1.1 New Hire Business Process (All Staff) – Compensation Administration Tool

1. Run the CAT Initialization Report (IR) based on load criteria
2. Copy/paste data from the IR into the Institutional Planning Spreadsheet (IPS) or spreadsheets
3. Check for employees who exist without funding in the IR/IPS
4. Check for New Hires
5. Enter New Hire (Job and/or Funding Information) in the CAT or IPS
6. Add budgeted population to the CAT (using IPS or manual entry)
7. Enter Compensation Increases and Funding Changes in the CAT
8. Run HRS Change & Record Errors reports
9. New Hire identified?
10. Enter New Hire (Job and Funding Information) in the CAT
11. Remove vacant from the AAP (if applicable)
12. Monitor, edit, and clean up CAT Data
13. Check for New Hire
14. Enter New Hire (Job and Funding Information) in the CAT
15. Run HRS Change & Record Errors reports
16. New Hire identified?
17. Enter New Hire (Job and Funding Information) in the CAT
18. Remove vacant from the AAP (if applicable)
19. Perform rebalancing
20. Turn off Automatic HRS Job Data Feed
21. Perform Final Reconciliation
22. Lock out All Institutional Users

- Run HRS Change Report to Identify New Hires that do not exist in the CAT
- Run the Record Error Report to identify Employees without Funding in the CAT
1.2 Termination Business Process (All Staff) – Compensation Administration Tool

High level Business Process

1. Run the CAT Initialization Report (IR) based on load criteria
2. Copy/paste data from the IR into the Institutional Planning Spreadsheet (IPS) or spreadsheets
3. Check for Terminations
4. Aware of termination?
   - Yes
   - No
5. Verify termination in HRS
6. Delete employee record’s row from IPS
7. Add budgeted population to the CAT (using IPS or manual entry)
8. Check for Terminations
9. Run HRS to CAT
   - Compare report to identify terminated employee
10. Termination identified?
    - Yes
    - No
11. Delete employee record from CAT (home dept. of terminated employee)
12. Add a vacant position in the AAP (if applicable)
13. Perform rebalancing if needed
14. Enter Compensation Increases and Funding Changes in the CAT
15. Monitor, edit, and clean up CAT Data
16. Check for Terminations
17. Run HRS to CAT
   - Compare report to identify terminated employee
18. Termination identified?
   - Yes
   - No
19. Delete employee record from CAT (home dept. of terminated employee)
20. Add a vacant position in the AAP (if applicable)
21. Perform rebalancing if needed
22. Turn off Automatic HRS Job Data Feed
23. Check for Terminations
24. Lock out All Institutional Users
1.3 Transfer Business Process (All Staff) — Compensation Administration Tool

1. Run the CAT Initialization Report (IR) based on load criteria
2. Copy/paste data from the Institutional Planning Spreadsheet (IPS) or spreadsheets
3. Check for Transfers
4. Aware of transfer?
5. Yes
6. <Old Division> Delete employee record's row from IPS
7. <New Division> Add employee record to CAT using new position number
8. Add budgeted population to the CAT (using IPS or manual entry)
9. Check for Transfers
10. Run the HRS to CAT
11. Compare report to confirm position number change
12. Deletes employee record with old position number from CAT
13. Add a vacant position in the AAP (if applicable)
14. Communicate between divisions if necessary
15. New division adds employee to CAT with new position number
16. Remove vacant position in the AAP (if applicable)
17. Enter Compensation Increases and Funding Changes in the CAT
18. Monitor, edit, and clean up CAT Data
19. Check for Transfers
20. Run the HRS to CAT
21. Compare report to confirm position number change
22. Deletes employee record with old position number from CAT
23. Add a vacant position in the AAP (if applicable)
24. Communicate between divisions if necessary
25. New division adds employee to CAT with new position number
26. Remove vacant position in the AAP (if applicable)
27. Turn off Automatic HRS Job Data Feed
28. Perform Final Reconciliation
29. Lock out All Institutional Users
### Compensation Administration Tool Business Processes

#### Legend

<table>
<thead>
<tr>
<th>Shape</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Step</td>
<td>The process step represents an action taken by a CAT resource during a process. It represents a series of individual steps performed in sequence and/or concurrently to achieve a business objective. Each step has a unique numeric that corresponds to the most common order in which the processing is undertaken.</td>
</tr>
<tr>
<td>Document</td>
<td>A document that is used, received or distributed during this step.</td>
</tr>
<tr>
<td>Decision Point</td>
<td>A process decision where the entity can take more than one possible route to the next process step/activity. The business rule governing this decision dictates the next step within the process.</td>
</tr>
</tbody>
</table>

#### Business Process – Shapes

#### Business Process – Colors

<table>
<thead>
<tr>
<th>Color</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gray</td>
<td>These steps represent the high-level CAT business process, used to provide context for the New Hire, Termination and Transfer exception business processes.</td>
</tr>
<tr>
<td>Purple</td>
<td>Orange</td>
</tr>
</tbody>
</table>