KB – Audit Log Report

Table of Contents

Purpose and Overview

The Audit Log Report will display which users have edited and saved particular CAT, Vacant Position and Budget Adjustment records.

The Audit Log Report pulls records separately from the Audit Log tables for CAT, Vacant Positions and Budget Adjustments, and will therefore output three unique reports. The user will select the desired report output on the run control.

Users of the CAT will need to view if other users have changed the information on a shared employee.   This report will serve as an update notification of these kinds of changes. Users will need to then review the information on this report and communicate with other uses to determine if the compensation increases and funding entered in the CAT is correct.
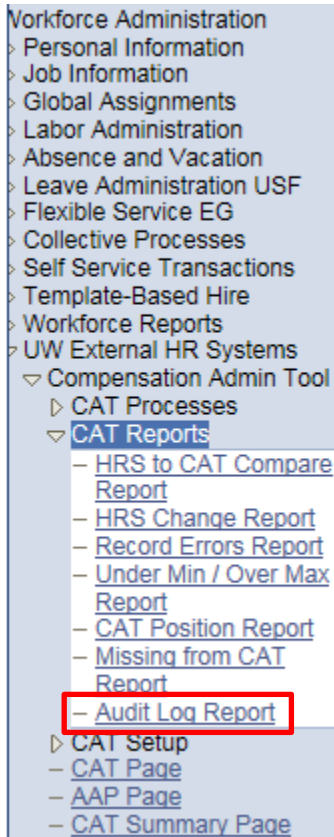
Process Inputs

- Fiscal Year
- Business Unit
- Division (Optional)
- Department (Optional)
- EmplID
- EmplRcd
- Last Updated Date Range
- CAT Positions/ Vacant Positions/ Budget Adjustment Positions

Process Outputs

- Excel document with a population that meets the run control criteria and have been changed by a user of the CAT or AAP

Procedure Steps

1. Navigate to **Workforce Administration > UW External HR Systems > Compensation Admin Tool > CAT Reports > Audit Log Report.**

Workforce Administration
▷ Personal Information
▷ Job Information
▷ Global Assignments
▷ Labor Administration
▷ Absence and Vacation
▷ Leave Administration USF
▷ Flexible Service EG
▷ Collective Processes
▷ Self Service Transactions
▷ Template-Based Hire
▷ Workforce Reports
▷ UW External HR Systems
  ▽ Compensation Admin Tool
    ▷ CAT Processes
    ▽ CAT Reports
      – HRS to CAT Compare Report
      – HRS Change Report
      – Record Errors Report
      – Under Min / Over Max Report
      – CAT Position Report
      – Missing from CAT Report
      – Audit Log Report
    ▷ CAT Setup
    – CAT Page
    – AAP Page
    – CAT Summary Page

2. Click Search under the Find an Existing Value tab to select a previously created Run Control ID, or create a new Run Control ID by selecting **Add a New Value**. To create a new Run Control ID, assign a unique identifier as the Run Control ID (eg. initials_date_etc.) into the Run Control ID box and select **Add**.
3. *Note: Run Control ID sets the report parameters. Users can create one ID, and use it to process multiple reports/processes, or create a new ID for each report/process.*

CAT HRS Audit Report

Find an Existing Value | **Add a New Value**

Run Control ID: ABC01

Add

Find an Existing Value | Add a New Value

4. Enter parameters to define criteria for the Record Errors Report.
   a. Select the radio button for the desired **Report Output Type** (CAT Positions, Vacant Positions or Budget Adjustments):
      i. CAT Positions requires either a **Business Unit** <u>OR</u> **EmplID**.
         1. When one is edited, the other will become uneditable.
         2. If using Business unit:
            a. If desired, select a **Division**.
            b. If desired, select a **Department**.
         3. If using EmplID:
            a. If desired, select an **Empl Rcd**. It is not required and will default to zero.
      ii. Vacant and Budget Adjustments require **Business Unit**.
         1. If desired, select a **Division**.
         2. If desired, select a **Department**.
         3. Note that EmplID and Empl Rcd will become invisible.
   b. Select the upcoming **Fiscal Year** used for CAT budgeting planning purposes. This field will default to the latest fiscal year setup in the CAT.
   c. Select a **From Date** and a **To Date** to establish the range of dates for which you would like to see changes to CAT/AAP.
   a. Click **Save** in the bottom left to save the parameters for the report.
   b. Click **Run** in the top right to run the report.

CAT Audit Log Report Run

Run Control ID: ABC01   Report Manager   Process Monitor   [Run]

CAT Audit Report Run Parameters

(●) CAT Positions   (○) Vacant Positions   (○) Budget Adjustments

Report Criteria

Select any/all of Bus Unit, Div & Dept OR EmplID/Empl Rcd

*Fiscal Year   2017

*From Date   06/01/2016

*To Date   07/31/2016

Business Unit   UWMSN   Empl ID

Division   Empl Rcd   0

Department

[Save] [Notify]   [Add] [Update/Display]

CAT Audit Log Report Run

Run Control ID: ABC01   Report Manager   Process Monitor   [Run]

CAT Audit Report Run Parameters

(○) CAT Positions   (●) Vacant Positions   (○) Budget Adjustments

Report Criteria

Select any/all of Bus Unit, Div & Dept OR EmplID/Empl Rcd

*Fiscal Year   2017

*From Date   06/01/2016

*To Date   07/31/2016

Business Unit   UWMSN

Division

Department

[Save] [Notify]   [Add] [Update/Display]

---

5. User will be automatically directed to the Process Scheduler Request page. From this page, select **OK**.

Process Scheduler Request

User ID: 00699002   Run Control ID: ABC01

Server Name: [▾]   Run Date: 11/30/2015 [📅]

Recurrence: [▾]   Run Time: 11:17:23AM   [Reset to Current Date/Time]

Time Zone: [🔍]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	UW_CAT_ADRPT	UW_CAT_ADRPT	Application Engine	Web ▾	TXT ▾	Distribution

[OK]   [Cancel]

6. Note the Process Instance number under the Process Monitor link. This designates the specific instance of the report run.

CAT Audit Log Report Run

Run Control ID: ABC01   Report Manager   Process Monitor   [Run]

Process Instance:2082292

CAT Audit Report Run Parameters

◉ CAT Positions   ◯ Vacant Positions   ◯ Budget Adjustments

Report Criteria

Select any/all of Bus Unit, Div & Dept OR EmplID/Empl Rcd

*Fiscal Year [2017 🔍]

*From Date [06/01/2016 📅]

*To Date [07/31/2016 📅]

Business Unit [UWMSN 🔍]   Empl ID [   ]

Division [🔍]   Empl Rcd [0]

Department [🔍]

7. Click **Process Monitor** at the top right of the window.
8. Search for your process instance number under Process List, which will indicate the status of the report generation. When the report is complete, Run Status will be "Success" and Distribution Status will be "Posted".
    a. If Run Status is "Queued" or "Initiated," it indicates that the report generation is waiting to start.

b. If Run Status is "Processing," it indicates that the report generation is processing.
c. Click **Refresh** at the top right of the window to refresh the status of the document.

9. Once the Run Status hits "Success" and the Distribution Status hits "Posted," download the output.
a. Click **Details**.

b. Click **View Log/Trace** at the bottom right of the window.

Process Detail

Process

Instance 2082292	Type Application Engine
Name UW_CAT_ADRPT	Description UW_CAT_ADRPT
Run Status Success	Distribution Status Posted

Run — **Update Process**

Run Control ID ABC01
Location Server
Server PSUNX
Recurrence

○ Hold Request
○ Queue Request
○ Cancel Request
◉ Delete Request
○ Restart Request

Date/Time — **Actions**

Request Created On 11/30/2015 11:18:32AM CST	Parameters Transfer
Run Anytime After 11/30/2015 11:17:23AM CST	Message Log View Locks
Began Process At 11/30/2015 11:18:59AM CST	Batch Timings
Ended Process At 11/30/2015 11:19:27AM CST	View Log/Trace

c.   Under File List, click the file with the .xls extension to download the output.

View Log/Trace

Report

Report ID: 1168963	Process Instance: 2082292	Message Log
Name: UW_CAT_ADRPT	Process Type: Application Engine	
Run Status: Success		

UW_CAT_ADRPT

Distribution Details

Distribution Node: HRDEV_RPTNOD   Expiration Date: 11/29/2016

File List

Name	File Size (bytes)	Datetime Created
AE_UW_CAT_ADRPT_2082292.AET	3,752	11/30/2015 11:19:27.774773AM CST
AE_UW_CAT_ADRPT_2082292.log	535	11/30/2015 11:19:27.774773AM CST
AE_UW_CAT_ADRPT_2082292.trc	205	11/30/2015 11:19:27.774773AM CST
CAT_Audit_Report_2082292.xls	6,013	11/30/2015 11:19:27.774773AM CST

Distribute To

Distribution ID Type	*Distribution ID
User	00699002

d. When opening the file, if an error message appears indicating that "The file you are trying to open…is in a different format than specified by the file extension," click **Yes.**
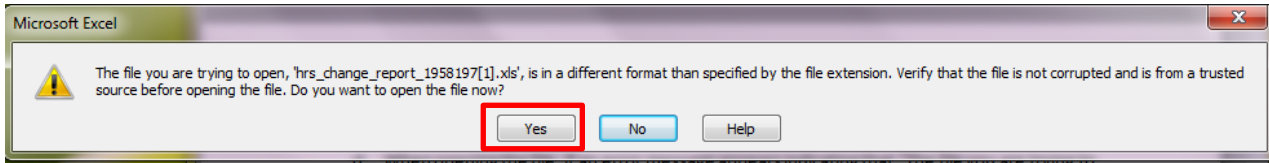
e. Note that different internet browsers may have different opening processes.
10. Review the report.
   a. Open the downloaded Excel file.
      i. The outputs for CAT Positions, Vacant Positions and Budget Adjustments are all pictured below.
      ii. Reference **Tables 1-4** for output field descriptions.

Vacant Positions Audit Log Report

Report Parameters:

	Run Control ID:	ES_1		Process Instance:	1954175
	Run Date:	09/16/2015		Run By:	
	Planned Fiscal Year:	2016		Start Date:	07/01/2015
	Business Unit:	UWMSN		End Date:	09/17/2015
	Report:	Vacant Positions			

Audit OprID	Audit Opr Name	Audit Date/Time	Audit Action	Funding Department	Adjustment Type	Jobcode	Title
		08/10/2015 11:47:56 743	A	A486700	A	N54DN	COACH
		08/13/2015 10:53:09 065	A	A022011	A	00163	FINANCIAL SPECIALIST ADVANCED
		08/13/2015 11:03:49 110	D	A022011	A	00163	FINANCIAL SPECIALIST ADVANCED

Budget Adjustments Audit Log Report

Report Parameters:

	Run Control ID:	ES		Process Instance:	1954614
	Run Date:	09/21/2015		Run By:	
	Planned Fiscal Year:	2016		Audit Report Start Date:	09/01/2015
	Business Unit:	UWMSN		Audit Report End Date:	09/18/2015
	Report:	Budget Adjustments			

Audit OprID	Audit Opr Name	Audit Date/Time	Audit Action	Funding Department	Adjustment Type	FTE	Fund	DeptID	Program
		09/02/2015 02:16:18	D	A020501	A	15.000	101	020501	0
		09/16/2015 10:43:04	A	A122000	U	-2.000	101	122000	2
		09/16/2015 10:44:00	D	A122000	U	-2.000	101	122000	2

CAT Audit Log Report

Report Parameters:

	Run Control ID:	ES_1		Process Instance:	1954151
	Run Date:	9/16/2015		Run By:	
	Fiscal Year:	2016		EMPLID:	
	Business Unit:	UWADM		EMPL_RCD:	0
	Division:			Audit Report Start Date:	90/01/2015
	Department:			Audit Report End Date:	09/14/2015
	Report:	CAT Positions			

Audit OPRID	Audit Opr Name	Audit Date/Time	Audit Action	Name	EmplID	Empl R
		09/03/2015 05:28:56	D			0
		09/03/2015 05:28:56	D			0
		09/03/2015 05:28:56	D			0

b. If an emplid/emplrcd (from the CAT) or a position (from the AAP) has had more than one change in the defined period, they will appear multiple times on the report.

c. The Audit Action Column pulls the action code associated with the change made in the CAT or AAP
   i. A – Row inserted
   ii. D – Row deleted.
   iii. K – Row updated, snapshot before update.
   iv. N – Row updated, snapshot after update.
   v. When any change is made to an existing compensation or funding row in CAT, two new rows (K and N) will populate the report.
   vi. Changes made to job, compensation and funding data appear as separate rows on the output for CAT Positions, even if they were made at the same time. The 'Source Table' field specifies which type has occurred.
   vii. For example, if Deborah Briggs is deleted from CAT three new rows will appear on the Audit Log Report.
   viii. Fields Audit OPRID-EmplRCD will repeat for each row. Each row will have Audit Action D.

Audit OPRID	Audit Opr Name	Audit Date/Time	Audit Action	Name	EmplID	Empl Rcd
	, ELISABETH	09/16/2015 05:01:01	D	DEBORAH		0

   ix. The fields Home Dept-Base Comp Rate will only populate for the first row, where the source table is 'CAT Job Data Change'

Home Dept	Position Number	Job Code	Title	Empl Class	Pay Basis	FTE	Planned Title	CSB Flag	Base Comp Rate
A530200	02104606	N23NL	ASSOCIAT	LI	A	1.000	ASSOCIATE DE	Y	300000.000

   x. The fields Action-Adjusted CAT Annual Salary will only populate for the second row, where the source table is 'CAT Rate Data Change'

Action	Action Reason	Rate Change	e Change Percent	Adjusted CAT Annual Salary
PAY	019	3000.000	1	300000.000

   xi. The fields for Fund-Budgeted Amount will only populate for the third row, where the source table is 'CAT Job Data Change'

Fund	DeptID	Program	Project	Distribution Percentage	Budgeted Amount
101	530200	6		100	300000.000

Tables

Table 1: Report Parameters	
Field Name	**Description**
Run Control ID	The run control identification entered when report was created.
Run Date	The date the report was created.
Fiscal Year	The Fiscal year selected in the run control.
Business Unit	The Business Unit selected in the run control.
Division	The Division (if any) selected in the run control.
Department	The Department (if any) selected in the run control.
Report	The report type specified in the run control (CAT Positions, Additional Adjustments or Budget Adjustments)
Process Instance	The number assigned by PeopleSoft for each process.
Run By	The user ID of the user who ran the report.
EMPLID	The EmplID selected in the run control. This can only be entered if the **CAT Position** radio button is selected.
Empl_Rcd	The Emplrcd of the employee selected in the run control. This can only be entered if the **CAT Position** radio button is selected.
Audit Report Start/End Date:	The time range for which you would like to see record changes.

Table 2: Output Header Fields for CAT Positions	
Field Name	**Description**
Audit OPRID	The Oprid associated with the audit log row (user who made the change) from the CAT audit log tables, based on the run control criteria selected.
Audit Opr Name	The Name associated with the audit log row (user ID who changed it) from the cat audit log table, based on the run control criteria selected.
Audit Date/Time	The timestamp associated with the audit log row (time the change was made) from the CAT audit log tables, based on the run control criteria selected.
Audit Action	The Action code associated with the audit log row from the CAT audit log tables, based on the run control criteria selected. - A – Row inserted - D – Row deleted. - K – Row updated, snapshot before update. - N – Row updated, snapshot after update When any change is made to an existing row in CAT, two new rows (K and N) will populate the report
Name	The employee First & Last name from HRS for CAT audit log rows that meet the run control criteria selected.
Empl ID	The EmplID from CAT Audit log for empl records that exist in the CAT and meet the run control criteria selected.
Empl Rcd	The EmplRcd from CAT Audit log for empl records that exist in the CAT and meet the run control criteria selected.

Source Table	Displays the CAT table that was edited - CAT Job Change - Rate Change - Funding Change
Home Dept (DEPTID)	The Home Deptid from CAT Audit log for empl records that exist in the CAT and meet the run control criteria selected. Format; A072600
Position Number	The Position Number from the CAT audit log for rows that match the run control criteria.
Job Code	The Job Code from the CAT audit log for rows that match the run control criteria.
Title	The Job Code Descr from the CAT audit log for rows that match the run control critiera
Empl Class	The Empl Class from CAT Audit log for empl records that exist in the CAT and meet the run control criteria selected.
Pay Basis	The Pay Basis from the CAT audit log for rows that match the run control criteria.
Total Planned FTE	The Planned FTE field from the CAT audit log for rows that match the run control criteria.
Redbook Title	The Redbook Title field from the CAT audit log for rows that match the run control criteria
CSB Flag	The 'Add Salary to CSB' indicator from the CAT audit log for rows that match the run control criteria.
Base Compensation Rate	The Base Compensation Rate from the CAT audit log for rows that match the run control criteria.
Annual Salary	The Adjusted base salary based on Base Comprate * Planned FTE (for A & C Basis) and Comprate*2080*Planned FTE (for H basis).
Action	The Action associated with the first non-merit comp increase from the CAT audit log for rows that match the run control criteria.
Action Reason	The Action Reason associated with the first non-merit comp increase from the CAT audit log for rows that match the run control criteria.
Change Amount	The comprate change amount associated with the Action Reason from the CAT audit log for rows that match the run control criteria.
Change Percent	Pull the comprate change percentage associated with the Action Reason from the CAT audit log for rows that match the run control criteria.
Rate Ok to Load	
Bus Unit GL	The Business Unit GL from the CAT audit log for rows that match the run control criteria.
Fund	The Fund of this empl record from the CAT audit log
DeptID	The DeptID of this empl record from the CAT audit log
Program	The Program of this empl record from the CAT audit log
Project	The ProjectID of this empl record from the audit log
Distribution Pct	The Distribution % of this empl record from the audit log
Budgeted FTE	Budgeted FTE of this empl record from the audit log
Budgeted Amt	The Final CAT Budget Amount from the CAT audit log
Funding Ok to Load	
SFS Edit	

Comments	
Formatting Consideration: The Home Dept → Base Compensation Rate will only populate for rows whose source table is Funding Data Change.	
Formatting Consideration: The Action Reasons →Adjusted CAT Annual Salary columns will only populate for rows whose source table is Rate Data Change.	
Formatting Consideration: The Fund→Budgeted Amount columns will only populate for rows whose source table is Funding Data Change.	

Table 3: Output Header Fields for Vacant Positions	
Field Name	**Description**
Audit OPRID	The Oprid associated with the audit log row (user who made the change) from the vacant audit log table, based on the run control criteria selected.
Audit Opr Name	The Name associated with the audit log row (user ID who changed it) from the vacant audit log table, based on the run control criteria selected.
Audit Date/Time	The timestamp associated with the audit log row (time the change was made) from the vacant audit log table, based on the run control criteria selected.
Audit Action	The Action code associated with the audit log row from the vacant audit log tables, based on the run control criteria selected. - A – Row inserted - D – Row deleted. - K – Row updated, snapshot before update. - N – Row updated, snapshot after update When any change is made to an existing row in AAP, two new rows (K and N) will populate the report
Funding Department (DEPTID)	The funding deptid from the vacant audit log for rows that exist in the audit log and meet the run control criteria.
Staff Type	The Adjustment Type (LI/AS/FA, Univ Staff, Grad, SH, LTE) from the vacant audit table for rows that match the run control criteria.
Job Code	The Job Code from the vacant audit log for rows that match the run control criteria (and have a job code entered).
Title	The Job Code Description from the vacant audit log for rows that match the run control criteria.
Pay Basis	The Pay Basis from the vacant audit log for rows that exist in the audit log and meet the run control criteria.
Position Number	The Position number from the vacant audit log for rows that match the run control criteria (and have a position number entered).
Business Unit	The Business Unit from the vacant audit log for rows that match the run control criteria
Fund	The Fund of this empl record from the vacant audit log table
Deptid	The DeptID of this empl record from the vacant audit log table
Program	The Program of this empl record from the vacant audit log table
Project	The ProjectID of this empl record from the vacant audit log table

FTE	FTE from the vacant audit log for positions that exist in the vacant audit log and meet the run control criteria.
Budgeted Amount	The Total Budgeted amount from the vacant audit table.
Description	The Comments/Description field from the vacant audit table for rows that exist in the vacant audit log table.

Table 4: Output Header Fields for Budget Adjustments	
Field Name	**Description**
Audit OPRID	The Oprid associated with the audit log row (user who made the change) from the budget adjustment audit log table, based on the run control criteria selected.
Audit Opr Name	The Name associated with the audit log row (user ID who changed it) from the budget adjustment audit log table, based on the run control criteria selected.
Audit Date/Time	The timestamp associated with the audit log row (time the change was made) from the budget adjustment audit log table, based on the run control criteria selected.
Audit Action	The Action code associated with the audit log row from the budget adjustment audit log tables, based on the run control criteria selected. - A – Row inserted - D – Row deleted. - K – Row updated, snapshot before update. - N – Row updated, snapshot after update When any change is made to an existing row in AAP, two new rows (K and N) will populate the report
Staff Type	The Adjustment Type (LI/AS/FA, Univ Staff, Grad, SH, LTE) from the budget adjustment audit table for rows that match the run control criteria.
Business Unit	The Business Unit from the vacant audit log for rows that match the run control criteria
Fund	The Fund of this empl record from the budget adjustment audit log table
Funding Department (DEPTID)	The funding deptid from the budget adjustment audit log for rows that exist in the audit log and meet the run control criteria.
Program	The Program of this empl record from the budget adjustment audit log table
Project	The ProjectID (if entered) of this empl record from the budget adjustment audit log table
FTE	FTE from the budget adjustment audit log for positions that exist in the budget adjustment audit log and meet the run control criteria.
Budgeted Amount	The Total Budgeted amount from the budget adjustment audit table.
Description	The Comments/Description field from the budget adjustment audit table for rows that exist in the budget adjustment audit log table.