**The CAT Page**

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| Step | Action |
| Navigation: Workforce Administration >UW External HR Systems > Compensation Admin Tool > CAT Page. |
| 1 | To **search for an existing employee**, select the **Find an Existing Value** tab. Select the desired information for the **Fiscal Year** field. Enter **employee ID** in the Empl ID field. Select **Search** to return results, and click the link to the employee’s CAT record, if applicable. |
| 2 | To **add a new employee**, select the Add a New Value tab. Enter **Fiscal Year**, **Empl ID**, and **Empl Rcd Nbr**. Select **Add** to create a new record. |
| 3 | Click any of the **Useful Links** to access the HRS Job Data Page, the HRS Workforce Summary, or the HRS Multiple Summary. |
| 4 | Review the **Recent and Future HR/Compensation Transactions** section to see and recent job changes. Click the **View All** link to see all transactions within the last 18 months. |
| 5 | Review the **Compensation and Funding Data** section to see **Planned FTE**.  |
| 6 | Confirm or select input for **Planned Title.** This defaults to the employee's title in HRS, but can be edited via the IPS upload or manually on the CAT Page. |
| 7 | Check or uncheck the box for **Add to Continuing Staff Basis**. This includes employee’s salary in the Continuing Staff Base calculation and loads to the CAT Summary Page as part of the CSB. Any employee that is eligible for merit should have this box checked to be included in the CSB. |
| 8 | Review the **Compensation Change** section to determine if all desired compensation changes are included and accurate. Click the **View All** link to see all previously entered increases. |
| 9 | To add a compensation change, click the **“+” button** on the right side of the table to add a new row. Select the desired value into the **Action Reason** field. Select the desired value into the **Change Amount** or **Change Percent** tabs.  |
| 10 | Review the **Rate Calculation Type** (either "Cumulative" or "Off of Original Base") to verify the rate increases have been applied in the right order. When using the **Off of Original Base** method, if included, Merit should be applied first. When using **Cumulative** method, Merit should be applied last. To reorder entries, use the **"-" button** to delete misplaced entries and the **"+" button** to re-add them in the correct order. |
| 11 | Check **Ok to Load to HRS**. At the end of the Comp Admin cycle all compensation changes with a checked Ok to Load to HRS box will load into HRS, effective the first of the upcoming fiscal year. An audit stamp will appear underneath the Compensation Change section. |
| 12 | To add a **Funding Change**, go to the Funding Change section. Select the **"+" button** to manually enter a new row. Enter the desired **GL Business Unit**, **Fund**, **Department**, **Program**, **Project** and **Distribution %**. |
| 13 | Edit any of the **Budgeted FTE, Budgeted Amount,** or **Distribution %** fields, and tab out to populate the other two. Ensure that **Total Distribution %** = 100%. |
| 14 | Check **Ok to Load to HRS**. |
| 15 | Use the **Comments** box at the bottom of the CAT Page to keep notes about the particular Employee Record.  |
| 16 | Select **Save** to apply changes made to CAT Page. |
| 17 | Notice that the Box labeled **CAT Errors** will be populated if errors are found on the page. |
| 18 | Use the **Funding Edits Status** to determine whether a funding row has passed SFS edits. |