1.1 New Hire 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 employees who exist without funding in the IR/IPS
4. Add budgeted population to the CAT (using IPS or manual entry)
5. Check for New Hires
6. Enter Compensation Increases and Funding Changes in the CAT
7. Monitor, edit, and clean up CAT Data
8. Check for New Hires
9. Enter New Hire (Job and/or Funding information) in the CAT
10. Run HRS Change & Record Errors reports
11. Remove vacant from the AAP (if applicable)
12. Enter New Hire (Job and Funding information) in the CAT
13. Run HRS Change & Record Errors reports
14. Check for New Hires
15. Run HRS Change & Record Errors reports
16. Enter New Hire (Job and Funding information) in the CAT
17. Run HRS Change Report to Identify New Hires that do not exist in the CAT
18. Run the Record Error Report to identify Employees without Funding in the CAT
19. Perform rebalancing
20. Turn off Automatic HRS Job Data Feed
21. Perform Final Reconciliation
22. Lock out All Institutional Users

Institutional Central or Divisional CAT Admin.

- 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
## Compensation Administration Tool Business Processes

### Legend

| Process Step | 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. |

| Decision Point | This step represents 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. |

| Gray | These steps represent the high-level CAT business process, used to provide context for the New Hire, Termination and Transfer exception business processes. |

### Business Process – Colors

| Purple | Green | Orange | These steps represent points in time throughout the Comp Admin cycle that a CAT admin needs to check for a new hire/termination/transfer and the subsequent steps to handle that action in the CAT. |