|  |
| --- |
| http://urbanmilwaukee.com/wp-content/uploads/2015/04/university-of-wisconsin-system.jpgUniversity of Wisconsin SystemCompensation Administration Tool |
| Business Process Workbook |
| **End-to-End Compensation Administration** |
| CAT – SYSBP 1.0 |
|  |
|  |

|  |
| --- |
|  |



**Table of Contents**

[1. OBJECTIVE 2](#_Toc441052604)

[2. OVERVIEW 2](#_Toc441052605)

[3. DESCRIPTION 3](#_Toc441052606)

[4. SCOPE 3](#_Toc441052607)

[5. BUSINESS PROCESS MAP 3](#_Toc441052608)

[6. PROCESS NARRATIVE 6](#_Toc441052609)

[7. ASSUMPTIONS 16](#_Toc441052610)

[8. ROLES 16](#_Toc441052611)

[9. DOCUMENT CHANGE CONTROL 17](#_Toc441052612)

# OBJECTIVE

The objective of this business process workbook is to provide a step-by-step description of the annual process for administering compensation and funding changes for FA/AS/LI, employees-in-training, and university staff using the Compensation Administration Tool. This document also includes process steps and information on entering vacant positions and other budget adjustments (formerly group, vacant, lump sum and deduct) entries to balance to allocated targets during the budget development cycle. The business process and corresponding PeopleSoft CAT pages and reports outlined in this document are applicable to all UW institutions. The end-to-end business process for administering compensation and funding is a collaborative effort coordinated between institutional HR and Budget officers.

# OVERVIEW

* Number: **CAT-SYSBP 1.0**
* Name: **Main Compensation Administration Business Process**
* KB Link: **TBD**
* Related JIRA**: HRS-41134**
* Key Terminology and Acronyms:
	+ Additional Adjustments Page (AAP)
	+ Commitment Accounting (CA)
	+ Compensation Administration Tool (CAT)
	+ Continuing Staff Base (CSB)
	+ Expected Job End Date (EJED)
	+ Human Resource System (HRS)
	+ Human Resources (HR)
	+ Initialization Report (IR)
	+ Institutional Planning Spreadsheet (IPS)

# DESCRIPTION

The Main Compensation Administration Business Process covers activities performed by the HR and Budget officers at each institution during the annual budgeting cycle, where compensation and funding changes are proposed for the next fiscal year. The CAT – SYSBP 1.0 Business Process covers the overall process flow for execution of a pay plan and/or annual compensation planning and individual funding exercise using the new PeopleSoft HRS CAT bolt-on.

# SCOPE

The scope of the CAT – SYSBP 1.0 End-to-End Compensation Administration Budget Business Process covers the transactional activities that occur after each institution has made the organizational merit targets from a pay plan, budget allocations, and/or individual employee merit eligibility determinations.

Activities **included** in the scope of this business process are as follows:

* Running the Initialization Report (IR) from HRS (for all eligible employee categories) to initialize the eligible (budgeted) population
* Copying the data from the Initialization Report and pasting it into the Institutional Planning Spreadsheet (IPS)
* Enter compensation and funding changes en masse using the IPS
* Uploading the IPS to the CAT and AAP
* Entering additional merit and non-merit compensation changes directly in the CAT
* Entering additional funding changes directly in the CAT
* Capturing proposed FTE and title changes for budgeting purposes
* Generating validation reports to ensure data accuracy (e.g. funding edits)
* Loading valid data to HRS
* Loading valid summary level data to the legacy Budget System for reconciliation

Activities **excluded** from the scope of this business process are as follows:

* Allocating funding and FTE targets to organizational units
* Making employee-specific merit determination/decisions
* Performing non-salary allocations and budgeting activities
* Managing inter- and intra-divisional/departmental communication during the budget cycle

# BUSINESS PROCESS MAP

The flow diagram below can be used in conjunction with the Initialization Report (IR), Institutional Planning Spreadsheet (IPS), the Compensation Administration Tool (CAT) and the Additional Adjustments Page (AAP).

The Main Compensation Administration business process covers activities that occur for the most basic or “straightforward” scenario in the compensation administration lifecycle. Exceptional scenarios like New Hires, Terminations, and Transfers that occur during the compensation administration cycle are covered in separate Business Process workbooks.

The Process Narrative that accompanies the flow diagram below is located in the section following the business process flow.



# PROCESS NARRATIVE

The process narrative detailed steps below are based on the step-by-step actions in section 4 - Business Process Map for the 1.0 End-to-End Compensation Administration Budget Business Process.

| Step # | Owner | Step | Step Description/Details | KB |
| --- | --- | --- | --- | --- |
| 1 | UW System CAT Admin | Review CAT Users and Ensure Security Roles are Accurate and Up to Date | UW System should perform an annual review of all CAT users assigned to all CAT security roles. This can be completed by running a query for all users of the five CAT security roles: * Admin (HR CAT Admin User Update
* Update (HR CAT Func User Update)
* Read Only (HR CAT Func User Read Only)
* EPM (EPM HR CAT Query Non Sensitive)
* IR EPM (IR EPM HR CAT Query Non Sensitive)

This will ensure that the PeopleSoft CAT roles are not assigned to any user that may no longer be an actor in this business process.  | * *[Security Roles Overview Document](https://www.wisconsin.edu/compensation-administration-tool/institutional-liaisons/)*
 |
| 2 | UW System CAT Admin | Set Up Current Fiscal Year Configuration (Turn on View Access for All Users) | Navigate to CAT Set Up > Annual Set Up and create a new Fiscal Year for each Business Unit. | * [CAT Annual Setup](https://www.wisconsin.edu/compensation-administration-tool/institutional-liaisons/)
 |
| 3a | Institutional Central CAT Admin | Provide Institutional Configuration Information for Upcoming Fiscal Year | Institutional central CAT administration will provide UW System CAT administration with institutional configuration information for the upcoming fiscal year, including: * Fiscal Year Update/View Status (Change to Open – All Users at this Stage)
* Rate Calculation type (Cumulative or Off of Original Base)
* Available action reason codes
* Calculation method by action reason code
* Continuing Staff Base calculation method
* Edits (SFS or Budget) to use on funding rows with Ok to Load checked
 | * [CAT Annual Setup](https://www.wisconsin.edu/compensation-administration-tool/institutional-liaisons/)
 |
| 3b | Leadership | Review and Update Standard Budget Edits, as applicable | Leaders from each Business Unit will review and confirm Standard Budget Edits before sending to UW System CAT Administration. Leaders will update Standard Budget Edits if they notice discrepancies between what is given to them and what should be. | *N/A* |
| 3c | UW System CAT Admin | Set Up Institutional Configuration for Current Fiscal Year | Set up annual configuration in the CAT. * Navigate to UW CAT Annual Setup.
* Search for upcoming Fiscal Year and Business Unit.
* Set “Fiscal Year Update/View Status” to “Open-All Users”.
* Set Rate Calculation Type based on institutional process.
* Set SFS Ledger for Budget Edits (this is the set of edits the funding section should check against if OK to Load is unchecked).
* Set Base Merit Increase Percent: in the event of a pay plan, this is the merit % you are trying to hit.
* Set CAT Calculation Method by Action Reason: In the event that a comprate change is pushed from the CAT to HRS, determines whether the % should remain fixed and the $ recalculated, or the $ should remain fixed and the % recalculated. If no preference is selected for a particular action reason, the default is % drives $.
 | * [CAT Annual Setup](https://www.wisconsin.edu/compensation-administration-tool/institutional-liaisons/)
 |
| 4 | Institutional Central CAT Admin | Determine Total Budget and Total Allocated for Merit | Receive memo that Allocations have been posted to the allocation website: <https://www.wisconsin.edu/budget-planning/annual-operating-budget/> | *N/A* |
| 5 | Institutional Central CAT Admin | Determine Load Criteria (Budgeted Population) | Each institution must determine centrally which employee classes will be run as a part of the IR and ultimately loaded/added to the CAT.  | * [Initialization Report](https://www.wisconsin.edu/compensation-administration-tool/institutional-liaisons/)
* [Institutional Planning Spreadsheet](https://www.wisconsin.edu/compensation-administration-tool/institutional-liaisons/)
 |
| 6 | Institutional Central CAT Admin | Run the Initialization Report (IR) Based on Load Criteria | Using the Initialization Report Run control, create a new run control ID or re-use an existing one if you have parameters saved.* Select the effective date for which you’d like to pull data from HRS.
	+ While the IR can be run for all employee classes, for one effective date, the best practice is to run three separate IRs for Hourly Employee Empl Classes, Annual Employee Empl Classes and Academic Employee Empl Classes, as their effective dates will be different.
* Select the Business Unit for your institution.
* Select the Division and Department you are running it for (if you are not running one for the whole institution).
	+ It is up to each institution to decide how they would like to break up their budgeted population into different IR runs, or different instances of the IPS.

Run the IR based on load criteria decided. Two excel output files will be created. * Fewer than 6 splits: One output file will be generated that lists all employees that meet the Run Control criteria and have five or fewer funding splits.
* Equal to or more than 6 splits: The second output file generated lists all employees that meet the Run Control criteria and have 6 or more funding splits.
 | * [Initialization Report](https://www.wisconsin.edu/compensation-administration-tool/institutional-liaisons/)
 |
| 7 | Institutional Central CAT Admin | Copy Data from the IR and Paste into the Institutional Planning Spreadsheet (IPS) | Copy data from the IR output files and paste it into the Institutional Planning Spreadsheet (IPS). * Select Columns 1-33 from the IR, starting in row 13, and paste into columns 1-33 on the IPS (the demographic data section).
* Then, select columns 77-116 from the IR, starting in row 13, and paste into columns 77-116 on the IPS (the funding data section).
 | * [Institutional Planning Spreadsheet](https://www.wisconsin.edu/compensation-administration-tool/institutional-liaisons/)
 |
| 8 | Institutional Central CAT Admin | Will the IPS be Used as an Analytical Tool to Change Compensation or Funding Data? | Decision point: It is up to each institution to decide if they will load some or all employee records into the CAT using the IPS or if they will manually add records to the CAT. * If yes, proceed to step 9.
* If no, proceed to step 18.
 | * [Institutional Planning Spreadsheet](https://www.wisconsin.edu/compensation-administration-tool/institutional-liaisons/)
 |
| 9 | Institutional Central CAT Admin | Distributes IPS to Divisional Users | If using the IPS in a decentralized manner, distribute to other users of the IPS. This can be via email or a shared file storage site.Ensure that you are using the correct IPS version for your institution (**Base:** Merit first, all increases calculate off base comprate, or **Cumulative:** Merit last, all increases are cumulative)  | * [Institutional Planning Spreadsheet](https://www.wisconsin.edu/compensation-administration-tool/institutional-liaisons/)
 |
| 10 | HR (Central and Divisional) | Analyze and Interpret Institutional Pay Plan Guidelines | Review and interpret institutional pay plan guidelines before making merit decisions for all groups of employees.  | *N/A* |
| 11a | Divisional HR | Provide Input on Merit Adjustments for Eligible Staff (University Staff & FA/AS/LI) | Throughout the process, HR representatives should provide input on merit and other performance-based compensation decisions. They may or may not be the same actors who execute the adding of empl records or editing of empl records to the CAT.  | *N/A* |
| 11b | Departmental Admin | Coordinate with Other Departments on Shared Employees’ Merit and Funding Information | If an employee record is shared across multiple versions of the IPS (at a decentralized institution for example), communication is necessary to ensure the funding and compensation information is the same on both instances of the IPS. | * [Institutional Planning Spreadsheet](https://www.wisconsin.edu/compensation-administration-tool/institutional-liaisons/)
 |
| 11c | Leadership | Provide Input on Merit Adjustments for Eligible Staff (University Staff & ) | Throughout the process, different leadership roles (example: Chancellors, Deans, HR Directors) may communicate merit targets and adjustments for eligible staff (University Staff and FA/AS/LI) to Divisional CAT Administrators. | *N/A* |
| 12 | Divisional CAT Admin  | Update IPS by Entering Merit and Other Compensation Increases | Enter merit and other compensation increase action reasons into the Rate section of the IPS. Users should consider if their institution has a specific order in which they should enter compensation increases based on Rate Calculation Type. * Off of Original Base: merit should be the first compensation increase action reason entered.
* Cumulative: merit should be the last compensation increase action reason entered.

Note that there are different versions of the IPS to accommodate Base or Cumulative compensation increases. | * [Institutional Planning Spreadsheet](https://www.wisconsin.edu/compensation-administration-tool/institutional-liaisons/)
 |
| 13 | Divisional CAT Admin | Update IPS by Entering Funding Changes | Edit the funding section information to reflect any changes to an employee record’s funding.  | * [Institutional Planning Spreadsheet](https://www.wisconsin.edu/compensation-administration-tool/institutional-liaisons/)
 |
| 14 | Divisional CAT Admin | Update Additional Adjustments Tab by Entering Vacant Positions and Other Budget Adjustments | If using the IPS to load Vacant or other Budget Adjustments (formerly Group, Lump, Negative positions) to the Additional Adjustments Page, enter them using the AAP tab. If an institution wishes to pull the Vacant/Budget Adjustments from a previous year, they can build a query to gather prior data from EPM. This can then be added to the AAP tab.  | * [Institutional Planning Spreadsheet](https://www.wisconsin.edu/compensation-administration-tool/institutional-liaisons/)
 |
| 15 | Divisional CAT Admin | Coordinate with Other Divisions on Shared Employee Record’s Compensation and Funding Information | If an employee record is shared across multiple versions of the IPS (at a decentralized institution for example), communication is necessary to ensure the funding and compensation information is the same on both instances of the IPS. | * [Institutional Planning Spreadsheet](https://www.wisconsin.edu/compensation-administration-tool/institutional-liaisons/)
 |
| 16 | Divisional CAT Admin | Review Completed IPS for Errors | Throughout the process and once the IPS is complete, review for errors. Potential errors to look for:* Review Comments
* Review cells that have turned red
* Review final Updated Compensation Rates that may look off or that have typos.
* Ensure Total Distribution Percentage for each employee equals 100%
 | * [Institutional Planning Spreadsheet](https://www.wisconsin.edu/compensation-administration-tool/institutional-liaisons/)
 |
| 17 | Divisional CAT Admin | Upload IPS(S) To CAT For All Divisions | Save the IPS 🡪 CAT output and the IPS 🡪 AAP output as separate .CSV files, then follow the IPS Upload to CAT/AAP processes to upload.To run the IPS to CAT upload process in Edit or Replace Mode, please refer to that section of the KB and proceed to step 22. | * [IPS Upload to CATIPS Upload to AAP](https://www.wisconsin.edu/compensation-administration-tool/institutional-liaisons/)
* [IPS Upload, Edit, Overwrite](https://www.wisconsin.edu/compensation-administration-tool/institutional-liaisons/)
 |
| 18 | Divisional CAT Admin | Add Vacant Positions and Other Budget Adjustments Using EPM Query | To pull the Vacant/Budget Adjustments from a previous year, querying can be used to gather prior data from EPM. This can then be added to the AAP tab. | * [Interactive Reporting and EPM](https://www.wisconsin.edu/compensation-administration-tool/institutional-liaisons/)
 |
| 19 | Divisional CAT Admin  | Coordinate with Other Divisions on Shared Employee Records’ Merit and Funding Information | If an employee record is shared across multiple divisions (at a decentralized institution for example), communication is necessary to ensure the funding and compensation information is the correct.  | * [CAT AAP](https://www.wisconsin.edu/compensation-administration-tool/institutional-liaisons/)
 |
| 20 | Divisional CAT Admin  | Enter Compensation Increases and Funding Changes in the CAT | Navigate to the CAT page online and search for specific employee records that may require compensation increases and/or funding changes. To enter compensation and funding changes add/delete rows or edit them.* To add or delete a row use the (+) or (-) button next to compensation and funding rows.
* Editable fields in the compensation change section include Action Reason, Change Amount and Change Percent.
* Editable fields in the funding section include GL Business Unit, Fund, Department, Program, Project, Distribution %, Budgeted FTE and Budgeted Amount.
 | * [CAT AAP](https://www.wisconsin.edu/compensation-administration-tool/institutional-liaisons/)
 |
| 21 | Divisional CAT Admin | Enter Vacant Positions and Other Budget Adjustments in the AAP | Navigate to the Additional Adjustments Page. Search for a specific funding department in order to add Vacant Positions or other Budget Adjustments to that funding department.  | * [CAT AAP](https://www.wisconsin.edu/compensation-administration-tool/institutional-liaisons/)
 |
| 22 | Divisional CAT Admin  | Monitor, Edit, and Clean Up CAT Data  | Review the IPS Upload to CAT output file to ensure all rows from IPS and AAP loaded to CAT and to check for errors. Run various error reports and fix errors:* **IPS Upload Output** – UW CAT Admin will review IPS load output report. Load Status with warnings or errors can be sent to divisions for correction in CAT along with description of error message to determine action needed based on load status. If load status is **successful**, the row loaded to CAT and no action is needed. If load status is **warning**, the row loaded to CAT but review of description and comments is needed to determine if action is needed. If load status is **error**, the row did not load, and review of description and message is needed to determine action needed to correct error.
* **HRS to CAT Compare Report** – catches transfers and terminations that have occurred in HRS since the IR data was pulled. Transfer and terminations changes will need to be resolved directly in the CAT.
* **Missing from CAT Report** – displays employees that exist in HRS, but are not included in the CAT. It catches new hires and those excluded from the IR/IPS. If a new hire is identified, enter on New Hire in CAT.
* **Over Min/Under Max Report** – displays under min/over max errors. If correction is needed, change the employee compensation information in the CAT. If an employee is within the range of an approved ESR, make note in your records. If the division would like to seek a new ESR or higher range for a current ESR, divisional HR should contact central HR.
* **Record Errors Report** – review these errors and correct them in the CAT.
	+ *Job Level Errors* – employee has a Planned FTE is zero, etc
	+ *Funding Section Errors* – mathematical errors related to the funding section in the CAT
	+ *Funding Edit Errors* – employee did not pass SFS (or Budget) edits
	+ *Compensation Errors* – employee has two rate increases with the same action

Monitor division/departmental targets and allocations. Confirm adherence to pay plan guidelines, and review merit allocations. | * [IPS Upload to CAT](https://jira.doit.wisc.edu/jira/i%22%20%5Cl%20%22browse/HRS-41800?filter=18466)
* [IPS Upload to AAP](https://jira.doit.wisc.edu/jira/i%22%20%5Cl%20%22browse/HRS-41800?filter=18466)
* [HRS to CAT Compare Report](https://jira.doit.wisc.edu/jira/i%22%20%5Cl%20%22browse/HRS-41800?filter=18466)
* [Missing from CAT Report](https://jira.doit.wisc.edu/jira/i%22%20%5Cl%20%22browse/HRS-41800?filter=18466)
* [Under Min/Over Max Report](https://jira.doit.wisc.edu/jira/i%22%20%5Cl%20%22browse/HRS-41800?filter=18466)
* [Record Errors Report](https://jira.doit.wisc.edu/jira/i%22%20%5Cl%20%22browse/HRS-41800?filter=18466)
 |
| 23 | Institutional Central CAT Admin | Request HRS Job Data Feed to be Turned Off | Institutional CAT Administration will request, upon a date of their choosing, that the automatic feed from HRS that passes Fiscal Year, Name, Empl ID, Business Unit, HRS Home Dept, Job Code, Annual –Min/Max, Empl Class, Pay Basis, EJED, Other Active Jobs?, and Comprate to the CAT should be turned off so that the institution can reconcile their budget.  | *N/A* |
| 24 | UW System CAT Admin | Turn Off Automatic HRS Job Data Feed | UW System CAT Administration will turn off the automatic feed from HRS that passes Fiscal Year, Name, Empl ID, Business Unit, HRS Home Dept, Job Code, Annual –Min/Max, Empl Class, Pay Basis, EJED, Other Active Jobs?, and Comprate to the CAT for each institution. Each institution will request that this be done so that they can reconcile their budget (either at the divisional or the central level).  | * [CAT Annual Setup](https://www.wisconsin.edu/compensation-administration-tool/institutional-liaisons/)
 |
| 25 | Divisional CAT Admin  | Complete Balancing Exercise in the CAT and AAP | If divisional balancing is needed, review summary data (in BSUM and the CAT Summary Page) and make final adjustments to compensation, funding and additional adjustments. | * [CAT Summary Page](https://www.wisconsin.edu/compensation-administration-tool/institutional-liaisons/)
* [BSUM](https://www.wisconsin.edu/compensation-administration-tool/institutional-liaisons/)
 |
| 26 | Divisional CAT Admin  | Notify Institutional Central CAT Admin that Balancing is Complete | Once divisional balancing is complete, the central CAT administrator(s) should be notified. | *N/A* |
| 27 | Institutional Central CAT Admin | Review Merit Allocation | Using the CAT Summary Page, review how many dollars have been allocated for merit and compare to how many dollars should be allocated for merit (pay plan % X Continuing Staff Base). | * [CAT Summary Page](https://www.wisconsin.edu/compensation-administration-tool/institutional-liaisons/)
 |
| 28 | Institutional Central CAT Admin | Monitor, Edit, and Clean Up CAT Data  | Run various error reports and fix errors:* **IPS Upload Output** – UW CAT Admin will review IPS load output report. Load Status with warnings or errors can be sent to divisions for correction in CAT along with description of error message to determine action needed based on load status. If load status is **successful**, the row loaded to CAT and no action is needed. If load status is **warning**, the row loaded to CAT but review of description and comments is needed to determine if action is needed. If load status is **error**, the row did not load, and review of description and message is needed to determine action needed to correct error.
* **HRS to CAT Compare Report** – catches transfers and terminations that have occurred in HRS since the IR data was pulled. Transfer and terminations changes will need to be resolved directly in the CAT.
* **Missing from CAT Report** – displays employees that exist in HRS, but are not included in the CAT. It catches new hires and those excluded from the IR/IPS. If a new hire is identified, enter on New Hire in CAT.
* **Over Min/Under Max Report** – displays under min/over max errors. If correction is needed, change the employee compensation information in the CAT. If an employee is within the range of an approved ESR, make note in your records. If the division would like to seek a new ESR or higher range for a current ESR, divisional HR should contact central HR.
* **Record Errors Report** – review these errors and correct them in the CAT.
	+ *Job Level Errors* – employee has a Planned FTE is zero, etc
	+ *Funding Section Errors* – mathematical errors related to the funding section in the CAT
	+ *Funding Edit Errors* – employee did not pass SFS (or Budget) edits
	+ *Compensation Errors* – employee has two rate increases with the same action
 | * [IPS Upload to CAT](https://jira.doit.wisc.edu/jira/i%22%20%5Cl%20%22browse/HRS-41800?filter=18466)
* [IPS Upload to AAP](https://jira.doit.wisc.edu/jira/i%22%20%5Cl%20%22browse/HRS-41800?filter=18466)
* [HRS to CAT Compare Report](https://jira.doit.wisc.edu/jira/i%22%20%5Cl%20%22browse/HRS-41800?filter=18466)
* [Missing from CAT Report](https://jira.doit.wisc.edu/jira/i%22%20%5Cl%20%22browse/HRS-41800?filter=18466)
* [Under Min/Over Max Report](https://jira.doit.wisc.edu/jira/i%22%20%5Cl%20%22browse/HRS-41800?filter=18466)
* [Record Errors Report](https://jira.doit.wisc.edu/jira/i%22%20%5Cl%20%22browse/HRS-41800?filter=18466)
 |
| 29 | Institutional Central CAT Admin | Complete Balancing Exercise in the CAT and AAP | At the institutional level, review summary data (in BSUM and the CAT Summary Table) and make final adjustments to compensation, funding and additional adjustments. | * [CAT Summary Page](https://www.wisconsin.edu/compensation-administration-tool/institutional-liaisons/)
* [BSUM](https://www.wisconsin.edu/compensation-administration-tool/institutional-liaisons/)
 |
| 30 | Institutional Central CAT Admin | Notify UW System CAT Admin that Balancing is Complete | Once institutional balancing is complete, notify the UW System CAT administrator(s). | *N/A* |
| 31 | UW System CAT Admin | Perform Final Confirmation and Reconciliation | At the system level, review institutional summary data (in BSUM and the CAT Summary Table) and make final adjustments to compensation, funding and additional adjustments to perform budget checkout.  | * [CAT Summary Page](https://www.wisconsin.edu/compensation-administration-tool/institutional-liaisons/)
* [BSUM](https://www.wisconsin.edu/compensation-administration-tool/institutional-liaisons/)
 |
| 32 | UW System CAT Admin | Lock Out Users/Institutions | Visit the CAT configuration page to lock out different users or institutions. Change the Fiscal Year Update/View Status to Open-UWSA Users Only.  | * [CAT Annual Setup](https://www.wisconsin.edu/compensation-administration-tool/institutional-liaisons/)
 |
| 33 | UW System CAT Admin | Run the CAT to Commitment Accounting Load | Run the CAT to Commitment Accounting Load process in Report Mode to set the funding edit status. Review the output reports to ensure there are no major errors.Run the CAT to Commitment Accounting Load Process in Process Mode to execute the load to CA. Review the output reports for rows that did not load. Add to HRS those rows which did not load, or distribute to the institutions to fix.  | * [CAT to Commitment Accounting](https://www.wisconsin.edu/compensation-administration-tool/institutional-liaisons/)
 |
| 34 | UW System CAT Admin | Run the CAT to Mass Update Load | Run the CAT to Mass Update Process. | * [CAT to Mass Update](https://www.wisconsin.edu/compensation-administration-tool/institutional-liaisons/)
 |
| 35 | UW System CAT Admin | Turn Off FY View | Once the budget cycle is complete, visit the CAT configuration page to turn the Fiscal Year Update/View Status to Closed-All Users.  | * [CAT Annual Setup](https://www.wisconsin.edu/compensation-administration-tool/institutional-liaisons/)
 |

# ASSUMPTIONS

* Appointment-Level funding in Commitment Accounting (CA) must be entered in HRS for the employee record in order for it to be pulled into the CAT. (Not having Appointment-Level funding in HRS will result in no funding rows automatically initialized in the CAT and consequently not appropriately interfaced back to HRS for next Fiscal Year.) If an employee record does not have funding in the CAT, it is best practice to enter appointment-level funding in HRS and in the CAT before entering compensation increases.
* Institutional leadership will determine specific individuals that will serve in the roles identified in the business process.
* Electronic transmission of the IPS will be determined by the Business Unit CAT Admin and institutional leaders.
* Communication of merit and non-merit compensation changes will need to occur using existing communication methods and channels.
* Coordination between divisions or departments that share employee records through split-funding will occur using existing communication methods and channels.

# ROLES

The following are CAT security roles assigned to each individual user.

|  |  |  |  |
| --- | --- | --- | --- |
| CAT Role | Role Name in OIM | Approvers | Functions |
| Admin | HR CAT Admin User Update | UWSA Service Center/Budget Office | * Lock out functional users and control job data feed
* Make changes to all transactional pages
* Run all processes and reports within the CAT
 |
| Update | HR CAT Func User Update | Institutional HRS Approvers | * Make changes to all transactional pages
* Run all processes and reports within the CAT
 |
| Read Only | HR CAT Func User Read Only | Institutional HRS Approvers | * Search and view records within the CAT
* Run reports within the CAT
 |
| EPM | EPM HR CAT Query Non Sensitive | Institutional HRS Approvers | * Query CAT data views through EPM
* View current and historical CAT comp/funding data
 |
| IR EPM (Hyperion orStudio) | IR EPM HR CAT Query Non Sensitive(Most Commonly Used) | Institutional HRS Approvers | * Query CAT data views through EPM and Interactive Reporting
* View current and historical CAT comp/funding data
 |

# DOCUMENT CHANGE CONTROL

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Author | Date | Comments |
| 1.0 | Grayson Schrantz | 6/22/15 | Original version |
| 2.0 | Mallory Wheaton | 6/23/15 | Initial revision, added step descriptions |
| 3.0 | Grayson Schrantz | 6/24/15 | Incorporated feedback |
| 4.0 | Catherine Ayres | 6/25/15 | Revision for style, formatting |
| 5.0-7.0 | Grayson Schrantz & Catherine Ayres | 8/3/15 | Revisions based on Campus Visits |
| 8.0-9.0 | Mallory Wheaton | 8/13/15 | Revision after campus visits |
| 10.0 | Maura Kelly | 1/20/16 | Final revision after go-live and training |