1.2 Termination 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 Terminations
4. Aware of termination?
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?
11. Yes
12. Delete employee record from CAT (home dept. of terminated employee)
13. Add a vacant position in the AAP (if applicable)
14. Perform rebalancing if needed
15. No
16. Check for Terminations
17. Run HRS to CAT Compare report to identify terminated employee
18. Termination identified?
19. Yes
20. Delete employee record from CAT (home dept. of terminated employee)
21. Add a vacant position in the AAP (if applicable)
22. Perform Final Reconciliation
23. Turn off Automatic HRS Job Data Feed
24. Lock out All Institutional Users
### Compensation Administration Tool Business Processes

#### Legend

<table>
<thead>
<tr>
<th>Process Step</th>
<th>Description</th>
<th>Decision Point</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td><strong>Gray</strong></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>
<td><strong>Decision Point</strong></td>
<td>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.</td>
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<td><strong>Purple</strong></td>
<td>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.</td>
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