**Run the Missing from CAT Report**

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| Step | Action |
| Navigation: Main Menu > Workforce Administration > UW External HR Systems > Compensation Admin Tool > CAT Reports > Missing from CAT Report | |
| 1 | Click the **Add a New Value** tab to create a new Run Control ID, or **Find an Existing Value** to use a previous one. |
| 2 | Enter a **Run Control ID**. This can be any unique identifier (ex. your initials and the date). |
| 3 | Click the **Add** button. This will take you to the Missing from CAT Report parameters page. |
| 4 | Enter the **Fiscal Year** (the open/available Fiscal Year). |
| 5 | Select the desired information for the **Business Unit**, **Division**, and **Department** fields. Department is not required. |
| 6 | Click the **Select Values** button employee class box. On the Employee Class selection page, click the **Clear** button and select the desired information for the **Empl Class checkboxes**. |
| 7 | Click the **OK** button to return to the Missing from CAT Report run control page. |
| 8 | Click the **Run** button. This will take you to the Process Scheduler Request page. Click the **OK** button. |
| 9 | On the Missing from CAT Report run control page, note the **Process Instance number** under the Process Instance link. |
| 10 | Click the **Process Monitor** link. This will take you to the Process Monitor page. |
| 11 | Click the **Refresh** button intermittently until the Run Status is Success, and the Distribution Status is Posted. |
| 12 | Click the **Details** link next to the UW\_CAT\_HRCM process just run. This will take you to the Process Details page. |
| 13 | Click the **View Log/Trace** link. This will take you to the View Log/Trace page. |
| 14 | Click the file named “**cat\_miss\_rpt\_ProcessMonitor#.xls**”. The “Process Monitor#” will be the seven digit code associated with the Missing from CAT Report process just processed.  **Note:** there can be two excel outputs if there are employees with more than five funding sources. This will be named “**cat\_miss\_rpt\_addsplits\_ProcessMonitor#.xls**”. |
| 15 | Click **Open** to open the .xls file. If the file does not automatically open, you may need to bring up Excel and select **Yes** in the pop-up window. |
| 16 | **Save** the Missing from CAT Report. |
| 17 | Review the **data** in the Missing from CAT Report.   * Review each record, and determine if that employee is eligible for Merit or should be added to the CAT. * If a particular employee record should be added, navigate to WFA> Compensation Administration Tool> CAT Page > Add a Value. * Enter the empl id and empl rcd. * A blank CAT page will appear for the user to enter rate increases and funding information. |