**Perform the IPS Load Edit/Overwrite**

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| Step | Action |
| Navigation: Main Menu > Workforce Administration > UW External HR Systems > Compensation Admin Tool > CAT Processes > IPS Edit/Replace CAT |
| 1 | **Locate** the saved version of the IPS which contains the employees that require a compensation and/or funding change. **“Save As”** the current version of the IPS as a new version, and make changes in the new version. |
| 2 | **Edit** the compensation and funding data in the IPS (Comp Admin Planning Tool Tab) that is incorrect, incomplete, or new to upload into the CAT. Only compensation adjustment and funding related fields may be edited by this process. **Verify** all the employee updates are included in IPS. |
| 3 | Click the **“IPS --> CAT”** tab. Scroll to the bottom of this tab and **delete** any rows that appear as so: *;;;;;;;;;;----;;* |
| 4 | Press the **“Click Here to Export File for CAT Page Upload”** button. **Save** the output file “Name.CSV” under the file menu. Select **Okay** to the message: "Make sure the file looks correct." Close the file once the “Name.CSV” file appears on the screen. |
| 5 | Log in to **HRS**. Navigate to **IPS Edit/Replac**e process. Click the **Add a New Value** tab to create a new Run Control ID. Enter a **Run Control ID**. This can be any unique identifier (ex. your initials and the date). Click the **Add** button. This will take you to the IPS Edit/Replace run control page. |
| 6 | Choose a mode to run in. **Report Only** mode will process data without committing data to the CAT. It generates an output .xls file that allows the data and any possible errors to be reviewed. **Process and Report** mode will commit data to the CAT and generates an output .xls file. It is recommended that you run in Report Only mode first to check for errors, then run in Process and Report. |
| 7 | Confirm **Fiscal Year** is automatically populated with the current budget planning year.  |
| 8 | Select the appropriate **“Data to Be Loaded"** run control option. Select **“Compensation”** if only the compensation rate increase data is being changed (comprate increase $ amount). Select **“Funding”** if only the funding distribution percentage data is being changed. Select **“Both”** if both the compensation and funding data are being changed. |
| 9 | Select the appropriate **“Data Load Option"** run control option. Select **“Edit”** if the update method is being used. Select **“Replace All”** if overwrite method is being used. |
| 10 | Confirm **“Compensation Adjustment”** automatically populates under **Inbound File Upload Criteria**. Select the desired information for the **Business Unit** field**.** Enter the **File Description,** which will be used to name the output file after the process runs. |
| 11 | Click the **“UPLOAD FILE”** link next to Attached File to browse for, select, and upload the CSV file from Step 1. |
| 12 | Click **Save**, and then click **Run**. This will take you to the Process Scheduler Request page. Click the **OK** button. |
| 13 | On the run control page, note the **Process Instance number** under the Process Instance link. Click the **Process Monitor** link. This will take you to the Process Monitor page. |
| 14 | Click the **Refresh** button intermittently until the Run Status is Success, and the Distribution Status is Posted. Click the **Details** link next to the UW\_CAT\_LOAD process just run. This will take you to the Process Details page. |
| 15 | Click the **View Log/Trace** link. This will take you to the View Log/Trace page. |
| 16 | To review the output, click the **UW\_IPS\_Upload\_XX.xls** link. This will open the Excel file. If you ran the report in Report Only mode, review the output for errors, make any necessary adjustments, then run again in Process and Report mode to complete the upload to CAT. |