

Job Aid for Regional Pay Managers CAS2Net 2.0 Regional Pay Notices (AcqDemo Program)

The purpose of this module is to allow Regional Pay Manager to download their regional AcqDemo pay transaction files.

CAS2Net Overview

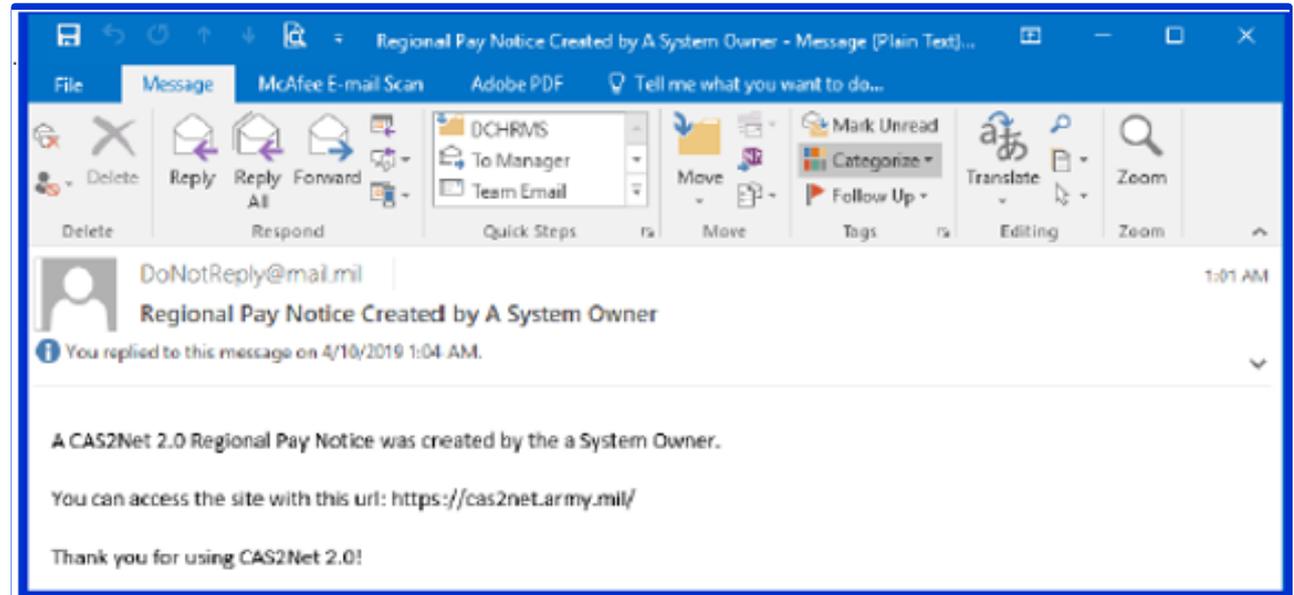
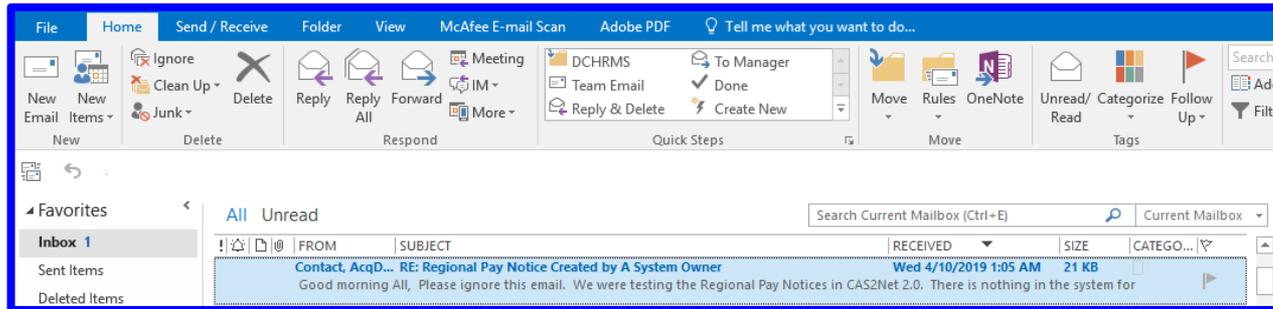
Topics Covered

- Email Notification
- Logging in
- Welcome screen and Navigation Bar
- Regional notices
- Downloading transaction files
- Logging out
- Help desk contacts

Topics Covered are hyper-linked to slides

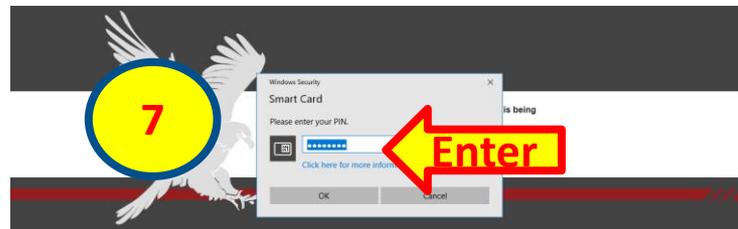
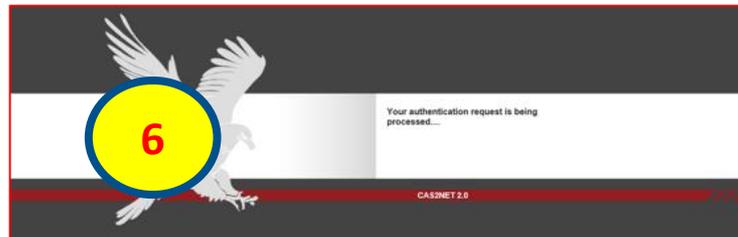
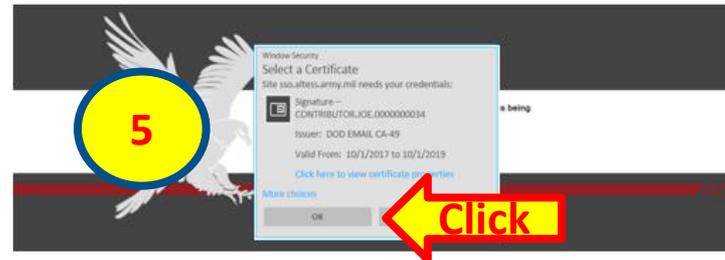
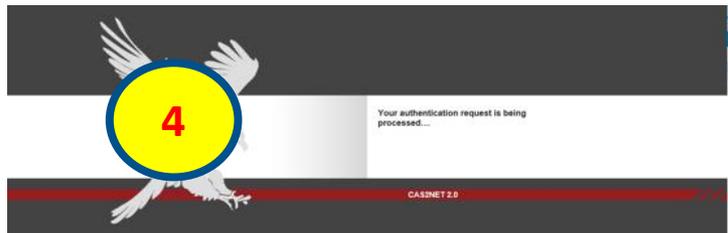
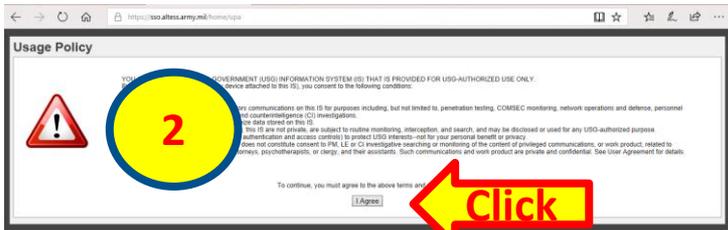
Email Notification

Email Notification is a new functionality in CAS2Net 2.0 informing users when an action is required in CAS2Net.



CAS2Net Login

1 Use <https://cas2net.army.mil> and Save to Favorites



CAS2Net Overview

Welcome Screen > Regional Pay Manager

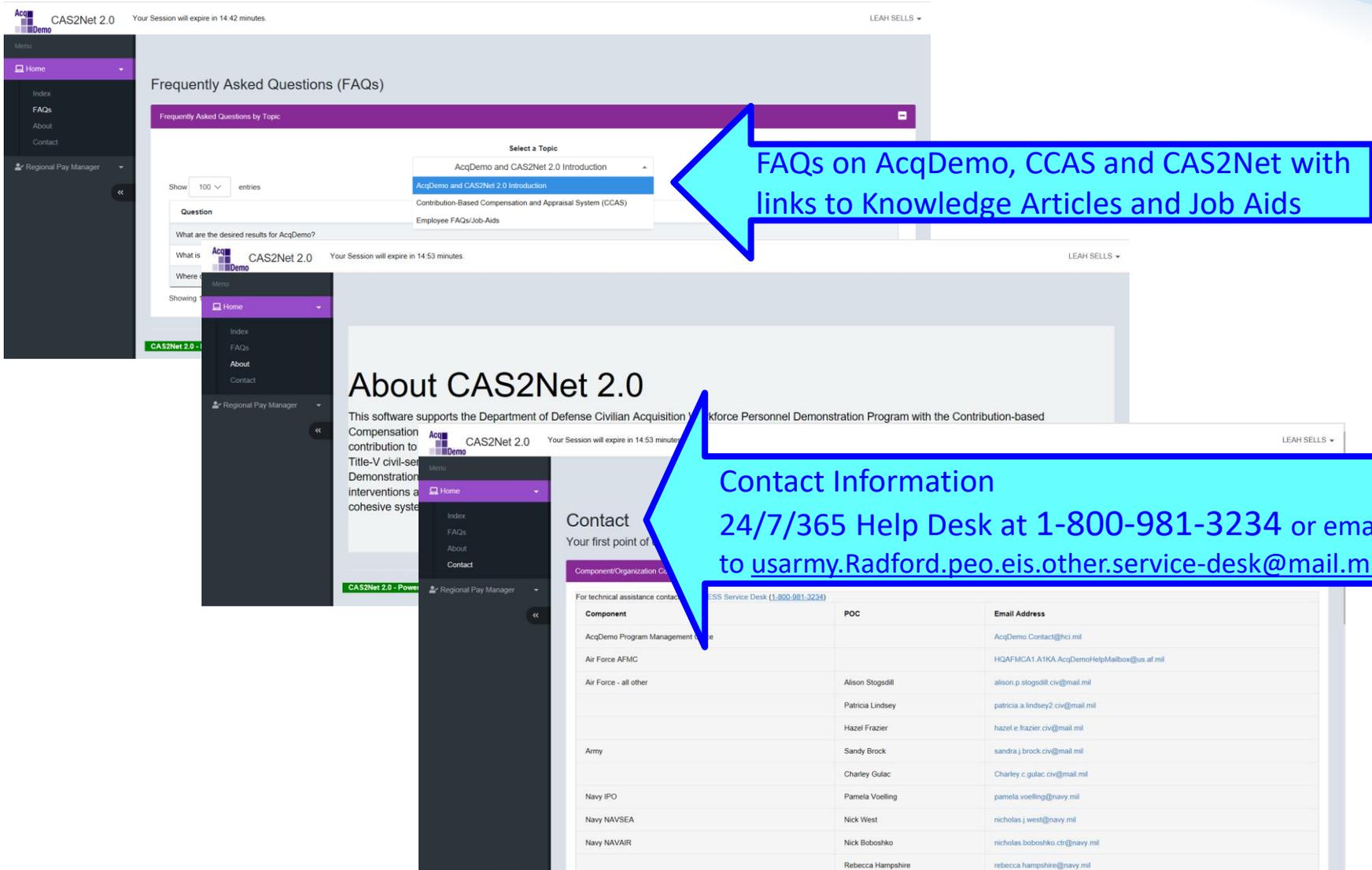
After you login to CAS2Net, you will see this welcome screen. Note that the box on the navigation frame on the left-hand side of the screen displays your current role in CAS2Net as a Regional Pay Manager.

The screenshot displays the CAS2Net 2.0 interface. At the top left, the 'Acq Demo' logo is visible. The main header shows 'CAS2Net 2.0' and a session expiration notice: 'Your Session will expire in 14:54 minutes.' The user's name, 'GRACIE CROSSIN', is in the top right. A dark navigation sidebar on the left contains a 'Menu' section with 'Home', 'Index', 'FAQs', 'About', and 'Contact'. Below this, the user's role 'Regional Pay Manager' is displayed and highlighted with a red rectangular box. A red arrow points from the text above to this box. The main content area features a 'Welcome to CAS2Net 2.0' message. Below this are two notification sections: 'System Notifications' and 'User Notifications'. The 'System Notifications' section contains a message about scheduled maintenance. The 'User Notifications' section contains a message dated '04-11-2019 - Regional Pay Notice Created by A System Owner'. This section is highlighted with a blue rectangular box, and a blue arrow points from the text below to it. At the bottom, a green footer bar contains the text: 'CAS2Net 2.0 - Powered by ALTESS', 'The information contained herein is covered by the Privacy Act of 1974', and 'For Official Use Only (FOUO)'.

Another functionality is the User Notifications whenever an email notification is generated to the users.

CAS2Net Overview

Welcome Screen > Home



FAQs on AcqDemo, CCAS and CAS2Net with links to Knowledge Articles and Job Aids

Contact Information
 24/7/365 Help Desk at 1-800-981-3234 or email to usarmy.Radford.peo.eis.other.service-desk@mail.mil

About CAS2Net 2.0

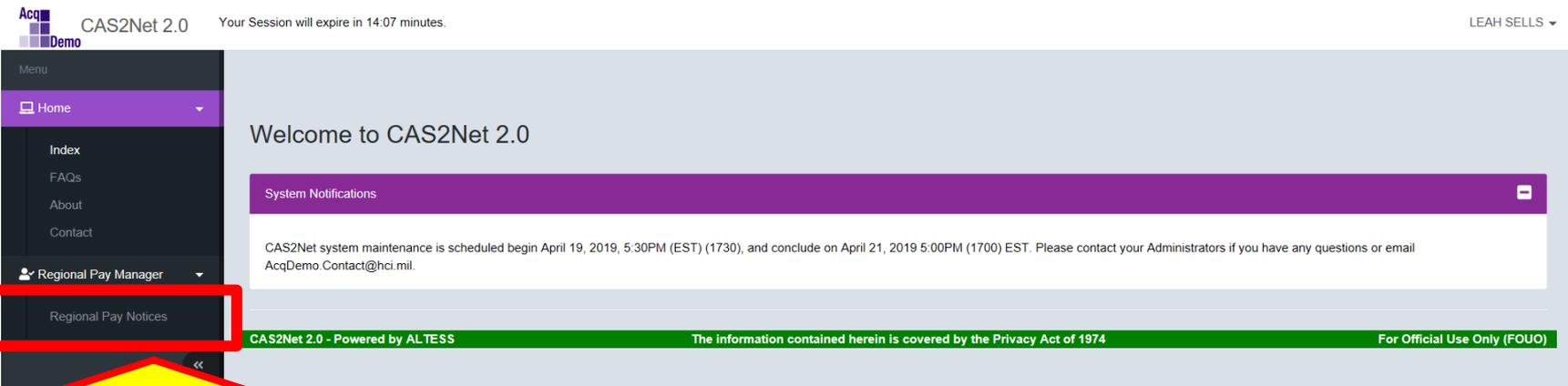
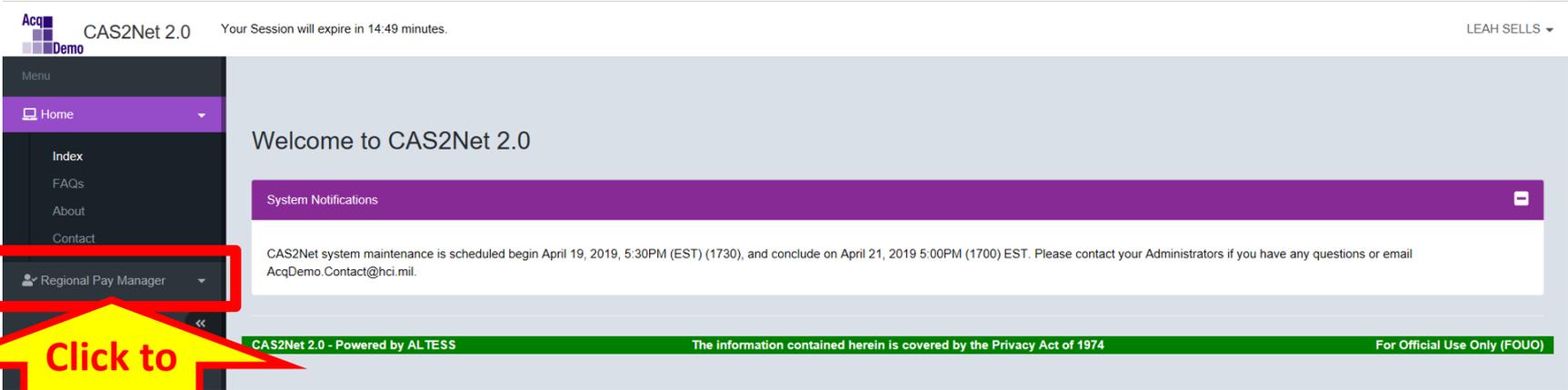
This software supports the Department of Defense Civilian Acquisition Workforce Personnel Demonstration Program with the Contribution-based Compensation contribution to Title-V civil-serve Demonstration interventions a cohesive system

Contact
 Your first point of contact

Component	POC	Email Address
AcqDemo Program Management Office		AcqDemo.Contact@hci.mil
Air Force AFMC		HQAFMCA1A1KA.AcqDemoHelpMailbox@us.af.mil
Air Force - all other	Alison Stogsdill	alison.p.stogsdill.civ@mail.mil
	Patricia Lindsey	patricia.a.lindsey2.civ@mail.mil
	Hazel Frazier	hazel.e.frazier.civ@mail.mil
Army	Sandy Brock	sandra.j.brock.civ@mail.mil
	Charley Gulac	Charley.c.gulac.civ@mail.mil
Navy IPO	Pamela Voelling	pamela.voelling@navy.mil
Navy NAVSEA	Nick West	nicholas.j.west@navy.mil
Navy NAVAIR	Nick Boboshko	nicholas.boboshko.ctr@navy.mil
	Rebecca Hampshire	rebecca.hampshire@navy.mil

CAS2Net Overview

Welcome Screen > Regional Pay Manager > Regional Pay Notices

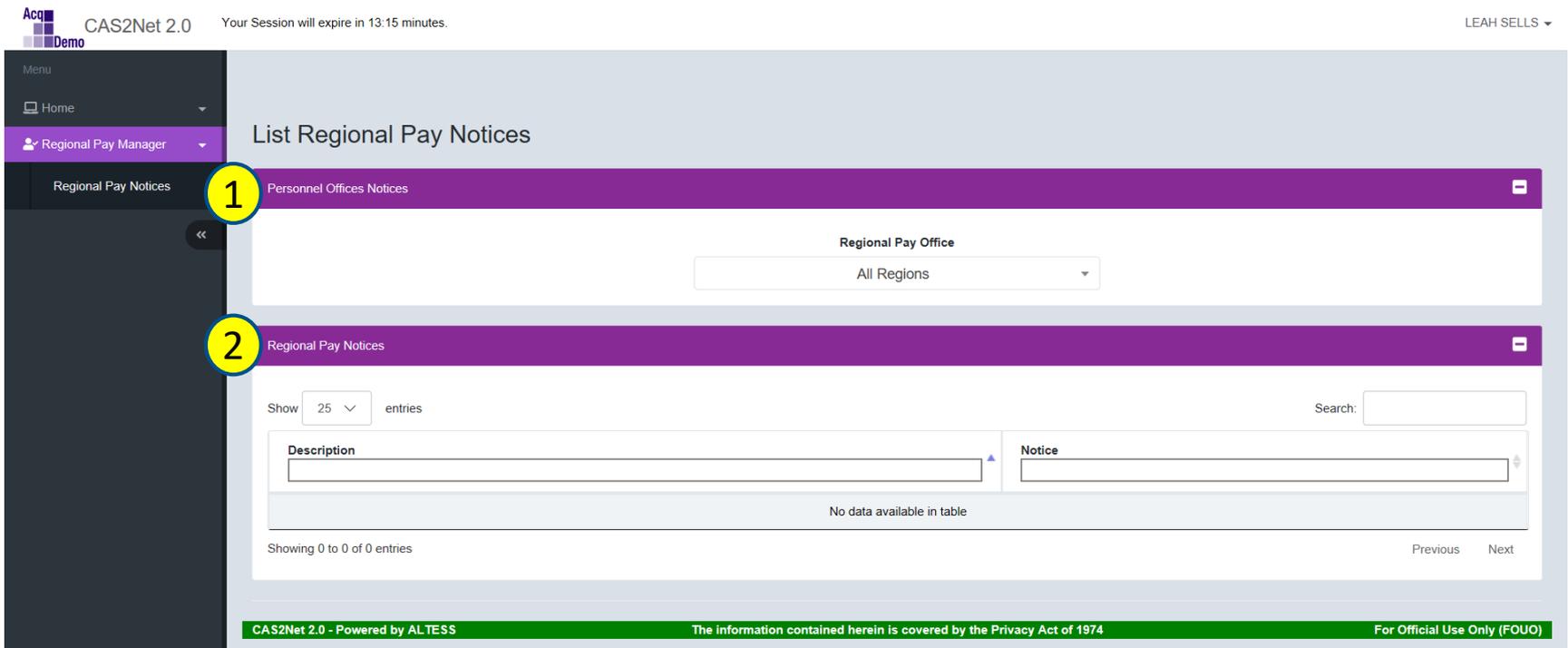


CAS2Net Overview

List Regional Pay Notices

List of Regional Pay Notices has two panels:

- 1 Personnel Offices Notices
- 2 Regional Pay Notices



CAS2Net 2.0 Your Session will expire in 13:15 minutes. LEAH SELLS ▾

Menu

- Home ▾
- Regional Pay Manager ▾
- Regional Pay Notices

List Regional Pay Notices

1 Personnel Offices Notices

Regional Pay Office

All Regions ▾

2 Regional Pay Notices

Show 25 ▾ entries Search:

Description	Notice
No data available in table	

Showing 0 to 0 of 0 entries Previous Next

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CAS2Net Overview

List Regional Pay Notices

In the box Regional Pay Office, click on the Drop Down List to see the regional offices.

CAS2Net 2.0 Your Session will expire in 13:15 minutes. LEAH SELLS

Menu
Home
Regional Pay Manager
Regional Pay Notices

List Regional Pay Notices

Personnel Offices Notices

Regional Pay Office
All Regions

Click for Drop Down List

Regional Pay Notices

Show 25 entries Search:

Description Notice

No data available in table

Showing 0 to 0 of 0 entries Previous Next

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Regional Pay Offices

- Region AFSA
- Army Regions
 - Region AREU
 - Region ARFE
 - Region ARNC
 - Region ARNE
 - Region ARSC
 - Region ARSW
- Region DFAS
- Region DLA
- Navy Regions
 - Region NVEA
 - Region NVNE
 - Region NVNW
 - Region NVSE
 - Region NVSW
- Region WHS

CAS2Net Overview

Regional Pay Notices - Army

An Army Regional Pay Manager must click on the drop down menu to select a regional office for its transaction file.

The screenshot shows the CAS2Net 2.0 interface. At the top, it displays 'CAS2Net 2.0' and 'Your Session will expire in 9:27 minutes.' The user is identified as 'DELINO MAYES'. The left sidebar contains a 'Menu' with options for 'Home', 'Regional Pay Manager', and 'Regional Pay Notices'. The main content area is titled 'List Regional Pay Notices' and features a 'Personnel Offices Notices' section. Below this is a 'Regional Pay Office' dropdown menu that is currently open, showing a list of 'Army Regions' including 'Region AREU', 'Region ARFE', 'Region ARNC' (highlighted in blue), 'Region ARNE', 'Region ARSC', and 'Region ARSW'. A search box is visible to the right of the dropdown. The page also includes a 'Show 25 entries' control and a 'Description' field. At the bottom, it states 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' navigation buttons. A green footer bar contains the text: 'CAS2Net 2.0 - Powered by ALTESS', 'The information contained herein is covered by the Privacy Act of 1974', and 'For Official Use Only (FOUO)'.

CAS2Net Overview

Regional Pay Notices - Army

Regional Pay Transaction file is available for download in the Notice Section.

The screenshot shows the CAS2Net 2.0 interface. The top navigation bar includes the Acq Demo logo, the text 'CAS2Net 2.0', a session expiration timer 'Your Session will expire in 14:55 minutes.', and the user name 'DELINO MAYES'. The left sidebar contains a 'Menu' with options for 'Home', 'Regional Pay Manager', and 'Regional Pay Notices'. The main content area is titled 'List Regional Pay Notices' and features a 'Personnel Offices Notices' section with a 'Regional Pay Office' dropdown menu set to 'Region ARNC'. Below this is a 'Regional Pay Notices' section with a search bar and a table. The table has two columns: 'Description' and 'Notice'. A single entry is visible, with 'AcqDemo Retroactive Transaction Files' in the Description column and 'Reg_ARNC_SALARY_retro.zip' in the Notice column. A red box highlights the file name, and a red arrow points from the text above to it. A yellow callout box with a red border contains the text 'Click on file to download'. The footer of the interface includes 'CAS2Net 2.0 - Powered by ALTESS', a disclaimer 'The information contained herein is covered by th...', and 'For Official Use Only (FOUO)'.

CAS2Net Overview

Regional Pay Notices - Army

Acq Demo CAS2Net 2.0 Your Session will expire in 14:51 minutes. DELINO MAYES

Menu
Home
Regional Pay Manager
Regional Pay Notices

List Regional Pay Notices

Personnel Offices Notices

Regional Pay Office
Region ARNC

Regional Pay Notices

Show 25 entries Search:

Description	Notice
AcqDemo Retroactive Transaction Files	Reg_ARNC_SALARY_retro.zip

Showing 1 to 1 of 1 entries Previous 1 Next

CAS2Net 2.0 - Powered by ALTESS The information contained herein is covered by the Privacy Act of 1974 For Official Use Only (FOUO)

What do you want to do with Reg_ARNC_SALARY_retro.zip (57.5 KB)?
From: cas2net.army.mil

Open Save ^ Cancel X



CAS2Net Overview

Regional Pay Notices - Army

Downloaded Pay Transaction Files

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
 Reg_ARNC_RetainedPay_ComingO...	Microsoft Excel Comma S...	1 KB	No	1 KB	54%	4/11/2019 2:43 PM
 Reg_ARNC_SALARY_losses_retro	Microsoft Excel Comma S...	3 KB	No	7 KB	66%	4/11/2019 2:43 PM
 Reg_ARNC_SALARY_retro	Microsoft Excel Comma S...	55 KB	No	181 KB	70%	4/11/2019 2:43 PM

CAS2Net Overview

Regional Pay Notices - Navy

A Navy Regional Pay Manager must click on the drop down menu to select a regional office for its transaction file.

The screenshot displays the CAS2Net 2.0 interface. At the top left, the logo and 'CAS2Net 2.0' are visible, along with a session expiration notice: 'Your Session will expire in 14:32 minutes.' The user name 'TERESA GREEN' is shown at the top right. A dark sidebar on the left contains a 'Menu' with options for 'Home', 'Regional Pay Manager', and 'Regional Pay Notices'. The main content area is titled 'List Regional Pay Notices' and features a purple header 'Personnel Offices Notices'. Below this is a form with a 'Regional Pay Office' dropdown menu. The dropdown is open, showing a list of options: 'Navy Regions', 'Region NVEA', 'Region NVNE', 'Region NVNW', 'Region NVSE', and 'Region NVSW'. A red arrow labeled '1' points to the dropdown menu, and another red arrow labeled '2' points to the 'Region NVNW' option. Below the dropdown is a search field and a table with the header 'Description'. The table currently shows 'No data available in table' and 'Showing 0 to 0 of 0 entries'. At the bottom of the page, there is a green footer bar with the text: 'CAS2Net 2.0 - Powered by ALTESS', 'The information contained herein is covered by the Privacy Act of 1974', and 'For Official Use Only (FOUO)'.

CAS2Net Overview

Regional Pay Notices – Air Force

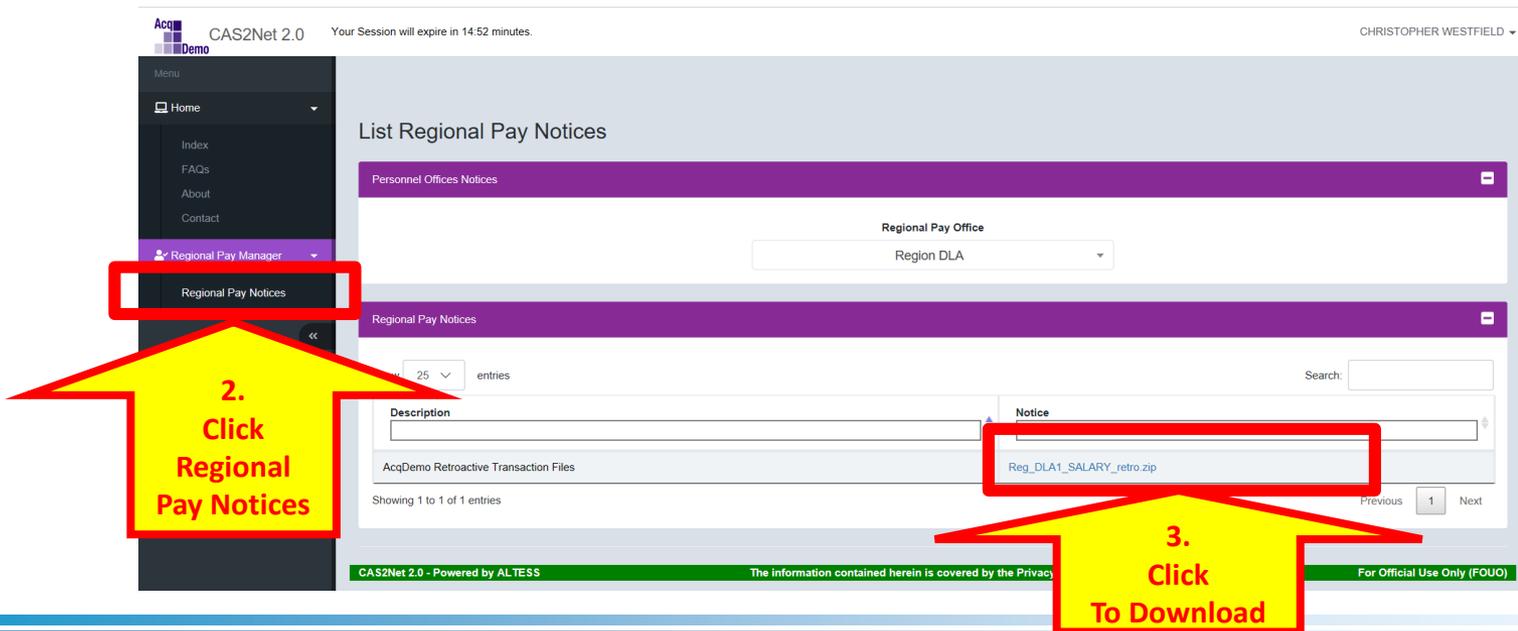
Air Force has one Regional Pay Office processing the pay transactions and the pay transaction file is available upon selecting Regional Pay Notices.

The image shows two screenshots of the CAS2Net 2.0 web application interface. The first screenshot shows the 'Welcome to CAS2Net 2.0' page with a sidebar menu. A red box highlights the 'Regional Pay Manager' option, with a yellow arrow pointing to it labeled '1. Click'. The second screenshot shows the 'List Regional Pay Notices' page. A red box highlights the 'Regional Pay Notices' option in the sidebar, with a yellow arrow pointing to it labeled '2. Click Regional Pay Notices'. Another red box highlights a file link 'Reg_AFSA_SALARY_retro.zip' in the list, with a yellow arrow pointing to it labeled '3. Click To Download'. The interface includes a top navigation bar with 'Home', 'Index', 'FAQs', 'About', and 'Contact'. The main content area displays system and user notifications, and a table of regional pay notices. The footer contains the text 'CAS2Net 2.0 - Powered by ALTESS' and 'For Official Use Only (FOUO)'.

CAS2Net Overview

Regional Pay Notices - DLA

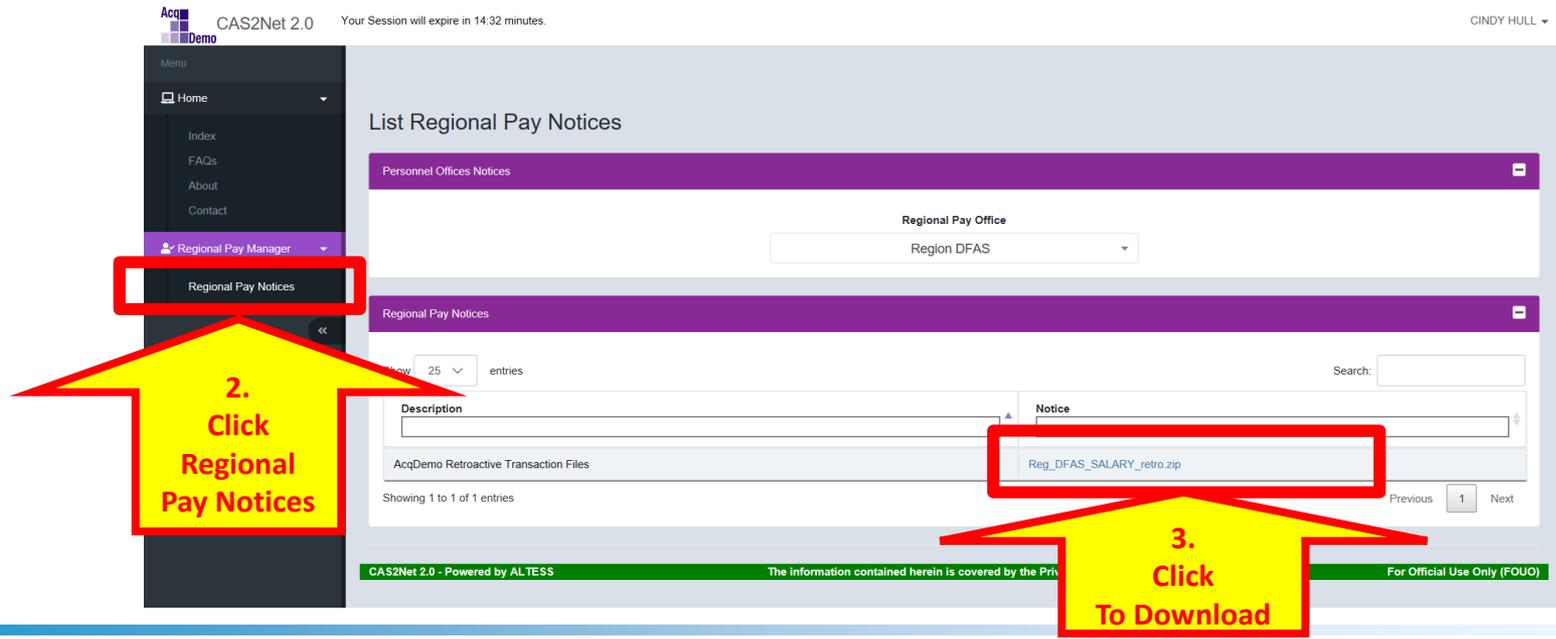
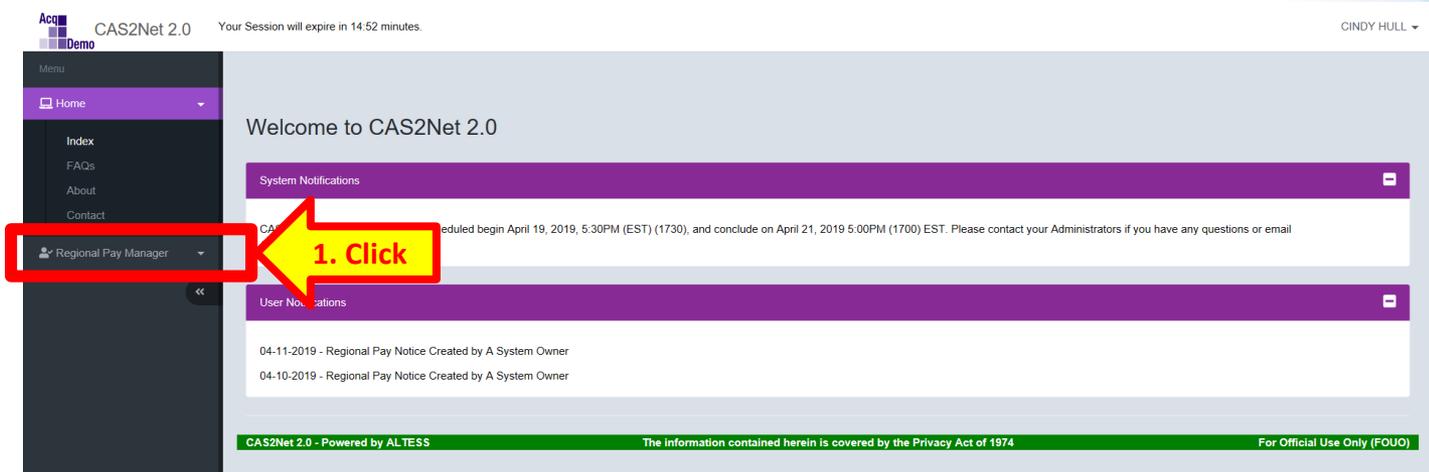
There is one pay transaction file for the Regional Pay Office DLA and the pay transaction file is available upon selecting Regional Pay Notices.



CAS2Net Overview

Regional Pay Notices - DFAS

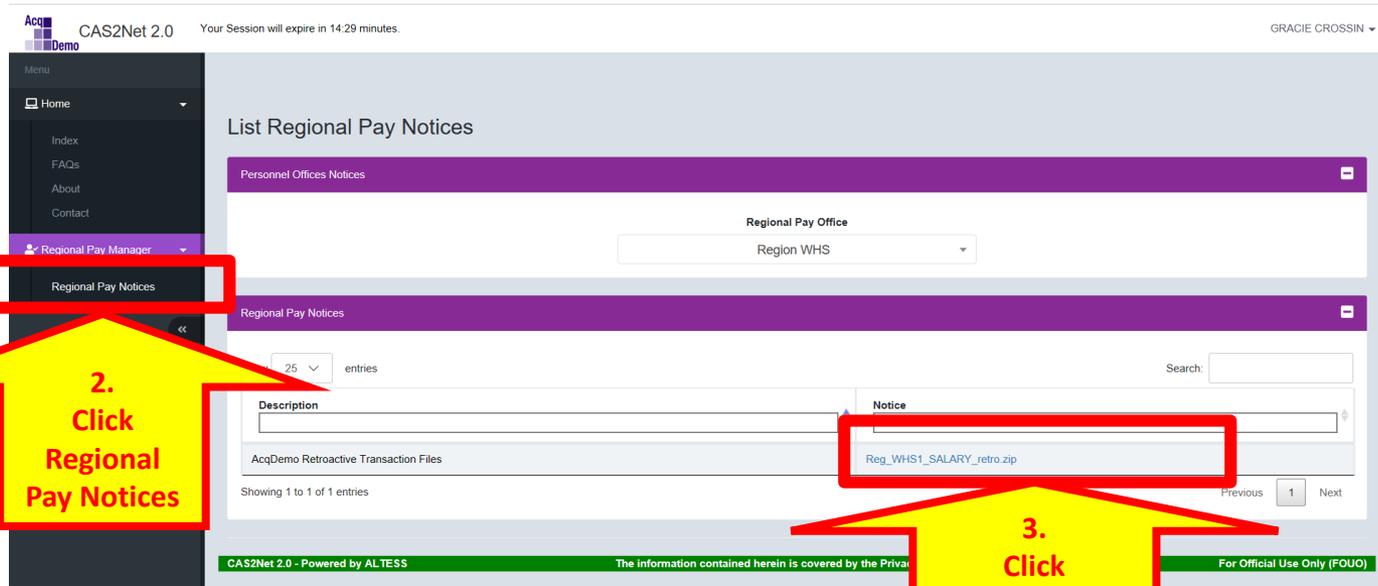
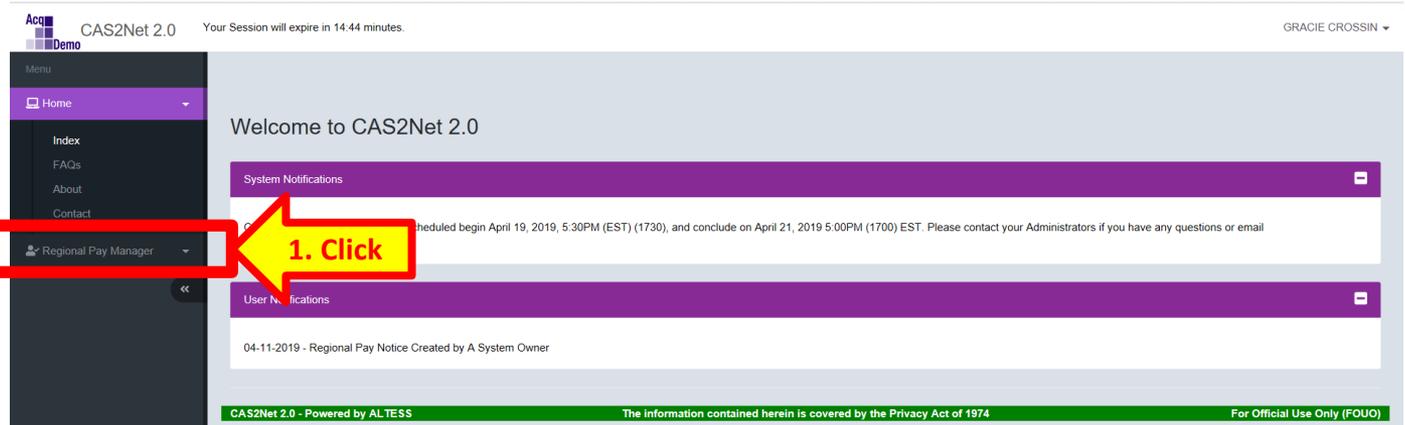
There is one pay transaction file for the Regional Pay Office DFAS and the pay transaction file is available upon selecting Regional Pay Notices.



CAS2Net Overview

Regional Pay Notices - WHS

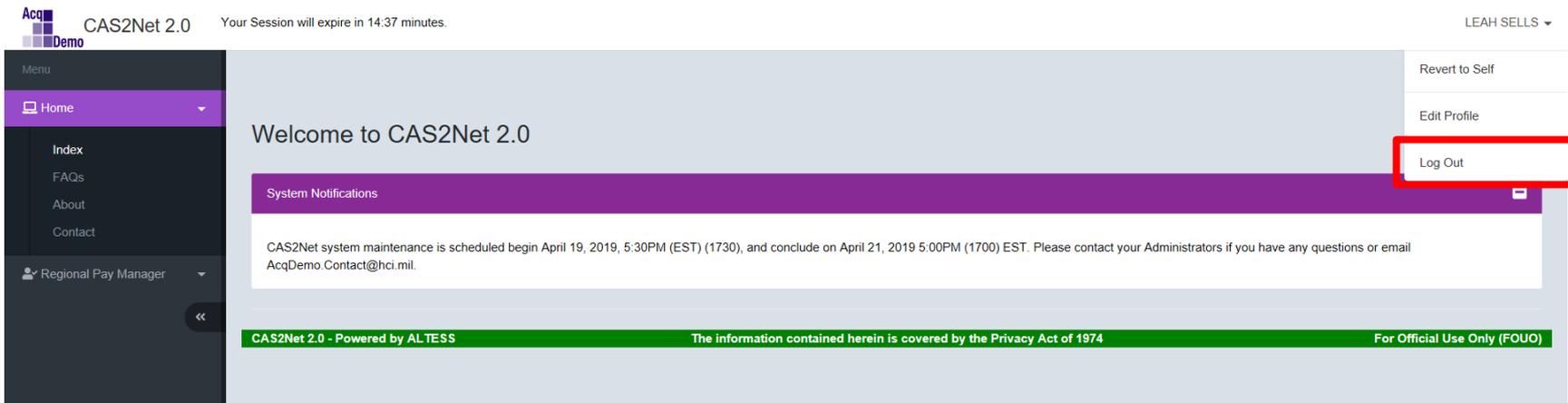
There is one pay transaction file for the Regional Pay Office WHS and the pay transaction file is available upon selecting Regional Pay Notices.



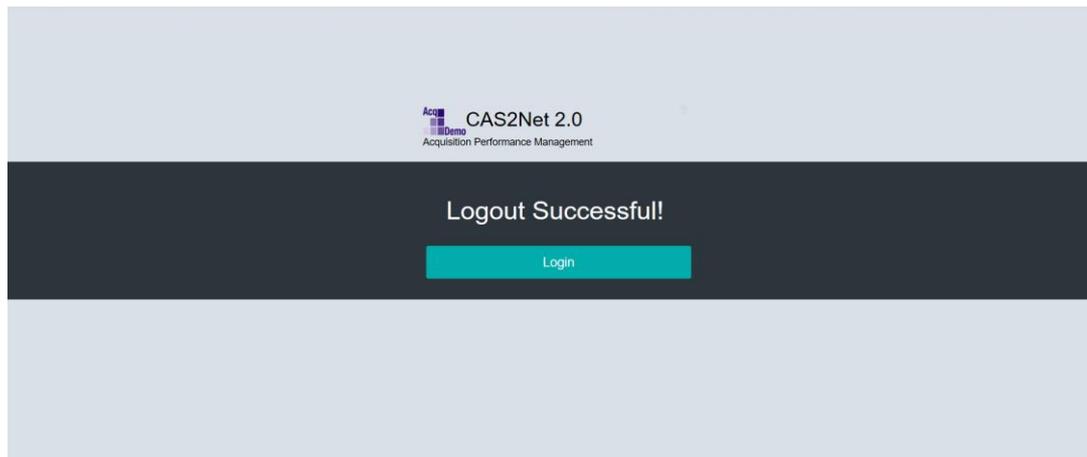
CAS2Net Overview

Logout

When you are done, click on the drop down button by your name in the upper right of the window. Click the Logout link.

The screenshot shows the CAS2Net 2.0 interface. At the top left, there is a logo and the text 'CAS2Net 2.0' and 'Your Session will expire in 14:37 minutes.'. On the right, the user's name 'LEAH SELLS' is displayed with a dropdown arrow. The dropdown menu is open, showing options: 'Revert to Self', 'Edit Profile', and 'Log Out'. The 'Log Out' option is highlighted with a red rectangular box. On the left, there is a dark sidebar menu with options: 'Home', 'Index', 'FAQs', 'About', 'Contact', and 'Regional Pay Manager'. Below the main content area, there is a green banner with the text: 'CAS2Net 2.0 - Powered by ALTESS', 'The information contained herein is covered by the Privacy Act of 1974', and 'For Official Use Only (FOUO)'.



The screenshot shows the CAS2Net 2.0 interface after a successful logout. The top part of the page displays the logo and 'CAS2Net 2.0 Acquisition Performance Management'. Below this, a dark grey banner contains the text 'Logout Successful!' in white. Underneath the banner is a teal button labeled 'Login'.

**If you have any problems with CAS2Net
or the Error Reporting spreadsheet
please call us or send us an e-mail:**

Altess ServiceNow Service Desk

24/7/365

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

or

1-800-981-3234