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 IR into the Institutional Planning Spreadsheet (IPS) or spreadsheets
3. Check for Transfers
4. Aware of transfer?
5. Verify transfer in HRS
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. Transfer identified?
13. Delegates employee record with old position number from CAT
14. Add a vacant position in the AAP (if applicable)
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. Transfer identified?
23. Delegates employee record with old position number from CAT
24. Add a vacant position in the AAP (if applicable)
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
30. Communicate between divisions if necessary

No Yes
Yes No
Yes No
### Business Process Shapes

#### 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.

### Business Process Colors

#### Gray

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

#### 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.