**Perform the IR to IPS Transfer**

|  |  |
| --- | --- |
| Step | Action |
| 1 | Open the off-base or cumulative **IPS file** from the CAT website <<https://www.wisconsin.edu/compensation-administration-tool/>>. Click **Enable Content** when Excel opens. **Note:** if you want more information on a specific column in the IPS, click on the **Review** tab and select **Show All Comments.** |
| 2 | Open the saved **Initialization Report (IR)** excel file. Select and **copy** columns **1-33 in the IR**, starting with the first employee (cell A13) and dragging down *(or pressing Ctrl+Shift+Down Arrow as a shortcut)* to the last**.** Be sure to only copy the data, not the column headers. |
| 3 | Navigate back to the **IPS**, and right click cell **C16** in IPS on the Comp Admin Planning Tool Tab. Under 'Paste Options' click **paste.** |
| 4 | Navigate back to the **IR.** Using the same method from step 2, select and **copy** columns **77-116 in the IR**, starting with the first employee (cell AH13). |
| 5 | Navigate back to the **IPS**. Right click cell **CA16** in the IPS on the Comp Admin Tool Tab. Under 'Paste Options' click **paste**. |
| 6 | If you have an IR Excel output for **additional splits**, repeat steps 2-5 to copy and paste that data, or adjust make those adjustments individually on the CAT Page. |
| 7 | In the **IPS**, select Cell **V16** (Annualized Base Salary Adjusted for FTE) and highlight every row in that column by dragging down *(or pressing Ctrl+Shift+Down Arrow as a shortcut)*. Scroll back to cell **V16** (your selection should still be highlighted). Press the **caution box** adjacent to cell V16 (exclamation point to upper left of highlighted cells) and chose **'convert to number'.** Wait for the column to convert. (This may take a few moments). |
| 8 | In the **Review** tab press **Protect Sheet.** Do not require a password to unprotect the sheet. |
| 9 | Save the **IPS file** in (.xlsm) format. For Excel 2013 users, this is the Excel Macro-Enabled Workbook type. |