**Turn Off the Job Data Feed**

|  |  |
| --- | --- |
| Step | Action |
| Navigation: Main Menu > Workforce Administration > UW External HR Systems > Compensation Admin Tool > CAT Setup > Annual Setup | |
| 1 | On the Annual Setup page, click the **Find Existing Value** tab. |
| 2 | Select the **Fiscal Year.** |
| 3 | Select the desired information for the **Business Unit** field**.** |
| 4 | Click **Search**. |
| 5 | Select the **Data Freeze** tab. This will return the division list for the selected business unit. |
| 6 | Click the **Lock All** button to stop the HRS data feed. Confirm that all **Data Feed Stopped?** checkboxes are checked. |
| 7 | Click **Save** to save the changes to the Data Freeze tab. |