United States Department of Defense (DoD)

Acquisition Workforce Demonstration Project (AcqDemo)

Contribution-based Compensation and Appraisal System Software (CAS2Net)



Contract GS-35F-4594G Task Order (TO) FA7014-08-F-0011

CAS2NET USER GUIDE (CUG)

Version 11.0

September 30, 2011

Document Control Number: CUG2011-GS-35F-4594G11.0

Prepared for:

United States Department of Defense (DoD) Acquisition Workforce Demonstration Project (AcqDemo)



Prepared by: SRA International, Inc. 3434 Washington Blvd Arlington, VA 22201

Document Change History

The table below identifies changes that have been incorporated into each version.

Date	Version #	Change Description	
10/1/2001	1.0	Initial Draft	
9/30/2011	11.0	Brought up-to-date for 2011 Enhancements and reformatted document by user role.	

CONTENTS

1.	INT	ΓRODUCTION	1-1
	1.1	PURPOSE	1-1
	1.2	SCOPE	1-1
	1.3	DOCUMENT OVERVIEW	1-1
2.	CAS	S2NET OVERVIEW	2-1
	2.1	CAS2NET OVERVIEW	2-1
	2.2	WHO SHOULD USE THIS GUIDE?	2-1
	2.3	ACCESS AND AUTHORIZATION	2-2
	2.4	OWNERSHIP OF PERFORMANCE APPRAISAL AND REVIEW WORKFLOW	2-2
	2.5	CAS2Net Conventions	2-2
3.	USE	ER AUTHENTICATION AND AUTHORIZATION	3-4
	3.1	USER LOGIN AND ROLE BASED MENU	3-4
	3.2	Logout	3-10
	3.3	PASSWORD MAINTENANCE	3-10
4.	EMI	IPLOYEE	4-1
	4.1	CONTRIBUTION PLANNING	4-1
	4.2	MID-POINT REVIEW SELF-ASSESSMENT	4-3
	4.3	ANNUAL APPRAISAL SELF-ASSESSMENT	4-4
	4.4	Reports	4-5
5.	LEV	VEL 1 SUPERVISOR	5-1
	5.1	CONTRIBUTION PLANNING	5-1
	5.2	Additional Feedback	5-5
	5.3	MID-POINT REVIEW	5-8
	5.4	ANNUAL APPRAISAL	5-9
	5.5	Reports	5-12
6.	LEV	VEL 2 SUPERVISOR	6-1
	6.1	SUB-PANEL MEETING	6-1
		6.1.1 PRELIMINARY (CATEGORICAL) SCORE MODULE	
		6.1.2 INTEGER (FINAL) SCORE MODULE	
		6.1.3 COMPOSITE SCORE MODULE	6-5
		6.1.4 PRESUMPTIVE EMPLOYEES LIST	
	62	6.1.4 PRESUMPTIVE EMPLOYEES LIST6.1.5 OFFLINE SUB-PANEL MEETING	
	6.2 6.3	 6.1.4 PRESUMPTIVE EMPLOYEES LIST 6.1.5 OFFLINE SUB-PANEL MEETING APPRAISAL STATUS 	
7	6.3	6.1.4 PRESUMPTIVE EMPLOYEES LIST 6.1.5 OFFLINE SUB-PANEL MEETING APPRAISAL STATUS	
7.	6.3 PAY	6.1.4 PRESUMPTIVE EMPLOYEES LIST 6.1.5 OFFLINE SUB-PANEL MEETING APPRAISAL STATUS REPORTS YPOOL MANAGER	
7.	6.3	6.1.4 PRESUMPTIVE EMPLOYEES LIST	
7.	6.3 PAY	6.1.4 PRESUMPTIVE EMPLOYEES LIST 6.1.5 OFFLINE SUB-PANEL MEETING APPRAISAL STATUS REPORTS YPOOL MANAGER	
7.	6.3 PAY	6.1.4 PRESUMPTIVE EMPLOYEES LIST 6.1.5 OFFLINE SUB-PANEL MEETING APPRAISAL STATUS	

		7.1.5 OFFLINE SUB-PANEL MEETING	7-6
	7.2	APPRAISAL STATUS	7-8
	7.3	REPORTS	7-9
8.	DAT	A MAINTAINER	8-1
	8.1	APPRAISAL STATUS AND LOCK	8-2
	8.2	REPORTS	
	8.3	DATA MAINTENANCE	8-5
	0.0	8.3.1 CREATE EMPLOYEE RECORD	
		8.3.2 MODIFY/DELETE EMPLOYEE RECORD	
		8.3.3 TRANSFER PAYPOOL	
		8.3.4 RECORD POST-CYCLE ACTIVITIES	8-18
		8.3.5 CREATE SUPERVISORY STRUCTURE; OBTAIN CAC EDIPI	
		8.3.6 ASSIGN SUPERVISORS TO AN EMPLOYEE	
		8.3.7 Assign Employees to Supervisor	8-26
		8.3.8 REPLACE SUPERVISOR ASSIGNMENTS	8-28
	8.4	OFFLINE INTERFACE	8-30
		8.4.1 DOWNLOAD EMPLOYEE DATA	
		8.4.2 UPLOAD EMPLOYEE DATA	
	8.5	PAYPOOL NOTICES	
9.	SUP	ERUSER	9-1
	9.1	REPORTS	
	9.2	Session Maintenance	0.3
	1.2	DEDDIGITIEN INTERCE	
10.		2NET REPORTS	
10.	CAS	2NET REPORTS	10-1
10.	CAS		10-1
10.	CAS	2NET REPORTS	10-1 10-1
10.	CAS	2NET REPORTS Employee Reports 10.1.1 Contribution Planning	10-1 10-1 10-1 10-2
10.	CAS	2NET REPORTS Employee Reports 10.1.1 Contribution Planning 10.1.2 Mid-Point Review Self-Assessment	10-1 10-1 10-2 10-2
10.	CAS 10.1	2NET REPORTS	10-1 10-1 10-2 10-2 10-2 10-3
10.	CAS 10.1	2NET REPORTS EMPLOYEE REPORTS 10.1.1 CONTRIBUTION PLANNING 10.1.2 MID-POINT REVIEW SELF-ASSESSMENT 10.1.3 ADDITIONAL FEEDBACK 10.1.4 ANNUAL APPRAISAL SELF-ASSESSMENT SUPERVISOR REPORTS	10-1 10-1 10-1 10-2 10-2 10-3 10-4
10.	CAS 10.1	2NET REPORTS	10-1 10-1 10-2 10-2 10-3 10-4 10-4
10.	CAS 10.1	2NET REPORTS. EMPLOYEE REPORTS. 10.1.1 CONTRIBUTION PLANNING . 10.1.2 MID-POINT REVIEW SELF-ASSESSMENT . 10.1.3 ADDITIONAL FEEDBACK. 10.1.4 ANNUAL APPRAISAL SELF-ASSESSMENT . SUPERVISOR REPORTS . 10.2.1 CONTRIBUTION PLANNING – SINGLE EMPLOYEE .	10-1 10-1 10-2 10-2 10-2 10-3 10-4 10-4 10-4
10.	CAS 10.1	2NET REPORTS. EMPLOYEE REPORTS. 10.1.1 CONTRIBUTION PLANNING	10-1 10-1 10-1 10-2 10-2 10-2 10-3 10-3 10-4 10-4 10-4 10-5 10-6
10.	CAS 10.1	2NET REPORTS EMPLOYEE REPORTS 10.1.1 CONTRIBUTION PLANNING 10.1.2 MID-POINT REVIEW SELF-ASSESSMENT 10.1.3 ADDITIONAL FEEDBACK 10.1.4 ANNUAL APPRAISAL SELF-ASSESSMENT SUPERVISOR REPORTS	10-1 10-1 10-1 10-2 10-2 10-3 10-3 10-4 10-4 10-4 10-5 10-6 10-7 10-8
10.	CAS 10.1	2NET REPORTS. EMPLOYEE REPORTS. 10.1.1 CONTRIBUTION PLANNING	10-1 10-1 10-1 10-2 10-2 10-2 10-3 10-4 10-4 10-4 10-4 10-5 10-6 10-7 10-8 10-8
10.	CAS 10.1	2NET REPORTS EMPLOYEE REPORTS 10.1.1 CONTRIBUTION PLANNING 10.1.2 MID-POINT REVIEW SELF-ASSESSMENT 10.1.3 ADDITIONAL FEEDBACK 10.1.4 ANNUAL APPRAISAL SELF-ASSESSMENT SUPERVISOR REPORTS 10.2.1 CONTRIBUTION PLANNING – SINGLE EMPLOYEE 10.2.2 CONTRIBUTION PLANNING – ALL EMPLOYEES 10.2.3 ADDITIONAL FEEDBACK – SINGLE EMPLOYEE 10.2.4 ADDITIONAL FEEDBACK – ALL EMPLOYEES 10.2.5 MID-POINT REVIEW 10.2.6 APPRAISAL FORM PARTS II AND III – SINGLE EMPLOYEES 10.2.7 APPRAISAL FORM PARTS II AND III – ALL EMPLOYEES	10-1 10-1 10-1 10-2 10-2 10-2 10-3 10-4 10-4 10-4 10-4 10-5 10-6 10-7 10-8 10-8 10-8 10-11
10.	CAS 10.1	2NET REPORTS EMPLOYEE REPORTS 10.1.1 CONTRIBUTION PLANNING 10.1.2 MID-POINT REVIEW SELF-ASSESSMENT 10.1.3 ADDITIONAL FEEDBACK 10.1.4 ANNUAL APPRAISAL SELF-ASSESSMENT SUPERVISOR REPORTS	10-1 10-1 10-1 10-2 10-2 10-2 10-3 10-4 10-4 10-4 10-5 10-6 10-7 10-8 10-8 10-8 10-11 10-13
10.	CAS 10.1	2NET REPORTS EMPLOYEE REPORTS 10.1.1 CONTRIBUTION PLANNING 10.1.2 MID-POINT REVIEW SELF-ASSESSMENT 10.1.3 ADDITIONAL FEEDBACK 10.1.4 ANNUAL APPRAISAL SELF-ASSESSMENT SUPERVISOR REPORTS	10-1 10-1 10-1 10-2 10-2 10-2 10-3 10-4 10-4 10-4 10-5 10-6 10-7 10-8 10-8 10-11 10-13 10-15
10.	CAS 10.1	2NET REPORTS EMPLOYEE REPORTS 10.1.1 CONTRIBUTION PLANNING 10.1.2 MID-POINT REVIEW SELF-ASSESSMENT 10.1.3 ADDITIONAL FEEDBACK 10.1.4 ANNUAL APPRAISAL SELF-ASSESSMENT SUPERVISOR REPORTS	10-1 10-1 10-2 10-2 10-2 10-3 10-4 10-4 10-5 10-6 10-7 10-8 10-11 10-13 10-17
10.	CAS 10.1	2NET REPORTS EMPLOYEE REPORTS 10.1.1 CONTRIBUTION PLANNING 10.1.2 MID-POINT REVIEW SELF-ASSESSMENT 10.1.3 ADDITIONAL FEEDBACK 10.1.4 ANNUAL APPRAISAL SELF-ASSESSMENT SUPERVISOR REPORTS	10-1 10-1 10-1 10-2 10-2 10-2 10-3 10-4 10-4 10-4 10-4 10-4 10-5 10-6 10-7 10-8 10-8 10-11 10-13 10-15 10-17 10-18
10.	CAS 10.1	2NET REPORTS EMPLOYEE REPORTS 10.1.1 CONTRIBUTION PLANNING 10.1.2 MID-POINT REVIEW SELF-ASSESSMENT 10.1.3 ADDITIONAL FEEDBACK 10.1.4 ANNUAL APPRAISAL SELF-ASSESSMENT SUPERVISOR REPORTS	10-1 10-1 10-1 10-2 10-2 10-3 10-4 10-5 10-6 10-7 10-8 10-11 10-13 10-17 10-18 10-19
10.	CAS 10.1	2NET REPORTS. EMPLOYEE REPORTS. 10.1.1 CONTRIBUTION PLANNING 10.1.2 MID-POINT REVIEW SELF-ASSESSMENT 10.1.3 ADDITIONAL FEEDBACK 10.1.4 ANNUAL APPRAISAL SELF-ASSESSMENT SUPERVISOR REPORTS	10-1 10-1 10-2 10-2 10-2 10-3 10-4 10-5 10-6 10-7 10-8 10-11 10-13 10-15 10-17 10-18 10-21
10.	CAS 10.1	2NET REPORTS EMPLOYEE REPORTS 10.1.1 CONTRIBUTION PLANNING 10.1.2 MID-POINT REVIEW SELF-ASSESSMENT 10.1.3 ADDITIONAL FEEDBACK 10.1.4 ANNUAL APPRAISAL SELF-ASSESSMENT SUPERVISOR REPORTS	10-1 10-1 10-2 10-2 10-2 10-3 10-4 10-5 10-6 10-7 10-8 10-11 10-13 10-17 10-18 10-19 10-21
10.	CAS 10.1	2NET REPORTS. EMPLOYEE REPORTS. 10.1.1 CONTRIBUTION PLANNING 10.1.2 MID-POINT REVIEW SELF-ASSESSMENT 10.1.3 ADDITIONAL FEEDBACK 10.1.4 ANNUAL APPRAISAL SELF-ASSESSMENT SUPERVISOR REPORTS	10-1 10-1 10-2 10-2 10-2 10-3 10-4 10-4 10-5 10-6 10-7 10-8 10-11 10-13 10-15 10-17 10-18 10-21 10-22 10-23

LIST OF FIGURES

Figure 3-1: Usage Policy Screen	
Figure 3-2: CAC Logo Screen	
Figure 3-3: Digital Certification Selection Screen	
Figure 3-4: CAC Pin Entry Screen	
Figure 3-5: CAS2Net Welcome Screen	
Figure 3-6: Employee Log In	
Figure 3-7: Level 1 Supervisor Log In	
Figure 3-8: Level 2 Supervisor Log In	
Figure 3-9: Paypool Manager Log In	
Figure 3-10: Data Maintainer Log In	
Figure 3-11: Superuser Log In	
Figure 3-12: "Multiple Roles" Log In	
Figure 3-13: Log Out Message	
Figure 3-14: Password Maintenance Screen	
Figure 3-15: Password Maintenance – Success!	
Figure 3-16: Password Maintenance – Failure!	
Figure 4-1: Employee Contribution Planning Web Form	
Figure 4-2: "Release" Employee Contribution Planning	
Figure 4-3: "Next Cycle Year" Employee Contribution Planning Web Form	
Figure 4-4: Annual Appraisal Self-Assessment Web Form	
Figure 4-5: Employee Reports Menu	
Figure 4-6: Sample Employee Report	
Figure 5-1: Supervisor Contribution Planning Status	
Figure 5-2: Supervisor Contribution Planning Web Form	
Figure 5-3: "Modify" Contribution Planning	
Figure 5-4: "Next Cycle Year" Contribution Planning Status	
Figure 5-5: "Next Cycle Year" Supervisor Contribution Planning Web Form	
Figure 5-6: Supervisor Additional Feedback Status	
Figure 5-7: Supervisor Additional Feedback Web Form	
Figure 5-8: "Create" Additional Feedback	5-7
Figure 5-9: Annual Appraisal Status	
Figure 5-10: Annual Appraisal Web Form	
Figure 5-11: Level 1 Supervisor Reports Menu	
Figure 5-12: Level 1 Supervisor Employee Report Generation Options	
Figure 5-13: Level 1 Supervisor Single Employee Report Sample	
Figure 5-14: Level 1 Supervisor All Employees Report Sample	
Figure 6-1: Sub Panel Meeting Menu	
Figure 6-2: Preliminary (Categorical) Score Module "Selection"	
Figure 6-3: Preliminary (Categorical) Score Module "List of Scores"	
Figure 6-4: Preliminary (Categorical) Score Module Web Page	
Figure 6-5: Sub-Panel Meeting Integer (Final) Score Module Web Page	
Figure 6-6: Composite Score Module Web Page	
Figure 6-7: Presumptive Employees List	
Figure 6-8: Sub Panel Meeting "Offline Interface" Menu	
Figure 6-9: Offline Interface – Download Employee Data	
Figure 6-10: Offline Interface – Upload Employee Data	
Figure 6-11: Level 2 Supervisor Appraisal Status	
Figure 6-12: Level 2 Supervisor Appraisal Status Employee Details	
Figure 6-13: Level 2 Supervisor Reports Menu	
Figure 7-1: Sub Panel Meeting Menu	
Figure 7-2: Preliminary (Categorical) Score Module "Selection" Menu	
Figure 7-3: Preliminary (Categorical) Score Module "List of Scores"	
Figure 7-4: Preliminary (Categorical) Score Module Web Page	
Figure 7-5: Sub-Panel Meeting Integer (Final) Score Module Web Page	

Figure 7-6: Composite Score Module Web Page	. 7-5
Figure 7-7: Presumptive Employees List	
Figure 7-8: Sub Panel Meeting "Offline Interface" Menu	. 7-6
Figure 7-9: Offline Interface – Download Employee Data	. 7-6
Figure 7-10: Offline Interface – Upload Employee Data	
Figure 7-11: Paypool Manager Appraisal Status	
Figure 7-12: Level 2 Supervisor Appraisal Status Employee Details	. 7-8
Figure 7-13: Paypool Manager Reports Menu	
Figure 8-1: Data Maintainer - Appraisal Status and Lock	
Figure 8-2: Data Maintainer Reports Menu	
Figure 8-3: Employee Roster Report Generation Options	
Figure 8-4: Employee Roster Report	
Figure 8-5: Data Maintenance – Employee Maintenance Menu	. 8-5
Figure 8-6: Add Employee Record Web Form	
Figure 8-7: Search Employee Record Query Form	
Figure 8-8: Search Employee Record Query Results	
Figure 8-9: Modify/Delete Employee Record Using Quick Pick List	8-10
Figure 8-10: Employee Detail Web Form	8-11
Figure 8-11: Occupational Series "List of Values"	
Figure 8-12: Transfer Paypool – Data Maintenance Menu	
Figure 8-13: Transfer Paypool – Employee Search Query Form	
Figure 8-14: Transfer Paypool – Search by "From" Paypool	
Figure 8-15: Transfer Paypool – Employee Search "Find" buttons	
Figure 8-16: Transfer Paypool – Search Results	
Figure 8-17: Transfer Paypool – Employee Detail Input.	
Figure 8-18: Transfer Paypool – "To" Paypool Selection	
Figure 8-19: Transfer Paypool – Employee Detail Update	
Figure 8-20: Temporary Promotion Web Form	
Figure 8-21: Windows ActivClient Icon	
Figure 8-22: Smart Card Info Icon	8-20
Figure 8-22: Smart Card Information Screen	
Figure 8-24: Insert New Employee Record Link	
Figure 8-25: Add Employee Record – Part 1	
Figure 8-26: Add Employee Record – Part 2	
Figure 8-27: Add Employee Record – Part 3	
Figure 8-27: Add Employee Record Successful	
Figure 8-29: Assign Supervisors to an Employee Link	
Figure 8-30: Assign Supervisors to an Employee Web Form	
Figure 8-31: Assign Supervisors to an Employee – Supervisor Selection	
Figure 8-32: Assign Supervisors to an Employee – Supervisor Selection	
Figure 8-32: Assign Employees to Supervisor Link	
Figure 8-34: Assign Employees to Supervisor – Supervisor Selection	
Figure 8-35: Assign Employees to Supervisor – Employees Selection Figure 8-36: Replace Supervisor Assignments Link	
Figure 8-37: Update Supervisor Assignments – Supervisor Selection	
Figure 8-38: Replace Supervisor Assignments – Update	
Figure 8-39: Replace Supervisor Assignments Successful	
Figure 8-40: Offline Interface Menu	
Figure 8-41: Offline Interface – Download Employee Data	
Figure 8-42: Offline Interface – Upload Employee Data	
Figure 8-43: Paypool Notices List	
Figure 9-1: Superuser Reports Menu	
Figure 9-2: Session Maintenance Screen	.9-3
Figure 9-3: Session Maintenance – "Current Role Is…" Screen	
Figure 10-1 : Employee Reports Menu.	
Figure 10-2 : Employee Contribution Planning Report	10-2

Figure 10-3: Employee Additional Feedback Report	
Figure 10-4: Annual Appraisal Self-Assessment Report	
Figure 10-5: Supervisor Reports Menu	
Figure 10-6: Contribution Planning Report – Single Employee Selection	
Figure 10-7: Contribution Planning Report – Single Employee	
Figure 10-8: Contribution Planning Report – All Employees Selection	
Figure 10-9: Additional Feedback Report - Single Employee Selection	
Figure 10-10: Additional Feedback Report - Single Employee	
Figure 10-11: Additional Feedback Report - All Employees Selection	
Figure 10-12: Appraisal Form Parts II and III - Single Employee Selection	
Figure 10-13: Appraisal Form Parts II and III – Single Employee, Part II	
Figure 10-14: Appraisal Form Parts II and III - Single Employee, Part III	
Figure 10-15: Appraisal Form Parts II and III – All Employees Selection	
Figure 10-16: Annual Appraisal Report Parts II and III - All Employees, Cover Page	
Figure 10-17: Appraisal Form Part II by Employee Report Selection	
Figure 10-18: Appraisal Form Part II by Employee Report	
Figure 10-19: Apraisal Form Part II Selection	
Figure 10-20: Appraisal Form Part II by Supervisor (PAGE 1)	
Figure 10-21: Appraisal Form Part II by Supervisor (PAGE 2)	
Figure 10-22: Appraisal Status Report Selection	
Figure 10-23: Appraisal Status Report	
Figure 10-24: Download Employee Data – Excel Worksheet	
Figure 10-25: Employee Roster Report Selection	
Figure 10-26: Employee Roster Report	
Figure 10-27: Post Cycle Activity Report Selection	
Figure 10-28: Post Cycle Activity Report	
Figure 10-29: Supervisor Roster by Employee Report Selection	
Figure 10-30: Supervisor Roster by Employee Report	
Figure 10-31: Supervisor Roster by Supervisor Report Selection	
Figure 10-32: Supervisor Roster by Supervisor Report	
Figure 10-33: Zone A/CIP Report Selection	
Figure 10-34: Zone A/CIP Report	

LIST OF TABLES

Table 1-1: CAS2NET User Guide Contents	1-	1
Table 2-1: CAS2NET User Roles and Responsibilities	2-	1

1. INTRODUCTION

This document describes the features and capabilities of the Contribution-based Compensation and Appraisal System Software (CAS2NET) for the Acquisition Workforce Demonstration Project (AcqDemo) Office of the United States Department of Defense (DOD).

1.1 Purpose

CAS2NET is an online reporting system of the Contribution-based Compensation and Appraisal System (CCAS), a results-based, competency-linked pay banding and performance-based pay system. The purpose of this document is to describe the features and capabilities of the CAS2NET and to define the role of CAS2NET in supporting the Acquisition Workforce Demonstration Project (AcqDemo).

1.2 Scope

CAS2NET supports planning, feedback, assessment and reward activities of the performance cycle. The Contribution Planning module encourages collaboration between employees and supervisors to refine performance objectives. Additional Feedback and Mid-Point Review modules promote continuous communication and performance improvement. The Annual Appraisal modules enable employees and supervisors to provide evaluations based on their respective viewpoints. The reward activities consist of the Paypool Panel review and reconciliation of the Level 1 Supervisors' evaluations and the generation of the employee salary increase, award and bonus.

The scope of this document includes the guidance for using the CAS2NET to record and review performance appraisals individually or collectively across different supervisory levels—and to assist Data Maintainers in their roles as CAS2Net data administrators.

1.3 Document Overview

This guide helps you get started with the CAS2NET and serves as a reference whenever you need assistance with a particular function. This guide includes a section for each CAS2NET user role providing guidance on how to use the system to execute their assigned responsibility in the performance appraisal workflow and/or paypool administration. This document contains the sections and appendices described in Table 1-1.

Section/ Sub- Section	Name	Contents
1.0	Introduction	This section describes the purpose and scope of this document, and provides an overview of document content.
2.0	CAS2Net Overview	This section provides an overview of the Contribution-based Compensation and Appraisal System Software, CAS2NET User Roles and their responsibilities, who should use this guide, access, transfer, sharing, and ownership of appraisal records, and the different conventions that will be seen throughout the document.
3.0	CAS2Net Log- In and Log-Off	This section describes how the system users will access the system and what they will see upon successful log-in based on their assigned role(s).

Section/ Sub- Section	Name	Contents
4.0	Employee	This section describes the role of an AcqDemo employee and available CAS2Net functionality.
5.0	Level 1 Supervisor	This section focuses on the Level 1 Supervisor's use of the system and details how to use CAS2NET to enter and edit performance factors and appraisals. CAS2NET supports the Level 1 Supervisor's ability to create and modify performance factors for each employee they supervise.
6.0	Level 2 Supervisor	This section provides guidance for the Level 2 Supervisor on how to use CAS2NET to review the rating of a selected employee for completeness of forms and accurate application.
7.0	Paypool Manager	This section provides guidance for the Paypool Manager on how to use CAS2NET to monitor the progress of appraisals across the paypool and review the rating of a selected employee for completeness. It includes instructions for changing role to assume an assigned CAS2NET role to execute their designated responsibility.
8.0	Data Maintainer	This section provides guidance for the Data Maintainer on how to use CAS2NET to download data to CWB, upload data from CWB, make supervisory assignments for employees, the review of the performance ratings of employees for fair consideration. It includes instructions for changing role to assume an assigned CAS2NET role to execute their designated responsibility.
9.0	Superuser	This section provides guidance for the Superuser to modify and add non-demo employee record in the CAS2NET. It includes instructions for changing role to assume an assigned CAS2NET role to execute their designated responsibility.
10.0	Reports	This section overviews the reports available to CAS2Net users.

2. CAS2NET OVERVIEW

This section provides an overview of CAS2NET, user roles, and their responsibilities.

2.1 CAS2NET Overview

CAS2NET is an online reporting system of the Contribution-based Compensation and Appraisal System (CCAS), a results-based, competency-linked pay banding and performance-based pay system. CAS2NET represents evolution of tools for the Acquisition Workforce Demonstration Project (AcqDemo) Office of the United States Department of Defense (DOD), to augment the performance appraisal management process. CAS2NET supports planning, feedback, assessment and reward activities of the performance cycle, while the Contribution Planning module encourages collaboration between employees and supervisors to refine performance objectives. Additional Feedback and Mid-Point Review modules will promote continuous communication and performance improvement, as the Annual Appraisal modules enable employees and supervisors to provide evaluations based on their respective viewpoints. The reward activities consist of the Paypool Panel review and reconciliation of the Level 1 Supervisors' evaluations and the generation of the employee salary increase, award and bonus.

2.2 Who Should Use This Guide?

The CAS2NET User Guide is for Level 1 Supervisors, Level 2 Supervisors, Sub-Panel Managers, Paypool Managers, and the Data Maintainer who are assigned these roles in the CAS2NET to perform their respective responsibilities listed in Table 2-1.

CAS2NET User Role	Responsibilities
Employee	 An individual who participates in the AcqDemo paypool processes as a "demo" employee. Responsible for: Collaborating with the Level 1 Supervisor to set performance standards. Providing self-assessments for Mid-Year Review and Annual Appraisal.
Level 1 Supervisor	 An AcqDemo employee who is the immediate supervisor of one or more "demo" employees. Responsible for: Setting performance standards, and communicating performance expectations. Monitoring and providing performance feedback. Appraising performance. Taking action to recognize, reward, or correct performance.
Level 2 Supervisor	 A higher level AcqDemo official who reviews the Level 1 Supervisor's determination of an employee's performance. Responsible for: Reviewing employee ratings to ensure that the same standards for evaluating performance are applied by reporting supervisors.
Paypool Manager	 The highest ranking official in the paypool responsible for: Managing the performance pay increases based on share distribution, and performance awards for their respective paypool. Convening and oversight of the Paypool Panel. Ensuring judicious use of paypool funds balanced against budget policies and based on employee performance. Enforcing paypool procedures and policies; and ensuring that Level 1 Supervisors comply with timely issuance of mid-term reviews and closeout assessments.

 Table 2-1: CAS2NET User Roles and Responsibilities

CAS2NET User Role	Responsibilities
Superuser	 The Superuser is responsible for: Overseeing the entire CAS2Net system to ensure supervisor assignments are correct Assist employees and supervisors with problems or issues concerning their CAS2Net role. Create and modify employee record in CAS2NET.
Data Maintainer	 The Data Maintainer is responsible for: Tracking the progress of the performance evaluations across paypools. Analyze performance management data across paypools. Create and modify employee record in CAS2NET.

2.3 Access and Authorization

The user access to CAS2NET is authenticated by DOD's e-Authentication system upon log-in. Authorization to access CAS2NET functions is determined by the assigned user role (s) of the CAS2NET user. The navigation bar on the left side of the screen is customized based on assigned role (s) to an individual CAS2NET user. Thus a CAS2NET user who is a Level 1 Supervisor and a Level 2 Supervisor will see the options used by the assigned roles.

2.4 Ownership of Performance Appraisal and Review Workflow

Each employee is assigned to a paypool in the CAS2NET, and has assigned officials for each supervisory level (i.e. Level 1 Supervisor, Level 2 Supervisor, Sub-Panel Manager, and Paypool Manager.) The assignment of supervisors to employees is used by CAS2NET to control access to employee performance appraisal by assigned officials only. The Data Maintainers are assigned to paypools which gives them access to rating data of all employees within the paypool. Supervisers have access to all employee records and can assume any CAS2NET User role to execute a CAS2NET function.

2.5 CAS2Net Conventions

CAS2Net implements common navigation conventions that are familiar to most website users.

- Movement among web pages is done by clicking on links. A link is the name of another web page <u>links are always underlined</u>.
- Each web page has logical links to other related web pages. You can also use the "Back" button on your browser to return to the previous page.
- A browser window can display multiple web pages by placing each page within a frame. Clicking a link in a web page in one frame may cause a new page to be displayed in another frame, and sometimes links may display the new page in the same frame.
- Web pages often contain more information than can be displayed on your computer screen. In these cases, the page will have scroll bars along its right and/or bottom margins to give you access to the "hidden" information. Use the scroll bars to be sure you completely fill in all data entry screens.
- With Netscape, you can re-size the text in a page to adjust how much is visible at one time. To do this, first click anywhere in the page to set the "focus". Then hold down the Ctrl key and press [to make the text smaller or] to make the text larger.

- Movement from page to page can be very quick or very slow, depending on the amount of traffic and the length and speed of the path the traffic must travel. It is possible for information packets to get "lost" in transmission, so if you click on a link and nothing happens for several minutes, click the "Stop" button on your browser and try the link again.
- If you click on a link and there is a long delay, you might get an error message something like "the file contains no data". This could be due to your connection being so slow that your browser "times out". If this happens, try the link again. If the problem persists contact AcqDemo Support Offices.

3. USER AUTHENTICATION AND AUTHORIZATION

3.1 User Login and Role Based Menu

This section describes how the system users will access the system and what they will see upon successful log-in based on their assigned role(s).

To access the URL: https://acqdemoii.army.mil

Note: CAS2Net is hosted on an Army server but services all DoD AcqDemo participants. Contact your paypool data maintainer if you can't access the site.

1. When the Usage Policy screen is shown, click "I Agree" button to continue.

sage Policy	
	YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY By using this IS (which includes any device attached to this IS), you consent to the following conditions:
	* The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMESE committing, network operations and defense, personnel misconduct (PIM), law enforcement (LE), and counterintelligence (CI) investigations. * At any time, the USG may inspect and seize data stored on this IS. * Orommunications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose. * This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy. * Notwittstanding the above, using this IS does not constitute consent to PIM. LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by atomeys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.
	To continue, you must agree to the above terms and conditions.

Figure 3-1: Usage Policy Screen

2. Next, click the "CAC Login" button to sign in.

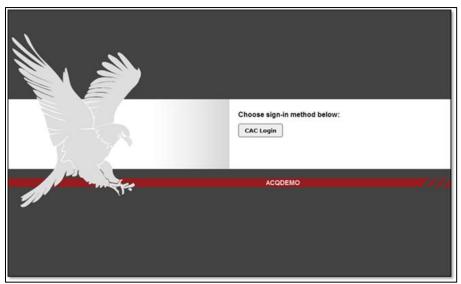


Figure 3-2: CAC Logo Screen

3. Select one of your installed CAC digital certificates and click the OK button.

Choose a		View vez vezte identification
<u>.</u>	Name BOEHM.KARL.M. 129 BOEHM.KARL.M. 129	Issuer DOD CA-24
	Mo	re Info <u>Vi</u> ew Certificate OK Cancel

Figure 3-3: Digital Certification Selection Screen

If prompted, enter your CAC PIN.

ActivClient	Login	? 🛛
Activlden ActivC		
Please ente	r your PIN.	
<u>P</u> IN	1	
		OK Cancel

Figure 3-4: CAC Pin Entry Screen

4. CAS2Net successfully logs the user in and displays the "Welcome" greeting.

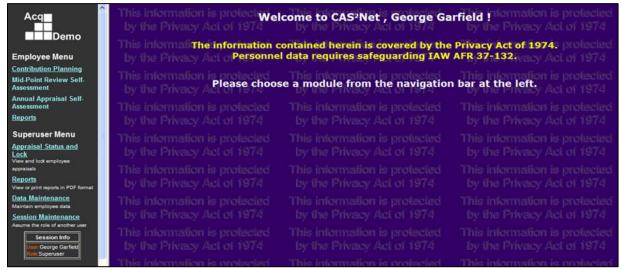


Figure 3-5: CAS2Net Welcome Screen

If your assigned role is Employee, then the navigation bar displays the <u>Employee Menu</u> with the following options: <u>Contribution Planning</u>, <u>Mid-Point Review Self-Assessment</u>, <u>Annual Appraisal Self-Assessment</u>, <u>Reports</u>, <u>Password Maintenance</u>, and <u>Logout</u>.

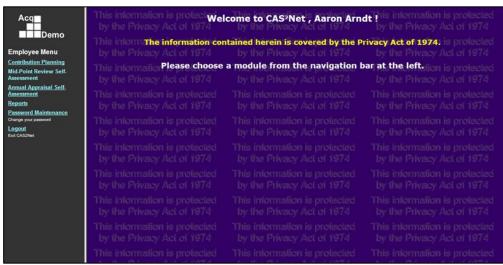


Figure 3-6: Employee Log In

If your assigned role is Level 1 Supervisor, then the navigation bar displays the <u>Supervisor 1 Menu</u> with the following options: <u>Contribution Planning</u>, <u>Additional Feedback</u>, <u>Mid-Point Review</u>, <u>Annual Appraisal</u>, <u>Reports</u>, <u>Password Maintenance</u>, and <u>Logout</u>.

A Level 1 Supervisor who participates in paypool processes as a "demo" employee will also see the **Employee Menu** and sub-menu items at the top of the navigation bar.

Acq ■ Demo	by the Privacy Act of 1974	come to CAS²Net , Chris Babb	
Employee Menu <u>Contribution Planning</u> Mid-Point Review Self-	by the Privacy Act of 1974 This information Please choose	ntained herein is covered by the P by the Privacy Act of 1974 a module from the navigation I	by the Privacy Act of 1974 par at the left ion is protected
Assessment <u>Annual Appraisal Self-</u> <u>Assessment</u> <u>Reports</u>	by the Privacy Act of 1974 This information is protected by the Privacy Act of 1974		
Supervisor I Menu Contribution Planning Additional Feedback	This information is protected by the Privacy Act of 1974		
Mid-Point Review <u>Annual Appraisal</u> <u>Reports</u> View or print reports in PDF format	This information is protected by the Privacy Act of 1974 This information is protected		
Password Maintenance Change your password Logout Exit CAS2Net	by the Privacy Act of 1974 This information is protected		
Session Maintenance Assume the role of another user Session Info	by the Privacy Act of 1974 This information is protected		
User Chris Babbitt Role Supervisor I <u>Rovert</u>	by the Privacy Act of 1974 This information is protected	by the Privacy Act of 1974 This information is protected	by the Privacy Act of 1974 This information is protected

Figure 3-7: Level 1 Supervisor Log In

 If your assigned role is Level 2 Supervisor, then the navigation bar displays the <u>Sub-Panel Manager</u> <u>Menu</u> with the following options: <u>Sub-Panel Meeting</u>, <u>Appraisal Status</u>, <u>Reports</u>, <u>Password</u> <u>Maintenance</u>, and <u>Logout</u>.

A Level 2 Supervisor who participates in paypool processes as a "demo" employee will also see the **Employee Menu** and sub-menu items at the top of the navigation bar.

When the Level 2 Supervisor is responsible for assessing the performance of direct report "demo" employees, the supervisor assessment menu items are included in the Sub-Panel Manager Menu: **Contribution Planning**, Additional Feedback, Mid-Point Review, and Annual Appraisal.

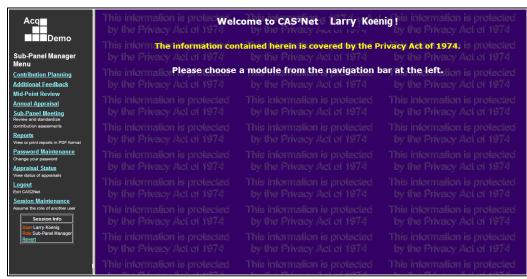


Figure 3-8: Level 2 Supervisor Log In

8. If your assigned role is Paypool Manager, then the navigation bar displays the <u>Paypool Manager</u> <u>Menu</u> with the following options: <u>Sub-Panel Meeting</u>, <u>Appraisal Status</u>, <u>Reports</u>, <u>Password</u> <u>Maintenance</u>, and <u>Logout</u>.

A Paypool Manager who participates in paypool processes as a "demo" employee will also see the **Employee Menu** and sub-menu items at the top of the navigation bar.

When the Paypool Manager is responsible for assessing the performance of direct report "demo" employees, the supervisor assessment menu items are included in the Paypool Manager Menu: **Contribution Planning**, **Additional Feedback**, **Mid-Point Review**, and **Annual Appraisal**.

Acq ■ ■ ■ Demo	by the Privacy Act of 1974	come to CAS ² Net , Bob Arnol ntained herein is covered by the P	
Paypool Manager Menu	by the Privacy Act of 1974		
Contribution Planning Additional Feedback	This information Please choose by the Privacy Act of 1974	a module from the navigation I by the Privacy Act of 1974	bar at the left-tion is protected by the Privacy Act of 1974
Mid-Point Review <u>Annual Appraisal</u> <u>Sub-Panel Meeting</u> Review and standardize	This information is protected by the Privacy Act of 1974		
contribution assessments <u>Reports</u> View or print reports in PDF format	This information is protected by the Privacy Act of 1974		
Password Maintenance ^{Change your password} Appraisal Status	This information is protected by the Privacy Act of 1974		
View status of appraisals Logout Exit CAS2Net	This information is protected by the Privacy Act of 1974		
Session Maintenance Assume the role of another user Session Info	This information is protected by the Privacy Act of 1974		
Role:Paypool Manager Revert	This information is protected		

Figure 3-9: Paypool Manager Log In

 If your assigned role is Data Maintainer, then the navigation bar displays the <u>Data Maintainer Menu</u> with the following options: <u>Appraisal Status and Lock</u>, <u>Data Maintenance</u>, <u>Offline Interface</u>, <u>Paypool Notices</u>, <u>Reports</u>, <u>Password Maintenance</u>, and <u>Logout</u>.

A Data Maintainer who participates in paypool processes as a "demo" employee will also see the **Employee Menu** and sub-menu items at the top of the navigation bar.

When the Data Maintainer is responsible for assessing the performance of direct report "demo" employees, the supervisor assessment menu items are included in the Data Maintainer Menu: **Contribution Planning, Additional Feedback**, <u>Mid-Point Review</u>, and <u>Annual Appraisal</u>.

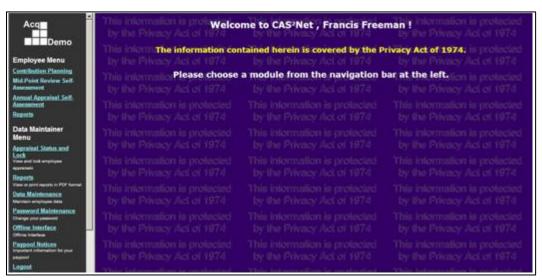


Figure 3-10: Data Maintainer Log In

If your assigned role is Superuser, then the navigation bar displays the <u>Superuser Menu</u> with the following options: <u>Appraisal Status and Lock</u>, <u>Data Maintenance</u>, <u>Session Maintenance</u>, <u>Offline</u> <u>Interface</u>, <u>Paypool Notices</u>, <u>Reports</u>, <u>Password Maintenance</u>, and <u>Logout</u>.

A Superuser who participates in paypool processes as a "demo" employee will also see the **Employee Menu** and sub-menu items at the top of the navigation bar.

When the Superviser is responsible for assessing the performance of direct report "demo" employees, the supervisor assessment menu items are included in the Superviser Menu: <u>Contribution Planning</u>, <u>Additional Feedback</u>, <u>Mid-Point Review</u>, and <u>Annual Appraisal</u>.

Acq∎ ■■Demo	This information is prote welco by the Privacy Act of 1974	ome to CAS ² Net , George Garf	field is information is protected by the Privacy Act of 1974
Superuser Menu	This inform the information con by the Privacy Act of 1974	ntained herein is covered by the P by the Privacy Act of 1974	rivacy Act of 1974: is protected by the Privacy Act of 1974
Appraisal Status and Lock View and lock employee appraisals	This information Please choose by the Privacy Act of 1974	a module from the navigation I by the Privacy Act of 1974	bar at the left tion is protected by the Privacy Act of 1974
Reports View or print reports in PDF format Data Maintenance	This information is protected by the Privacy Act of 1974		This information is protected by the Privacy Act of 1974
Maintain employee data <u>Session Maintenance</u> Assume the role of another user	This information is protected by the Privacy Act of 1974		This information is protected by the Privacy Act of 1974
Session Info User George Garfield Role: Superuser	This information is protected by the Privacy Act of 1974		This information is protected by the Privacy Act of 1974
Password Maintenance Change your password Offline Interface	This information is protected by the Privacy Act of 1974		This information is protected by the Privacy Act of 1974
Offline Interface Paypool Notices Important information for your	This information is protected by the Privacy Act of 1974		This information is protected by the Privacy Act of 1974
paypool <u>Demo Reset</u> Resets the database from backup tables	This information is protected by the Privacy Act of 1974		This information is protected by the Privacy Act of 1974
Logout Exit CAS2Net	This information is protected		This information is protected

Figure 3-11: Superuser Log In

11. The CAS2Net navigation bar is customized for each user and provides access to functions that are explicitly or implicitly by your role and responsibilities. All "demo" employees—regardless of role—will see the **Employee Menu** at the top of the navigation bar.

Also, the navigation bar automatically includes supervisor assessment menu items for managers or administrators with direct report "demo" employee assignments.

The example below illustrates the CAS2Net navigation bar customized for a Level 2 Supervisor who is himself a "demo" employee and who has supervisor assessment responsibility for direct reports.

Acq	This information is protectivel by the Privacy Act of 1974	come to CAS²Net , Dan Curtis	s This information is protected by the Privacy Act of 1974
Demo	This inform The information con	tained herein is covered by the Pr	ivacy Act of 1974.1 is protected
Employee Menu	by the Privacy Act of 1974	by the Privacy Act of 1974	
Contribution Planning	Please choose	a module from the navigation b	ar at the left.
Mid-Point Review Self- Assessment	by the Privacy Act of 1974	by the Privacy Act of 1974	
<u>Annual Appraisal Self.</u> <u>Assessment</u> <u>Reports</u>	This information is protected by the Privacy Act of 1974		
Sub-Panel Manager Menu	This information is protected by the Privacy Act of 1974		
Contribution Planning Additional Feedback			
Mid-Point Review	This information is protected by the Privacy Act of 1974		This information is protected by the Privacy Act of 1974
Annual Appraisal Sub-Panel Meeting Review and standardize contribution assessments	This information is protected by the Privacy Act of 1974		
Reports View or print reports in PDF format	This information is protected		
Password Maintenance Change your password	by the Privacy Act of 1974		
Appraisal Status View status of appraisals	This information is protected by the Driversy that of 1974		This information is protected by the Privacy Act of 1974
Logout Exit CAS2Net	by the Privacy Act of 1974 This interpretion is protoclast		This interestion is protoclar

Figure 3-12: "Multiple Roles" Log In

3.2 Logout

This section describes how the system users log out the system and what they will see upon successful log-out.

- 1. Click "Logout Exit CAS2Net" on the bottom of the navigation bar.
- 2. CAS2Net displays AcqDemo logo screen with messages:
 - "You have logged out of CAS2Net!"
 - "Please close your browser to erase all login information."



Figure 3-13: Log Out Message

3. Close the browser, CAS2Net will wipe out all login information of the logged on person.

3.3 Password Maintenance

This section is only used in training versions of CAS2Net. See Section 3.1 for instructions on using a CAC to access production CAS2Net.

This section describes how the system users change and renew the login password.

- 1. Click "<u>Password Maintenance</u> Change your password" from the navigation bar.
- 2. CAS2Net displays "Password Maintenance" page:
 - Name and User Id of the logged on supervisor.
 - Password change criteria:
 - Be at least 15 characters long.
 - Contain at least two upper case letters, two lower case letters, two digits, and two special characters.
 - Special characters list: $\langle -! \# \$ \% \land \& *() + = \rbrace \{] [| : ; " ` <> ? , .$
 - Cannot begin with a number.
 - Cannot contain the following special characters: @ /
 - \circ Be different from the User Name.
 - Be different at least 3 characters from the current password.
 - "Enter current password" textbox.
 - "Enter new password" textbox.
 - "Re-enter new password" textbox.

	Password Maintenance	This information is protect by the Privacy Act of 19
mation is protected hivacy Act of 1974 mailoruis protected	Your current login session is: Name: Garfield, George User ID: GARFIELDG	This information is protect by the Privacy Act of 19 This information is protect
rivacy Act of 1974	by the Privacy Act of 1974	by the Privacy Act of 19
Contain at least tw Cannot begin with a Cannot contain any Be different from yo	o uppercase letters, two lowercase letters, two digit o special characters from the following list: `~!#\$%^ a number of the following special characters: @/	
	Enter current password:	This information is protect ne me Privacy Act of 19
	Re-enter new password:	by the Privacy Act of 19
	This interrostion is preducted	This interrestion is preside

Figure 3-14: Password Maintenance Screen

- 3. Enter current password.
- 4. Enter new password.
- 5. Re-enter new password.
- 6. Click "Submit" button.

7. CAS2Net displays message "Success! Password changed successfully." and prompts to return to the Main Menu.

This information is protected by the Privacy Act of 1974	Password Maintenance	This information is protected by the Privacy Act of 1974	TI k
Success Password changed successfully.	This information is protected by the Privacy Act of 1974	This information is protected by the Privacy Act of 1974	TT I
NOTE:You will be prompted to login in with your memory. Return to <u>Main Menu</u> .	new password on the next link you click since you this information is protected by the Privacy Act of 1974	r browser still has your old password cached in This information is protected by the Privacy Act of 1974	TI k

Figure 3-15: Password Maintenance – Success!

Note: CAS2Net will display a "Failure!" message if:

- The old password is mistyped.
- The re-enter password does not match the new password.
- The new password does not meet the criteria.



Figure 3-16: Password Maintenance – Failure!

4. EMPLOYEE

This section describes the employee role and how to use CAS2Net to participate in the assessment process. CAS2Net supports the employee's ability to create and modify Contribution Planning criteria and objectives and provide a personal Self-Assessment for Mid-Point Review and Annual Appraisal.

The Employee will have the following options appear in the navigation bar: <u>Contribution Planning</u>, <u>Mid-Point Review Self-Assessment</u>, <u>Annual Appraisal Self-Assessment</u>, <u>Reports</u>, <u>Password</u> <u>Maintenance</u> and <u>Logout</u>.

- The **Contribution Planning** option allows the employee to collaborate with his supervisor to create or modify objectives for the current performance cycle.
- **Mid-Point Review Self-Assessment** enables the employee to document his own evaluation of his performance.
- The **Annual Appraisal Self-Assessment** allows the employee to evaluate his achievements with respect to each AcqDemo performance factor.
- The **Reports** option provides the capability to generate reports for each of the features above as well as Additional Feedback provided by the Level 1 Supervisor.

4.1 Contribution Planning

Click "Contribution Planning" from the navigation bar. CAS2Net refreshes the screen to display the "Contribution Planning" screen.

After discussion with their supervisor, employees can initiate the Contribution Planning process if the there is no current plan by entering text and clicking on the Save button. This creates a draft plan that both employee and supervisor can view and edit.

The employee may check the "Release to Supervisor" checkbox and click "Save" to inform the supervisor that your input is complete. The "Release to Supervisor" checkbox is for information only. As long as status remains "In Progress", the employee may later clear the "Release to Supervisor" checkbox and "Save" to let the supervisor know that employee input is incomplete.

Acq		Contribution	Planning	for Amy Artis	
Demo			Year: 2011		
Employee Menu	Broadband Level:	Occupational Series:		Career Path:	Expected OCS:
Contribution Planning		318 - Secretary	NH - Bu	usiness Management And Technical	48
Mid-Point Review Self- Assessment				Management Professional	
Annual Appraisal Self.	Contribution Planning Inp			(Charac	ters used: 45 of 4000)
Assessment	Here is the employee inp	ut to start the plan.			~
Reports					
Password Maintenance Change your password					
Logout Exit CAS2Net					
Session Maintenance Assume the role of another user					
Session Info User Amy Artis Role Employee	Release to Superviso	r			Save Exit
<u> Revert</u>					

Figure 4-1: Employee Contribution Planning Web Form

Once the supervisor finalizes the plan and submits it, no further changes are permitted—with two exceptions:

- 1) If the supervisor performs the Contribution Planning "Modify" feature, then CAS2Net generates a new working copy of Contribution Planning and accepts updates both the supervisor or employee.
- 2) If "Release to Supervisor" is unchecked when Contribution Planning is finalized, then CAS2Net provides a "Release" button on the employee Contribution Planning web page to allow the employee to update the "Release to Supervisor" status.

"RELEASE" CONTRIBUTION PLANNING

Whenever Contribution Planning is in a "submitted" state or Annual Appraisal evaluations have begun, the employee will have read only access to the Contribution Plan content.

In cases where the "Release to Supervisor" remains unchecked, CAS2Net provides a "Release" button. The employee may click "Release" to update the employee input status.

Demo		Contribution Planning for Aaron Arndt Year: 2011			
e Menu n Planning	Broadband Level:	Occupational Series: 322 - Clerk-Typist	Career P NK - Administrat		Expected OCS: 35
Review Self- t	Contribution Planning as	e of 07/26/2011 16:07: active			
oraisal Self- t	this is a test - contributi	ion planning, on 7/26 4:04 PM			*
Maintenance					
assword					
<u>intenance</u>					-
e of another user sion Info	Method of Communication	on:		Date Conducted	<u>▼</u> I: 07/22/2011
e of another user sion Info varon Arndt mployee	Method of Communication	on:		Date Conducted	
e of another user sion info varon Arndt		on:		Date Conducted	
e of another user sion Info varon Arndt mployee	Face to Face			Date Conducted	
e of another user sion Info varon Arndt mployee	Face to Face			Date Conducted	
e of another user sion Info varon Arndt mployee	Face to Face			Date Conducted	

Figure 4-2: "Release" Employee Contribution Planning

NEXT CYCLE YEAR CONTRIBUTION PLANNING

CAS2Net is focused on annual appraisals and paypool operations at the same time that new Contribution Planning is being documented for the next performance year. During this business cycle overlap, CAS2Net allows employees to choose between the previous and next cycle years.

When the current period of performance year is different from the active appraisal cycle year, then CAS2Net displays the Contribution Planning "Year" as a dropdown list with both years as choices.

The "Year" dropdown is displayed on each Contribution Planning web page with the current period of performance year selected by default.

Select the previous year from the "Year" dropdown to switch to the active appraisal cycle year.

Аса	Contribution Planning for Aaron Arndt								
Demo	Year: 2012 -								
Employee Menu									
Contribution Planning	Broadband Level:	Occupational Series: 322 - Clerk-Typist	Career Path: NK - Administrative Support	Expected OCS: 35					
Mid-Point Review Self- Assessment	Contribution Planning I			aracters used: 0 of 4000)					
Annual Appraisal Self- Assessment	Contribution Planning	input:		anacters used: 0 or 4000)					
Reports									
Password Maintenance Change your password									
Logout Exit CAS2Net									
Session Maintenance Assume the role of another user				<u>×</u>					
Session Info User-Aaron Arndt Role Employee <u>Revert</u>	Release to Supervi	sor		Save Exit					

Figure 4-3: "Next Cycle Year" Employee Contribution Planning Web Form

The capability to create "next cycle year" Contribution Planning as well as "active appraisal cycle" Contribution Planning makes it imperative that employees correctly select the appropriate year from the dropdown provided at the top center of the Contribution Planning screen in creating a plan for either year.

4.2 Mid-Point Review Self-Assessment

This selection is not yet unavailable. The navigation menu item is presently inactive.

4.3 Annual Appraisal Self-Assessment

Click "Annual Appraisal Self-Assessment" from the navigation bar. CAS2Net refreshes the screen to display the "Annual Appraisal Self-Assessment" screen.

The "Annual Appraisal Self-Assessment" consists of two main parts:

- "Contribution Planning" which is reviewed, modified, and submitted by the supervisor and shown as read-only.
- "Employee Self-Assessment": where employee enters his achievements with respect to each AcqDemo performance factor.

Employee Menu Construction Dataming Mit A Frank Swatz Answard Appraisal Self- Assessment Provider Management And Technical II and Computer Specialis II and Computer Specialis	Acq Demo	Annual Appraisal Self-Assessment for Uli Ulanov
Bit Addama Level: Occupational Berles: Career Path: Expected OCS: a334 - Computer Specialist 334 - Computer Specialist NH - Business Management And Technical Additional Addited Additional Additional Addited Additional Additional Ad	mployee Menu	Year: 2011
Seports Contribution Planning: Seport Maniferance CP has how been metred Seport Maniferance CP has how been metred Support as added modifications to CP Support as added modifications to CP Support as added modifications to CP Support as added modifications to CP Support as added modifications to CP Support as added modifications to CP Support as added modifications to CP Support makes one more change by employee Support makes one more change Problem Problem Communication Resource Problem Problem Supportation Problem Support Solving	id-Point Review Self- ssessment nnual Appraisal Self-	II 334 - Computer Specialist NH - Business Management And Technical 48 Management Professional 48
Proteirm Teamwork / Customer Leadership / Communication Resource Management Employce Self-Assessment: Proteirm Solving	Several Maintenance ange voe passeed gout It CASI2NE Solion Maintenance ume the role of another user Sexsion Info Sexsion Info Sexsion Info Sexsion Services	CP has now been entered CP has been modified for release to supv Supv has added modifications to CP One more change by employee
		Solving Cooperation Relations Supervision Management Employee 3elf-Assessment:

Figure 4-4: Annual Appraisal Self-Assessment Web Form

Employee clicks on each performance factor tab, and types or copies and pastes from other sources *(example: MS Word, note that some special characters in Word do not work in CAS2Net)* his own evaluation of his performance for the appraisal year to the "Employee Self-Assessment" textbox. The "hotlink" below the tabs is linked to the descriptor and discriminators of the performance factors.

Employee can modify his self-assessment over and over, and save it by clicking the "Save" button. When he satisfies with his evaluation, he can check the checkbox "Release to Supervisor", by then the rating supervisor would know that he has the final version the Employee Self-Assessment.

Note: "Self-Assessment" status is information only; CAS2Net does not enforce any business rules regarding the employee's "Release to Supervisor" state.

4.4 Reports

When "Reports" is clicked in the Employee Menu, CAS2Net presents the "Employee Reports" menu which includes the following:

- Contribution Planning
- Mid-Point Review Self-Assessment (not yet available)
- Additional Feedback
- Annual Appraisal Self-Assessment

When the report is available for printing, CAS2Net displays the report name as a "hot link". When the report is unavailable for printing, CAS2Net shows the report name as simple text with the caption "(Not Provided)" or "(Not Released)" appended.

When the "hot link" report name is clicked, CAS2Net runs the selected report and opens a new window to display the generated Adobe PDF file.

Reference section "10.1 Employee Reports" for sample employee reports.

Acq	This information is protected by the Privacy Act of 1974	CAS ² Net Repo	rtshis information is protu by the Privacy Act of 1
Employee Menu	This information is protected by the Privacy Act of 1974	This information is Year: 2011 by the Privacy Act of 1974	
Contribution Planning Mid-Point Review Self- Assessment	This information is protected by the Privacy Act of 1974	Employee Reports	This information is profi
Annual Appraisal Self. Assessment Reports	This information is protected by the Privacy Act of 1974	Contribution Planning Mid-Point Review Self-Assess Additional Feedback	and the second
Password Maintenance Change your password Logout	This information is protected	Annual Appraisal Self-Assessment (N	lot Provided)
Exit CAS2Net Session Maintenance Assume the role of another user	by the Privacy Act of 1974 This information is protected		
Session Info	by the Privacy Act of 1974		

Figure 4-5: Employee Reports Menu

	Contribution Plan	ning for Amy Artis	
	Year: 2	2011	
Broadband Level:	Occupational Series:	Career Path:	Expected OCS:
п	318 - Secretary	NH - Business Management and Technical Management Professional	48
Contribution Planning:			
Here is the employee input to	o start the plan.		
Here is the supervisors additi	ional input.		
Method of Communication:	:	Date Conducte	d: 07-AUG-11
Face to Face			

Figure 4-6: Sample Employee Report

5. LEVEL 1 SUPERVISOR

This section focuses on the Level 1 Supervisor's use of the system and details how to use CAS2Net to rate and enter/edit performance factors in the Annual Appraisal. CAS2Net supports the Level 1 Supervisor's ability to create and modify performance ratings for each employee they supervise, which includes entering "Categorical" and "Numerical" ratings and recording supporting narrative comments.

If the Level 1 Supervisor is also a "demo" employee, then the following "Employee Menu" options will appear in the upper portion of the navigation bar: <u>Contribution Planning</u>, <u>Mid-Point Review Self-Assessment</u>, Annual Appraisal Self-Assessment, and <u>Reports</u>.

Refer to Section "4. Employee" for information relating to the Employee Menu features.

The Level 1 Supervisor will have the following options appear in the navigation bar: <u>Contribution</u> <u>Planning</u>, <u>Additional Feedback</u>, <u>Mid-Point Review</u>, <u>Annual Appraisal</u>, <u>Reports</u>, <u>Password</u> <u>Maintenance</u> and <u>Logout</u>.

- The **Contribution Planning** option allows the supervisor to collaborate with employee to create or modify objectives for the current performance cycle.
- Additional Feedback allows the supervisor to provide helpful guidance throughout the performance cycle.
- **Mid-Point Review** enables the supervisor to assess employee performance at the mid-point of the annual the performance cycle. This feature has not been deployed.
- The **Annual Appraisal** allows the supervisor to document each employee's performance ratings and assessments with respect to the AcqDemo performance factor.
- The **Reports** option provides the capability to generate reports for each of the features above as well as Additional Feedback provided by the Level 1 Supervisor.

5.1 Contribution Planning

Contribution Planning is a collaborative effort shared by the supervisor and the employee. Either party may initiate Contribution Planning if none exists. Either may update while status remains "in progress". The supervisor is responsible for completing the process by entering the date and method of communication and clicking "Submit". If later modifications are necessary, it is the supervisor's responsibility to reopen Contribution Planning via the "Modify" feature.

It is important to note that Contribution Planning must be "submitted" to be accessible by other CAS2Net processes--such as Additional Feedback and Annual Appraisal. An entry that is "In Progress" is not visible outside Contribution Planning web form.

CONTRIBUTION PLANNING STATUS

When "Contribution Planning" is selected in the Supervisor 1 Menu, the "Contribution Planning Status" web page is displayed.

CAS2Net lists employees assigned to the supervisor along with Contribution Planning status columns:

- Employee
 - Employee Input status—values include:
 - Green 'checkmark' = Employee has checked "Release to Supervisor"
 - Red 'X' = Employee has saved input without checking "Release to Supervisor"
 - (blank) = Employee has NOT saved Contribution Planning input
- Contribution Planning Status—values include:
 - Green 'checkmark' = 'Complete'

- Red 'X' = 'Incomplete' (In Progress)
- \circ (blank) = Not Provided

Acq Demo	Contr	anning Status 2011		
Employee Menu Contribution Planning Mid Point Review Self. Assessment Annual Appraisal Self.	Employee Amy Artis	Employee Input	Contribution Planning Status	
Assessment Reports Supervisor I Menu	Barry Burns Connie Celon			
Contribution Planning Additional Feedback Mid-Point Review Annual Appraisal Reports View or print reports in POF Issuer Passwoord Maintenance Owinge prove passwood	Cont	ribution Planning Co ribution Planning Inc ontribution Planning	omplete.	
Logout Exit CASSNet Session Maintenance Assume the role of another use Sension Main User Pater Olicon Table Supervisor				

Figure 5-1: Supervisor Contribution Planning Status

CONTRIBUTION PLANNING WEB FORM

On the Contribution Planning Status page, click an employee name to open the Contribution Planning web form.

CAS2Net populates the screen with last saved information for selected employee (if any).

The supervisor edits and enters text as needed.

Click "Save" to save changes and refresh the web page.

Click "Exit" to return to the Contribution Planning Status web page without saving changes.

Acq		Contribution P	lanning for Amy Artis	
Demo		١	Year: 2011	
Employee Menu Contribution Planning Mid Point Review Self. Assessment Assessment Reports Supervisor I Menu Contribution Planning Additional Leedback Mid Point Review	Broadband Level: II Contribution Planning "h Here is the employee in Here is the supervisors	put to start the plan.	Career Path: NH - Business Management And Technical Management Professional (Charact	Expected OCS: 48 ers used: 90 of 4000)
Annual Approximati Begoria Versi da painti reports in HOP formati Canange and avanement Canange and avanement Canange and avanement Conception Annual Conception Conc	Method of Communication		Su Mo Tu V 31 1 2 7 8 9 14 45 16 2 22 22 28 29 30 4 5 6 0	8/7/2011 st 2011 vo Th Fr Sa 3 4 5 6 10 11 2 13 Fr 18 19 20 Ed 25 20 27 11 1 2 3 7 8 9 10 Jubumit Ext

Figure 5-2: Supervisor Contribution Planning Web Form

After the supervisor meets with the employee to review the "Contribution Planning" content, the supervisor selects the date and method of communication and clicks "Submit" indicating the "Contribution Planning" process is complete.

"Submit" saves changes and returns to the Contribution Planning Status page.

Note: The "Submit" button is disabled until the date conducted is selected. Once the date is selected, the "Submit" button becomes active.

MODIFY CONTRIBUTION PLANNING

If later modifications to a plan are needed, click on the Contribution Planning from the Supervisor Menu and select the name of the employee to open the Contribution Planning web form for selected employee.

The "Contribution Planning" input text box is pre-filled with last saved or submitted content.

Hot links provide read-only access to previously submitted "Contribution Planning" content.

The supervisor may click the "Modify" button to initiate modifications to Contribution Planning for this employee. CAS2Net reopens the Contribution Planning input for editing pre-filled with the original content. Note that the "Employee Input" status is unchanged by the "Modify" request.

Acq ■ Demo		Contribution Planning Year: 201		
Employee Menu Contribution Planning Mid-Point Review Self- Assessment Annual Appraisal Self- Assessment Reports Supervisor1 Menu Contribution Planning Additional Feedback Mid-Point Review Annual Appraisal Reports Password Maintennee Change you passwol	Contribution Planning a Contribution Planning a Contribution Planning a Contribution Planning as Contribution planning in Eventually, Van decides		Career Path: NK - Administrative Support	Expected OCS: 51
Locout Exit CAS2Net Session Maintenance Assume the role of another user Session Info User Tammy Stewart Role Supervisor I Recett	Method of Communicatio		Date Conducted:	Modify Exit

Figure 5-3: "Modify" Contribution Planning

Note. The caption "active" appears next to the last saved Contribution Planning entry label or "hot link" to highlight the version that is current.

Change text as necessary and click "Save". At this point, this new instance of Contribution Planning is added to the CAS2Net database which is again editable by either the supervisor or the employee.

When complete and reviewed with the employee, select method of date and communication and click "Submit".

NEXT CYCLE YEAR CONTRIBUTION PLANNING

CAS2Net is focused on annual appraisals and paypool operations at the same time that new Contribution Planning is being documented for the next performance year. During this business cycle overlap, CAS2Net allows supervisors to choose between the previous and next cycle years.

When the current period of performance year is different from the active appraisal cycle year, then CAS2Net displays the Contribution Planning "Year" as a dropdown list with both years as choices.

The "Year" dropdown is displayed on each Contribution Planning web page with the current period of performance year selected by default.

Select the previous year from the "Year" dropdown to switch to the active appraisal cycle year.

Acq Demo	Contribution Planning Status Year: 2012 -				
Employee Menu					
Contribution Planning					
Mid-Point Review Self- Assessment	Employee Employee Inp	Contribution Planning Status			
<u>Annual Appraisal Self.</u> <u>Assessment</u>	Sarah Sorenson				
Reports	Timothy Tarman				
Supervisor I Menu					
Contribution Planning	<u>Uli Ulanov</u>				
Additional Feedback					
Mid-Point Review	Key:				
Annual Appraisal	Contribution Planning C	omplete.			
Reports View or print reports in PDF format	Contribution Planning Ir	complete.			
Password Maintenance Change your password	No Contribution Plannin	g Provided.			
Logout Exit CAS2Net					
Session Maintenance Assume the role of another user					

Figure 5-4: "Next Cycle Year" Contribution Planning Status

Acq	Contribution Planning for Sarah So	renson
Demo	Year: 2012 -	
Employee Menu Contribution Planning Mid-Point Review Self- Assessment	Broadband Level: Occupational Series: Career Path: III 1515 - Operations Research NH - Business Management Management Profes	
Assessment <u>Annual Appraisal Self.</u> <u>Assessment</u> <u>Reports</u>	Contribution Planning Input:	(Characters used: 0 of 4000)
Supervisor I Menu <u>Contribution Planning</u> Additional Feedback Mid-Point Review		
Annual Appraisal Reports View or print reports in PDF format	Method of Communication:	Date Conducted:
Password Maintenance Change your password Logout Exit CAS2Net	□ Face to Face □ TeleConference	September 2011 Su Mo Tu We Th Fr Sa 28 29 30 31 1 2
Session Maintenance Assume the role of another user Session Info User Chris Babbit Role Supervisor I Revent	Video Conference Email Other	4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 12 22 24 25 26 27 28 29 3 1 2 3 4 5 6 7 8

Figure 5-5: "Next Cycle Year" Supervisor Contribution Planning Web Form

The capability to create "next cycle year" Contribution Planning as well as "active appraisal cycle" Contribution Planning makes it imperative that supervisors correctly select the appropriate year from the dropdown provided at the top center of the Contribution Planning screen in creating a plan for either year.

5.2 Additional Feedback

Additional Feedback may be created by the supervisor at any time throughout the period of performance to provide guidance and feedback to an employee. The web page is only visible to the Level 1 Supervisor but the employee can print the content when and if the supervisor has checked the "Release to Employee" checkbox or "submitted" the Additional Feedback.

The supervisor can create multiple instances of Additional Feedback using the "Create" feature.

ADDITIONAL FEEDBACK STATUS

When "Additional Feedback" is selected in the Supervisor 1 Menu, the "Additional Feedback Status" web page is displayed.

Acq ■ Demo		Feedback Stat	us
Employee Menu			1
Contribution Planning	Employee	Additional Feedback Status	
Mid-Point Review Self- Assessment	Amy Artis	 ⊠	
Annual Appraisal Self- Assessment			
Reports	Barry Burns		
Supervisor I Menu	Connie Celon		
Contribution Planning			
Additional Feedback	Key:		
Mid-Point Review		al Feedback Complete.	
Annual Appraisal			
Reports View or print reports in PDF format		al Feedback Incomplete.	
Password Maintenance Change your password	No Addit	ional Feedback Provided.	
Logout Exit CAS2Net			
Session Maintenance Assume the role of another user			
Session Info User Peter Olson Role Supervisor I <u>Revent</u>			

Figure 5-6: Supervisor Additional Feedback Status

CAS2Net lists employees assigned to the supervisor along with Additional Feedback status columns:

- Employee
 - Additional Feedback Status—values include:
 - Green 'checkmark' = 'Complete'
 - Red 'X' = 'Incomplete' (In Progress)
 - \circ (blank) = Not Provided

ADDITIONAL FEEDBACK WEB FORM

On the Additional Feedback Status page, click an employee name to open the Additional Feedback web form.

CAS2Net populates the screen with last saved information for selected employee (if any). Form content includes:

- "As of" subtitle identifies the Additional Feedback by its last saved date and time. The default for a "new" entry is the current date and time.
- Advisory text "DO NOT USE FOR MID-POINT REVIEW FEEDBACK' emphasizes proper use.
- Employee attribute subtitle (Broadband Level, Occupational Series, Career Path, Expected OCS)
- "Contribution Planning" 'read only' textbox contains the last submitted information.

• "Overall Supervisor Feedback" textbox

(Tabs by CAS2Net Performance Factor)

- Factor name subtitle => hot link to "Descriptors and Discriminators" page
- "Supervisor Assessment" textbox

(Tab for Employee Review Date)

- Method of Communication checkboxes (Face to Face, Teleconference, Video Conference, Email, Other)
- "Other" method of communication text.
- Date Conducted
- Date Conducted calendar control.
- (Status checkbox and action buttons)
- "Release to Employee" checkbox
- "Save", "Submit", and "Exit" buttons

		0			0	D.th.	E
roadband Level			onal Series: uter Specialist	, 1	H - Business Mana	er Path: gement And Technical	Expected OCS: 74
		correction p	orer opecialisi		Managemen	t Professional	
ontribution Plan	nning:						*
							<u>_</u>
							×
verall Supervis	or Feedback:					(Charao	cters used: 0 of 4000)
verall Supervis	or Feedback:	:				(Charae	cters used: 0 of 4000)
verall Supervis	or Feedback:	:				(Charae	
verall Supervise	or Feedback:	:					X
Pro	blem	amwork /	Customer	Leadership /	Communication	Resource Resource	× Noyee view
Pro	oblem Te lving Ca	eamwork / opperation	Customer Relations	Leadership / Supervision	Communication	Resource Management D	× sloyee
Pro	oblem Te lving Ca	eamwork / opperation			Communication	Resource Resource	× Noyee view
Pro So Method of Com	oblem Te lving Co amunication:	eamwork / opperation			Communication	Resource Rem Management D Date Conducted: Augus	ployce view ate
Pro So Method of Com	blem Te lving Co nmunication: Face	eamwork / opperation			Communication	Resource Management Date Conducted: Su Mo Tu W	A state a stat
Pro So Method of Com	blem Te lving Co nmunication: Face	eamwork / opperation			Communication	Resource Management Date Conducted: Su Mo Tu W 31 1 2 3	ployce view ate
Pro So Method of Com	blem Te lving Co nmunication: Face iference	eamwork / opperation			Communication	Resource Management Date Conducted: Su Mo Tu W 31 1 2 3 7 8 9 11 14 15 16 1	E 2011 P (e Th Fr Sa 3 4 5 6 0 11 12 13 7 18 19 20
Pro So Method of Com	blem Te lving Co nmunication: Face iference	eamwork / opperation			Communication	Resource Rem Management D Date Conducted: Su Mo Tu W 31 1 2 3 7 8 9 11	2 bloygee view view vate t 2011 b e Th Fr Sa 3 4 5 6 0 11 12 13 7 18 19 20 4 26 26 27

Figure 5-7: Supervisor Additional Feedback Web Form

Enter assessment content into the "Overall Supervisor Feedback" textbox or into one or more "Supervisor Assessment" textboxes provided with performance factor tabs. Note that the factor name on each factor tab is a "hot link" to corresponding "Descriptors and Discriminators" for that factor.

Optionally, check the "Release to Employee" button to allow the employee to print the "Additional Feedback Report" while the entry is "In Progress".

Note: "Release to Employee" is disabled before text is typed into any assessment textbox.

Click "Save" to save changes and refresh the web page.

Click "Exit" to return to the Additional Feedback Status page without saving changes.

After meeting with the employee to review the "Additional Feedback" content, select the date and method of communication and click "Submit" to indicate that the "Additional Feedback" process is complete.

"Submit" saves changes and returns to the Additional Feedback Status page.

Note (1). *The "Submit" button is disabled until the date is selected. Once the date is selected, the "Submit" button becomes active and the "Release to Employee" button is disabled.*

Note (2). "Release to Employee" checkbox is automatically set when Additional Feedback is submitted.

CREATE ADDITIONAL FEEDBACK

To create another instance of Additional Feedback, click "Additional Feedback" in the Supervisor Menu and select the name of the employee to open the Additional Feedback web form for selected employee.

The "Contribution Planning" input text box is pre-filled with last submitted content.

Hot links provide read-only access to previously submitted "Additional Feedback" entries.

The supervisor may click the "Create" button to open a new Additional Feedback for this employee.

	Addi	As of 08/	Dack for Barr 107/2011 16:22 D-POINT REVIEW FEEDBACK		
Broadband Leve		pational Series: perations Research	NH - Business Mana	r Path: gement And Technical t Professional	Expected OCS: 48
Contribution Pla	inning:				
Test plan.					4
Overall Supervia					×
,	oblem Teamwork			Resource R	nployee eview Date
	olving Cooperatio		vision	Management	
	olving Cooperatio		vision	Date Conducted:	08/07/2011
S	olving Cooperatio		vision		08/07/2011
S Method of Co	olving Cooperation mmunication: Face		vision		08/07/2011
S Method of Con Face to TeleCo	olving Cooperation mmunication: Face		vision		08/07/2011
S Method of Con Face to TeleCo	olving Cooperation mmunication: Face nference		vision		08/07/2011
S Method of Con I Face to I TeleCo I Video C	olving Cooperation mmunication: Face nference		vision		08/07/2011

Figure 5-8: "Create" Additional Feedback

When "Create" is clicked, CAS2Net opens a clean Additional Feedback web form

Enter the Additional Feedback text; check "Release to Employee" to allow the employee to print the new Additional Feedback content and click "Save".

When Additional Feedback input is complete and reviewed with the employee, select method of date and communication and click "Submit".

5.3 Mid-Point Review

This selection is not yet unavailable. The navigation menu item is presently inactive.

5.4 Annual Appraisal

When "Annual Appraisal" is selected in the Supervisor 1 Menu, CAS2Net displays the "Annual Appraisal Status" page. "Annual Appraisal Status" lists employees to be assessed by the supervisor along with status information:

- Employee
- Self-Assessment status
- Categorical Status
- Numerical Status
- Presumptive Status

Status values include:

- Green checkmark = 'Complete'
- Red 'X' = 'Incomplete' (In progress)
- (blank) = Self-Assessment Not Provided

Note: "Self-Assessment" status is information only; CAS2Net does not enforce any business rules regarding the employee's "Release to Supervisor" state.

Acq Demo		Annu	al Appraisa Year: 2011	al Status	
Employee Menu Contribution Planning	Employee	Self-Assessment	Categorical Status	Numerical Status	Presumptive Status
Mid-Point Review Self- Assessment	Sarah Sorenson	X	8	8	None
Annual Appraisal Self. Assessment	Saran Sorenson				None
Reports	Timothy Tarman	×			None
Supervisor I Menu	Uli Ulanov	X	~	2	None
Contribution Planning	Oli Olariov	~			None
Additional Feedback	Key:				
Mid-Point Review Annual Appraisal		Annual Appraisal Com	plete		
Reports View or print reports in PDF format		Annual Appraisal Con			
Password Maintenance Change your password		No Annual Appraisal F	Provided.		
Logout Exit CAS2Net					
Session Maintenance Assume the role of another user					
Session Info User Chris Babbitt Role Supervisor I Revert					

Figure 5-9: Annual Appraisal Status

- 1. Supervisor clicks to select the employee name.
- 2. CAS2Net presents the Annual Appraisal page prepopulated with the selected employee data and rating factors.

Annual Appraisal web page includes:

- Employee attribute subtitle: Broadband Level, Occupational Series, Career Path, Expected OCS.
- "Contribution Planning" 'read only' textbox contains the last submitted information.
- "Hot links" provide access to Additional Feedback and Mid-Point Review instances (if available).
- Tabs by rating factor: Problem Solving, Teamwork/Cooperation, Customer Relations, Leadership/Supervision, Communication, Resource Management.

Each rating factor tab provides:

- "Descriptors and Discriminators" link.
- Employee Self-Assessment 'read only' textbox.
- Factor weight.

- Categorical score dropdown list.
- Numerical score dropdown list.
- Supervisor comment text box.

"Save" and "Exit" buttons enable the user to keep or discard changes.

Demo	Annual Appraisal for Dennis Donaldson Year: 2011			
Benno	Year: 2011			
oloyee Menu	Broadband Level:	Occupational Series:	Career Path:	Expected OCS:
ribution Planning		318 - Secretary	NK - Administrative Support	35
Point Review Self-				
ssment	Save Successful			
al Appraisal Self-				
<u>ssment</u>	Contribution Planning:			
<u>irts</u>	help I need help			<u>_</u>
ervisor I Menu	He is beyond help			
ribution Planning	Thanks you are a great	hoss		
tional Feedback	You are correct			
Point Review	Thank youtest			
al Appraisal				
rts r print reports in PDF format				×
word Maintenance	Additional Feedback as	of 08/03/2011 11:37 (In Progress)		
e your password		of 08/03/2011 11:22 (Conducted 08/03/20	(11)	
ut				
AS2Net	Prob		adership / Communication Resour	
ion Maintenance e the role of another user	Solv	ing Cooperation Relations Su	pervision Manager	ment
Session Info Jser Richard Quarles Role Supervisor I Severi	Employee Self-Assessn		n <u>Solving</u>	<u>_</u>
	Supervisor Assessment Denis has a good pro		ht: 1.0 Categorical: [3M 💌 M	Numerical: 53

Figure 5-10: Annual Appraisal Web Form

- 3. Supervisor, one by one, clicks each performance factor to:
 - Enter comments to the Supervisor Assessment text box.
 - Assign Categorical score by selecting score from the "Categorical" dropdown list.
 - Assign Numerical score by selecting the correlated scores with selected "Categorical" rating in "Numerical" dropdown list.
- 4. Supervisor clicks "Save" button to save the appraisal. When "Save" is clicked, CAS2Net saves the content and displays message "Save Successful".
- 5. Supervisor clicks "Exit" button to go back to "Annual Appraisal Status" page. If "Exit" is clicked before "Save", CAS2Net does not save the changes and returns to the "Annual Appraisal Status" page.
- 6. Supervisor can go back to edit/change the appraisal and save it over and over.

Note (1):

- *CAS2Net treats "Categorical" scores as optional since they may not be required by all AcqDemo components.*
- *Changing a "Categorical" score to "Unrated" does not affect the corresponding "Numerical" score.*

• Changing "Categorical" to a different rating value causes the corresponding "Numerical" score to revert to "Unrated".

Note (2): If Supervisor needs to change the "Contribution Planning" or Employee needs to change the Self-Assessment, Supervisor can revert all scores (Categorical and Numerical) to "Unrated", then click "Submit".

5.5 Reports

Click "Reports" in the Supervisor I Menu of the navigation bar to display the Supervisor I Reports menu. CAS2Net displays the following report options for the Level 1 Supervisor.

- Contribution Planning Single Employee
- Contribution Planning All Employees
- Additional Feedback Single Employee
- Additional Feedback All Employees
- Mid-Point Review (not yet available)
- Appraisal Form Parts II and III All Employees
- Appraisal Form Parts II and III Single Employee

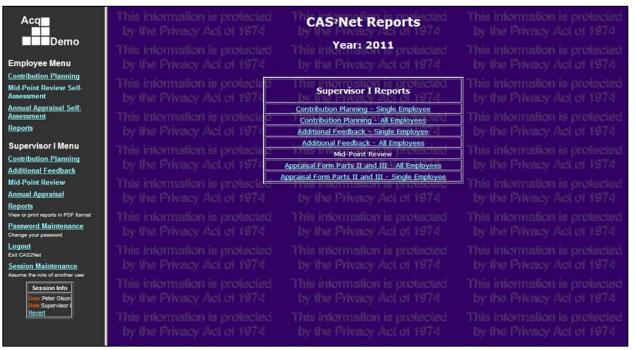


Figure 5-11: Level 1 Supervisor Reports Menu

Refer to Section "10.2 Supervisor Reports" for samples of each report.

LEVEL 1 SUPERVISOR REPORT - SINGLE EMPLOYEE

When the "Single Employee" option is selected, CAS2Net displays the [report] Employee "Report Generation Options" page.

- Select the name of the employee from the "Employee Selection" dropdown.
- Select the "Appraisal Year".
- Click the "Generate" button.

When "Generate" is clicked, CAS2Net runs the selected report and opens a new window to display the generated Adobe PDF file.

Refer to Section "10.2 Supervisor Reports" for report samples.

Note. The "Contribution Planning – Employee" selection dropdown list includes only employees with Contribution Planning entries.

Normation is prot te Privacy Act of 1	974 Contrib 974 by il	oution Plan - Employee	by the Priva
nformation is prote te Privacy Act of 1	ected This i 974 Rep	ort Generation Options	This informat
nformation is prot	Employee Selection	Artis, Amy Contribution Planning 'In Progress' or 'Co	mplete) informat
te Privacy Act of 1	Appraisal Year	 2011/acy Act of 1974 	by he Priva
nformation is prot	Report Format	PDF format* is standard for all reports	This internet
ie Privacy Act of 1	Command	Generate Act of 1074	by he Priva
nformation is proti 16 Privacy Act of 1		dobe@ Reader@ Get Adobe Reader	This information by the Priva
nformation is prote re Privacy Act of 1		Retum To Main Page ected ne Privacy Act of 1974	This informat by the Priva

Figure 5-12: Level 1 Supervisor Employee Report Generation Options

		ning for Amy Artis	
	Year: 2	2011	
Broadband Level:	Occupational Series:	Career Path:	Expected OCS:
п	318 - Secretary	NH - Business Management and Technical Management Professional	48
Contribution Planning:			
Here is the employee input to	o start the plan.		
Here is the supervisors additi	ional input.		
lethod of Communication		Date Conducto	ed: 07-AUG-11
ace to Face			

Figure 5-13: Level 1 Supervisor Single Employee Report Sample

LEVEL 1 SUPERVISOR REPORT – ALL EMPLOYEES

When the "All Employee" option is selected, CAS2Net displays the [report] Supervisor "Report Generation Options" page.

- Select the name from the "Supervisor Selection" dropdown (defaults to user name).
- Select the "Appraisal Year".
- Click the "Generate" button.

When "Generate" is clicked, CAS2Net runs the selected report for all subordinate employees and opens a new window to display the generated Adobe PDF file. Use Adobe Acrobat controls to scroll through the report files and print selected pages.

Refer to Section "10.2 Supervisor Reports" for report samples.

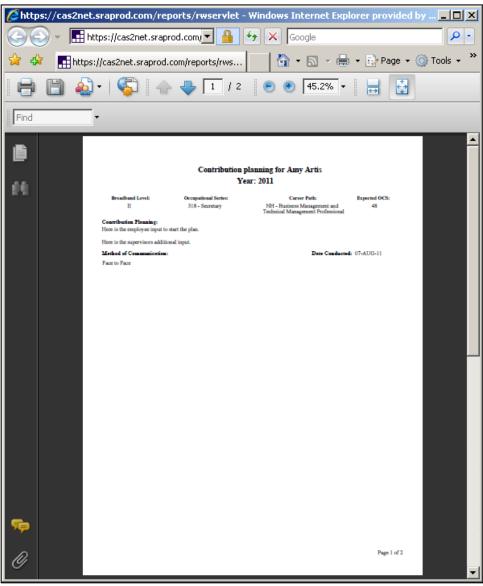


Figure 5-14: Level 1 Supervisor All Employees Report Sample

6. LEVEL 2 SUPERVISOR

The Level 2 Supervisor (also known as the "Sub-Panel Manger") uses CAS2Net to review the rating of a selected employee for completeness of forms and accurate application and adherence to AcqDemo policies and procedures. The Level 2 Supervisor also reviews the performance ratings of employees for fair consideration, and consistency across the appraising supervisors.

If the Level 2 Supervisor is also a "demo" employee, then the following "Employee Menu" options will appear in the upper portion of the navigation bar: <u>Contribution Planning</u>, <u>Mid-Point Review Self-Assessment</u>, <u>Annual Appraisal Self-Assessment</u>, <u>Reports</u>, <u>Password Maintenance</u> and <u>Logout</u>.

Refer to Section "4. Employee" for information relating to the Employee Menu features.

When the Level 2 Supervisor has responsibility for rating the performance of direct reports, then the following supervisor assessment options will appear at the top of the Sub-Panel Manager Menu in the navigation bar: <u>Contribution Planning</u>, <u>Additional Feedback</u>, <u>Mid-Point Review</u>, and <u>Annual Appraisal</u>.

These features are detailed in Section "5. Level 1 Supervisor".

All Level 2 Supervisors will have the following menu options: <u>Sub-Panel Meeting</u>, <u>Appraisal Status</u>, <u>Reports</u>, <u>Password Maintenance</u> and <u>Logout</u>.

- The <u>Sub-Panel Meeting</u> option provides the tools for comparing "Categorical" and "Numerical" scores across all employees in the Level 2 Supervisor's reporting hierarchy.
- The <u>Appraisal Status</u> option provides appraisal status details by employee.
- The <u>**Reports**</u> option provides the capability to generate reports that list employees, appraisal status, assessments, etc.

6.1 Sub-Panel Meeting

When Sub-Panel Meeting is selected from the Sub-Panel Manager menu, CAS2Net displays the "SubPanel Meeting Menu" selection page.

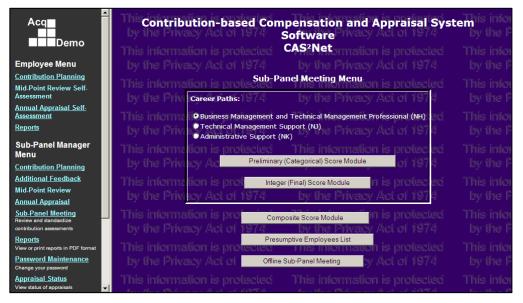


Figure 6-1: Sub Panel Meeting Menu

Choose Career Path radio button.

Click Sub-Panel Meeting Menu option to select Sub-Panel Meeting feature:

- Preliminary (Categorical) Score Module
- Integer (Final) Score Module
- Composite Score Module
- Presumptive Score Module
- Offline Sub-Panel Meeting

6.1.1 Preliminary (Categorical) Score Module

The "Preliminary (Categorical) Score Module" provides tools for reviewing and comparing employee categorical ranking for the same performance factor relative to others in the same career path and level of performance.

Preliminary Score Module		
	Commence Sub-Panel Meeting	
by the Privacy Act of 1914	[List of Scores]	by the Privacy Act of 1914
This information is protected by the Privacy Act of 1974 This intervention is producted	This Information is protected by the Privacy Act of 1974 Close Window	This information is protecte by the Privacy Act of 1974 This information to protecte

Figure 6-2: Preliminary (Categorical) Score Module "Selection"

Click the "[List of Scores]" link on the Preliminary Score Module selection web page to display the names and preliminary (categorical) scores for all sub-panel employees.

by the Privacy Act of 1974 by the Division is protected. This information is protected. This							
	Employee Name	Dechlore	Teamwork/Cooperation	Customer Relations	Leadership/Supervision	, i i i i i i i i i i i i i i i i i i i	Resource Management
11	Quarles, Richard (3)	Unrated	Unrated	Unrated	Unrated	Unrated	Unrated
12	Stewart, Tammy (3)	Unrated	Unrated	Unrated	Unrated	Unrated	Unrated
13	Udell, Vincent (3)	Unrated	Unrated	Unrated	Unrated	Unrated	Unrated

Figure 6-3: Preliminary (Categorical) Score Module "List of Scores"

	Business Management and Technical Managem Double-click the name to assign the Integer sco	re. This information is protected	
by the Privac Act offactor	Level: Employee Movement:	UNRATEDIC (1974 Quarles, Richard (3)	
This information Problem Solving by the Privacy Customer Relations	Thie information i up pleated by The Pri Left UnSelect Right	Stevaria, Tammy (2) Udell, Vincent (3) Udell, Vincent (3)	
This information by the Privacy Actor Terry	This Wifermation is protected by the Prive Move to United	n protected i. chi 1974	
This information <mark>A Fater Desciption</mark> by the Privacy Act of 1974	This information is protected by the Privacy Act of 1974	This information is protected Move From Unrated of dif 1974	
	This Save Changes S Save & Close by the Privacy Act of 1974		
11.0-5n is proter 11.6-23 Act of 19	Privacy A	by the Prive	
n is prote • Act of 19	prmation is Privacy A	This inform by the Priv	
n is prote 2, stort many Act of 19.	prmation is	his inform by the Prives, no. c	
	This inform ¹ Edt Comments 11 totted by the Privacy Act of 1974		
	This information is protected by the Privace Window 1974		

Click the "Commence Sub-Panel Meeting" button to open the Sub-Panel Meeting web page.

Figure 6-4: Preliminary (Categorical) Score Module Web Page

Integer scores are restricted to specific ranges that vary by career path and preliminary category. When the preliminary category is omitted, any integer score for the given career path is selectable.

Employee names are shown is list boxes that correspond to the preliminary score category along with integer score values, if available. Radio buttons allow the user to show a set of categories corresponding to the lowest to the highest level of performance. Employee movement buttons are provided to redistribute the employee higher or lower in the same list—or left or right to adjacent preliminary category list boxes.

6.1.2 Integer (Final) Score Module

Click "Integer (Final) Score Module" on the Sub-Panel Meeting Menu to display the Integer Score Web Page.

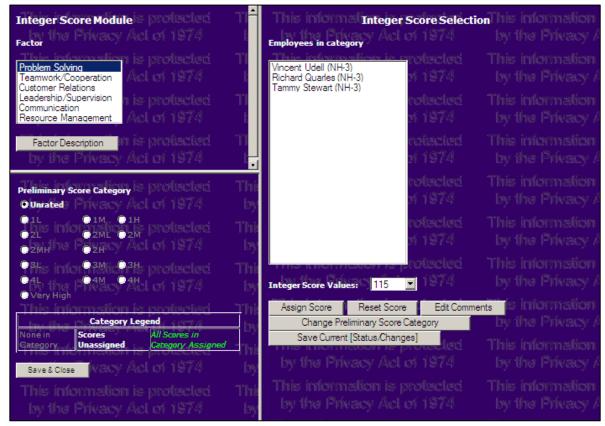


Figure 6-5: Sub-Panel Meeting Integer (Final) Score Module Web Page

Integer scores are restricted to specific ranges that vary by career path and preliminary category. When the preliminary category is omitted, any integer score for the given career path is selectable.

The user selects Sub-Panel Meeting from the CAS2Net main menu. From the Sub-Panel Meeting menu page, the user selects a career path and chooses "Integer (Final) Score Module".

The "Integer Score Module" filters the Sub-Panel employees for the selected career path by performance factor and preliminary score category. The supervisor or manager can select an employee and assign an integer score, edit comments, and change the preliminary score category.

6.1.3 Composite Score Module

The "Composite Score Module" provides a final check on the scores that have been assigned. It calculates an overall OCS score for each employee as a weighted average of the performance factors. All employees and their corresponding OCS scores are displayed in this list.

Composit	e Scor	e M	odule	This information is protected by the Privacy Act of 1974	This information is protecte by the Privacy Act of 1974
Name <u>Quarles, Richard</u> Stewart, Tammy	NH A	Level III III	OCS Score	Expected Score Final Rail Psn 74 74	This information is protecte by the Privacy Act of 1974
Udell, Vincent	NH NJ	III IV	etied 974	74 his information is protected 74 by the Privacy Act of 1974	This information is protecte by the Privacy Act of 1974
Blank OCS scores Blank OCS scores Blail Position A = Above Upper 1 B = Below Lower F	indicate one c Rail	or more		by the Privacy Act of 1974	
C1 = Between the C2 = Between the	Upper Rail an Lower Rail an	id the S	SPLUCIO	This information is protected by the Privacy Act of 1974	This information is protect by the Privacy Act of 1974
This inform by the Pri				This information is protected by the Close Window it of 1974	This information is protecte by the Privacy Act of 1974

Figure 6-6: Composite Score Module Web Page

The user selects Sub-Panel Meeting from the CAS2Net main menu. From the Sub-Panel Meeting menu page, the user chooses "Composite Score Module'.

CAS2Net brings up a list of employees in the Sub-Panel that includes employee name, career path, performance level, calculated OCS score, expected score, and final rail position.

6.1.4 Presumptive Employees List

Click the "Presumptive Employees List" button to display a listing of presumptive employees.

Presumptive Employee		information is p he Privacy Act		This information is protect by the Privacy Act of 197
The following employees are presump				ore modules.
by the Privacy Act of 1	D Social Security	# Employee Name	Presumptive Ty	This information is protection Pel py the Privacy Act of 1974
	1 275-82-4913	Connie Celon (NH-3)	Due to time	his information is protect
This information is protect by the Privacy Act of 19		n Close Window p he Privacy Act		This information is protect by the Privacy Act of 197

Figure 6-7: Presumptive Employees List

The "Presumptive Employees List" includes the CAS2Net employee id, social security number, employee name and presumptive type

6.1.5 Offline Sub-Panel Meeting

The Offline Interface web page provides the tools to upload or download Employee Data for the Sub-Panel Meeting.

From the Sub Panel Meeting Menu page, click "Offline Sub-Panel Meeting" to display the "Offline Interface" page with buttons to choose download or upload employee data functions.

This internet Contribution-based	l Compensation and Appraisal CAS ² Net	System Software protected
This information is protected by the Privacy Act of 1974	Offline Interface	This information is protected by the Privacy Act of 1974
This information i s protected by the Privacy Apt of 1974	Download Employee Data	This into mation is protected by the Frivacy Act of 1974
This information is protected by the Privacy Act of 1974	bleted download (Eastern Time): 16-FEB-2011 09:50 Upload Employee Data Last completed upload (Eastern Time): None	b:12 AM This information is protected by the Frivacy Act of 1974
This information is protected by the Privacy Act of 1974	This information is protected by the Privacy Act of 1974	This information is protected by the Privacy Act of 1974
This information is protected by the Privacy Act of 1974	This internation is protected by the Close Window of 1974	This information is protected by the Privacy Act of 1974

Figure 6-8: Sub Panel Meeting "Offline Interface" Menu

SUB-PANEL DOWNLOAD EMPLOYEE DATA

Click "Download Employee Data" to display the "Offline Interface – Download Employee Data" page.

This in Contribution-based by the Privacy Act of 1974	Compensation and Apprais CAS ² Net	al System Software
	Interface - Download Employ generated and the server may take several min	by the Privacy Act of 1974
Please be patient and do not repeatedly reques	st a download file which will cause the server to appraisal records.	slow down further and may generate duplicate () by the Privacy Act of 1974
This information is protected by the Provense (het in Sub-Panel Me	puter, use a right mouse button click on the link eting choices without hot links for the files have t your data maintainer if you need to unlock a n	e been locked. This information is protecte
This information is Paypool by the Privacy A	File Name File De H. to. Sub-Panel Dan Curtiss.csv Sub-Panel Mar	escription hager: Dan Curtiss
	This information is protected by the Close Window I of 1974	d This information is protecte by the Privacy Act of 1974
This information is protected	This information is protected	d This information is protecte

Figure 6-9: Offline Interface – Download Employee Data

The Level 2 Supervisor has the capability to download sub-panel employee data that can later be imported into the CCAS Spreadsheet for Sub-Panel review. When offline meeting activities are concluded, the data can be exported from the spreadsheet and uploaded back to the CAS2Net database using the "Upload Employees Scores" button.

Click the filename hot link to produce a text file containing CAS2Net employee data in "comma delimited file" (CSV) file format.

SUB-PANEL UPLOAD EMPLOYEE DATA

Click "Upload Employee Data" to display the "Offline Interface – Upload Employee Data" page.



Figure 6-10: Offline Interface – Upload Employee Data

"Upload Employee Data" parses an external text file produced by the CCAS Spreadsheet and updates the CAS2Net database with the file content.

6.2 Appraisal Status

The Appraisal Status web page lists Sub-Panel Manager employees' appraisal status for review by First Level Supervisor.

Employee Menu Contribution Planning Mid-Point Review Self-	This information is protect <mark>Appr</mark> by the Privacy Act of 1974	aisal Statustion is protected by the Privacy Act of 1974	This info by the P
Assessment <u>Annual Appraisal Self-</u> <u>Assessment</u>	by the Prive (with Dan Curt	/ First Level Supervisor iss as Subpanel Manager) Emp. with Average Standard	This info by the P
<u>Reports</u> Sub-Panel Manager Menu	This information of the supervisor varie Employe Helen Gonzalez John Tverson	es Complete Scr. Delta OCS Deviation 1 0 N/A N/A 3 0 N/A N/A	This infor by the P
Contribution Planning Additional Feedback	This information is protected by the Privacy Act of 1974	This information is protected by the Privacy Act of 1974	
Mid-Point Review <u>Annual Appraisal</u> <u>Sub-Panel Meeting</u>	This information is protected by the Privacy Act of 1974	This information is protected by the Privacy Act of 1974	This info by the F
Review and standardize contribution assessments <u>Reports</u> View or print reports in PDF format	This information is protected by the Privacy Act of 1974	This information is protected by the Privacy Act of 1974	
Password Maintenance Change your password Appraisal Status	This information is protected by the Privacy Act of 1974	This information is protected by the Privacy Act of 1974	This infor by the P
View status of appraisals Logout Exit CAS2Net	This information is protected by the Privacy Act of 1974	This information is protected by the Privacy Act of 1974	This info by the P

Figure 6-11: Level 2 Supervisor Appraisal Status

2nd Level Supervisors are shown Sub-Panel employees grouped by 1st Level Supervisor.

Click the supervisor name to drill down to the 1st Level Supervisor list or the detail page listing subordinate employees.

Employee detail columns include (1st Level) supervisor name, (paypool) office symbol, employee name, previous OCS, current OCS, expected OCS, and individual scores by each performance factor.

Sub-Panel Manager – Menu	This information is protected This information is protected This information is protected
Contribution Planning	by the Privacy Act of 1974 by the Privacy Act of 1974 by the Privacy Act of 1974
Additional Feedback	This information is protected Employees with Dan Curtissias Subpanel Manager This information is protected
Mid-Point Review	A Market Market A A A A A A A A A A A A A A A A A A A
Annual Appraisal	Supervisor Office Employee Previous Current Expected Problem Teamwork/ Customer Leadership/ Name Symbol Name OCS OCS OCS Solving Cooperation Relations Supervision Communication Management
Sub-Panel Meeting Review and standardize contribution assessments	Helen AMC/LHACB Richard N/A 0 74 Unrated Unrated
teports 'iew or print reports in PDF format	This information is protected This information is protected This information is protected
assword Maintenance hange your password	by the Privacy Act of 1974 by the Privacy Act of 1974 by the Privacy Act of 1974
Appraisal Status View status of appraisals	This information is protected This information is protected This information is protected by the Privacy Act of 1974 by the Privacy Act of 1974 by the Privacy Act of 1974

Figure 6-12: Level 2 Supervisor Appraisal Status Employee Details

6.3 Reports

Click "Reports" in the Sub-Panel Manager Menu of the navigation bar to display the Sub-Panel Manager Reports menu.

CAS2Net provides the following report options for the Level 2 Supervisor.

- Contribution Planning Single Employee
- Contribution Planning All Employees
- Additional Feedback Single Employee
- Additional Feedback All Employees
- Mid-Point Review (not yet available)
- Appraisal Form Parts II and III All Employees
- Appraisal Form Parts II and III Single Employee
- Appraisal Form Part II By Employee
- Appraisal Form Part II by Supervisor
- Appraisal Status Report

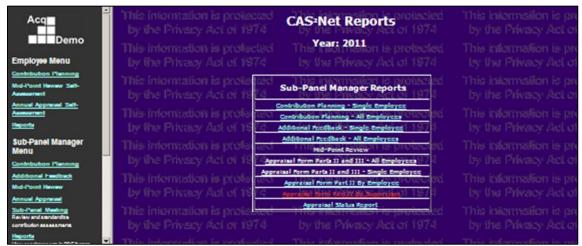


Figure 6-13: Level 2 Supervisor Reports Menu

Refer to Section "10.2 Supervisor Reports" for samples of each report.

7. PAYPOOL MANAGER

The Paypool Manager uses the CAS2NET to monitor the progress of performance appraisals through the review workflow. The Paypool Manager views the performance ratings of employees in the paypool for fair consideration, and consistency across the appraising supervisors.

If the Paypool Manager is also a "demo" employee, then the following "Employee Menu" options will appear in the upper portion of the navigation bar: <u>Contribution Planning</u>, <u>Mid-Point Review Self-Assessment</u>, <u>Annual Appraisal Self-Assessment</u> and <u>Reports.</u>

Refer to Section "4. Employee" for information relating to the Employee Menu features.

When the Paypool Manager has responsibility for rating the performance of direct reports, then the following supervisor options will appear at the top of the Paypool Manager Menu in the navigation bar: **Contribution Planning, Additional Feedback, Mid-Point Review, and Annual Appraisal.**

Refer to Section "5. Level 1 Supervisor" for information relating to these menu items.

The Paypool Manager will always have the following menu options: <u>Sub-Panel Meeting</u>, <u>Appraisal</u> <u>Status</u>, <u>Reports</u>, <u>Password Maintenance</u> and <u>Logout</u>.

- The <u>Sub-Panel Meeting</u> option provides the tools for comparing "Categorical" and "Numerical" scores across all employees in the paypool.
- The <u>Appraisal Status</u> option provides appraisal status details by employee.
- The <u>**Reports**</u> option provides the capability to generate reports that list employees, appraisal status, assessments, etc.

7.1 Sub-Panel Meeting

When Sub-Panel Meeting is selected from the Paypool Manager menu, CAS2Net displays the "SubPanel Meeting Menu" selection page.

Acq	Contribution-based Compensation and Appraisal System Software CAS ² Net				
Employee Appraisal Appraise employee	This information is protected This information is protected by the Privacy Act of 1974 Sub-Panel Meeting MenuAct of 1974				
contribution <u>Sub-Panel</u> <u>Meeting</u> Review and standardize	This information Career Paths: Control information is protected by the Privacy O Business Management and Technical Management Professional (NH)				
contribution assessments Reports View or print reports in	This information by the Privacy Act of 1974				
PDF format <u>Password</u> <u>Maintenance</u> Change your password	This information is properties and the properties of the propertie				
Appraisal Status View status of appraisals Logout	This information is protected This information is protected by the Privacy Act of 1979 by the Privacy Act of 1974				
Exit CAS2Net Session Maintenance Assume the role of another user	Composite Score Module This information is protected by the Privacy Act of 197, Presumptive Employees List				
Session Info User Bob Arnold Role Paypool	This information is protect Offine Sub-Panel Meeting jis protected by the Privacy Act of 1974 by the Privacy Act of 1974				
Manager Revert	This information is protected This information is protected				

Figure 7-1: Sub Panel Meeting Menu

Click the radio button associated with a given Career Path selection.

Click one of the following buttons to activate the Sub-Panel Meeting module:

- Preliminary (Categorical) Score Module
- Integer (Final) Score Module
- Composite Score Module
- Presumptive Score Module
- Offline Sub-Panel Meeting

7.1.1 Preliminary (Categorical) Score Module

The "Preliminary (Categorical) Score Module" provides tools for reviewing and comparing employee categorical ranking for the same performance factor relative to others in the same career path and level of performance.

Preliminary Score Module	This information is protected by the Privacy Act of 1974 Commence Sub-Panel Meeting This function is protected	This information is protecte by the Privacy Act of 1974 This information is protecte
by the Privacy Act of 1974	[List of Scores]	by the Privacy Act of 1974
This information is protected	This information is protected	This information is protecte
by the Privacy Act of 1974	by the Privacy Act of 1974 Close Window	

Figure 7-2: Preliminary (Categorical) Score Module "Selection" Menu

Click the "[List of Scores]" link on the Preliminary Score Module selection web page to display the names and preliminary (categorical) scores for all sub-panel employees.

Preliminary Score ModuleThis information is protectedThis information is protectedby the Privacy Act of 1974by the Privacy Act of 1974by the Privacy Act of 1974This information is protectedList of Employees Preliminary ScoresThis information is protected							
D	Employee Name	Problem Solving	Teamwork/Cooperation	Customer Relations	Leadership/Supervision		Resource Management
6	Gonzalez, Helen (4)	Unrated	Unrated	Unrated	Unrated	Unrated	Unrated
7	Iverson, John (4)	Unrated	Unrated	Unrated	Unrated	Unrated	Unrated
1472	Michelson, Nancy (4)	Unrated	Unrated	Unrated	Unrated	Unrated	Unrated
This information is protected This information is protected This information is protecte by the Privacy Act of 1974 by the Privacy Act of 1974 by the Privacy Act of 1974							
This information is protected This information is protected This information is protec by the Privacy Act of 1974 by the Privacy Act of 1974 by the Privacy Act of 197							
Thi	s informat	ion is pr	otected This in	formation	is protected TI	his informati	on is protecte

Figure 7-3: Preliminary (Categorical) Score Module "List of Scores"

Preliminary Score Module			
	th: Business Management and Technical Mana Double-click the name to	gement Professional (NH)	
This information is protected	Double-click the name to	assign the Integer score. On its protected	This information is protecte
by the Privacy Act of 1974		vee Movement: UNRATED	
This information is protected by the Privacy Act of Customer Re	poperation & PTIVOW ACLOI 1 1-74	Up Gonzalez, Helen (4) Up Solution is Iverson, John (4) JnSelect Right TVAC Act Michelson, Nancy (4	information is protecte he Privacy Act of 1974
This information is pro Leadership/S by the Privacy Act of Resource Ma	upervision form 5 m is protected	Down is information is	information is protecte he Privacy Act of 1974
This information is proid Factor Da by the Privacy Act of 1974	the second se	This information is protocold by the Privacy Act Move From Unit	information is protecte
This information is protected by the Privacy Act of 1974	This information is projectised by the Privacy Actor Ferry	This information is protected Save & Close by the relivacy Act of 1974	This information is protecte by the Privacy Act of 1974
T <u>his informatio</u> n is protected ^{1L (0-5)} Act of 1974	This information is protected ^{1M (6-23)} y Act of 1974	This information is protected ^{1H} (24 · 29) cy Act of 1974	This information is protecte (22-29)
n is protected • Act of 1974	on is protected by Act of 1974	ion is protected cy Act of 1974	tion is protecte icy Act of 1974
n is protected • Act of 1974	on is protected by Act of 1974	ion is protected cy Act of 1974	tion is protecte icy Act of 1974
	This information is protected by the Privacy Act of 1	This information is protected ^{mments} the Privacy Act of 1974	
This information is protected by the Privacy Act of 1974	This information is protected by the Privacy Act of 1974	This information is protected by the Privacy Act of 1974	This information is protecte by the Privacy Act of 1974
	This information is protected	This information is protected	

Click the "Commence Sub-Panel Meeting" button to open the Sub-Panel Meeting web page.

Figure 7-4: Preliminary (Categorical) Score Module Web Page

Integer scores are restricted to specific ranges that vary by career path and preliminary category. When the preliminary category is omitted, any integer score for the given career path is selectable.

Employee names are shown is list boxes that correspond to the preliminary score category along with integer score values, if available. Radio buttons allow the user to show a set of categories corresponding to the lowest to the highest level of performance. Employee movement buttons are provided to redistribute the employee higher or lower in the same list—or left or right to adjacent preliminary category list boxes.

7.1.2 Integer (Final) Score Module

Click "Integer (Final) Score Module"	' on the Sub-Panel Meeting Menu to display the Integer Score Web
Page.	

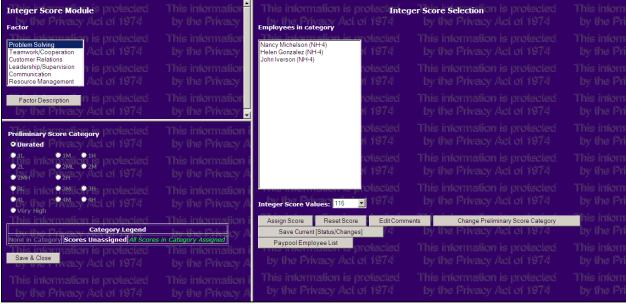


Figure 7-5: Sub-Panel Meeting Integer (Final) Score Module Web Page

Integer scores are restricted to specific ranges that vary by career path and preliminary category. When the preliminary category is omitted, any integer score for the given career path is selectable.

The "Integer Score Module" filters the Sub-Panel employees for the selected career path by performance factor and preliminary score category. The supervisor or manager can select an employee and assign an integer score, edit comments, and change the preliminary score category.

7.1.3 Composite Score Module

The "Composite Score Module" provides a final check on the scores that have been assigned. It calculates an overall OCS score for each employee as a weighted average of the performance factors. All employees and their corresponding OCS scores are displayed in this list.

From the Sub-Panel Meeting menu page, click "Composite Score Module'.

Composite Score Mo	dule This information is protected 74 by the Privacy Act of 1974	This information is protecte by the Privacy Act of 1974
Name Career Path Level Gonzalez, Helen NH IV Iverson, John NH IV	OCS Score Expected Score Final Rail Psn 90 90	This information is protecte by the Privacy Act of 1974
Michelson, Nancy NH IV Creen OCS scores are complete. Blank OCS scores indicate one or more f	actors without an integer score? CY Act of 1974	 This information is protecte by the Privacy Act of 1974
<u>Rail Position</u> A = Above Upper Rail 3 = Below Lower Rail C1 = Between the Upper Rail and the SF	74 by the Privacy Act of 1974	This information is protecte by the Privacy Act of 1974
C2 = Between the Lower Rail and the SF	cted This information is protected	
		by the Privacy Act of 1974
This information is prote by the Privacy Act of 19		1 This information is protecte by the Privacy Act of 1974
This information is prote	cted This information is protected	This information is protected

Figure 7-6: Composite Score Module Web Page

CAS2Net brings up a list of employees in the Sub-Panel that includes employee name, career path, performance level, calculated OCS score, expected score, and final rail position.

7.1.4 Presumptive Employees List

From the Sub-Panel Meeting menu page, click the "Presumptive Employees List" button to display a listing of presumptive employees.

Presumptive Employees Li		formation is protected	
by the Privacy Act of 1974 The following employees are presumptive a		s Privacy Act of 1974 included in the Prelimary or Final	by the Privacy Act of 1974 Score modules.
This information is protected	This in	formation is protected	This information is protecte
by the rinkes meterior	cial Security #	Employee Name Presumptive Connie Celon (NH-3) Due to time	- by dis r measy motor for-
This information is protected	F F F F S S F F F	rennaden is protocica	his information is protected
		e Privacy Act of 1974	
This information is protected by the Privacy Act of 1974		Close Window protected a Privacy Act of 1974	This information is protectary by the Privacy Act of 1974

Figure 7-7: Presumptive Employees List

The "Presumptive Employees List" includes employee id, social security number, name and presumptive type.

7.1.5 Offline Sub-Panel Meeting

The Offline Interface web page provides the tools to upload or download Employee Data for the Sub-Panel Meeting.

From the Sub Panel Meeting Menu page, click "Offline Sub-Panel Meeting" to display the "Offline Interface" page with buttons to choose download or upload employee data functions.

Contribution-based	Compensation and Appraisal CAS ² Net	System Software protected
This information is protected by the Privacy Act of 1974	Offline Interface	This information is protected by the Privacy Act of 1974
This information i s protected by the Privacy Apt of 1974	Download Employee Data	This intermation is protected by the Frivacy Act of 1974
	leted download (Eastern Time): 16-FEB-2011 09:50	bill AM This into mation is protected by the Frivacy Act of 1974
This information is protected	Last completed upload (Eastern Time): None	This information is protected by the Privace Act of 1972
This information is protected by the Privacy Act of 1974	This information is protected by the Close and a 1974	This information is protected by the Privacy Act of 1974

Figure 7-8: Sub Panel Meeting "Offline Interface" Menu

SUB-PANEL DOWNLOAD EMPLOYEE DATA

Click "Download Employee Data" to display the "Offline Interface – Download Employee Data" page.

Contribution-based Compensation and Appraisal System Software CAS ² Net	This inic [*] by the
This information is protected Offline Interface - Download Employee Data by the Privacy Act of 1974	This inic by the
NOTE: Files are dynamically generated and the server may take several minutes before download starts. Please be patient and do not repeatedly request a download file which will cause the server to slow down further and may generate duplicate appra	isal records.
To save a linked file to your computer, use a right mouse button click on the link and choose "Save Target As"	by the
by the Privacy Act of 1974 Contact your data maintainer if you need to unlock a meeting.	by the
Paypool File Name File Description AMC/LH ppAMCLH to CCAS.csv Paypool: AMC/LH AMC/LH ppAMCLH to Sub-Panel Bob Arnold.csv Sub-Panel Manager: Bob Arnold	i nis niiv by the
AMC/LH ppAMCLH to Sub-Panel (No Sub-Panel).csv Sub-Panel Manager: None Assigned	This inic
by the Privacy Act of 1974 by the Privacy Act of 1974 by the Privacy Act of 1974	by the
This information is protected This information is protected This information is protected	This int

Figure 7-9: Offline Interface – Download Employee Data

The Paypool Manager has the capability to download employee data that can later be imported into the CCAS Spreadsheet for paypool or sub-panel review. When offline meeting activities are concluded, the data can be exported from the spreadsheet and uploaded back to the CAS2Net database using the "Upload Employees Scores" button.

Click the filename hot link to produce a text file containing CAS2Net employee data in "comma delimited file" (CSV) file format.

SUB-PANEL UPLOAD EMPLOYEE DATA

Click "Upload Employee Data" to display the "Offline Interface – Upload Employee Data" page.



Figure 7-10: Offline Interface – Upload Employee Data

"Upload Employee Data" parses an external text file produced by the CCAS Spreadsheet and updates the CAS2Net database with the file content.

7.2 Appraisal Status

The Appraisal Status web page lists Sub-Panel Meeting employee appraisal status for review by Sub-Panel Meeting managers grouped by 1st and/or 2nd Level Supervisor.

Acq Demo	This information is protected by the Privacy Act of 1974 by the Privacy Act of 1974	This info by the P
	This information is prote Grouped by Subpanel Manager ON is protected	This infor
Paypool Manager Menu	Supervisor Name Total Emp. with Average Standard Employees Complete Scr. Delta OCS Deviation	by the F
Contribution Planning	This informa (not specified) in the 8 his information 19.0 pro N/A ed	This infor
Additional Feedback	by the Priva <mark>Bob Arnold of 107.4 3 Locates D.0 Laco, N/A</mark> (of N/A 4	by the F
Mid-Point Review	Dan Curtiss 4 0 N/A N/A	e Santa San San San San
Annual Appraisal	This informa Francis Evans teled 3 his information N/A pro N/A ed	I his imer
Sub-Panel Meeting	Helen Gonzalez 7 2 1.5 2.12 John Iverson 10 1 -27.0 N/A	by the P
Review and standardize contribution assessments	Larry Koenig Clean 6 3 1 0.0 4.58	This into
Reports	Nancy Michelson 6 1 0.0 N/A	bue illes E
View or print reports in PDF format	By the Priva cy Accorrent a puty the Privacy Actor 199 4	By ute r
Password Maintenance Change your password	This information is protected This information is protected	This infor
Appraisal Status	Grouped by First Level Supervisor (with Bob Arnold as Subpanel Manager)	by the F
View status of appraisals	Supervisor Name Total Emp. with Average Standard Employees Complete Scr., Delta OCS Deviation	This info
Logout Exit CAS2Net	Dan Curtiss 2 0 N/A N/A	bue ilses E
Session Maintenance	Francis Evans 1 0 N/A N/A	BY UR P
Assume the role of another user	This information is protected This information is protected	This infor
Session Info User Bob Arnold	by the Privacy Act of 1974 by the Privacy Act of 1974	by the F
Role Paypool Manager Revert	This information is protected This information is protected	This info

Figure 7-11: Paypool Manager Appraisal Status

Paypool Managers are shown sub-panel employees grouped by 2nd Level Supervisor. Information columns include supervisor name, total employees, number of employees with complete scores, average delta OCS, and standard deviation.

Click a supervisor name to drill down to the lower level supervisor list or the detail page listing subordinate employees.

Employee detail columns include (1st Level) supervisor name, (paypool) office symbol, employee name, previous OCS, current OCS, expected OCS, and individual scores by each performance factor.

Ienu	This information is protected This integration is protected by the Privacy Act of 1974 by the Privacy Act of 1974 by the Privacy Act of 1974
<u>Iditional Feedback</u> id-Point Review	This information is protected Employees with Dan Curtissias Subpanel Manager This information is protected
nnual Appraisal	Supervisor Office Employee Previous Current Expected Problem Teamwork/ Customer Leadership/ Communication Resour Name Symbol Name OCS OCS Solving Cooperation Relations Supervision Communication Manager
b-Panel Meeting iew and standardize tribution assessments	Helen Gonzalez AMC/LHACB Richard N/A 0 74 Unrated Unrated Unrated Unrated Unrated Unrated Unrated Unrated Unrated
o <mark>rts</mark> or print reports in PDF format	This information is protected This information is protected This information is protected
sword Maintenance ge your password	by the Privacy Act of 1974 by the Privacy Act of 1974 by the Privacy Act of 1974
praisal Status	This information is protected This information is protected This information is protected by the Privacy Act of 1974 by the Privacy Act of 1974

Figure 7-12: Level 2 Supervisor Appraisal Status Employee Details

7.3 Reports

Click "Reports" in the Paypool Manager Menu of the navigation bar to display the Paypool Manager Reports menu.

CAS2Net displays the following report options for the Paypool Manager.

- Contribution Planning Single Employee
- Contribution Planning All Employees
- Additional Feedback Single Employee
- Additional Feedback All Employees
- Mid-Point Review (not yet available)
- Appraisal Form Parts II and III All Employees
- Appraisal Form Parts II and III Single Employee
- CAS2Net Status Report
- Appraisal Status Report
- Supervisor Roster by Employee
- Supervisor Roster by Supervisor



Figure 7-13: Paypool Manager Reports Menu

Refer to Section "10.2 Supervisor Reports" for samples of each report.

8. DATA MAINTAINER

This section provides guidance for the CAS2Net Data Maintainer to monitor the progress of appraisal activities for employees in the assigned paypool and utilize CAS2Net online tools to perform day to day paypool administration.

If the Data Maintainer is also a "demo"employee, then the following "Employee Menu" options will appear in the upper portion of the navigation bar: <u>Contribution Planning</u>, <u>Mid-Point Review Self-Assessment</u>, <u>Annual Appraisal Self-Assessment</u>, and <u>Reports</u>.

Refer to Section "4. Employee" for information relating to the Employee Menu features.

When the Data Maintainer has responsibility for rating the performance of direct reports, then the following supervisor options will appear at the top of the Data Maintainer Menu in the navigation bar: <u>Contribution Planning</u>, <u>Additional Feedback</u>, <u>Mid-Point Review</u>, and <u>Annual Appraisal</u>. These features are detailed in Section "5. Level 1 Supervisor".

The following options appear in the Data Maintainer Menu of the navigation bar after you have successfully logged in: <u>Appraisal Status and Lock</u>, <u>Reports</u>, <u>Data Maintenance</u>, <u>Offline Interface</u>, <u>Paypool Notices</u>, <u>Password Maintenance</u> and <u>Logout</u>.

- <u>Appraisal Status and Lock</u> summarizes the appraisal status of employees in the assigned paypool by supervisor level; provides the capability to drill down by supervisor to list employee details; and locks or unlocks appraisals by sub-panel manager or for the entire paypool.
- The <u>**Reports**</u> option provides the capability to generate reports that list employees, appraisal status, assessments, etc.
- <u>Data Maintenance</u> provides maintenance tools for creating or updating employee records; supports assignment of one or more employees to the Level 1 Supervisor, Level 2 Supervisor, Sub-Panel Manager, or Paypool Manager of your assigned paypool; provides the capability to assign one or more supervisors to an employee in your assigned paypool.
- The <u>Offline Interface</u> option provides tools for selecting a paypool or sub-panel employee data file to "Download Employee Data" or "Upload Employee Data".
- The <u>**Paypool Notices**</u> option provides the capability to generate Employee Notice documents detailing individual payout information.

8.1 Appraisal Status and Lock

The Appraisal Status and Lock web page provides tools to approve and lock appraisals by 2nd Level Supervisors or Paypool Managers. Locking the scores prevents incidental updates after end of cycle activities have commenced.

ave commenced.		
Acq	This information is Appraisal Status and Lock is protected	This i
Demo	by the Privacy Act of 1974 by the Privacy Act of 1974	by i
Caralana Maran	This information is protectional by perplan minipur mation is protected	This
Employee Menu Contribution Planning	by the Prisupervisor Nems Supervisor Nems Complete Scr. Delta OCS Deviation	ley u
Mid-Point Review Self-	This inform (ad appended) to lacked 4 This inite matters is prevalented	This i
Assessment	by the Prilestander of 1074 43 by the Plivar 24 ket 1149 074	by if
Annual Appresal Self- Assessment	This information is protected	This i
Reports	by the Privacy Act of 19 Unick Entry Pageol Valcy Act of 1974	by t
Data Maintainer Menu	This information is protected This information is protected	This i
Appressel Status and Lock Vew and lock employee appraicals	by the Privacy Act of Roughd by Subpary Menaderivacy Act of 1974	by if
Reports	This in Supervisor Name Total Emp. with Average Standard Subpanel	This
View or printregons in PDF former Date: Meintenence	by the (not accorded) of all 1970s by the Prise by Ania Lock 4	lev ti
Mainsin employee data	This inites Anold on is projected. This Phiom NAtion is the loss	This
Password Maintenance Change your password	he ihe Pin Curba Act of 1975 by iPie Pin Act ANA	by it
Office Interface	Francia Evana 3 0 N/A N/A Lock	
Paypool Notices Ingerantinformation for your	Holen Genzalez	This
Important Information for your paypool	by the trivelog Act 1574 by the Privaty Act American John Jucraon 10 1 -27.0 N/A Look	by t
Logout ExtrC/02Nec	This initermation is retected. This hiermation is the de	This
Secon Mentenance	by the Privacy Act of 1976 by the Privacy Act Here 2	by i
desume the role of another user	This information is protected This information is protected	This i
Seculor Info User Francis Freeman	by the Pri papy Act of 1974 by the Privacy Act of 1 974	by i
Role Data Maintainer Revent	This international interaction Total Time within Average Standard assign	This i
	by the Principled of the second of the secon	by if
	This indenne Bob Arnold - carved assisted 4 Their indial version 18.0 in real NA syland	This
	Chris Babbitt 3 2 -2.0 4.24	by fi
	THIS INFORM EVANA A STATE OF	This i
	by the Price Res Privace Res Privace Priva	by i
	This inform the frame of the section 1 This info matter was been as the private of the section 1 This info was the private of the section of	This i
	by the Print of 1974 s by the Briver water was \$74	by B
	This inform terry former protected 1 This init? protiNA is prNA poted	This i
	by the Privace Middleon 1274 z by the privace spectral 74	by i
	This inform Refer Querles al sected 4 This intermediate is puttle clea	This i
	by the Pritemy Stevent 1, 57,4 3 by the privary NA CLONA 74	by t
	This inform Zane Yates, malected, 3 This informatized is privated	This i
	by the Privacy Act of 1974 by the Privacy Act of 1974	by fi

Figure 8-1: Data Maintainer - Appraisal Status and Lock

Preliminary and final scores must be complete in order to approve the appraisal for paypool review.

The "Appraisal Status and Lock" summary page lists paypool status information in three sets: by Paypool Manager, by Sub-Panel Manager (2nd Level Supervisor), and by 1st Level Supervisor As long as corresponding employee appraisal scores are complete, appraisals can be locked at the Sub-Panel Manager level or for the entire paypool.

The supervisor name is a hyperlink to drill down to the 1st Level Supervisor list or the detail page listing subordinate employees. Employee detail columns include (1st Level) supervisor name, (paypool) office symbol, employee name, previous OCS, current OCS, expected OCS, and individual scores by each performance factor.

8.2 Reports

Click "Reports" in the Data Maintainer Menu of the navigation bar to display the Data Maintainer Reports menu.

CAS2Net displays the following report options Data Maintainer.

- CAS2Net Status Report
- Appraisal Form Part II By Employee
- Appraisal Form Part II By Supervisor
- Appraisal Status Report
- Download Employee Data
- Employee Roster
- Post-Cycle Activity Report
- Supervisor Roster by Employee
- Supervisor Roster by Supervisor
- Zone A/CIP Report

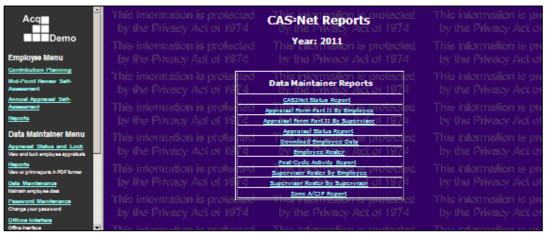


Figure 8-2: Data Maintainer Reports Menu

Refer to Section "10.2 Supervisor Reports" for samples of each report.

EMPLOYEE ROSTER

Click "Employee Roster" to generate a list of employees in the paypool.

Acq	This information is protected Employee Roster Report belied by the Privacy Act of 1974 by the Privacy Act of 1974	This intermation is pro by the Privacy Act of
Employee Menu	This information is profected This information is protected by the Privacy Act of <u>1976</u> Report Generation Options <u>1974</u>	This information is pro by the Privacy Act of
Contribution Planning Mid-Point Neview Salt- Assessment	This internation is per strated statistic action is production by the Privacy Act or Breet Formatic Performatical Action is production.	This informstion is proby the Privacy Act of
Annual Appresail Self- Assessment Neports	This information is prefected This information is protected by the Privacy Act of 1974 by the Privacy Act of 1974	This information is pro by the Privacy Act of
Data Maintainer Menu Appressel Status and Lock Verv and lock amployee appraisals	This information is provide a second The second sec	This information is pro by the Privacy Act of
<u>Haporta</u> Vav or grinnagora in POF formae <u>Data: Mannfamanca</u> Nainahi angloj sa data	This information is protected by the Privacy Act of 1974 This information is protected by the Privacy Act of 1974	This information is pro by the Privacy Act of This information is man
Password Manhanance	This information is protected This information is protected	

Figure 8-3: Employee Roster Report Generation Options

Since the Data Maintainer's primary duty is to review and update the basic personnel data on all AcqDemo employees in your paypool, the first thing you may choose to do is click on the Reports link on the main menu to bring up the Data Maintainer report menu.

After clicking on Employee Roster, and choosing a sort order (name or office symbol), click the" Generate" button to launch Adobe Acrobat Reader with a roster of all AcqDemo employees in your paypool. If you do not have Adobe Acrobat Reader on your computer, there is a button that will take you to Adobe's website from which you can download the reader.

Ac	Dem	Employ	/ee R	oster										
Dave	Pool: Alle													
0	Lest Name	Finithene M. Buff	Canal 40	Office System	Press of the local division of the local div	Readin Part	2		2	222.	Local Division	0090		Start Data
6 1	And	Aeron	0128		Cram (wai)	N	Net.	2	(100)	\$15,854				21-F18-89
19	A/24	Amy	3720	AMOUNTCA	None	N	144	2	0218	348,401	41			01-FEB-00
15	Factors	Chris	coinc)	AMOUNDER	None	N	10-1	2	CHICS	\$79,725	-	8. 1	-	25-OCT-00
10.01	Bullio	Herry	100	ARCONACA	Table .	N	Teri .	2	1010	340,401	41	8. 1	1	12-403-01
44	Buller .	Repos	0218	AMCENTA	None	N	10-1	2	0025	\$79,725	41	8. 1	where the	01-FEB-08
6	Canadata	Carmen	7990	AMOUNTE	Note	N	10-1	2	0248	\$48,421	41	8. 1	where the	01-FEB-08
21	Calon	Canale	4913	AMOUNACA	Time	N	NH	3	COM	\$75,725	41	8. 1	where the	01-AU0-03
4	Curline	Den	8067	AMOUNT	Note	N	10-1	4	0830	\$107,107	41	8. 1	where the	01-FEB-08
-	Dancy	Danne	0940	AMOUNTE	None	N	NHC.	1	00022	\$24,807	41	8. 1	where the	01-FEB-08
20	Demandation	Dennis	200	ARCORAGE	Note	N	18.	2	CO16	10,000	4 1	H. 1	4	T + 68 - 69
C7	Emerson	Bilos	8834	AMCOUNTS	Crum (weetly)	N.	10-1	2	0941	\$48,401	41	8. 1	where the	01-FEB-68
23	Evens	6th	3175	AMOUNACE	Note	N	10-1	3	0830	\$75,725	41	8. 1	where the	01-FEB-08
5	EVens.	Practices	100	101010-00	No.	N	Tel:	4	1000	1100,000	41	8. 1	1	CT + 101 401
24	Fameworth	Fred	7422	AMOUNACE	Note	N	10-1	2	0830	\$48,421	41	8. 1	where the	01-FEB-08
17	Files	Checargon	8173	AMCENTA		N	10-1	3	CHIRC	\$79,725				01-FEB-68
2	President	Francis	100	ARCON	Texture .	7	NR.	2	CO16	100,000	41	8. 1	1	21 + 68 - 69
2	Clarifield	Cecilige	8079	AMOUNT	Note	N	NU	4	0856	\$75,725	41	8. 1	where the	01-FEB-08
	Chongraphics	Helen	0075	AMOUNAC	None	N	10-1	4	0340	\$107,107	41	8. 1	where the	10-667-03
25	Ch/mes	Oa/D	5297	AMOUNACE	Note	N	NH	2	0850	\$48,401	41	8. 1	where the	01-FE8-89
2572	HOANG	DWIELLE	1294	AMOUNT	None	N	10-1	1	0035	\$24,807	80	78. 1	where the	07-JUL-10
18	Hensen	line .	3651	AMOUNTE	Note	N	10-1	3	0830	\$75,725	41	8. 1	where the	01-FEB-08
28	Harris	Henry	2002	ARE DONE A	No.	N	Tel:	2	1000	340,40			1	CT + 101 401
25 M	Hang	Andrew	1294	AMOUNT	Note	N	NU	1	0018	\$24,837	80	78. 1	where the	20-349-11
2574	Hung	6M	6914	AMOUNT	None	N	NU	1	0002	\$24,807	80	78. 1	where the	01-JUN-11
200	Hang	Joen	0.00		Title	N	NPI 1	4	6460	THE OWNER WATCHING		8. 1	1	01-0022-011
27	Minerial I	han	8297	AMOUNADA		N	NHC.	3	0085	\$48,568				01-FEB-69
7	Netson	John .	1133	AMOUNAD		N	NH	4	0830	\$107,107				01-FE8-68
28	Jan Ba	.3a/w	8080	ARCONCA		N	10-1	3	1000	\$10,720				CT + 63 - 65
29	Karnes	Kalth	2912	AMOUNADE		N	NRC 1	2	0085	\$35,804				01-FEB-68
20	Lawrence	Lance	8000	AMCEHADE		N	101	3	0830	\$79,725		8. 1	where the	01-FE8-69
21	Martinez	Mary	2581	AMCENAGE		N	NH	3	0800	\$75,725				01-FEB-88
1472	Michelson	Nancy	ano	AMOUNT	None	N	10-1	4	0880	\$107,107	41		where the	29-96P-00
22	Nance	Noten	2784	AMOUNTER	None	N	10-1	2	0850	\$75,725	41	8. 1	she i	01-FEB-08

Figure 8-4: Employee Roster Report

The employee roster lists the following information for each employee:

- *ID number (a number assigned by the database for internal use)*
- Last Name
- First Name
- Middle Initial
- Suffix
- SSAN
- Office Symbol
- Presumptive Status
- Retained Pay Status
- Career Path
- Broadband
- Occupational Series
- Current Base Pay
- Locality Pay Area Code
- Servicing Civilian Personnel Office Code
- Previous OCS
- Appraisal Period Start Date

You can print the roster by clicking the printer icon in Adobe Acrobat Reader. By comparing the printed roster with other rosters and listings provided by your personnel office or maintained within your paypool, you can annotate errors and omissions on your paypool database roster. Once you have marked

up the roster to reflect the actual status of every AcqDemo employee in your paypool, you may use the Data Maintenance module to update the CAS2Net database.

8.3 Data Maintenance

The Data Maintenance module supports modifications to employee attributes and supervisor relationships on the CAS2Net database.

Clicking on the Data Maintenance link in the left side navigation bar of the Main Menu displays the Employee Maintenance Menu.

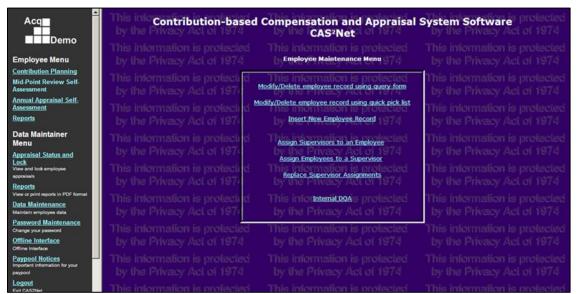


Figure 8-5: Data Maintenance – Employee Maintenance Menu

Employee Maintenance Menu options include:

- Modify/Delete employee record using query form
- Modify/Delete employee record using quick pick list
- Insert New Employee Record
- Assign Supervisors to an Employee
- Assign Employees to a Supervisor
- Replace Supervisor Assignments

8.3.1 Create Employee Record

CAS2Net provides two navigation paths to the "Add an Employee Record" web page.

- 1. Select "Insert New Employee Record" from the Data Maintenance "Employee Maintenance Menu"
- 2. Click the "Add an Employee Record" link on the "Employee Picklists by Career Path" screen.

The "Add an Employee Record" page contains fields for all data elements stored in the database. Four data elements are mandatory for the creation of a new non-demo record (SSN, first name, last name, and occupational series) – the labels on these fields are highlighted in yellow.

When all data is entered, scroll to the bottom of the screen and click the "Add" button. The only nondemo employees who need to be entered into the database are CAS2Net users: data maintainers and paypool superusers.

The Data Maintainer would use this function to create records for employees joining the paypool during the post-cycle period, which runs from 1 October through early January.

ADD EMPLOYEE RECORD WEB FORM

This information is prote Add	an Employee Record	This information
Required fields for non-demo e	er values for a new employee record. employees are colored <i>yellow</i> and marked with an as	by the Privacy A sterisk (#), information
All fields except for middle initial, suf	fix, end date and login name are required for demo e	employee records. invacy /
Part 1 - Complete this section for all Demo a	nd Non-Demo employees is protected by the Privacy Act of 1974	
Prefix:		
First Name: *		
Middle Initial:		
Last Name: + 01300		
suffix: the Privac		
swiis information dected		
Part 2: Complete this section for all Demo en	ployees	
This information is protected	This information is protected	
Demo: the Privacy Demo of 1974		
Start Date: Calendar		
(mm/dd/yyyy)? End Date: Calendar		
(mm/dd/yyyy)? Basic Pay:		This information
Retained Pay Status: Retained Pay		
Presumptive Rating O None		
Status: Due to time	recertify) the Privacy Act of 1974	
Due to circumstance (Due to circumstance (expected)	
Last OCS: TOTMARK	This information is protected	
Post-cycle Activity: O None	by the Privacy Act what to do if em promoted?	
This informatio Temporary Promotion Permanent Promotion	View his information is leaving? Ido	
by the Privacy Demotion	by the Privacy Act CT 1974	
CCPO Code: Select One	is protected	
Locality Code: Select One	■by the Privacy Act of 1974	
Service: Air Force		This information
by the Privacs Marine Corp. 974		
Navy Office of the Secretary	y of Defense formation is protected	This information
Supervisors: Level 1 Supervisor:	buriling Driverse Ant Insert the New	Employee Record first.
This informatic Sub-Panel Meeting:	will be enabled	supervisor assignments
Incides Delucio	This mormation is protected builties Driverse Just [Assign Superv	isors]ar iba Brivarsr /
Paypool Manager:		
Career Path: O N/A-Not Assigned		
	ent and Technical Management	
NJ-Technical Managem	nent Support	
This information NK-Administrative Sup		
Broadband Level: O Not Assigned	by the Privacy Act of 1974	
This information live z atected		
by the Privacy Level 3 1974		
Organization: Paypool Code: Clack		
by the Privac Office Symbol:		
This information		
Series: Lovig74		
This internation is projected	This information is protected	
Part 3: Complete this section for all employe accounts	es requiring CAS2Net user	
User Account: Create CAS2Net user a	This information is protected accounty the Privacy Act of 1974	
Login Name:		
Group: Intermatic Gemployee		
Supervisor I 4 Sub-Panel Manager		
This informatio Paypool Manager		
by the Privacy Data Maintainer	by the Privacy Act of 1974	
This information is protected	This information is protected	
by the Privacy Act of 1974	by Add Clear acy Act of 1974	
This information is protected	['Data Maintenance Menu] is protected	
by the Privacy Act of 1974	[Back to Home Page] Act of 1974	
	Employee Record Web For	

Figure 8-6: Add Employee Record Web Form

8.3.2 Modify/Delete Employee Record

CAS2Net offers two menu items for locating the employee record to be modified.

The first option, "Modify/Delete employee record using query form", lets the Data Maintainer enter search criteria to locate employees with given attributes.

The second, "Modify/Delete employee using quick pick list", lets the Data Maintainer search for employees by career paths.

Using Query Form: This method takes you through a query screen in which you can enter information about the employee record(s) you want to modify or delete – entering SSN is the most direct way to get exactly the record you want. If you enter more general criteria, such as broadband and career path, you will get a list of all employees in the database matching those criteria. You may use the % symbol as a wild card in your queries.

After you enter the query criteria, scroll to the bottom of the screen and select the order in which you want the records sorted (optional), and then click the "Find" button. The query form is shown on the following page.

SEARCH EMPLOYEE QUERY FORM

Find s information is protected	This information is protected	This information i
Person ID:	By the Physics Act of 1074 This intermediate is presided	This information i
First Name: Middle Initial:	by the Privacy Act of 1974	by the Privacy A
Cast Name: ormation is	This information is protected	This information i
Social Security Num:	by the Privacy Act of 1974 This information is protected	by the Privacy A This information i
Demo: the Privacy Act 0 All 1974		by the Privacy A
This information is Non-Bened	This information is protected	This information i by the Privacy A
Presumptive Rating Status: O All Terres	This information is protected	This information i
by the Privacy Actored to circumst	tance (recentity) ^{Striver} Act of 1974	by the Privacy A
This information is protected	This indimination is protected	This information i
Servicing CPO: TV: AI	1 1974	by the Privacy A
Service: All	ny me Privacy Act of 1974	This Information i by the Privacy A
Broadband Level: Jion is All Include Not Assigned		This information i
by the Privacy ActoLevel 74		by the Privacy A
This information is a team ted by the Privacy Acterniti74		This information i by the Privacy A
Organization: Paypool Code:	This information is protected	This information i
by the Privacy Ac Al SA		by the Privacy A
by the Privacy Act of 1974	(Leave blank for at)ation is profueled by the Privacy Act of 1974	This information I by the Privacy A
Career Path: O All This information is Not Assigned		This information i
Technical Mana		by the Privacy A
This information is Administrative	Support is information is protected	This information i This information i
Series: he Privacy Ac	ave blank for all) Privency Act of 1974	by the Privacy A
Login Nome: mation is	This information is protected	This intermation i
Group: OAL	By the Privacy Act of 1974 White between these is received	by the Privacy A This information i
by the Privacy Act Supervisor I	This information is protected by the Privacy Act of 1974	by the Privacy A
• Sub-Panel Man This information is • Paypool Manag	 This information is protected 	This information i
by the Privacy Act Data Maintaine		by the Privacy A
This information is RT Online View by the Privacy Actor Superuser	* This information is protected by the Privacy Act of 1974	This information i by the Privacy A
Retained Pay Status: O All	This information is protected	This information i
by the Privacy Actore 1974		by the Privacy A
This Information is protected	This information is protected by the Diverse that of x07.0	This information i by the Privacy A
Sort Order 1: LastName	This inf	This information i
by the Privacy Act of 1914	by the Privacy Act of 1974	by the Privacy A
This information is protocled	This information is protocled	This information i
Find, The Privacy Act of 1974 L'Addan Employee Record J LData Maintenance.	by the Privacy Act of 1974	by the Privacy A This intermation i
LBack to Home Page 1 Y Act of 1974	by the Privacy Act of 1974	by the Privacy A

Figure 8-7: Search Employee Record Query Form

Enter one or more search criteria and click "Find".

The query produces a list of records that match the query criteria as shown below. The records are displayed in groups of ten. You can then select a specific employee from the resulting list (shown below) by clicking on the employee's ID link.

Employee Menu	Em	ploye	estion is pr	otected	T					s proi	ected	Thi	s inforn
Mid-Point Review Self- Assessment	by	the Pi	ivacy Act o	i 1974		by il	ne P	riva	icy A	ci ci 1	974	by	
	ID	SSN	Name	Home Org	Career	Path	Level	СРО	Series	Salary	Group	Service	
Annual Appraisal Self- Assessment	2572	227-22-12	34 Danielle Hoang	AMC/LH	NH	i ii	I	7X	0025	\$24,837	Employee	OSD	
Reports	2574	123-45-69	14 Eric Hoang	AMC/LH	IJ	oy u	IS P	7X	0332	\$24,837	Superuser	OSD	
eports	2573	123-45-69	15 Tony Hoang	-	N/A	hás i	0		in an i	\$0	Superuser	TTIA	
ata Maintainer	<u>2571</u>	227-11-12	34 Andrew Hoang	AMC/LH	UJ	i i i i i i i i i i i i i i i i i i i	I	7X	0019	\$24,837	Employee	OSD	
Menu													
Appraisal Status and _ock	Record	ds 1 to 4 o	fation is pr										Page 1
/iew and lock employee	ba	<u>r ihe</u> Pr											
ppraisals	ReC	luery											
<u>leports</u>													
iew or print reports in PDF format	New C)uery											the Pr
ata Maintenance													
laintain employee data	Add n	ew Employe	e record	calested			intiac						
assword Maintenance			rionari ia pr										
Change your password	Data	Maintenar	ice Menu Lot O										
Offline Interface													

Figure 8-8: Search Employee Record Query Results

Using quick pick list: The second search option, "Modify/Delete employee using quick pick list", lets the Data Maintainer search for employees by career paths.

Data Maintainer Menu	Employee Picklists By Ca	areer Path by the Privacy Act of 1974	This informat by the Priva
Appraisal Status and Lock View and lock employee appraisals	This information is protected by the Privacy Act of 1974	This information is protected by the Privacy <u>Act of 1974</u>	This informat Incide: Priva
Reports View or print reports in PDF format	N/A - Not Assigned	Flynn, Trish (unassigned) This information is protected	Submit
Data Maintenance Maintain employee data	NH - Business Management and Technical Ma	anagement Professional Artis, Amy (AMC/LHACA)	Submit 1103
Password Maintenance Change your password	NJ - Technical Management Support	This informatic Garfield, George (AMC/LH)	Submit That
Offline Interface Offline Interface Paypool Notices Important information for your	NK-Administrative Support protected by the Privacy Act of 1974	This informatic And Arron (AMC(LHXTA) by the Privacy Act of 1974	Submit nat
paypool Logout Exit CAS2Net	[Add an Employee Record] [Data Maintenance	This information is protected Menully the Privacy Act of 1974	This informat by the Priva
Session Maintenance Assume the role of another user	EBack to Home Page]	This information is protected	This informat

Figure 8-9: Modify/Delete Employee Record Using Quick Pick List

This method takes you through a screen to pick employees by selecting from dropdown lists from each career path. Select an employee from one of the dropdown lists then click on the "submit" button.

When an employee is selected from either search screen, CAS2Net displays the Employee Detail form for updating or deleting AcqDemo employee information.

EMPLOYEE DETAIL WEB FORM

This information is protected by the Privacy Act of 1974	Employee Detail	This information is protected by the Privacy Act of 1974
BOTTOM This information is protected	This information is protected	This information is protected
Part 1 - Complete this section for all Demo and	by the Privacy Act of 1974	by the Privacy Act of 1974
This information is protected	This information is protected	This information is protected
by the Privacy Actor 1974		by the Privacy Act of 1974
Prefix: Information is protected	This information is protected	This information is protected
First Name: Middle Initial:	by the Privacy Act of 1974	by the Privacy Act of 1974
Last Name: Ormation is Artis	This information is protected	This information is protected
suffix: the Privacy Action 1974	by the Privacy Act of 1974	by the Privacy Act of 1974
SSN: S information is 298-10-3720	This information is protected by the Privacy Act of 1974	This information is protected by the Privacy Act of 1974
Part 2: Complete this section for all Demo emp		This information is protected
This information is protected In Demo: Privacy Act of 1974		by the Privacy Act of 1974
In Demo: Demo Start Date: 02/01/1999 Calen		This information is protected
(mm/dd/yyyy) ? End Date:		ewLoss the Privacy Act of 1974
(mm/dd/yyyy) <u>?</u> Basic Pay:	This information is protected	This information is protected
Retained Pay Status: Across 1974		by the Privacy Act of 1974
Presumptive Rating O None Status:		This information is protected
	ce (expected)Privacy Act of 1974	by the Privacy Act of 1974
Due to circumstan		This information is protected
by the Privacy Act of 1974		by the Privacy Act of 1974
Post-Cycle Activity	tion View formation is protecte pror	t to do if employee is <u>loted?</u> IS information is protected
by the Privacy Ac Demotion	^{tion} by the Privacy Act of 1974 joining	ng? by the Privacy Act of 1974
	AGON, WASH DC 20330	This information is protected
Locality Code: LA Los Angeles 27.16 Service: Air Force	, Ine Privacy Act of 1974	by the Privacy Act of 1974
This information is Amysetted		This information is protected
by the Privacy Ac®Marine Corp ® Navy		by the Privacy Act of 1974
This information is Office of the Secr	etary of Defense mation is protected	This information is protected
Supervisors: Level 1 Supervisor: Peter Olson	by the Fittersy met of Ford follo	nges to Supervisor must be done using the wing link
Sub-Panel Meeting: Helen Gonzalez		sign supervisors mation is protected
By the Phylacy Ac Paypool Manager:	by the Privacy Act of 1974	by the Privacy Act of 1974
Bob Arnold Career Path: © N/A-Not Assigned	This information is protected	This information is protected
by the Phylocy AC NH-Business Mana	gement and Technical Management	by the Privacy Act of 1974
NJ-Technical Mana	agement Support	This information is protected
Broadband Level: Not Assigned	supportine Privacy Act of 1974	by the Privacy Act of 1974
This information is protected		This information is protected
by the Privacy Ac©Level 2.7.4 ©Level 3		by the Privacy Act of 1974
This information is © Level 4 Cled Series: LOV Privacy A 0318 SECRETAR	This information is protected w by the Privacy Act of 1974	This information is protected by the Privacy Act of 1974
Organization: Paypool Code:		
by the Privacy A Office Symbol:		This information is protected by the Privacy Act of 1974
AMC/LHACA LOV	This information is protected	This information is protected
by the Privacy Act of 1974	by the Privacy Act of 1974	by the Privacy Act of 1974
Part 3: Complete this section for all employees	requiring CAS2Net user accounts This information is protected	This information is protected
User Account: No existing CAS2Net	user account. Privacy Act of 1974	by the Privacy Act of 1974
Contact the CAS2Net	t Help Desk to create an account if needed.	This information is protected
Login Name: Privacy AdA1ARTISA3720	by the Privacy Act of 1974	by the Privacy Act of 1974
Group: This information is protected		This information is protected
Update Delete Revert Close TOP	by the Privacy Act of 1974 This information is protected	This information is protected

Figure 8-10: Employee Detail Web Form

You will have to scroll up and down to see all of the data fields. The following data elements are open for direct entry or modification:

a direct entry of modification.
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
Start Date (date entered Acq Demo)
End Date (date departed Acq Demo)
Current Fiscal Year Base Pay (does NOT include locality pay)
Last Year's OCS (if available)
Supervisor Names (Level 1 Supervisor, Managers Meeting, and Pay pool Manager)
Office Symbol
Occupational Series
7 Wild Card Column Entries (do not use, these come from the CCAS spreadsheet)
2 Supervisor Names for Part 1 of the Appraisal Form (from the CCAS spreadsheet)
Comments for Part 1 of the Appraisal Form (from the CCAS spreadsheet)
Part 3: Complete this section for all employees requiring CAS2Net user accounts

Login Name

The following data elements may be changed only by selecting from dropdown lists, check boxes, or radio buttons:

Part 1: Complete this section for all Demo and Non-Demo employees							
Prefix (not used)	Dropdown List						
Part 2: Complete this section for all Demo employees							
In Demo Flag	Check Box						
Retained Pay Status	Check Box						
Presumptive Rating Status	Radio Buttons						
Temporary/Permanent Promotion (during the post-cycle period)	Radio Buttons						
Servicing CCPO Code	Dropdown List						
Locality Code	Dropdown List						
Service	Radio Buttons						
Broadband Level	Radio Buttons						
Pay pool Code	Dropdown List						
Career Path	Radio Buttons						
Part 3: Complete this section for all employees requiring CAS2Net user accounts							

Group (employee, supervisor, etc.)

Dropdown List

Supervisor Names, Office Symbol, and Occupational Series (Number and Title) may be changed by either typing in a value or selecting from a list of values. Click the LOV link to select from the list of values. New values entered for Supervisor Names and Office Symbol will be added to the list of values once the employee record is updated.

Given the long list of Occupational Series, you will be prompted to enter a search criterion when you click on the LOV link for Series. You may use the % symbol as a wild card in your search. For example, entering"3%" for the search criterion will return all Series with a 3 in it (see below). You may update the search criterion and click the "Find" button or click on a Series ID link to select the value.

When changes are complete, scroll to the bottom of the screen and click the "Update" button to save the changes to the CAS2Net database. If you want to delete the employee from the database, click the "Delete" button. If you have made changes, but want to revert back to the previous values (before clicking the "Update" button), click the "Revert" button.

🗿 List Of Values: Series - Microsoft Internet Explorer provi 💶 🗆 🗙									
List Of Values: Series									
Search cr	iterion for Series:								
3%	Find Close								
Series ID	Definition								
0030	SPORTS SPECIALIST								
0301	SPECIALIST/ANALYST								
0334	COMPUTER SPECIALIST								
0340	PROGRAM MANAGEMENT								
0341	ADMIN ASST/OFFICER								
0343	PROGRAM ANALYST								

Figure 8-11: Occupational Series "List of Values"

Unlike other screens in CAS2Net, you cannot "Back" out of the Employee Detail screen. To exit the screen and return to the list of employees, click the "Close" button at the bottom of the screen.

8.3.3 Transfer Paypool

To move an employee from one paypool to another, use the "Transfer Paypool" feature. Start by clicking "Data Maintenance" from the navigation bar.

Acq	This inte Contribution-based	Compensation and Appraisal CAS ² Net	System Software protected by the Privacy Act of 1974
Employee Menu	This information is protected by the Privacy Act of 1974	This information is protected b Employee Maintenance Menu 974	
Contribution Planning Mid-Point Review Self- Assessment	This information is protected	Modify/Delete employee record using query form	This information is protected by the Privacy Act of 1974
Annual Appraisal Self- Assessment Reports		todify/Delete employee record using quick pick list	This information is protected by the Privacy Act of 1974
Data Maintainer Menu Appraisal Status and	This information is protected by the Privacy Act of 1974	Assign Supervisors to an Employee	This information is protected by the Privacy Act of 1974
Lock View and lock employee appraisals Reports	This information is protected by the Privacy Act of 1974	Assign Employees to a Supervisor Replace Supervisor Assignments	This information is protected by the Privacy Act of 1974
View or print reports in PDF format Data Maintenance Maintain employee data	This information is protected by the Privacy Act of 1974	This inio Internat DOA's protected by the Privacy Act of 1974	This information is protected by the Privacy Act of 1974
Password Maintenance Change your password Offline Interface Offline Interface	This information is protected by the Privacy Act of 1974	This information is protected by the Privacy Act of 1974	This information is protected by the Privacy Act of 1974
Omine intertace Paypool Notices Important information for your paypool	This information is protected by the Privacy Act of 1974		
Logout Exit CAS2Net	This information is protected		

Figure 8-12: Transfer Paypool – Data Maintenance Menu

Select the "Modify/Delete employee record using query form" link.

CAS2Net refreshes the screen to display the "Look for Employee(s)" search screen.



Figure 8-13: Transfer Paypool – Employee Search Query Form

Enter the name of the employee you want to find.

Scroll to the "Organization" section of the form and select "(transfer)" from the "Paypool Code" dropdown list.



Figure 8-14: Transfer Paypool – Search by "From" Paypool

Click the "Find" button (located at the top and/or bottom of the screen).



Figure 8-15: Transfer Paypool – Employee Search "Find" buttons

CAS2Net refreshes the screen to display a list of employees in the transfer paypool. (This means the employee is waiting to be put into a paypool and be given supervisor assignments)

Select an employee you would like to modify by clicking on their "ID" number.

If you entered a name to search for, only people with that name will be displayed.

Em	ployee	<mark>gion is pr</mark> acy Act o	otectec i 1974						is proi let ef '	iected 1974		his by
			Home Org	Caree	r Path	Level	СРО	Series	Salary	Group	Servio	ce
	298-10-3720		c 10-71	NH	1 I I I I I I I I I I I I I I I I I I I	I		0318		Employee		
<u>2571</u>	012-34-5678	Jane Transfer	1.1214	NH	100	m	6Z	0801	\$75,000	Employee	AF	
Record	ds 1 to 2 of 2	ation is pr acy Act o	otectec i 1974						is proi let of '	lected 1974		'his by
		ation is pr acy Act o							is proi let of '	iected 1974		his by
bry	ew Employee r a Maintenance	acv Act o	otectec i 1974						is proi Ict of 1	lected 1974		his by

Figure 8-16: Transfer Paypool – Search Results

CAS2Net opens a new internet browser window to display the Employee Detail Screen for the select employee.

Part 1 - Complete this section for all Demo	by the Privacy Act of 1974	
This information is protected	This information is protected	This information
IDby the Privacy Act pi 1974		
Prefix: information is presented	This information is protected	This information
First Name: Privacy Act John	by the Privacy Act of 1974	
Middle Initial:		This information
Last Name: Iverson	This information is protected	
suffix: the Privacy Act 201974	by the Privacy Act of 1974	by the Privacy A
ssnis information is 1653-63-1132	This information is protected	This information
by the Privacy Act of 1974	by the Privacy Act of 1974	 by the Privacy A
Part 2: Complete this section for all Demo	This information is protected	This information
In the Privace Act of 1974		by the Privacy A
In Demo: ☑ Demo Start Date: (mm/dd/yyyy) ? 02/01/1999		This information
End Date: (mm/dd/yyyy)?	Calendar ; information is protected	and the second se
	Calendar the Privacy Act of 1974	View Loss Privacy A
Basic Pay: 107107	This information is protected	This information

Figure 8-17: Transfer Paypool – Employee Detail Input

Scroll down to the "Organization" section of the Employee Detail Form and select the "Paypool Code" dropdown list.

Choose the name of the paypool you want to move the selected employee to.

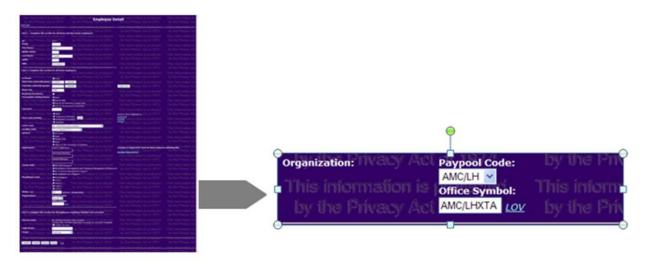


Figure 8-18: Transfer Paypool – "To" Paypool Selection

Click the "Update" button located at the bottom of the screen.

CAS2Net displays a message at the top of the Employee Detail screen indicating successful updates.

Click the "Close" button at the bottom of the Employee Detail Screen.

Tip: Generate the Employee Roster report from time to time to check your progress in cleaning up the paypool database.

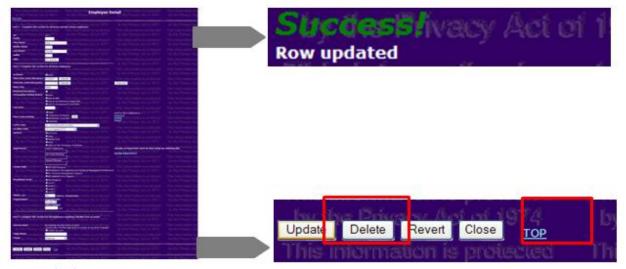


Figure 8-19: Transfer Paypool – Employee Detail Update

8.3.4 Record Post-Cycle Activities

Another very important function of the Data Maintainer is recording post-cycle activities. Post-cycle activities include all gains, losses, and temporary and permanent promotions occurring between 1 October 2001 and early January. These activities are recorded using the Data Maintenance – Employee Maintenance path from the Main Menu.

Post-cycle **losses** are recorded by following Path (1) to the Employee Detail screen and entering an End Date during the post-cycle period for the employee. Post-cycle **gains** are recorded by following Path (2) and then filling in all of the normal data elements, including a Start Date during the post-cycle period. Note that post-cycle gains and losses are only entered for employees leaving or joining AcqDemo during the post-cycle period. Transfers between paypools are NOT considered gains or losses.

Post-cycle **promotions** are recorded by following Path (1) to the Employee Detail screen and then selecting the appropriate promotion radio button under "Temp/Perm Promotion". Once you have selected the type of promotion, click the "View" button and enter the requested information. Don't forget to save your changes. The post-cycle data form for temporary promotions is shown below.

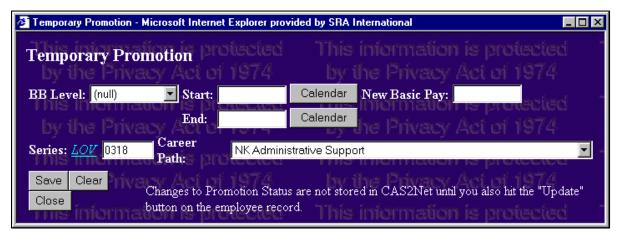


Figure 8-20: Temporary Promotion Web Form

Note that once you enter the promotion data and click the "Save" button, you have still not physically updated the CAS2Net database. That will not happen until you get to the end of the Employee Detail screen and click the "Update" button.

8.3.5 Create Supervisory Structure; Obtain CAC EDIPI

Make sure you have added all non-demo supervisors and have assigned them the highest supervisory user role they will have:

- Paypool Manager (PPM) is highest (note that each paypool can have only one PPM)
- Sub-Panel Manager also called Supervisor 2 is the next highest
- Supervisor 1 is the lowest level of supervisor

Note each level of supervisor can also act as lower levels of supervisor

- PPM can be assigned as Sub-Panel Manager and Supervisor 1
- Sub-Panel Manager can be assigned as Supervisor 1
- You create your own sub-panels or sub-paypools when you assign Sub-Panel Managers. You will be able to download these into the Sub-Panel version of the CCAS spreadsheet, which allows the sub-panel to review ratings, but does not allow them to assign payouts.

Make sure that you have created records for all non-demo supervisors and have assigned all supervisor roles before assigning supervisors to an employee or employees to a supervisor

<u>Note:</u> You will need to obtain the Social Security Number and Common Access Card (CAC) Electronic Data Interchange Personnel Identifier (EDIPI) for each non-demo user

OBTAINING CAC EDIPI

The following steps can used by the employee to find his EDIPI.

- 1. Open ActivClient:
- 2. Double-click the ActivClient icon in your Windows system tray



Figure 8-21: Windows ActivClient Icon

10 digit EDIPI follows name in the title bar, but cannot be copied.

3. Double-click "Smart Card Info" icon.

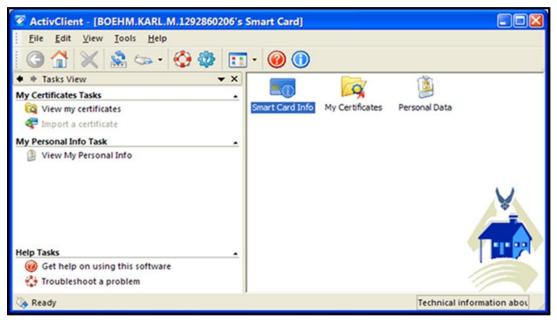


Figure 8-22: Smart Card Info Icon

10 digit EDIPI located in the User Name field, and can be copied

4. Copy and send to Data Maintainer to establish account

ActivClient - [BOEHM.KARL.M.1292860206's	Smart Ca	rd]	
File Edit View Tools Help			
🛯 🚱 😭 💥 🏩 🆘 · 🚱 🀲 🗉	- 🕜	0	
♦ ♦ Tasks View			
Help Tasks		Smart Card Info	
Troubleshoot a problem			
		User Name	BOEHM.KARL.M. 1292860206
		Manufacturer:	Gemalto
		Model:	TOP DL GX4 144K FIPS
		Unique	CUID = 4070-5072-8400-007A-7E0D
	<		>
			ОК
💊 Ready			

Figure 8-23: Smart Card Information Screen

CREATE NEW EMPLOYEE RECORD: NON-DEMO EMPLOYEE

Once you have the SSN and EDIPI, click "Data Maintenance" from the navigation bar. CAS2Net refreshes the screen to display the Employee Maintenance Menu.

Acq Demo	Contribution-based Compensation and Appraisal CAS ² Net	System Software protected by the Privacy Act of 1974
Employee Menu	This information is protected This information is protected by the Privacy Act of 1974 by Employee Maintenance Menu \$74	
Contribution Planning Mid-Point Review Self- Assessment	This information is protected by the Privacy Act of 1977	This information is protected by the Privacy Act of 1974
Annual Appraisal Self. Assessment Reports	This information is protected by the Privacy Act of 1977	This information is protected by the Privacy Act of 1974
Data Maintainer Menu Appraisal Status and	This information is protected Ti _{Assign Supervisors to an Employee} cled	This information is protected by the Privacy Act of 1974
View and lock employee appraisals Reports	Assign Employees to a Supervisor This information is protected by the Privacy Act of 1977	This information is protected by the Privacy Act of 1974
View or print reports in PDF format Data Maintenance Maintain employee data	This information is protected This information is protected by the Privacy Act of 1974	This information is protected by the Privacy Act of 1974
Password Maintenance Change your password Offline Interface Offline Interface	This information is protected This information is protected by the Privacy Act of 1974 by the Privacy Act of 1974	This information is protected by the Privacy Act of 1974

Select the "Insert New Employee Record" link.

Figure 8-24: Insert New Employee Record Link

- CAS2Net displays the Add an Employee Record screen.
- In Part 1 of the form:
 - Enter the *first* and *last name* along with the *Social Security Number* of the employee being added.

The fields in yellow are mandatory

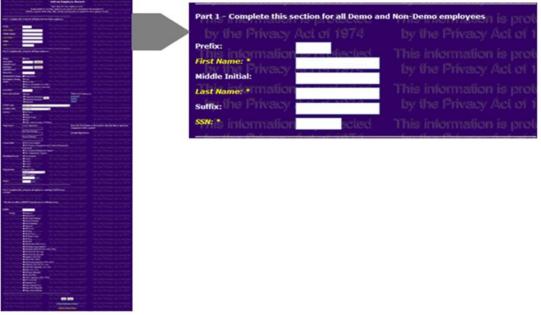


Figure 8-25: Add Employee Record – Part 1

In Part 2 of the form:

- Click the "Demo" checkbox to Uncheck and make the employee Non-Demo.
- Scroll to the "Organization" section of the form to the "Paypool Code" dropdown list. Select the paypool name in which you want to put your employee into.

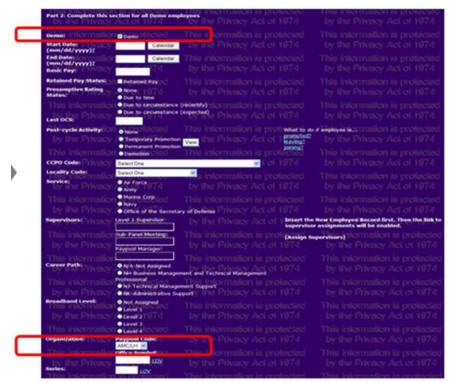


Figure 8-26: Add Employee Record – Part 2

In Part 3 of the form:

- Enter the user's EDIPI in the provided text box.
- Select radio button for desired User Group.
- Click the "Add" button at the bottom of the screen.

This information is protected	This information is protected
Part 3: Complete this section for all employees req	uiring CAS2Net user accounts 1 01 1974
This information is protected by the Privacy Act of 1974 * Be Sure to collect a DD2875 from the user to aut	This information is protected by the Privacy Act of 1974
This information is protected by the Privacy Act of 1974	
This i Group: add to Employee and by the Privacy A Supervisor I Sub-Panel Manager	
This information Paypool Manager by the Privacy A Data Maintainer Superuser	
This information is Full Accessed by the Privacy As All Air Force	
This information All Marine Corps by the Privacy A All OSD 74	This information is protected by the Privacy Act of 1974
All Edwards (4001-4) All Edwards (4001-4) All MARCORSYSC by the Privacy (AMSAA (129x) AMCOM (121x)	on (3000-3002) mation is protected by the Privacy Act of 1974
This information (AT&L (500x)) by the Privacy A Regional User	
This information is Super Regional User by the Privacy Assuper Navy Regional Super Army Regional	
This information is protected by the Privacy Act of 1974	This information is protected by the Privacy Act of Add Clear

Figure 8-27: Add Employee Record – Part 3

CAS2Net refreshes the screen to display a successful update. Confirms:

- The employee has been successfully inserted
- Employee's ID number
- SSN
- Name

Employee Inserted	This information is protected by the Privacy Act of 1974
ID: 2611 SSN: 123-44-5678	Melissa Mango by the Privacy Act of 1974
This information is protected by the Privacy Act of 1974	This information is protected by the <u>Ensert Another Employee1</u> 74
This information is protected by the Privacy Act of 1974	This into [Edit Inserted Record]
This information is protected by the Privacy (lot of 1974	This information is protected

Figure 8-28: Add Employee Record Successful

8.3.6 Assign Supervisors to an Employee

To assign supervisors to an employee, click "Data Maintenance" from the navigation bar.

CAS2Net refreshes the screen to display the Employee Maintenance Menu.

Select the "Assign Supervisors to an Employee" link.

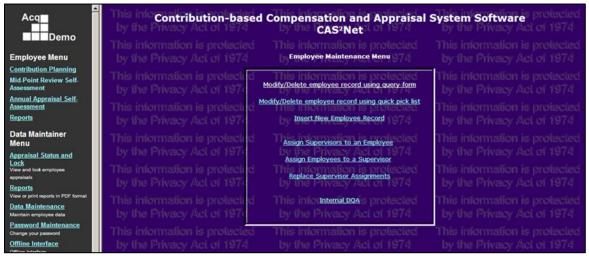


Figure 8-29: Assign Supervisors to an Employee Link

The Assign Supervisor to an Employee screen is displayed. Select an employee's name from the dropdown list.

Please select an Employee to Assign Supervis	ors his information is protected	
here o Alassan 195 de conserver Assach south 61 (81 7 A	ma ma mermaden la protectee	
Employee: (null)	by the Privacy Act of 1974	
Level 1 Supervisor:	This information is protected	
Sub-Panel Manager: (null)		
Pay Pool Manager:	e Privacy Act of 1974	
This information is protected Assign Reset	This information is protected	This information
Please send comments/suggestions about this for	[Data Maintenance Menu] This mormation is protected m to Kad Boehm	This information by the Privacy
This information is protected by the Privacy Act of 1974		
	Sub-Panel Manager: [null] Pay Pool Manager: [null] Pay Pool Manager: (null) This information is protected Please send comments/suggestions about this for This information is protected by the Privacy Act of 1974 This information is protected by the Privacy Act of 1974 This information is protected by the Privacy Act of 1974 This information is protected by the Privacy Act of 1974 This information is protected by the Privacy Act of 1974 This information is protected by the Privacy Act of 1974 This information is protected by the Privacy Act of 1974 This information is protected by the Privacy Act of 1974 This information is protected by the Privacy Act of 1974	Level 1 Supervisor: (null) Image: (null) Sub-Panel Manager: (null) Image: (null) Pay Pool Manager: (null) Image: (null) This information is protected This information is protected This information is protected This information is protected This information is protected This information is protected This information is protected This information is protected This information is protected This information is protected This information is protected This information is protected This information is protected This information is protected This information is protected This information is protected by the Privacy Act of 1974 This information is protected by the Privacy Act of 1974 This information is protected by the Privacy Act of 1974 This information is protected by the Privacy Act of 1974 This information is protected by the Privacy Act of 1974 This information is protected by the Privacy Act of 1974 This information is protected by the Privacy Act of 1974 This information is protected by the Privacy Act of 1974 This information is protected by the Privacy Act of 1974

Figure 8-30: Assign Supervisors to an Employee Web Form

CAS2Net refreshes the supervisor dropdown lists to display the selected employee's current supervisors. Select the desired supervisors to assign to the selected employee using the provided dropdown lists.

To undo selections made, and view the current supervisor assignments, click the "Reset" button. Select the desired supervisors to assign to the selected employee and click the "Assign" button.

This information is	s protected This information is
Employee: Privacy A	CÎ Artis, Amy (AMC/LH) 🔽 Privac / At
Level 1 Supervisor:	Olson, Peter (AMC/LH)
Sub-Panel Manager:	Gonzalez, Helen (AMC/LH)
Pay Pool Manager:	Arnold, Bob (AMC/LH)

Figure 8-31: Assign Supervisors to an Employee – Supervisor Selection

Once you click the "Assign" button, CAS2Net displays the following message : "Supervisor(s) successfully assigned."

If no supervisor assignments have been changed and the "Assign" button is clicked, the following message is displayed: "No supervisor changes made."

Note that above paypool superusers need to assign supervisors who are in a different paypool than the employee using this module.

pervisor(s) successfully	assigned cled This informatio
mployee:	Artis, Amy (AMC/LH)
Level 1 Supervisor:	Evans, Francis (AMC/LH) 🔽
Sub-Panel Manager:	Gonzalez, Helen (AMC/LH) 🔽
Pay Pool Manager:	Arnold, Bob (AMC/LH)

Figure 8-32: Assign Supervisors to an Employee Successful

8.3.7 Assign Employees to Supervisor

To assign employees to a supervisor, click "Data Maintenance" from the navigation bar.

CAS2Net refreshes the screen to display the Employee Maintenance Menu.

Select the "Assign Employees to a Supervisor" link.

Acq Demo	This inte Contribution-based by the Privacy Act of 1974	Compensation and Appraisal CAS ² Net	System Software protected
Employee Menu	This information is protected by the Privacy Act of 1974	This information is protected b Employee Maintenance Menu 974	This information is protected by the Privacy Act of 1974
Contribution Planning Mid-Point Review Self- Assessment	This information is protected by the Privacy Act of 1974	Modify/Delete employee record using query form	This information is protected by the Privacy Act of 1974
Annual Appraisal Self. Assessment Reports	This information is protected d by the Privacy Act of 1970	odify/Delete employee record using quick pick list Insert New Employee Record	This information is protected by the Privacy Act of 1974
Data Maintainer Menu Appraisal Status and	This information is protected by the Privacy Act of 1974	Assign Supervisors to an Employee	This information is protected by the Privacy Act of 1974
Lock View and took employee appraisals	This information is protected by the Privacy Act of 1974	Assign Employees to a Supervisor Replace Supervisor Assignments	This information is protected by the Privacy Act of 1974
Reports View or print reports in PDF format Data Maintenance Maintain employee data	This information is protected by the Privacy Act of 1976	This information of the protected by the Privacy Act of 1974	This information is protected by the Privacy Act of 1974
Password Maintenance Change your password Offline Interface Offline Interface	This information is protected by the Privacy Act of 1974	This information is protected by the Privacy Act of 1974	This information is protected by the Privacy Act of 1974

Figure 8-33: Assign Employees to Supervisor Link

The Assign Employees to a Supervisor screen is displayed.

Select a supervisor name from the dropdown list and select the supervisor role you want to assign (first level, sub-panel, or paypool manager).

Acq	Assign Employees to a Supe	rvisor information is protected by the Privacy Act of 1974	
Employee Menu	Please Select a Supervisor to Assign Employe		This information by the Privacy A
<u>ontribution Planning</u> lid-Point Review Self- ssessment		t By: • Name • Org • Paypool Manager (2001 Act of 1974	This information by the Privacy /
<u>nnual Appraisal Self-</u> <u>ssessment</u> eport <u>s</u>	Submit Reset fation is protected	This information is protected by the Privacy Act of 1974	This information by the Privacy /
Data Maintainer Ienu ppraisal Status and	Please send comments/suggestions about this for		This information by the Privacy /
ock iew and lock employee opraisals eports	This information is protected by the Privacy Act of 1974	This information is protected by the Privacy Act of 1974	This information by the Privacy /
eyorts ew or print reports in PDF format ata <u>Maintenance</u> sintain employee data	This information is protected by the Privacy Act of 1974	This information is protected by the Privacy Act of 1974	
assword Maintenance nange your password ffline Interface	This information is protected by the Privacy Act of 1974	This information is protected by the Privacy Act of 1974	This information by the Privacy /
fline Interface aypool Notices sportant information for your spool	This information is protected by the Privacy Act of 1974	This information is protected by the Privacy Act of 1974	This information by the Privacy /
<u>.ogout</u> Exit CAS2Net Session Maintenance	This information is protected by the Privacy Act of 1974	This information is protected by the Privacy Act of 1974	This information by the Privacy /

Figure 8-34: Assign Employees to Supervisor – Supervisor Selection

CAS2Net refreshes the screen to display a list of employees reporting to the selected supervisor.

Note: to view employees under the selected supervisor in a different level of supervision, select the desired radio button.

To sort the list of employees by Name or Organization, select the "Name" or "Org" radio button.

Click the check boxes next to employee name(s) of those employee(s) you want to assign to the selected supervisor. To assign all employees listed, click the "Check/Uncheck All" checkbox.

To undo selections click the "Reset" button.

To submit selections, click the "Submit" button.

Supervisor: Gonzalez, Helen (AMC/	LHAC) Sort By: O Name Org
● First Level Supervisor ● Sub-1	Panel Meeting 🍨 Paypool Manager
Check	/Uncheck All
Cison, Peter (AMC/LHACA)	Quarles, Richard (AMC/LHACB)
Andt, Aaron (AMC/LHXTA)	Artis, Amy (AMC/LHACA)
Babbitt, Chris (AMC/LHXSA)	Burns, Barry (AMC/LHACA)
Butler, Bryce (AMC/LHXTA)	Cavasos, Carmen (AMC/LHXTB)
Celon, Connie (AMC/LHACA)	Curtiss, Dan (AMC/LHA)
Dancy, Dyanne (AMC/LHXTB)	Donaldson, Dennis (AMC/LHACB)
Enerson, Erica (AMC/LHXTB)	Evans, Erin (AMC/LHACB)
Evans, Francis (AMC/LHX)	Farnsworth, Fred (AMC/LHACB)
■F tes, George (AMC/LHXTA)	Freeman, Francis (AMC/LH)
Garfield, George (AMC/LH)	Gonzalez, Helen (AMC/LHAC)
Gimes, Garth (AMC/LHACB)	Hansen, Ike (AMC/LHXTB)
Harris, Henry (AMC/LHADA)	Irinski, Ivan (AMC/LHADA)
Iverson, John (AMC/LHAD)	Jerris, Jane (AMC/LHADA)

Figure 8-35: Assign Employees to Supervisor – Employees Selection

Verify the selected employees have been assigned to the supervisor.

Repeat for each supervisory role held by the selected supervisor by clicking on each of the levels of supervisor radio buttons.

8.3.8 Replace Supervisor Assignments

To assign employees to a supervisors, click "Data Maintenance" from the navigation bar.

CAS2Net refreshes the screen to display the Employee Maintenance Menu.

Select the "Replace Supervisor Assignments" link. Use this option when a supervisor is replaced by another person.

Acq Demo	Contribution-based Compensation and Appraisal CAS ² Net	System Software
Employee Menu	This information is protected This information is protected by the Privacy Act of 1974 by Employee Maintenance Menu 974	This information is protected by the Privacy Act of 1974
Contribution Planning Mid-Point Review Self- Assessment	This information is protect d This information is protected by the Privacy Act of 1970	This information is protected by the Privacy Act of 1974
Annual Appraisal Self. Assessment Reports	This information is protected by the Privacy Act of 1977	This information is protected by the Privacy Act of 1974
Data Maintainer Menu Appraisal Status and	This information is protected by the Privacy Act of 1970 by the Privacy Act of 1974	This information is protected by the Privacy Act of 1974
Lock View and lock employee appraisals Reports	This information is protected by the Privacy Act of 1977	This information is protected by the Privacy Act of 1974
View or print reports in PDF format Data Maintenance Maintain employee data	This information is protected This informational protected by the Privacy Act of 1974	This information is protected by the Privacy Act of 1974
Password Maintenance Change your password Offline Interface	This information is protected This information is protected by the Privacy Act of 1974 by the Privacy Act of 1974	This information is protected by the Privacy Act of 1974

Figure 8-36: Replace Supervisor Assignments Link

The Replace Supervisor Assignments screen is displayed.

Select a supervisor name from the "Original Supervisor" dropdown list.

Acq Demo	Update Supervisor Assignm	entis information is protected by the Privacy Act of 1974	This information i by the Privacy A
Employee Menu	This information is protected Manager Level: Act of 1974	This information is protected by the Privacy Act of 1974	This information i by the Privacy A
<u>Contribution Planning</u> Mid-Point Review Self- Assessment	First Level Supervisor Sub-Panel Meeting Paypool Manager		
<u>Annual Appraisal Self-</u> <u>Assessment</u> <u>Reports</u>	Triginal Supervisor: (null) ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓		
Data Maintainer Menu	Replacement Supervisor: (null) Spritected by the Privacy Act of 1974		
Appraisal Status and Lock View and lock employee appraisals	Update Clear nation is protected	This information is protected	This information i
<u>Reports</u> View or print reports in PDF format <u>Data Maintenance</u> Maintain employee data	by the Privacy Act of 1974 Please send comments/suggestions about this for by the Privacy Act of 1974	<u>I Data Maintenance Menu 1</u> Act of 1974 m to <u>Kail Boehin</u> I mation is protected by the Privacy Act of 1974	
Password Maintenance Change your password Offline Interface	This information is protected by the Privacy Act of 1974		
Offline Interface <u>Paypool Notices</u> Important information for your paypool	This information is protected by the Privacy Act of 1974		
Logout Exit CAS2Net Session Maintenance Assume the role of enother user	This information is protected by the Privacy Act of 1974		

Figure 8-37: Update Supervisor Assignments – Supervisor Selection

Click the associated radio button to select the level of supervision you want to replace assignments for the selected supervisor.

Select the name of the supervisor you want to replace assignments with from the "Replacement Supervisor" dropdown.

To clear selections, click the "Clear" button.

To submit changes, click the "Update" button.

Update Supervisor Assignme	ents ^{is} by i
This information is protected Manager Level: y Act of 1974	This by it
 First Level Supervisor Sub-Panel Meeting Paypool Manager 	This by i
Original Supervisor: Amold. Bob (AMC/LH)	This by i
Replacement Supervisor: (null) Sprotected by the Privacy Act of 1974	This by ti
Update Clear nation is protected	This

Figure 8-38: Replace Supervisor Assignments – Update

CAS2Net displays a message indicating the number of successful replacements between the two selected supervisors.

Update Supervisor Assignme	ntsis by il
6 Replacements of Bob Arnold with Ike Hansen	This
by the Privacy Act of 1974	by i
Manager Level:	This
• First Level Supervisor	by i
Sub-Panel Meeting Paypool Manager	This
by the Privacy Act of 1974	by i
Arnold, Bob (AMC/LH) Image: Control of the control of th	This
Replacement Supervisor: Hansen, Ike (AMC/LH)	by i
This information is protected	This
Update Clear Vacy Act of 1974	by i

Figure 8-39: Replace Supervisor Assignments Successful

8.4 Offline Interface

The "Offline Interface" enables the Data Maintainer to transfer paypool information to and from the CCAS Spreadsheet for Paypool Panel evaluation.

Click "Offline Interface" in the Data Maintainer Menu of the left side navigation bar. CAS2Net displays the Offline Interface menu.

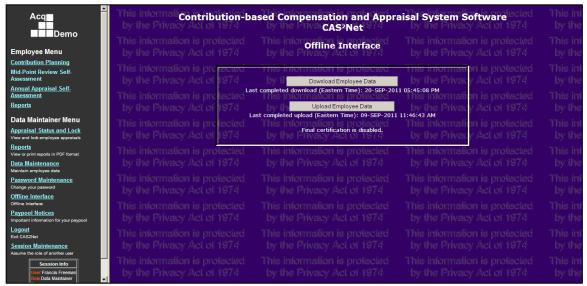


Figure 8-40: Offline Interface Menu

8.4.1 Download Employee Data

When the CAS2Net database includes all of the AcqDemo employees in your paypool, and all of the data elements have been reviewed and corrected, you are ready to export files for use in the CCAS spreadsheet. You have two methods for doing this, depending on how your paypool plans to use the spreadsheet.

Method 1: Some paypools prefer to have only one spreadsheet containing all employees, into which all factor scores can be entered. These paypools can either use the same spreadsheet, filtered by managers meeting, to sequentially record scores from each meeting, or can capture the results of the various meetings on paper and then transcribe them into the spreadsheet. To generate a single export file containing all paypool employees, click on the Offline Interface link on the Main Menu, then click the Download Employee Data button, and then select the file named "PPxxx_to_CCAS.csv". Follow the instructions on the screen for downloading the file (the procedure depends on which browser you are using). Point to where on your hard drive you want the file saved, click the "Save" button and you are done.

Method 2: Other paypools prefer to have a separate spreadsheet for each of their managers meetings. To generate these separate files, proceed as in Method 1 above, but when you get to the list of files, select the file named "PPxxx_to_CCAS_name.csv" where "name" is the first manager for whom you want to create a separate file. Continue the download process as in Method 1 above. Repeat this process for each manager. Employees whose records are not reviewed at a managers meeting (i.e., direct reports to the paypool manager) are contained in a file named "PPxxx_to_CCAS_(No Manager).csv".

Click the "Download Employee Data" button to list the data files available for download.



Figure 8-41: Offline Interface – Download Employee Data

Files that are available for downloading are displayed as hyperlinks. A filename shown as ordinary text indicates that the content has been locked. The Data Maintainer can utilize the "Appraisal Status and Lock" functionality to unlock the file.

Click a filename link and follow the Windows "File Download" instructions to "Open" or "Save" the employee data file.

Click "Return to Offline Interface Main Menu" to exit.

8.4.2 Upload Employee Data

The CCAS spreadsheet that managers use to enter scores and adjust compensation does not permit changes to basic personnel information – that can only be done directly on the CAS2Net database using Data Maintenance functions. All personnel data errors discovered after managers start using the spreadsheet must be corrected in the CAS2Net database. A new download file with the corrected data must then be generated for import into the spreadsheet. However, each import into the spreadsheet completely overwrites the information already in the spreadsheet. So managers do not lose any work they have already accomplished in the spreadsheet, the CAS2Net database is designed to upload and download the data elements that managers control in the spreadsheet. Therefore, before using the CAS2Net database to correct errors discovered by a manager, the manager must first export a file from his or her spreadsheet for upload to the database. The exported file will be named ppXXX_to_CAS2Net_name.csv. If the file contains the entire paypool, the manager's name will not be part of the file name.

To upload the file to the CAS2Net database, click on the Offline Interface link on the Main Menu, and then click the Upload Employee Data button. Then, either type in the full name of the file you want to upload, or click the "Browse" button to go find the file.



Figure 8-42: Offline Interface – Upload Employee Data

Depending on the version of your web browser, your browse window may be set to look for HTML Files only – use the dropdown list under file type to select "All Files (*.*)". Once you have located and highlighted the file, click "Open" and then click "Upload File". At this point all of the data elements entered into the spreadsheet, such as contribution scores, wild card entries, and pay adjustments, are stored in the CAS2Net database. You can now update personnel information and download and import a new file back into the spreadsheet, which will contain the corrected personnel data as well as all of the spreadsheet data that was stored from the upload. The manager can then proceed on with the CCAS process from where he or she left off without having to re-enter any data.

8.5 Paypool Notices

Select "Paypool Notices" from the Data Maintainer Menu on the left side navigation bar to display a list of available Paypool Notices files.

Acq Demo Employee Menu Contribution Planning Mid-Vioit Uneary Set-		Tribution base he Privacy Act of Information is pro- he Privacy Act of information is pro-	Paypool Notices List	iby Act of 1 fion is prot acy Act of 1	1974 by it lected This i 1974 by tt
Assessment	Peypool	e Prinskakel p	i 1974 nie description e Priva	Date Posted	Lest Download
Annual Appresal Selt- Assessment	ANC/LH	discrepane/ireportals	discrepancy_reportAMC_LH_nov2003	04-AUG-2003 03:09:54 PM	23-JUN-2011 05:01:43 PM
Reports	AMC/LH	Sub-Panel ACL OF Meeting_v0.6.xls	sub-Panel Spreadaheet the Prive	01-AUG-2003 11:43:28 AM	23-JUN-2011 () [] 05:00:25 PM
Data Maintainer Menu Appresel Status and Lock	AMC/LH	casy4.7x13	ccas spreadaheet This informa	30-3UL-2003 03:21:10 PM	08-562-2011 5 04:26:04 PM
Vew and lock employee appraisals	To save	a linked file to your compu	ter, use a right mouse button click on t	ic link and choose	: Save Target
Reports View or printregons in PDF format			alected This informa		lected This i
Deta Maintenance Nalmah employee data			Paypool Notices Top Menu]		1974 by ti
Peeword Mentenance					lected This i

Figure 8-43: Paypool Notices List

Select a CCAS Spreadsheet from the filename list—e.g. Sub-Panel Meeting [Version #].xls or CCAS [Version #].xls.

Follow the Windows "File Download" instructions to "Open" or "Save" the Excel spreadsheet containing the Paypool Notices.

9. SUPERUSER

This section provides guidance for the CAS2Net Superuser on how to use CAS2Net to oversee paypool operations.

If the Superuser is also a "demo" employee, then the following "Employee Menu" options will appear in the upper portion of the navigation bar: <u>Contribution Planning</u>, <u>Mid-Point Review Self-Assessment</u>, <u>Annual Appraisal Self-Assessment</u>, and <u>Reports</u>.

Refer to Section "4. Employee" for information relating to the Employee Menu features.

When the Superuser has responsibility for rating the performance of direct reports, then the following supervisor options will appear at the top of the Data Maintainer Menu in the navigation bar: <u>Contribution Planning</u>, <u>Additional Feedback</u>, <u>Mid-Point Review</u>, and <u>Annual Appraisal</u>. These features are detailed in Section "5. Level 1 Supervisor".

The following options appear in the Superuser navigation bar after you have successfully logged in: <u>Appraisal Status and Lock</u>, <u>Reports</u>, <u>Data Maintenance</u>, <u>Offline Interface</u>, <u>Paypool Notices</u>, <u>Session Maintenance</u>, <u>Password Maintenance</u> and <u>Logout</u>.

• <u>Appraisal Status and Lock</u> summarizes the appraisal status of employees in the assigned paypool by supervisor level; provides the capability to drill down by supervisor to list employee details; and locks or unlocks appraisals by sub-panel manager or for the entire paypool.

Refer to Section "8.1 Appraisal Status and Lock" for more information about this feature.

- The <u>**Reports**</u> option provides the capability to generate reports that list employees, appraisal status, assessments, etc.
- <u>Data Maintenance</u> provides maintenance tools for creating or updating employee records; supports assignment of one or more employees to the Level 1 Supervisor, Level 2 Supervisor, Sub-Panel Manager, or Paypool Manager of your assigned paypool; provides the capability to assign one or more supervisors to an employee in your assigned paypool.

Refer to Section "8.3 Data Maintenance" for information relating to data maintenance functions.

• The <u>Offline Interface</u> option provides tools for selecting a paypool or sub-panel employee data file to "Download Employee Data" or "Upload Employee Data".

Section "8.4 Offline Maintenance" describes the CAS2Net to CCAS Spreadsheet "Offline Interface".

• The <u>**Paypool Notices**</u> option provides the capability to generate Employee Notice documents detailing individual payout information.

Refer to Section "8.5 Paypool Notices" for information on this feature.

• The <u>Session Maintenance</u> option provides the capability to assume the role assigned to another CAS2NET user in your paypool for the purpose of executing his responsibilities in his absence.

9.1 Reports

Click "Reports" in the Superuser Menu of the navigation bar to display the Superuser Reports menu.

CAS2Net displays the following report options for the Superuser.

- CAS2Net Status Report
- Appraisal Form Part II By Employee
- Appraisal Form Part II By Supervisor
- Appraisal Status Report
- Download Employee Data
- Employee Roster
- Post-Cycle Activity Report
- Supervisor Roster By Employee
- Supervisor Roster By Supervisor
- Zone A/CIP Report

Acq Demo	This information is projected by the Privacy Act of 1974	This i by if
Employee Menu	This information is protected by the Privacy Act of 1974 by the Privacy Act of 1974	This i by t
Contribution Planning Mid-Point Review Self- Assessment	This information is protected. This information is protected by the Privacy Act of 1974 Define Privacy Act of 1974	This i by ti
Annual Appresal Selt- Assessment Reports	CASING Status Report This information is protected by the Privacy Act of Aperlian form Party by Supervisoracy (Act of 1974	This i by ti
Superuser Menu Appressel Status and Lock Vew and lock employee appraisals	This information is protected analyze bernation is protected by the Privacy Act of 1974 analyze bernation / Act of 1974	
Haporta View or printragona in PDF termas Data Marintemance	This information is protected by the Privacy Act of Supervisor Reader by Employee Retton is protected by the Privacy Act of Supervisor Reader by Supervisor Vacy Act of 1974	
Nainain employee data Seconom Memberian ce desume the role of another user	This information is protected with the Privacy Act of 1974 by the Privacy Act of 1974	This i by ti
Seasion info User George Garfeld	This information is protected This information is protected	This i

Figure 9-1: Superuser Reports Menu

Section "10.2 Supervisor Reports" provides samples of CAS2Net reports.

9.2 Session Maintenance

This section describes how the system users change and assume the role of another user.

- 1. Log in as Superuser or Full Access User.
- 2. Click on "Session Maintenance Assume the role of another user".
- 3. CAS2Net displays Session Maintenance screen, includes:
 - User Group: Group of organizations, or roles such as Supervisor Level 1, Supervisor Level 2, Paypool Manager, Data Maintainer, etc....
 - Selection: displays a dropdown list which contains the supervisors' names for each User Group.
 - "Change to selected" buttons.

ct of 1974	By the Privacy Act DI 1974	by the Privac
our current role		
Superuser	This information is protected	This intermatic
User Group	by the Privacy Act Selection	by the Privac
Data Maintainer	Freeman, Francis (AMC/LH)	Change to selected
Employee	Arndt, Aaron (AMC/LHXTA)	Change to selected
a incontractions	This intermation is protected	This intermatic
Paypool Manager	Arnold, Bob (AMC/LH)	Change to selected
Superuser	Garfield, George (AMC/LH)	Change to selected
ci of 1974 —	by the Privacy Act of 1974	by the Privac
Supervisor, Level 1	Babbitt, Chris (AMC/LHXSA)	Change to selected
Supervisor, Level 2	Curtiss, Dan (AMC/LHA)	Change to selected
enconcentration a	This interrection is preducined	This intermetic

Figure 9-2: Session Maintenance Screen

- 4. Select a role and name from the dropdown list that you wish to assume the role, and then click "Change to selected" button.
- 5. CAS2Net displays:
 - The current role shown as the name and role of the assumed supervisor.
 - A "Revert To Self" button.
 - The appropriate menu options in the left navigation bar for the selected supervisor and role.
 - Options to switch to different roles within the organization the assumed.

Note: When CAS2Net changes the current role to the selected name and role, the menu options also changed. The example here shows the assumed supervisor is "Supervisor, Level 1", the left navigation bar shows all options belong to that role:

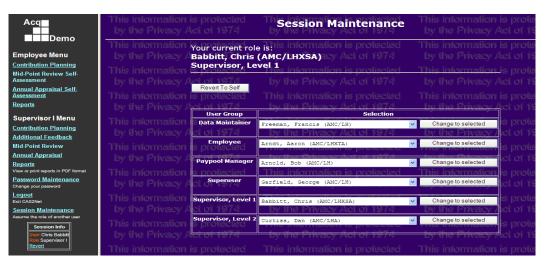


Figure 9-3: Session Maintenance – "Current Role Is..." Screen

- 6. To resume work as the logged in supervisor, click the "Revert To Self" button.
- 7. CAS2Net goes back to the logged on Superuser or Full Access User's Session Maintenance screen.

10. CAS2NET REPORTS

The CAS2NET Reports functionality allows supervisors to generate reports that list employees, appraisal status, supervisor assignments, etc. **Note:** CAS2NET-RPT-04, CAS2NET-RPT-05, CAS2NET-RPT-06 were terminated and do not exist.

The CAS2NET Reports functionality allows supervisors to generate reports that list employees, appraisal status, supervisor assignments, etc. **Note:** CAS2NET-RPT-04, CAS2NET-RPT-05, CAS2NET-RPT-06 were terminated and do not exist.

10.1 Employee Reports

- Clicking **Reports** in the Employee menu of the left side navigation bar brings up a list of reports that are available to the employee.
- CAS2Net displays CAS2Net report menu

i is protected	This information CAS ² Net Report	This information is protected
Act of 1974	by the Privacy Act of 1974	by the Privacy Act of 1974
i is protected	This information is Protected	This information is protected
Act of 1974	by the Privacy Act of 1974	by the Privacy Act of 1974
i is protected Act of 1974 i is protected Act of 1974	Employee Reports Contribution Planning Mid-Point Review Self-Assess Additional Feedback	<u>by the Privat</u> y Act of 1974
i is protected Act of 1974	Annual Appraisal Self-Assess	
1 is protected	This information is protected	This information is protected
Act of 1974	by the Privacy Act of 1974	by the Privacy Act of 1974

Figure 10-1 : Employee Reports Menu

10.1.1 Contribution Planning

- From the CAS2Net employee report menu, select Contribution Planning (only when provided).
- CAS2Net displays Contribution Planning reports (see figure: Sample Employee Contribution Planning Report).

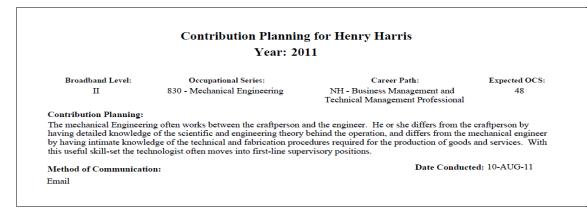


Figure 10-2 : Employee Contribution Planning Report

10.1.2 Mid-Point Review Self-Assessment

Deployment pending.

10.1.3 Additional Feedback

- From the CAS2Net employee report menu, select Additional Feedback (only when provided).
- CAS2Net displays Additional Feedback report (see figure: Sample Additional Feedback Report).

Additional Feedback for Henry Harris As of 07/14/11 10:37				
Broadband Level: II	Occupational Series: 830 - Mechanical Engineering	Career Path: NH - Business Management and Technical Management Professional	Expected OCS: 48	
Contribution Planning: The mechanical Engineering often works between the craftperson and the engineer. He or she differs from the craftperson by having detailed knowledge of the scientific and engineering theory behind the operation, and differs from the mechanical engineer by having intimate knowledge of the technical and fabrication procedures required for the production of goods and services. With this useful skill-set the technologist often moves into first-line supervisory positions.				
Overall Supervisor Feed This is a test. Henry has th				
Problem Solving				
Problem Solving - Henry ha	s good problem solving skill			
Teamwork/Cooperation				
Teamwork/Cooperation - He	enry works well with others			
Customer Relations				
Customer Relations - Henry	has good relationship with the customer			
Leadership/Supervision				
Leader surp//super vision				
	t applicable, Henry is not a supervisor			
	t applicable. Henry is not a supervisor			
Leadership/Supervision - no				
Leadership/Supervision - no Communication				
Leadership/Supervision - no Communication Communication - Henry can Resource Management				
Leadership/Supervision - no Communication Communication - Henry can Resource Management	nry knows how to manage resources	Date C	onducted: 07/11/11	

Figure 10-3: Employee Additional Feedback Report

10.1.4 Annual Appraisal Self-Assessment

- From the CAS2Net employee reports menu, select Annual Appraisal Self-Assessment (only when provided).
- CAS2Net displays Annual Appraisal Self-Assessment report (see figure: Sample Annual Appraisal Self-Assessment Report).

	Year: 2	2011	
Broadband Level: II	Occupational Series: 830 - Mechanical Engineering	Career Path: NH - Business Management and	Expected OCS: 48
	<u>-</u>	Technical Management Professional	
Contribution Planning:			
	chnologist often moves into first-line su	ocedures required for the production of good pervisory positions.	is and services. Willi
test for henry's self assessm	ent problem solving		
Teamwork/Cooperation			
Customer Relations			
Leadership/Supervision			
Communication			
	on, self assessment		
test for henry, communicati			

Figure 10-4: Annual Appraisal Self-Assessment Report

10.2 Supervisor Reports

Clicking **Reports** in the supervisor menu of the left side navigation bar brings up a list of reports that are available to the supervisor role.

Acq	This information is protected CAS ² Net Reports is protected by the Privacy Act of 1974 by the Privacy Act of 1974	This information by the Privacy
Appraisal Status and Lock View and lock	This information is protected This information is protected by the Privacy Act of 974 Reports List by Act of 1974	This information by the Privacy
employee appraisals <u>Reports</u> View or print reports in PDF format Data	This information is protected by the Privacy Act of 974Appraisal Form Part II By Employees protected 1974	This information by the Privacy
<u>Data</u> Maintenance Maintain employee data Session	This information is protected <u>Download Employee Data II is pro</u> fected by the Privacy Act of <u>974 Employee Roster</u> Act of 1974	This information by the Privacy
Maintenance Assume the role of another user Session Info	This information is prot ected Supervisor Roster by Employee is pro feeted by the Privacy Act of <u>974 Supervisor Roster by Supervisor Act of</u> 1974	This information by the Privacy
User George Garfield Role Superuser	This information is protected This information is protected by the Privacy Act of 1974 by the Privacy Act of 1974	This information by the Privacy

Figure 10-5: Supervisor Reports Menu

10.2.1 Contribution Planning – Single Employee

- From the Supervisor Reports menu, select Contribution Planning Single Employee.
- CAS2Net displays Contribution Plan Employee screen (see figure: Sample Contribution Planning Report Single Employee selection).
- Select employee from the Employee Selection dropdown list.
- CAS2Net displays Contribution Planning report with the selected employee name print on the title (see figure: Sample Contribution Planning Report Single Employee)

mation is protected rivacy Act of 1974	This in Contribution Plan - E	mployee protected by the Privacy Act of 1974	This infor by the P
mation is protected rivacy Act of 1974	This information is protected by the PriReport Generation O	This information is protected ptions the Privacy Act of 1974	This infor by the P
mation is protected rivacy Act of 1974	Employee Selection Harris, Henry V (Contribution Planning 'I Appraisal Year 0 2011	n Progress or completely on is protected by the Privacy Act of 1974	This infor by the P
mation is protected rivacy Act of 1974	Report Format PDF format* is standard Command Generate	for all reports and in is protected by the Privedy Act of 1974	This infor by the P
mation is protected rivacy Act of 1974	This internation is protected to the second se	dobe reader Privacy Act of 1974	This infor by the P
mation is protected rivacy Act of 1974	This informatic Return To Main Page by the Privacy Act of 1974	This information is protected by the Privacy Act of 1974	This infor by the P
mation is protected rivacy Act of 1974			This infor by the P
mation is protected			This infor

Figure 10-6: Contribution Planning Report – Single Employee Selection

	Contribution Plannin	g for Henry Harris		
Year: 2011				
Broadband Level:	Occupational Series:	Career Path:	Expected OCS:	
п	830 - Mechanical Engineering	NH - Business Management and Technical Management Professional	48	
having detailed knowledg by having intimate knowle	e of the scientific and engineering theory	nd the engineer. He or she differs from the behind the operation, and differs from the n edures required for the production of goods rvisory positions.	nechanical engineer	
Method of Communicati	ion:	Date Conduct	ed: 10-AUG-11	
communication of communication				

Figure 10-7: Contribution Planning Report – Single Employee

10.2.2 Contribution Planning – All Employees

- From the Supervisor Reports menu, select Contribution Planning All Employees.
- CAS2Net displays Contribution Plan screen.
- Select supervisor name from the Supervisor Selection dropdown list (if Supervisor I runs the reports, his/her name is defaulted and no other names show in the dropdown list).
- CAS2Net displays Contribution Planning reports of all employees, with each employee name print on the title of each employee Contribution Planning report (Note: All Employees report format is the same as Single Employee format, see figure: Sample Contribution Planning Report Single Employee for example).

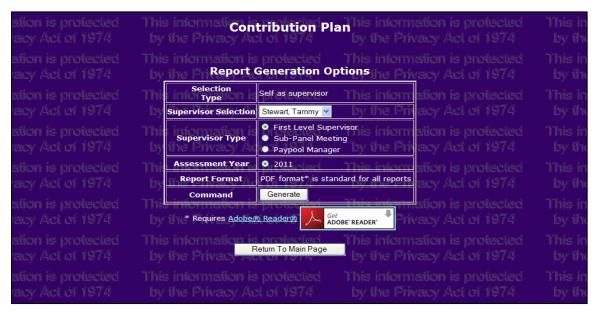


Figure 10-8: Contribution Planning Report – All Employees Selection

10.2.3 Additional Feedback – Single Employee

- From the Supervisor Reports menu, select Additional Feedback Single Employee.
- CAS2Net displays Additional Feedback Employee screen (see figure: Sample Additional Feedback Report Single Employee selection).
- Select employee from the Employee Selection dropdown list.
- CAS2Net displays Additional Feedback report with the selected employee name print on the title (see figure: Sample Additional Feedback Report Single Employee).

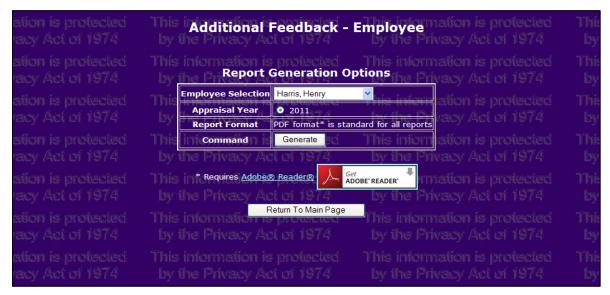


Figure 10-9: Additional Feedback Report – Single Employee Selection

Additional Feedback for Henry Harris				
	As of 07/14	/11 10:37		
Broadband Level: II	Occupational Series: 830 - Mechanical Engineering	Career Path: NH - Business Management and Technical Management Professional	Expected OCS: 48	
having detailed knowledg by having intimate know	ring often works between the craftperson ge of the scientific and engineering theo ledge of the technical and fabrication pr chnologist often moves into first-line su dback:	n and the engineer. He or she differs from th ry behind the operation, and differs from the ocedures required for the production of good pervisory positions.	mechanical enginee	
Problem Solving Problem Solving - Henry h Teamwork/Cooperation	as good problem solving skill			
Teamwork/Cooperation - H Customer Relations	lenry works well with others			
	y has good relationship with the customer			
Leadership/Supervision Leadership/Supervision - n Communication	ot applicable, Henry is not a supervisor			
Communication - Henry ca	n communicate			
Resource Management				
Resource Management - He	enry knows how to manage resources			
Method of Communica	tion:	Date C	onducted: 07/11/11	

Figure 10-10: Additional Feedback Report – Single Employee

10.2.4 Additional Feedback – All Employees

- From the Supervisor Reports menu, select Additional Feedback All Employees.
- CAS2Net displays Additional Feedback screen (see figure: Sample Additional Feedback Report All Employees selection).
- Select supervisor name from the Supervisor Selection dropdown list (if Supervisor I runs the reports, his/her name is defaulted and no other names show in the dropdown list).
- CAS2Net displays Additional Feedback reports of all employees, with each employee name print on the title of each employee Additional Feedback report.

(Note: All Employees report format is the same as Single Employee format, see figure: Sample Additional Feedback Report – Single Employee for example).

This informe Additional Feedback 's information is protected by the Privacy Act of 1974 by the Privacy Act of 1974	This ini by the
This information is protected This information is protected by the Pri Report Generation Options the Privacy Act of 1974	This ini by the
Selection Self as supervisor This information is protected Supervisor Selection Stewart Tammy V by the Privacy Act of 1974	This ini by the
Supervisor Type • First Level Supervisor • Sub-Panel Meeting • Paypool Manager	This ini by the
Assessment Year Q 2011 Report Format PDF format*, is standard for all reports	This ini by the
Command Generate	This ini by the
This information is protected by the Privacy Act of 1974 by the Privacy Act of 1974	This ini by the
	This inf by the
	By the Philady Act of 1974 Report Generation Options Selection Selection Supervisor Selection Supervisor Type Output Output Supervisor Type Output Output Supervisor Type Output Output Output Output Output DF format DF format* is standard for all reports Command Generate Return To Main Page Return To Main Page Return To Main Page Note Page <tr< td=""></tr<>

Figure 10-11: Additional Feedback Report - All Employees Selection

10.2.5 Mid-Point Review

(Deployment Pending)

10.2.6 Appraisal Form Parts II and III – Single Employee

- From the Supervisor Reports menu, select Appraisal Form Parts II and III Single Employee.
- CAS2Net displays Appraisal Form Parts II and III screen (see figure: Sample Appraisal Form Parts II and III Single Employee selection).
- Select employee from the Employee Selection dropdown list.
- CAS2Net displays CCAS Salary Appraisal Document report in two parts: Part II Supervisor Assessment and Part III Employee Self-Assessment (see figure: Sample Appraisal Form Parts II and III Single Employee, Part II and figure: Sample Appraisal Form Parts II and III Single Employee, Part III and figure: Sample Appraisal Form Parts II and III Single Employee, Part III).

ation is protected acy Act of 1974	This info Appraisal Form Part II & III formation is protected by the Privacy Act of 1974 by the Privacy Act of 1974	This by
ition is protected acy Act of 1974	This information is protected This information is protected by the Privacy Act of 1974	This by
ation is protected acy Act of 1974	This Employee Selection Harris, Henry This information is protected by the Privacy Ad 2011 2003 74 by the Privacy Act of 1974	This by
ation is protected acy Act of 1974	This information is protected by the Privacy Adio 2007 A by the Privacy Act of 1974	This by
ition is protected acy Act of 1974	Report Format PDF format* is standard for all reports Command Generate	This by
ation is protected acy Act of 1974	This interpretion is protected by the Privacy Act of 1974	This by
ation is protected acy Act of 1974	This informatic Return To Main Page This information is protected by the Privacy Act of 1974 by the Privacy Act of 1974	This by
ition is protected acy Act of 1974		This by

Figure 10-12: Appraisal Form Parts II and III – Single Employee Selection

NAME: Henry Harris	KAIER: Ta	mmy Stewart	OKG: A	MC/LH
Broadband Level: II	Occupational Series: 830 - Mechanical Engineering	Career Path: NH - Business Managen Technical Management Pr		OCS: 75
having detailed knowled by having intimate know	ring often works between the craftperson ge of the scientific and engineering theory ledge of the technical and fabrication pro chnologist often moves into first-line sup	y behind the operation, and diffe cedures required for the product	ers from the mech	anical enginee
DRAFT	Assessment - not complete	until finalized by Pay		
Instruction: Provide comments year and a score of each factor.	regarding employee's contribution against each fact	tor during the current	Categorical Score:	Numeric Score:
Problem Solving			3M	71
None				
Teamwork/Cooperation	I		3L	66
None		-		
Customer Relations			ЗH	82
None		-		
Leadership/Supervision	l.		3L	65
None				
Communication			3H	83
None				
Resource Management			4L	83
None				

Figure 10-13: Appraisal Form Parts II and III – Single Employee, Part II

NAME: Henry Harris	RATER: Tammy Stewart		ORG: AMC/LH	
Broadband Level:	Occupational Series:	Career Path:	OCS:	
Ш	830 - Mechanical Engineering	NH - Business Management and Technical Management Professional	75	
Contribution Planning:				
engineer by having intima services. With this usefu		ry behind the operation, and differs from the mecha ication procedures required for the production of go into first-line supervisory positions.		
Problem Solving	yee sen rissessment			
test for henry's self assess	ment problem coloring			
test for heary's sen assess	snent proofent solving			
Teamwork/Casponation				
Teamwork/Cooperation				
Teamwork/Cooperation Customer Relations				
-				
Customer Relations				

Figure 10-14: Appraisal Form Parts II and III – Single Employee, Part III

10.2.7 Appraisal Form Parts II and III – All Employees

- From the Supervisor Reports menu, select Appraisal Form Parts II and III All Employees.
- CAS2Net displays Appraisal Form Parts II and III screen (see figure: Sample Appraisal Form Parts II and III All Employees selection).
- Select supervisor name from the Supervisor Selection dropdown list (if Supervisor I runs the reports, his/her name is defaulted and no other names show in the dropdown list).
- CAS2Net displays all employees' CCAS Salary Appraisal Document reports:
 - CCAS Salary Appraisal Document cover page: supervisor name, supervisor role, year of performance (see figure: Sample Annual Appraisal Report Parts II and III – All Employees, cover page).
 - CCAS Salary Appraisal Document reports of all employees, each employee's report contains two parts: Part II – Supervisor Assessment and Part III – Employee Self-Assessment.

(Note: All Employees report format is the same as Single Employee format, see figure: Sample Appraisal Form Parts II and III – Single Employee, Part II and figure: Sample Appraisal Form Parts II and III – Single Employee, Part III for example).

mation is protected ivacy Act of 1974	This inic Appraisal Form Part II & III formation is protected by the Privacy Act of 1974 by the Privacy Act of 1974	This info by the
mation is protected ivacy Act of 1974	This information is protected This information is protected by the Pri <mark>Report Generation Options</mark> the Privacy Act of 1974	This info by the
nation is protected ivacy Act of 1974	Selection Type Self as supervisor This information is protected Supervisor Selection Stewart Tammy ✓ Dy the Philacy Act of 1974	This info by the
nation is protected ivacy Act of 1974	Supervisor Type Sub-Panel Meeting Paypool Manager	This inic by the
nation is protected ivacy Act of 1974	This information is protected by insertion is protected 2003-74 by the Privacy Act of 1974	This inic by the
mation is protected ivacy Act of 1974	2001 Report Format PDF format* is standard for all reports Command Generate	This info by the
mation is protected ivacy Act of 1974	This information is protected by the * Requires <u>Adobe® Reader®</u> Adobe <u>r Reader</u> Privacy Act of 1974	This info by the
nation is protected ivacy Act of 1974	This information is protected by the Privacy Act of 1974 by the Privacy Act of 1974	This inic by the
nation is protected ivacy Act of 1974	This information is protected This information is protected by the Privacy Act of 1974 by the Privacy Act of 1974	This info by the

Figure 10-15: Appraisal Form Parts II and III – All Employees Selection

CAS SA	LARY APP	RAISAL DOCUMENT
Supervisor	of group: Tammy S	Stewart
Supervisor	Role: First Lev	el Supervisor
Criteria:	Supervisor:	Tammy Stewart
	Supervisor Role:	First Level Supervisor
	Appraisals Year:	2011

Figure 10-16: Annual Appraisal Report Parts II and III – All Employees, Cover Page

10.2.8 Appraisal Form Part II by Employee

Generates a report, presenting an employee's appraisal form which details their categorical and numerical score per factor including comments.



Figure 10-17: Appraisal Form Part II by Employee Report Selection

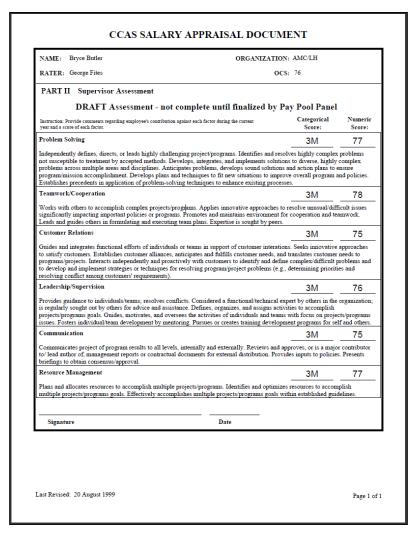


Figure 10-18: Appraisal Form Part II by Employee Report

10.2.9 Appraisal Form Part II by Supervisor

Presents a list of employee appraisal forms by supervisor, which details their categorical and numerical score per factor including comments.

Acq	This information is by the Privacy Act	protect Apprai t of 1974	sal Form Part II protected by the Privacy Act of 1974	This information by the Privacy
Appraisal Status and Lock View and lock	This information is by the Privacy Act	protected 7 i of 197 Report (his information is protected Generation Options of 1974	
employee appraisals <u>Reports</u> View or print reports in PDF format	This information is by the Privacy Ac	Selection Type Supervisor Selection	All Paypool Supervisors	This information by the Privacy
Data Maintenance Maintain employee data	This information is by the Privacy Ad	Supervisor Type	First Level Supervisor Sub-Panel Meeting Paypool Manager	
Session Maintenance Assume the role of another user Session Info	This information is by the Privacy Ac	protected 7	 2011 jormation is protected 2010 2003 Privacy Act of 1974 	
User George Garfield Role Superuser	This information is by the Privacy Ac	protected 7	2002 2001 PDF format* is standard for all reports	
Password Maintenance Change your password Offline Interface	This information is by the Privacy Act	Command		
Offline Interface Paypool Notices Important information for your paypool			This information is protected Return To Main Page Act of 1974	
Demo Reset				

Figure 10-19: Apraisal Form Part II Selection

CAS SA	LARY API	PRAISAL DOCUMENT
. .		
Supervisor	of group: Chris Ba	abbitt
Supervisor	Role: First Le	vel Supervisor
Criteria:	Supervisor:	Chris Babbitt
Criteria:	Supervisor: Supervisor Role:	Chris Babbitt First Level Supervisor

Figure 10-20: Appraisal Form Part II by Supervisor (PAGE 1)

NAME: Sarah Sorenson	ORGANIZATION: AMC/LH		
RATER: Chris Babbitt	OCS: 74		
PART II Supervisor Assessment			
DRAFT Assessment - not co	mplete until finalized by	Pay Pool Panel	I
Instruction: Provide comments regarding employee's contribution agai year and a score of each factor.		Categorical Score:	Numeric Score:
Problem Solving		4M	87
Can change comment.			
Teamwork/Cooperation		3L	65
None			
Customer Relations		3M	69
None			
Leadership/Supervision		ЗH	83
None			
Communication		3M	74
comment added 1/27/2011			
Resource Management		3L	66
None			
Signature	Date		

10.2.10 Appraisal Status Report

Presents the status of appraisals within a paypool.

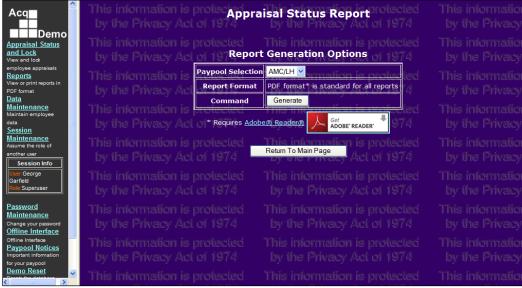


Figure 10-22: Appraisal Status Report Selection

cq	Demo	Appr	aisal S	Status	Rep	oort				
est D	ata									
Paypool	Personnel	Assigned	Appraisals	Pct	Tar	get	Fund	ling	Final	ze?
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Count	PPM	Completed	Complete	CRI	CA	CRI	CA	Can?	Did?
MC/LH	43	43	13	30.2%	SPL	UR	2	1		
1 PP's:	43	43	13	30.2%					0	0

Figure 10-23: Appraisal Status Report

10.2.11 Download Employee Data

Presents employees within a paypool's information based on selected data fields.

	Excel - acqtest1.offl													
🐏 Eile Ed	t <u>V</u> iew <u>I</u> nsert F <u>o</u> rm	nat <u>T</u> e	ools <u>D</u> ata	<u>W</u> indow Liv	ve <u>M</u> eeting	<u>H</u> elp						a question for h		ð×
i 🗋 💕 🔒	😤 ایفا 😂 😂	il	K 🗅 🛍 •	- 🍼 l 🔊 -	2↓ 🛄	🙄 🕴 Arial		- 1	0 - 1	B <u>I U</u>	≣≣		- 🖄 - 🛕	
🌀 SnagIt 📑	Window		😵 Meet N	lo <u>w</u> 🔗 <u>U</u> ser	Preferences	. Live Meeting H	elp •							
H1	✓ f Prelin													
A	В	С	D	E	F	G	Т		U	V	W	X	Y	-
1 Paypool	1st Level Supervisor	ID#	Last Name	First Name	Start Date	Locality Code								
	George Fites			Aaron	1-Feb-99									
3 AMC/LH	Peter Olson	19	Artis	Amy	1-Feb-99	LA								
4 AMC/LH	Larry Koenig	15	Babbitt	Chris	25-Oct-00	NA								
	Peter Olson	1843	Burns	Barry	12-Aug-01	LA								
6 AMC/LH	George Fites			Bryce	1-Feb-99	LA								
	lke Hansen	45	Cavasos	Carmen	1-Feb-99	LA								
8 AMC/LH	Peter Olson	21	Celon	Connie	1-Aug-03	LA								
9 AMC/LH	Bob Arnold	4	Curtiss	Dan	1-Feb-99									
10 AMC/LH	lke Hansen	46	Dancy	Dyanne	1-Feb-99	LA								
11 AMC/LH	Richard Quarles	22	Donaldson	Dennis	1-Feb-99									
12 AMC/LH	lke Hansen	47	Emerson	Erica	1-Feb-99									
13 AMC/LH	Richard Quarles	23	Evans	Erin	1-Feb-99									
14 AMC/LH	Bob Arnold	5	Evans	Francis	1-Feb-99	LA								
15 AMC/LH	Richard Quarles	24	Farnswortł	Fred	1-Feb-99	LA								
16 AMC/LH	Nancy Michelson	17	Fites	George	1-Feb-99	LA							-	
17 AMC/LH		2	Freeman		1-Feb-99									-
18 AMC/LH				George	1-Feb-99									\neg
19 AMC/LH	Dan Curtiss	6	Gonzalez		15-May-03									\rightarrow
	Richard Quarles			Garth	1-Feb-99								-	
21 AMC/LH	Nancy Michelson	18		lke	1-Feb-99									
	Tammy Stewart			Henry	1-Feb-99								-	
	Tammy Stewart			lvan	1-Feb-99									
	Dan Curtiss			John	1-Feb-99									\neg
	Tammy Stewart			Jane	1-Feb-99								-	\rightarrow
	Vincent Udell			Keith	1-Feb-99									-
	Vincent Udell		Lawrence		1-Feb-99			-					-	
	Vincent Udell			Mary	1-Feb-99									\rightarrow
			Michelson		29-Sep-00									\rightarrow
	Vincent Udell			Nolan	1-Feb-99									-+
	Zane Yates		O'Connor		1-Feb-99			-						-
	cqtest1.offline_inter			Onvo	1160-00		<							Σİ
Ready									-	IM=4290		NUM		
keady									5	JM≕4290		NOM		

Figure 10-24: Download Employee Data – Excel Worksheet

10.2.12 Employee Roster Report

Use the Employee Roster Report to print and review the list of employees assigned to your paypool. Check to see if any demo employees are missing from your paypool. If they are, they may be in "transfer paypool".

Click "Reports" from the navigation bar. CAS2Net refreshes the screen to display the list of reports. Click the "Employee Roster" link from the reports list.

Acq	This information is by the Privacy Act	protec <mark>Emplo</mark> of 1974	yee Roster Report	This information by the Privacy
Appraisal Status and Lock View and lock	This information is by the Privacy Act	protected of 197Report	This information is protected t Generation Options of 1974	This information by the Privacy
employee appraisals Reports	This information is	Paypool Selection	AMC/LH V	This information
View or print reports in PDF format	by the Privacy Act	Report Format	PDF format* is standard for all reports	by the Privacy
Data Maintenance Maintain employee data Session	This information is by the Privacy Act	Sort By	Name Office Symbol 1001 is protected Journal of Act of 19 4	This information by the Privacy
Maintenance Assume the role of	This information is	Command	Generate Amation is protected	This information
another user Session Info	by the Privacy Act	011974	by the state of 4	by the Privacy
User George Garfield Role Superuser	This information is by the Privacy Act	* Requires <u>Adob</u> protected of 1974	e® Reader® Get ADOBE' READER'	This information by the Privacy
Password Maintenance Change your password	This information is by the Privacy Act	protected	This information is protected by the Privace Act of 1978	This information by the Privacy

Figure 10-25: Employee Roster Report Selection

CAS2Net refreshes to display the "Employee Roster Report" screen.

Select your paypool from the Pay pool Selection dropdown (Only two choices for Data Maintainers).

Before the report is generated, you have the option to sort the data by Name, Office Symbol, or ID. Select the desired "sort by" radio button.

Click the "Generate" button.

CAS2Net opens a new window to display the generated Employee Roster Report.

	Den		vee F	Roster										
D Pay	Last Name	First Name MI Suff	x SSN (last 4)	Office Symbol	Presumptive Status	Retain Pay	Career Path	BB Level	Occ Serles	Base Salary	Locality Code	ССРО	Prev	Start Date
43	Arndt	Aaron	0138	AMC/LHXTA	Circum (recertify)	N	NK	2	0322	\$0	41	9L	n/a	01-FEB-99
19	Artis	Amy	3720	AMC/LHACA	None	N	NH	2	0318	\$0	41	9L	n/a	01-FEB-99
15	Babbitt	Chris	0912	AMC/LHXSA	None	N	NH	3	0803	\$0	99	9L	n/a	25-OCT-00
1843	Bums	Barry	6289	AMC/LHACA	None	N	NH	2	1515	\$0	41	9L	n/a	12-AUG-01
44	Butter	Bryce	0219	AMC/LHXTA	None	N	NH	3	0025	\$0	41	9L	n/a	01-FEB-99
45	Cavasos	Carmen	7986	AMC/LHXTB	None	N	NH	2	0246	\$0	41	9L	n/a	01-FEB-99
21	Celon	Connie	4913	AMC/LHACA	Time	N	NH	3	0334	\$0	41	9L	n/a	01-AUG-03
4	Curtiss	Dan	9047	AMC/LHA	None	N	NH	4	0830	\$0	41	9L	n/a	01-FEB-99
46	Dancy	Dyanne	0943	AMC/LHXTB	None	N	NK	1	0322	\$0	41	9L	n/a	01-FEB-99
22	Donaldson	Dennis	3941	AMC/LHACB	None	N	NK	2	0318	\$0	41	9L	n/a	01-FEB-99
47	Emerson	Erica	8834	AMC/LHXTB	Circum (recertify)	N	NH	2	0341	\$0	41	9L	n/a	01-FEB-99
23	Evans	Erin	3175	AMC/LHACB	None	N	NH	3	0830	\$0	41	9L	n/a	01-FEB-99
5	Evans	Francis	9045	AMC/LHX	None	N	NH	4	0830	\$0	41	9L	n/a	01-FEB-99
24	Famsworth	Fred	7422	AMC/LHACB	None	N	NH	2	0830	\$0	41	9L	n/a	01-FEB-99
17	Fites	George	8173	AMC/LHXTA	None	N	NH	3	0896	\$0	41	9L	n/a	01-FEB-99
2	Freeman	Francis	9153	AMC/LH	None	Y	NK	2	0318	\$0	41	9L	n/a	01-FEB-99
3	Garfield	George	8079	AMC/LH	None	N	NJ	4	0856	\$0	41	9L	n/a	01-FEB-99
6	Gonzalez	Helen	0075	AMC/LHAC	None	N	NH	4	0340	\$0	41	9L	n/a	15-MAY-03
25	Grimes	Garth	5297	AMC/LHACB	None	N	NH	2	0850	\$0	41	9L	n/a	01-FEB-99
18	Hansen	lke	3651	AMC/LHXTB	None	N	NH	3	0830	\$0	41	9L	n/a	01-FEB-99
26	Harris	Henry	3813	AMC/LHADA	None	N	NH	2	0830	\$0	41	9L	n/a	01-FEB-99
27	Irinski	Ivan	6297	AMC/LHADA	None	N	NK	3	0085	\$0	41	9L	n/a	01-FEB-99
7	Iverson	John	1132	AMC/LHAD	None	N	NH	4	0830	\$0	41	9L	n/a	01-FEB-99
28	Jerris	Jane	8347	AMC/LHADA	None	N	NH	3	0830	50	41	91	n/a	01-FFB-99

Figure 10-26: Employee Roster Report

10.2.13 Post Cycle Activity Report

Produces a list of employees based on leavers, joiners, temporary promotions, permanent promotions, and demotions.

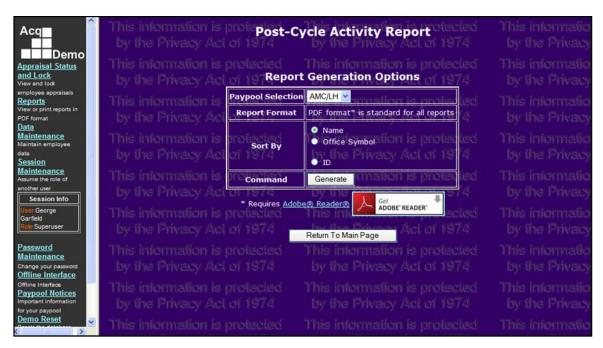


Figure 10-27: Post Cycle Activity Report Selection

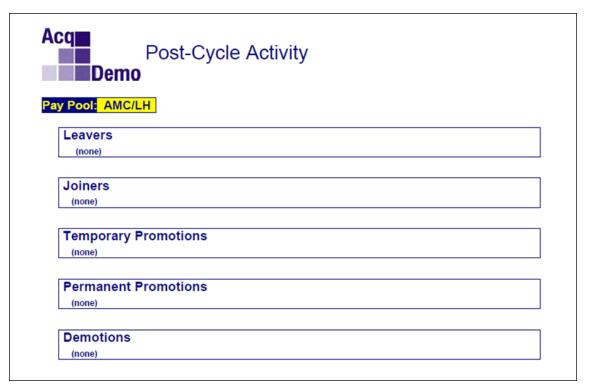


Figure 10-28: Post Cycle Activity Report

10.2.14 Supervisor Roster by Employee Report

Presents a list of employees and their supervisor.



Figure 10-29: Supervisor Roster by Employee Report Selection

Aaron Arndt Amy Artis Chris Babbitt Barry Burns Bryce Butler Carmen Cavasos Connie Celon Dan Curtiss Dyanne Dancy Dennis Donaldson Erica Emerson Erin Evans Francis Evans Francis Evans Francis Evans Francis Evans Francis Freeman George Garfield Helen Gonzalez Garth Grimes Keh Hansen Henry Harris John Iverson Jane Jerris Keith Karnes Lance Lawrence Mary Michelson Nolan Nance Olive O'Connor	George Fites Peter Olson Lany Koenig Peter Olson George Fites Ike Hansen Peter Olson Bob Amold Ike Hansen Richard Quarles Bob Amold Richard Quarles Bob Amold Bob Amold Bob Amold Bob Amold Bob Amold Bob Amold Bob Amold Dan Curtiss Richard Quarles Nancy Michelson Tammy Stewart Tammy Stewart Dan Curtiss Tammy Stewart Vincent Udell Vincent Udell	Nancy Michelson Helen Gonzalez Francis Evans Helen Gonzalez Nancy Michelson Nancy Michelson Helen Gonzalez Nancy Michelson Helen Gonzalez Helen Gonzalez Francis Evans Bob Amold Helen Gonzalez Francis Evans John Iverson John Iverson John Iverson John Iverson	Bob Arnold Bob Arnold B
Chris Babbitt Barry Burns Barry Burns Bryce Butler Carmen Cavasos Connie Celon Dan Curtiss Dyanne Dancy Dennis Donaldson Erica Emerson Erin Evans Francis Evans Francis Evans Francis Freeman George Garfield Helen Gonzalez Garth Grimes Ike Hansen Henry Harris John Iverson Jane Jerris Keith Karnes Lance Lawrence Mary Martinez Nancy Michelson Nolan Nance Olive O'Connor	Lany Koenig Peter Olson George Fites Ike Hansen Deter Olson Bob Amold Ike Hansen Richard Quarles Bob Amold Richard Quarles Bob Amold Bob Amold Dan Curtiss Richard Quarles Nancy Michelson Tammy Stewart Tammy Stewart Dan Curtiss Tammy Stewart Oan Curtiss Tammy Stewart Vincent Udell	Francis Evans Helen Gonzalez Nancy Michelson Nancy Michelson Helen Gonzalez Nancy Michelson Helen Gonzalez Nancy Michelson Helen Gonzalez Francis Evans Bob Amold Helen Gonzalez Francis Evans John Iverson John Iverson John Iverson John Iverson	Bob Amold Bob Amold
Barry Burns Bryce Butler Carmen Cavasos Connie Celon Dan Curtiss Dyanne Dancy Dennis Donaldson Erica Emerson Erica Emerson Erica Evans Francis Evans Francis Evans Francis Freeman George Fites Francis Freeman George Garfield Helen Gonzalez Garth Grimes Ike Hansen Henry Harris Van Irinski John Iverson Jane Jerris Keith Karnes Lance Lawrence Mary Martinez Nancy Michelson Nolan Nance Olive O'Connor	Peter Olson George Files like Hansen Peter Olson Bob Amold like Hansen Richard Quarles like Hansen Richard Quarles Bob Amold Bob Amold Bob Amold Dan Curtiss Richard Quarles Nancy Michelson Tammy Stewart Tammy Stewart Dan Curtiss Tammy Stewart Vincent Udell	Helen Gonzalez Nancy Michelson Nancy Michelson Helen Gonzalez Nancy Michelson Helen Gonzalez Nancy Michelson Helen Gonzalez Francis Evans Bob Arnold Helen Gonzalez Francis Evans John Iverson Bob Arnold John Iverson Bob Arnold	Bob Arnoid
Bryce Butler Carmen Cavasos Connie Celon Dan Curtiss Dyanne Dancy Dennis Donaldson Erica Emerson Erin Evans Francis Evans Fred Famsworth George Grites Fred Famsworth George Grifeld Helen Gonzalez Garth Grimes Garth Grimes Ket Hansen Henry Harris John Iverson Jane Jerris Ketith Karnes Lance Lawrence Mary Martinez Nancy Michelson Nolan Nance Olive O'Connor	George Fites Ike Hansen Peter Olson Bob Amold Ike Hansen Richard Quarles Ike Hansen Richard Quarles Bob Amold Bob Amold Bob Amold Bob Amold Bob Amold Dan Curtiss Richard Quarles Nancy Michelson Tammy Stewart Tammy Stewart Tammy Stewart Vincent Udell Vincent Udell	Nancy Michelson Nancy Michelson Helen Gonzalez Nancy Michelson Helen Gonzalez Nancy Michelson Helen Gonzalez Francis Evans Bob Amold Helen Gonzalez Francis Evans John Iverson Bob Amold John Iverson John Iverson	Bob Arnoid
Carmen Cavasos Connie Celon Dan Curtiss Dyanne Dancy Dennis Donaldson Erica Emerson Erin Evans Francis Evans Francis Evans Francis Freeman George Fites Francis Freeman George Garfield Helen Gonzalez Garth Grimes Ike Hansen Henry Harris Ivan Irinski John Iverson Jane Jerris Keith Karnes Lance Lawrence Mary Martinez Nancy Michelson Nolan Nance Olive O'Connor	Ike Hansen Peter Olson Bob Amold Ike Hansen Richard Quarles Ike Hansen Richard Quarles Bob Amold Bob Amold Bob Amold Bob Amold Bob Amold Bob Amold Dan Curtiss Richard Quarles Nancy Michelson Tammy Stewart Tammy Stewart Dan Curtiss Tammy Stewart Oan Curtiss Tammy Stewart Vincent Udell	Nancy Michelson Helen Gonzalez Nancy Michelson Helen Gonzalez Nancy Michelson Helen Gonzalez Francis Evans Bob Arnold Helen Gonzalez Francis Evans John Iverson John Iverson John Iverson John Iverson John Iverson	Bob Amold Bob Amold
Connie Celon Dan Curtiss Dyanne Dancy Dennis Donaldson Erica Emerson Erine Evans Francis Evans Frad Fansworth George Garfield George Garfield Gedrage Garfield Garth Grimes ike Hansen Henry Harris John Iverson Jane Jerris Geith Karnes Lance Lawrence Mary Martinez Nancy Michelson Nolan Nance Olive O'Connor	Peter Olson Bob Amold like Hansen Richard Quarles like Hansen Richard Quarles Bob Amold Bob Amold Bob Amold Bob Amold Dan Curtiss Richard Quarles Nancy Michelson Tammy Stewart Tammy Stewart Dan Curtiss Tammy Stewart Vincent Udell	Helen Gonzalez Nancy Michelson Helen Gonzalez Nancy Michelson Helen Gonzalez Helen Gonzalez Francis Evans Bob Arnold Helen Gonzalez Francis Evans John Iverson Bob Arnold John Iverson John Iverson John Iverson	Bob Arnoid
Dyanne Dancy Dennis Donaldson Erica Emerson Erica Exenson Francis Evans Francis Evans Tred Famsworth George Garfield Helen Gonzalez Sarth Grimes ke Hansen Henry Harris Van Irinski John Iverson Jane Jerris Keith Karnes Lance Lawrence Mary Martinez Nancy Michelson Volan Nance	ike Hansen Richard Quarles like Hansen Richard Quarles Bob Amold Richard Quarles Nancy Michelson Bob Amold Bob Amold Bob Amold Bob Amold Dan Curtiss Richard Quarles Nancy Michelson Tammy Stewart Tammy Stewart Dan Curtiss Tammy Stewart Vincent Udell	Nancy Michelson Helen Gonzalez Nancy Michelson Helen Gonzalez Francis Evans Bob Amold Helen Gonzalez Francis Evans John Iverson John Iverson John Iverson John Iverson	Bob Amold Bob Amold
Dennis Donaldson Erica Emerson Erica Evans Francis Evans Frad Fansworth George Fites George Garfield Helen Gonzalez Garth Grimes ike Hansen Henry Harris John Iverson Jane Jerris Keith Karnes Lance Lawrence Mary Martinez Nancy Michelson Nolan Nance Olive O'Connor	Richard Quarles Ike Hansen Richard Quarles Bob Amold Richard Quarles Nancy Michelson Bob Amold Dan Curtiss Richard Quarles Nancy Michelson Tammy Stewart Tammy Stewart Dan Curtiss Tammy Stewart Vincent Udell Vincent Udell	Helen Gonzalez Nancy Michelson Helen Gonzalez Francis Evans Bob Amold Helen Gonzalez Francis Evans John Iverson Bob Amold John Iverson John Iverson John Iverson	Bob Arnold Bob Arnold
Erica Emerson Erin Evans Francis Evans Francis Evans Fred Farnsworth George Fites Francis Freeman George Garifield Helen Gonzalez Garth Grimes Ike Hansen Henry Harris Van Irinski John Iverson Jane Jerris Keith Karnes Lance Lawrence Mary Martinez Nancy Michelson Nolan Nance Olive O'Connor	lke Hansen Richard Quarles Bob Amold Richard Quarles Nancy Michelson Bob Amold Bob Amold Bob Amold Bob Amold Dan Curtiss Richard Quarles Nancy Michelson Tammy Stewart Tammy Stewart Dan Curtiss Tammy Stewart Vincent Udell	Nancy Michelson Helen Gonzalez Francis Evans Bob Arnold Helen Gonzalez Francis Evans John Iverson John Iverson Bob Arnold John Iverson John Iverson John Iverson	Bob Arnold Bob Arnold
Erin Evans Erin Evans Fred Farnsworth George Fites Francis Freeman George Garfield Helen Gonzalez Garth Grimes ike Hansen Henry Harris Van Irinski John Iverson Jane Jerris Keith Karnes Lance Lawrence Mary Martinez Nancy Michelson Nolan Nance Olive O'Connor	Richard Quarles Bob Arnold Richard Quarles Nancy Michelson Bob Arnold Dan Curtiss Richard Quarles Nancy Michelson Tammy Stewart Dan Curtiss Tammy Stewart Dan Curtiss Tammy Stewart Vincent Udell	Helen Gonzalez Helen Gonzalez Francis Evans Bob Arnold Helen Gonzalez Francis Evans John Iverson Bob Arnold John Iverson John Iverson John Iverson	Bob Amold Bob Amold
Francis Evans Fred Farnsworth George Fites Francis Freeman George Garfield Helen Gonzalez Garth Grimes Iden Yansen Henry Harris John Iverson Jane Jerris Keith Karnes Lance Lawrence Mary Martinez Nancy Michelson Nolan Nance Olive O'Connor	Bob Amold Richard Quaries Nancy Michelson Bob Amold Dan Curtiss Richard Quaries Nancy Michelson Tammy Stewart Tammy Stewart Dan Curtiss Tammy Stewart Vincent Udell	Helen Gonzalez Francis Evans Bob Amold Helen Gonzalez Francis Evans John Iverson Bob Amold John Iverson John Iverson John Iverson	Bob Arnold Bob Arnold
Fred Famsworth Seorge Fites Francis Freeman Seorge Garfield Helen Gonzalez Sarth Grimes ke Hansen Henry Harris Van Irinski John Iverson Jane Jerris Keith Karnes Lance Lawrence Wary Martinez Nancy Michelson Nolan Nance Dive O'Connor	Richard Quarles Nancy Michelson Bob Amold Dan Curtiss Richard Quarles Nancy Michelson Tammy Stewart Dan Curtiss Tammy Stewart Uncert Udell Vincert Udell	Francis Evans Bob Amold Helen Gonzalez Francis Evans John Iverson Bob Amold John Iverson John Iverson	Bob Arnold Bob Arnold
Seorge Fites Francis Freeman Seorge Garfield Helen Conzalez Sarth Grimes ke Hansen Henry Harris John Iverson Jane Jerris Geth Karnes Lance Lawrence Many Martinez Nancy Michelson Volan Nance Dive O'Connor	Nancy Michelson Bob Amold Bob Amold Dan Curtiss Richard Quarles Nancy Michelson Tammy Stewart Dan Curtiss Tammy Stewart Dan Curtiss Tammy Stewart Vincent Udell	Francis Evans Bob Amold Helen Gonzalez Francis Evans John Iverson Bob Amold John Iverson John Iverson	Bob Arnold Bob Arnold Bob Arnold Bob Arnold Bob Arnold Bob Arnold Bob Arnold Bob Arnold Bob Arnold Bob Arnold
Francis Freeman George Gartield Helen Gonzalez Sarth Grimes ke Hansen Henry Harris Van Irinski John Iverson Jane Jerris Gelih Karnes Lance Lawrence Mary Martinez Nancy Michelson Volan Nance Dive O'Connor	Bob Arnold Bob Arnold Dan Curtiss Richard Guarles Nancy Michelson Tammy Stewart Dan Curtiss Tammy Stewart Uincent Udell Vincent Udell	Bob Arnold Helen Gonzalez Francis Evans John Iverson Bob Arnold John Iverson John Iverson John Iverson	Bob Arnold Bob Arnold Bob Arnold Bob Arnold Bob Arnold Bob Arnold Bob Arnold Bob Arnold Bob Arnold Bob Arnold
Helen Gonzalez Sarth Grimes Ke Hansen Henry Harris Van Irinski John Iverson Jane Jerris Grith Karnes Lance Lawrence May Martinez Nancy Michelson Volan Nance Dive O'Connor	Dan Curtiss Richard Quarles Nancy Michelson Tammy Stewart Dan Curtiss Tammy Stewart Vincent Udell Vincent Udell	Helen Gonzalez Francis Evans John Iverson John Iverson Bob Arnold John Iverson John Iverson	Bob Amold Bob Amold Bob Amold Bob Amold Bob Amold Bob Amold Bob Amold
Sarth Grimes ke Hansen Henry Harris Van Irinski John Iverson Jane Jerris Keith Karnes Lance Lawrence Wary Martinez Vancy Michelson Nolan Nance Dilve O'Connor	Richard Quarles Nancy Michelson Tammy Stewart Tammy Stewart Dan Curtiss Tammy Stewart Vincent Udell Vincent Udell	Helen Gonzalez Francis Evans John Iverson John Iverson Bob Arnold John Iverson John Iverson	Bob Arnold Bob Arnold Bob Arnold Bob Arnold Bob Arnold Bob Arnold
ke Hansen Henry Harris Van Irinski John Iverson Jane Jerris Keith Karnes Lance Lawrence Mayn Martinez Nancy Michelson Volan Nance Dive O'Connor	Nancy Michelson Tammy Stewart Dan Curtiss Tammy Stewart Vincent Udell Vincent Udell	Francis Evans John Iverson Bob Arnold John Iverson John Iverson	Bob Amold Bob Amold Bob Amold Bob Amold Bob Amold
Henry Harris van Irinski Jane Jerris Keith Karnes Lance Lawrence May Martinez Nancy Michelson Volan Nance Dive O'Connor	Tammy Stewart Tammy Stewart Dan Curtiss Tammy Stewart Vincent Udell Vincent Udell	John Iverson John Iverson Bob Arnold John Iverson John Iverson	Bob Amold Bob Amold Bob Amold Bob Amold
van İrinski John Iverson Jane Jerris Keith Karnes Lance Lawrence Mary Martinez Nancy Michelson Nolan Nance Dive O'Connor	Tammy Stewart Dan Curtiss Tammy Stewart Vincent Udell Vincent Udell	John Iverson Bob Arnold John Iverson John Iverson	Bob Arnold Bob Arnold Bob Arnold
John Iverson Jane Jarris Keith Karnes Lance Lawrence Mary Martinez Nancy Michelson Nolan Nance Dilve O'Connor	Dan Curtiss Tammy Stewart Vincent Udell Vincent Udell	Bob Arnold John Iverson John Iverson	Bob Arnold Bob Arnold
Jane Jerris Keith Karnes Lance Lawrence Mary Martinez Nancy Michelson Nolan Nance Olive O'Connor	Tammy Stewart Vincent Udell Vincent Udell	John Iverson John Iverson	Bob Arnold
Lance Lawrence Mary Martinez Nancy Michelson Nolan Nance Olive O'Connor	Vincent Udell		Bob Arnold
Mary Martinez Nancy Michelson Nolan Nance Olive O'Connor		John lyomon	
Nancy Michelson Nolan Nance Olive O'Connor			Bob Arnold
Nolan Nance Olive O'Connor	Vincent Udell	John Iverson	Bob Arnold
Olive O'Connor	Francis Evans Vincent Udell	Bob Arnold John Iverson	Bob Arnold
	Zane Yates	John Iverson	Bob Arnold Bob Arnold
Patricia Parsons	Zane Yates	John Iverson	Bob Arnold
Richard Quarles	Helen Gonzalez	Dan Curtiss	Bob Arnold
Ronald Rhone	Zane Yates	John Iverson	Bob Arnold
Sarah Sorenson	Chris Babbitt	Larry Koenig	Bob Arnold
Tammy Stewart	John Iverson	Dan Curtiss	Bob Arnold
Timothy Tarman √incent Udell	Chris Babbitt John Iverson	Larry Koenig Dan Curtiss	Bob Arnold Bob Arnold
Uli Ulanov	Chris Babbitt	Larry Koenig	Bob Arnold
Violet Vinson	Eileen Daniels	Larry Koenig	Bob Arnold
Wilson Williams	Eileen Daniels	Larry Koenig	Bob Arnold
Zane Yates	John Iverson	Dan Curtiss	Bob Arnold
Yolanda Yeakley	Eileen Daniels	Larry Koenig	Bob Arnold
Zack Zurbriggen	George Fites	Nancy Michelson	Bob Arnold
Number of Employees: 43	}		

Figure 10-30: Supervisor Roster by Employee Report

10.2.15 Supervisor Roster by Supervisor Report

Presents a list of a supervisor breakdown by supervisors, listing their employees.



Figure 10-31: Supervisor Roster by Supervisor Report Selection

Bob Amold, AMC/LH	(none)	Bob Arnold	Dan Curtiss, AMC/LHA
			Francis Evans, AMC/LHX Francis Freeman, AMC/LH George Garfield, AMC/LH
	Bob Arnold	Dan Curtiss	Helen Gonzalez, AMC/LHAC John Iverson, AMC/LHAD
		Francis Evans	Nancy Michelson, AMC/LHXT
	Dan Curtiss	Helen Gonzalez John Iverson	Richard Quarles, AMC/LHACB Tammy Stewart, AMC/LHADA Vincent Udell, AMC/LHADB Zane Yates, AMC/LHADC
	Francis Evans	Larry Koenig	Chris Babbitt, AMC/LHXSA
		Nancy Michelson	George Fites, AMC/LHXTA Ike Hansen, AMC/LHXTB
	Helen Gonzalez	Peter Olson	Amy Artis, AMC/LHACA Barry Burns, AMC/LHACA Connie Celon, AMC/LHACA
		Richard Quarles	Dennis Donaldson, AMC/LHAC Erin Evans, AMC/LHACB Fred Farnsworth, AMC/LHACB Garth Grimes, AMC/LHACB
	John Iverson	Tammy Stewart	Henry Harris, AMC/LHADA Ivan Irinski, AMC/LHADA Jane Jerris, AMC/LHADA
		Vincent Udell	Keith Kames, AMC/LHADB Lance Lawrence, AMC/LHADB Mary Martinez, AMC/LHADB Nolan Nance, AMC/LHADB
		Zane Yates	Olive O'Connor, AMC/LHADC Patricia Parsons, AMC/LHADC Ronald Rhone, AMC/LHADC
	Larry Koenig	Chris Babbitt	Sarah Sorenson, AMC/LHXSA Timothy Tarman, AMC/LHXSA Uli Ulanov, AMC/LHXSA
		Eileen Daniels	Violet Vinson, AMC/LHXSB Wilson Williams, AMC/LHXSB Yolanda Yeakley, AMC/LHXSB
	Nancy Michelson	George Fites	Aaron Amdt, AMC/LHXTA Bryce Butler, AMC/LHXTA Zack Zurbriggen, AMC/LHXTA
		Ike Hansen	Carmen Cavasos, AMC/LHXTB Dyanne Dancy, AMC/LHXTB Erica Emerson, AMC/LHXTB

Figure 10-32: Supervisor Roster by Supervisor Report

10.2.16 Zone A/CIP Report

Displays a Zone A/CIP diagram displaying if an employee's OCS is 6-8 points lower than their expected OCS.

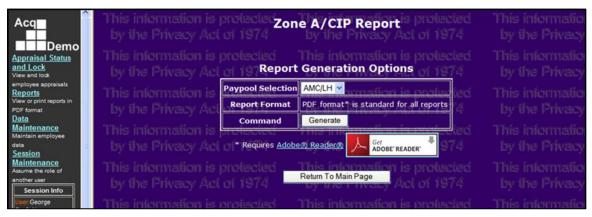


Figure 10-33: Zone A/CIP Report Selection

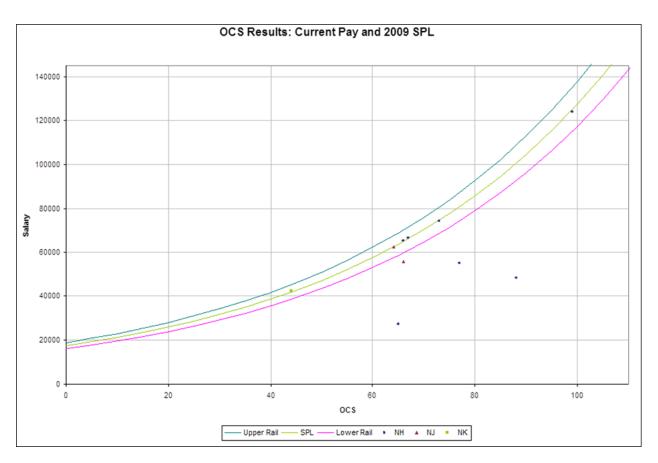


Figure 10-34: Zone A/CIP Report