

# HR - Initialization Report

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This procedure outlines the process for running the Initialization Report as a part of the Compensation Administration Tool Business Process.

## Purpose and Overview

The Initialization Report is the first step of the Compensation Administration Tool process. It exports current job compensation and funding data out of HRS for next Fiscal Year's budgeted population into an .xls file. The outputs of the Initialization Report are used to populate the Institutional Planning Spreadsheet.

## Process Inputs

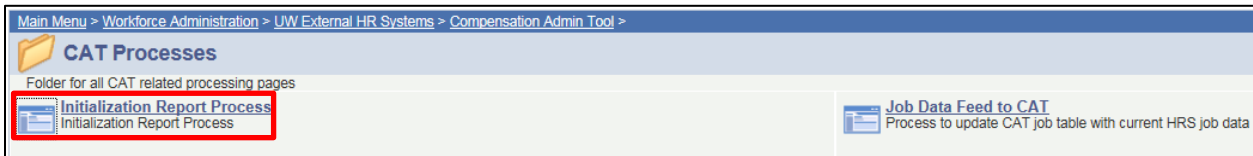
- Effective Date
- Business Unit
- Division (optional)
- Employee Class

## Process Outputs

- An excel document that lists all employees that meet the Run Control criteria and have 5 or less funding splits.
- An excel document that lists all employees that meet the Run Control criteria and have 6 or more funding splits.

## Procedure Steps

1. Navigate to *Workforce Administration > UW External HR System > Compensation Administration Tool > CAT Processes > Initialization Report Process.*



2. Create a Run Control ID by selecting the “Add a New Value” tab. Enter desired name for Run Control ID into the Run Control ID box and select add.
  - The Run Control ID can be any unique identifier that does not include spaces (ex. your initials and the date).
  - To use an existing Run Control ID select “Find an Existing Value”, then enter the Run Control ID into the Run Control ID box.



3. Enter “Fiscal Year”, “Effective Date”, and “Business Unit” to define criteria for the Initialization Report on the Initialization Report Process page.
  - Select the upcoming “Fiscal Year”, as recognized for budgeting purposes. This field will default to the latest fiscal year that is set up in the CAT. Example: if it is January of 2017 and you are planning for the next Fiscal Year, this value should default to 2017.
  - Select the “Effective date” from HRS. All employees that are active as of this date in HRS (and meet the Business Unit, Division, and Empl Class run control criteria) will appear on the IR.
    - i. It is up to each institution to decide which date to utilize for the IR Effective Date. It can be run for ‘today’ or for a future effective date (such as the first of the upcoming fiscal year, like 7/01/2017).
      1. Keep in mind that running the IR for a future effective date will capture future dated hires. However, running the IR for a future effective date will not take future dated terminations into account. For example, if you run the IR as of 7/1, an employee with an Expected Job End Date of 6/30 **will still appear on the IR.**
      2. No matter what date the IR is run for, it is important to review the EJED column and remove employees who will be terminating.

- Select the “Business Unit” for which you are running the IR.
- If desired, select the “Division” for which you are running the IR. This is the 3 digit alpha numeric code (example: A01).
- “Division” is an optional field, but can be used to narrow the results returned.
- If desired, select “Employee Class”. The default for this run control is to have all employee classes included in the IR output. If you wish to exclude certain employee classes, click the “Select Values” button. This will open a window in which you can either uncheck the boxes next to the empl class code you don’t want (ex: SH), or “Clear” all empl classes and check the ones you do want. Click “OK” to proceed.

**Initialization Report Process**

Run Control ID: Test01 [Report Manager](#) [Process Monitor](#) [Run](#)

**Initialization Report Run Parameters**

\*Fiscal Year

\*Effective Date

\*Business Unit

Division

**Employee Class**

Employee Class - All Values:

[Select Values](#)

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

4. After entering Run Control Criteria select “Run” to begin Initialization Report processing.

**Initialization Report Process**

Run Control ID: Test01 [Report Manager](#) [Process Monitor](#) [Run](#)

**Initialization Report Run Parameters**

\*Fiscal Year

\*Effective Date

\*Business Unit

Division

**Employee Class**

Employee Class - All Values:

[Select Values](#)

[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: 00830577      Run Control ID: Test01

Server Name:       Run Date: 07/08/2015

Recurrence:       Run Time: 9:50:37AM     

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	CAT Initialization Report	UW_CAT_IR	Application Engine	Web	TXT	<a href="#">Distribution</a>

6. User will be directed back to Initialization Report Process Page. Note your Process Instance Number. Select "Process Monitor" to view the Process list.

**Initialization Report Process**

Run Control ID: Test01      [Report Manager](#)           

Process Instance: 1839768

**Initialization Report Run Parameters**

\*Fiscal Year: 2016

\*Effective Date: 07/01/2015

\*Business Unit: UWSYS

Division:

**Employee Class**

Employee Class - All Values:

7. Refresh page until "Run Status" is "Success". Depending on the data load queued in the Process Monitor, this may take several minutes.
8. Once Run Status is "Success" select "Details" to route to Process Detail page.

Process List | Server List

**Actions**

User ID: 00830577  Type:  Last:  1 Days

Server:  Name:  Instance:  to:

Run Status:  Distribution Status:   Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1839768		Application Engine	UW_CAT_IR	00830577	07/08/2015 9:50:37AM CDT	Success	Posted	Details

[Go back to Initialization Report Process](#)

Process List | [Server List](#)

9. Select "View Log/Trace" from the Process detail page.

**Process Detail**

**Process**

Instance: 1839768 Type: Application Engine  
 Name: UW\_CAT\_IR Description: CAT Initialization Report  
 Run Status: Success Distribution Status: Posted

Run	Update Process
Run Control ID: Test01 Location: Server Server: PSUNX Recurrence:	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input checked="" type="radio"/> Delete Request <input type="radio"/> Restart Request
Date/Time	Actions
Request Created On: 07/08/2015 9:53:52AM CDT Run Anytime After: 07/08/2015 9:50:37AM CDT Began Process At: 07/08/2015 9:54:22AM CDT Ended Process At: 07/08/2015 9:57:36AM CDT	<a href="#">Parameters</a> Transfer <a href="#">Message Log</a> <a href="#">View Locks</a> <a href="#">Batch Timings</a> <a href="#">View Log/Trace</a>

10. Select “init\_report\_Process Instance Number.xls” Report and “init\_report\_addl\_splits\_Process instance number.xls” outputs to view the Initialization Report based on Run Control criteria.
- The “init\_report\_Process Instance Number.xls” Report contains all employee records that meets Run Control Criteria and have 5 or less funding splits.
  - The “init\_report\_addl\_splits\_Process instance number.xls” contains all employee records that meets Run Control Criteria and have 6 or more funding splits.
  - It’s possible that there will only be init\_report\_Process Instance Number.xls, as the criteria entered on the run control may not return employees with 6 or more results.

**View Log/Trace**

**Report**

Report ID: 1040968      Process Instance: 1840017      [Message Log](#)  
Name: UW\_CAT\_IR      Process Type: Application Engine  
Run Status: Success

CAT Initialization Report

**Distribution Details**

Distribution Node: HRDEV\_RPTNOD      Expiration Date: 07/12/2016

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">AE_UW_CAT_IR_1840017.AET</a>	4,117	07/13/2015 12:15:07.870667PM CDT
<a href="#">AE_UW_CAT_IR_1840017.log</a>	520	07/13/2015 12:15:07.870667PM CDT
<a href="#">AE_UW_CAT_IR_1840017.trc</a>	205	07/13/2015 12:15:07.870667PM CDT
<a href="#">init_report_1840017.xls</a>	8,699,608	07/13/2015 12:15:07.870667PM CDT
<a href="#">init_report_addl_splits_1840017.xls</a>	793,217	07/13/2015 12:15:07.870667PM CDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	00830577

[Return](#)

11. Excel will prompt you to open the file and select “Yes”. Note that different browsers may have different processes to open the file. Ensure that your pop-up blockers are turned off to open this file. The output files will look like the screenshot below.

Initialization Report									
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10
<b>Report Parameters:</b>									
Run Control ID:	System02			Process Instance:	1840017				
Run Date:	07/13/2015			Run By:					
Fiscal Year:	2016			Funding Division:	A53				
Effective Date:	07/01/2015			Employee Class:	A5,CJ,CL,CP,ET1,ET2,ET3,ET4,FA,LI,OT1,O T2,OT3,OT4,OT5,OT6,SA1,SA2,SA3,SA4,S A5,SA6,SA7,SH				
Business Unit:	UWMSN								
BUSINESS UNIT	JOB DATA DEPTID (UDDS)	EMPLOYEE ID	EMPLOYEE RECORD NUMBER	LAST NAME	FIRST NAME	EMPLOYEE CLASS	POSITION NUMBER	JOB CODE	JOB CODE DESCRIPTION
UWMSN	A532840		0			AS	02107165	R07DN	ADMIN PROGRAM SPEC
UWMSN	A530900		0			AS	00000131	D54NN	CLINICAL INSTRUCTOR
UWMSN	A537700		0			FA	00000228	C20NN	PROFESSOR
UWMSN	A535100		0			AS	00311026	D01NN	PROFESSOR (CHS)
UWMSN	A539300		0			AS	02070490	D01NN	PROFESSOR (CHS)
UWMSN	A536000		0			FA	00000413	C20NN	PROFESSOR
UWMSN	A536000		0			AS	02058907	D01NN	PROFESSOR (CHS)
UWMSN	A535700		0			AS	00701658	D21NN	PROFESSOR EMER
UWMSN	A537700		0			FA	00128500	C20NN	PROFESSOR
UWMSN	A535100		0			AS	00267895	D01NN	PROFESSOR (CHS)
UWMSN	A535900		0			FA	00001455	C20NN	PROFESSOR
UWMSN	A535900		0			FA	00001484	C20NN	PROFESSOR
UWMSN	A534700		1			AS	02094600	D80BN	SENIOR LECTURER
UWMSN	A534260		0			FA	00001566	C20NN	PROFESSOR
UWMSN	A535100		0			AS	00509380	D52NN	CLINICAL ASSOC PROF
UWMSN	A536200		0			FA	00001709	C20NN	PROFESSOR
UWMSN	A538900		0			AS	00430574	T16BN	SR RESEARCH SPEC

## 12. Review the output file.

- Verify the header information matches what was entered on the run control. Save the Initialization Report as an .xls file.
- You can verify that the compensation information is correct based on HRS Job Data by comparing an employee on the IR output to one in HRS.
- A description of the different header fields of the output is below.

## Output Header Fields

Report Parameters	
Field Name	Description
Run Control ID	The run control used to create the report.
Run Date	The date the report was created.
Process Instance	The number assigned by PeopleSoft for each process.
Ran By	The user ID of the user who ran the report.
Fiscal Year	As entered on the run control.
Effective Date	As entered on the run control.
Business Unit	As entered on the run control.
Funding Division	As entered on the run control.
Employee Class	As selected on the run control.

## 13. Follow the steps in the IPS KB to copy and paste this data into the IPS to be loaded into the CAT.