager can no longer do file downloads or uploads, but you will still be able to

How do I get the data into the spreadsheet?

- Open the Sub-Panel Meeting spreadsheet (Sub-Panel Meeting_v7.0.xls)
- When prompted, select “Enable Macros”
 - If you don’t get this prompt, your security setting in Excel may be set too high. In Excel, go to <tools><macro><security> and change the setting to “Medium”
- Once the spreadsheet is open go to <File><Save As> and save the file with the name of the Sub-Panel manager added to the file name
 - This will preserve the “empty” spreadsheet for use by other sub-panels
- Next, click the “Import” button on the custom toolbar at the top. You will be prompted to select the file to be imported.
- Select the file you downloaded from CAS2Net (“ppXXX_to_Sub-Panel_Name.csv”) and click “Open”
- Depending on the size of the sub-panel, this may take a few minutes, during which time the screen will flash and change
- You will receive a confirmation message that the import was successful. Go to the tab labeled “Data” and confirm that you have a row of data for each demo employee in the sub-panel.

What do I do if the data are wrong?

- Just like the CCAS spreadsheet, if you discover personnel data that are wrong in the Sub-Panel Meeting spreadsheet, they must be corrected in CAS2Net – these columns are protected in the Sub-Panel Meeting spreadsheet and cannot be changed!
- Therefore, you must do a “round trip” to preserve any scores you have entered before correcting the errors in CAS2Net – see the CCAS spreadsheet instructions for how to do a round trip

How do I enter/change preliminary scores?

- Depending on how your pay pool operates, employees may or may not have categorical scores when you import data into the Sub-Panel meeting spreadsheet. There are 2 ways to enter or change categorical scores:
- First Option:
 - Just like the CCAS spreadsheet, click “Scores” under “GoTo” in the upper left corner of the “Data” tab– this will take you to columns V through AA which contain the categorical scores
 - Note that the employees’ names and SSN’s remain visible no matter where you are on the Data sheet
 - To enter or change a score, simply click in the appropriate cell, then click the down arrow to open the list of valid categories for the employee’s Career Path, and then select the category you want to enter
 - You can also type in the categories (e.g., 2H, 3M, 4L); however, if you type something that doesn’t match a valid category for the employee’s career path, you will get an error message

- Second Option:
 - The second way to assign categorical scores is to go to the “Contents” tab and click on the link “Group into Categories”
 - This brings up a interface that looks and operates just like the categorical Score module in CAS2Net – see those instructions for how to use the interface

How do I enter/change integer scores?

- Depending on how your pay pool operates, employees may or may not have numerical scores when you import data into the Sub-Panel meeting spreadsheet. There are 2 ways to enter or change numerical scores
- First Option:
 - Just like the CCAS spreadsheet, click “Scores” under “GoTo” in the upper left corner of the “Data” tab– this will take you to columns AB through AG which contain the numerical scores
 - To enter or change a score, simply click in the appropriate cell, then click the down arrow to open the list of valid numerical scores for the corresponding categorical score, and then select the number you want to enter
 - If there is no corresponding preliminary score for a factor, the drop-down list includes the entire range of numerical scores appropriate for the employee’s Career Path and broadband
 - You can also type in the number; however, if you type something that doesn’t match a valid score for the corresponding categorical score, you will get an error message

How do I enter/change integer scores? (cont'd)

- Second Option:
 - The second way to assign numerical scores is to go to the “Contents” tab and click on the link “Group into Categories”
 - This brings up a interface that looks and operates just like the Categorical Score module in CAS2Net – see those instructions for how to use the interface

What reports/displays are available to help the sub-panel review scoring results?

- Matrix Tab – Lists employees by factor score and OCS within each Career Path and by OCS for the entire pay pool. The sort order can be changed with the buttons on the left.
- Rails Tab – Shows the number and percent of employees by rail zone within each Career Path and overall.
 - *Inferred* distribution is estimated from preliminary scores (if you use them)
 - *Final* distribution is based on integer scores
- Delta Stats Tab – Shows average Delta OCS by Career Path and by first-level supervisor. Delta OCS is the difference between an employee's expected OCS (computed from their base pay and the Standard Pay Line) and their actual OCS
 - You can compute Delta OCS for groups other than first-level supervisor by identifying the groups in Column H (Wildcard 1) on the Data tab and then clicking the "Wildcard 1" radio button under "Delta Plot Grouping" at the top of the Delta Stats tab
 - The report also shows Standard Deviation, a statistical measure of the range of Delta OCS for each group

What reports/displays are available to help the sub-panel review scoring results? (cont'd)

- Delta Plot Tab – Plots the information from the Delta Stats tab graphically
- Cur OCS Tab – Scatter plot of each employee's current base pay and OCS superimposed on the SPL and rails (most useful display)
 - Each Career Path is shown with a different symbol; symbol size can be changed with the "Format" button on the custom toolbar
 - Each employee's name can be viewed by "hovering" the cursor arrow on the dot
- Inf OCS Tab – Scatter plot of each employee's current base pay and *estimated* OCS (based on preliminary scores) superimposed on the SPL and rails

You can copy and paste the scatter plots into PowerPoint or Word, but be sure to use <Edit><Paste Special><Picture> or you will copy the entire spreadsheet into your briefing or document!!

How do I get the data back to CAS2Net when I'm done?

- When the Sub-Panel meeting is finished, do the following:
 - Click the “Export” button on the custom toolbar to create and save a file called “ppXXX_to_Master_Name.csv” file
 - Go to the CAS2Net website (<https://acqdemoii.army.mil>) and log in
 - Select “Offline Interface” from the links on the left
 - Click the “Upload Employee Data” button and then click “Browse” to locate the file you just exported from the spreadsheet. Once you have selected it, click “Open” and then “Upload File”. After a few seconds you should see a list of the records that were successfully uploaded and any errors that were encountered.