KB – Missing from CAT Report

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Purpose and Overview

The Missing from CAT report displays employees who exist in HRS, but do not exist in the CAT. This report is intended to identify employees that may have been hired after the Initialization Report (IR) was run, or before the first of the next fiscal year, and employee records excluded while working in the IR or Institutional Planning Spreadsheet (IPS).

This report should be run regularly, after the IPS is loaded into the CAT.

Process Inputs

- Fiscal Year
- Business Unit
- Division (Optional)
- Department (Optional)
- Employee Class

Process Outputs

- Excel document with all employee records that meet the run control criteria and have a missing from CAT error.

Procedure Steps

1. Navigate to **Workforce Administration > UW External HR Systems > Compensation Admin Tool > CAT Reports > Missing from CAT Report**.
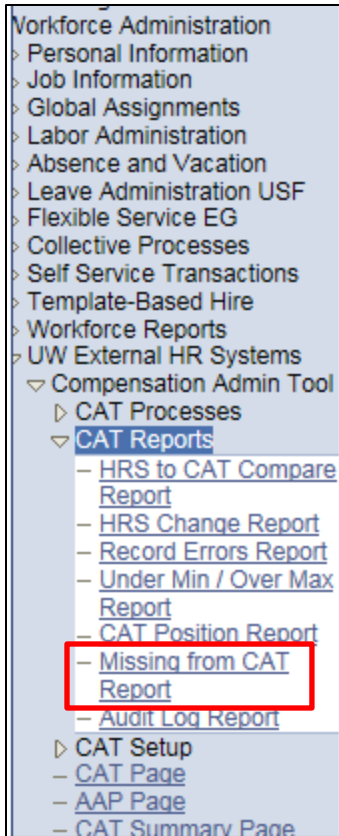
2. Click Search under the Find an Existing Value tab to select a previously created Run Control ID, or create a new Run Control ID by selecting **Add a New Value**. To create a new Run Control ID, assign a unique identifier as the Run Control ID (eg. initials_date_etc.) into the Run Control ID box and 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.*

4. Enter parameters to define criteria for the Missing from CAT Report.

a. Select the upcoming **Fiscal Year** used for CAT budgeting planning purposes. This field will default to the latest fiscal year setup in the CAT.
b. Select a **Business Unit**.
c. If desired, select a **Division**.
d. If desired, select a **Department**.
    i. If available, the **Department** field will become editable when the user selects a Division from the search tool or enters one manually and presses the tab button out of the field.
e. Click **Select Values** in the employee class box if you wish to exclude certain employee classes from the report. The default is for all employee classes to be included. Employee classes that are not included in the CAT will not pull onto CAT reports.
f. Click **Save** in the bottom left to save the parameters for the report.
g. Click **Run** in the top right to run the report.

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

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

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," 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	2082011	Type	Application Engine
Name	UW_CAT_MSRPT	Description	Missing from CAT Report
Run Status	Success	Distribution Status	Posted

Run

Run Control ID ABC01

Location Server

Server PSUNX

Recurrence

Update Process

○ Hold Request
○ Queue Request
○ Cancel Request
☑ Delete Request
○ Restart Request

Date/Time

Request Created On 11/24/2015 1:53:26PM CST

Run Anytime After 11/24/2015 1:53:25PM CST

Began Process At 11/24/2015 1:53:47PM CST

Ended Process At 11/24/2015 1:59:05PM CST

Actions

Parameters   Transfer

Message Log   View Locks

Batch Timings

View Log/Trace

OK   Cancel

c. Under File List, click the file with the .xls extension to download the output. Note: you may have two .xls outputs if you have any additional splits.

View Log/Trace

Report

Report ID: 1168689	**Process Instance:** 2082011	Message Log
Name: UW_CAT_MSRPT	**Process Type:**	Application Engine
Run Status: Success		

Missing from CAT Report

Distribution Details

Distribution Node: HRDEV_RPTNOD   **Expiration Date:** 11/23/2016
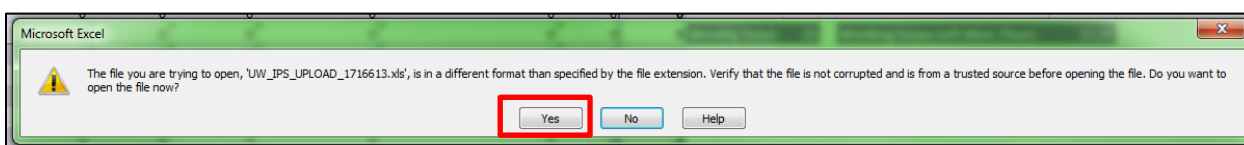
File List

Name	File Size (bytes)	Datetime Created
AE_UW_CAT_MSRPT_2082011.AET	3,832	11/24/2015 1:59:05.581629PM CST
AE_UW_CAT_MSRPT_2082011.log	535	11/24/2015 1:59:05.581629PM CST
AE_UW_CAT_MSRPT_2082011.trc	205	11/24/2015 1:59:05.581629PM CST
CAT_Missing_Rpt_2082011.xls	4,565,029	11/24/2015 1:59:05.581629PM CST

Distribute To

Distribution ID Type	*Distribution ID
User	00699002

Return

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    d.   When opening the file in Excel, 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.**

Microsoft Excel

The file you are trying to open, 'UW_IPS_UPLOAD_1716613.xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?

Yes   No   Help

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    e.   Note that different internet browsers may have different opening processes.

10. Review the report.
    a.   Open the downloaded Excel file.
        i.   A description of the different header fields of the output is below.
       ii.   Review each record, and determine if that employee is eligible for Merit or should be added to the CAT.
     iii.   If a particular employee record should be added, navigate to *Workforce Administration > Compensation Administration Tool > CAT Page > Add a Value*
     iv.   Enter the empl id and empl rcd

v. A blank CAT page will appear for the user to enter rate increases and funding information.

Tables

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.
Process Instance	The number assigned by PeopleSoft for each process.
Run By	The user ID of the user who ran the report.
Employee Class	The employee classes included on the report's run control.
Department	The Department (if any) selected in the run control.
Report Columns	
Column	**Description**
FISCAL YEAR	The upcoming fiscal year that is active in the CAT.
BUSINESS UNIT	The Business Unit of the employee record from HRS.
HOME DEPT (DEPT ID)	The Home Department of the employee record from HRS.
EMPLOYEE ID	The Employee ID of the employee record from HRS.
EMPLOYEE RECORD NUMBER	The Employee Record Number of the employee record from HRS.
NAME DISPLAY	The Employee Name of the employee record from HRS.
EMPLOYEE CLASS	The Employee Class of the employee record from HRS.
POSITION NUMBER	The Employee Position Number of the employee record from HRS.
JOBCODE	The Jobcode of the employee record from HRS.
TITLE (JOBCODE DESCRIPTION)	The Title of the employee record from HRS.
CONTINUITY CODE	The Continuity Code of the employee record from HRS.
FTE	The FTE of the employee record from HRS.
PAY BASIS	The Pay Basis of the employee record from HRS.
COMPRATE	The Comprate of the employee record from HRS.
ANNUALIZED FULL TIME RATE (1 FTE)	The Annualized Full Time Rate (annual salary as if 1FTE) from HRS.
EXPECTED END DATE	The Expected Job End Date of the employee record from HRS if they have one.
FUND CODE (1,2,3,4,5)	The Fund of the funding string(s) of the employee record from HRS.
DEPARTMENT (1,2,3,4,5)	The DeptID of the funding string(s) of the employee record from HRS.
PROGRAM (1,2,3,4,5)	The Program of the funding string(s) of the employee record from HRS.
PROJECT ID (1,2,3,4,5)	The ProjectID of the funding string(s) of the employee record from HRS.