

6.14 (f) - How to Run CAT Reports – Audit Log

Purpose and Overview

The Audit Log Report displays users who have edited and saved particular CAT, Vacant Position and Budget Adjustment records.

The Audit Log Report displays records separately from the Audit Log tables for CAT, Vacant Positions and Budget Adjustments and will therefore output three unique reports. The user will select the desired report output on the run control.



The screenshot shows a web form titled "CAT Audit Report Run Parameters". It contains three radio button options: "CAT Positions" (which is selected), "Vacant Positions", and "Budget Adjustments".

Process Inputs

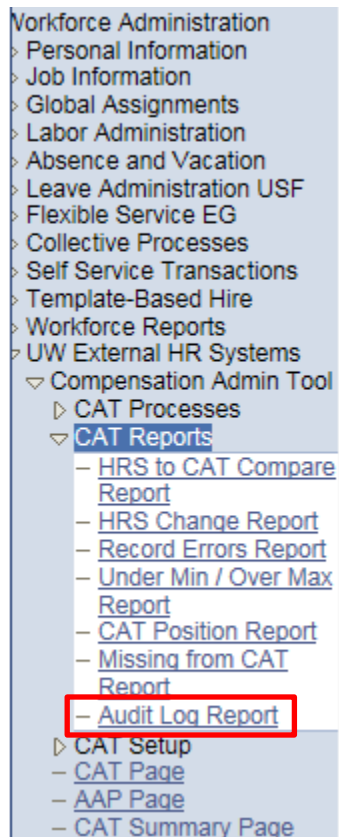
- Fiscal Year
- Business Unit
- Division (Optional)
- Department (Optional)
- EmplID
- EmplRcd
- Last Updated Date Range
- CAT Positions/ Vacant Positions/ Budget Adjustment Positions

Process Outputs

- Excel document with a population that meets the run control criteria and have been changed by a user of the CAT or AAP

Procedure Steps

1. Navigate to **Workforce Administration > UW External HR Systems > Compensation Admin Tool > CAT Reports > Audit Log Report.**



2. Click Search under the Find an Existing Value tab to select a previously created Run Control ID, or create a new Run Control ID by selecting **Add a New Value**. To create a new Run Control ID, assign a unique identifier as the Run Control ID (eg. initials_date_etc.) into the Run Control ID box and select **Add**.
3. *Note: Run Control ID sets the report parameters. Users can create one ID and use it to process multiple reports/processes or create a new ID for each report/process.*

CAT HRS Audit Report

Find an Existing Value | **Add a New Value**

Run Control ID:

Add

[Find an Existing Value](#) | [Add a New Value](#)

4. Enter parameters to define criteria for the Audit Log Report.
 - a. Select the radio button for the desired **Report Output Type** (CAT Positions, Vacant Positions or Budget Adjustments):
 - i. CAT Positions requires either a **Business Unit OR EmplID**.
 1. When one is edited, the other will become uneditable.
 2. If using Business unit:
 - a. If desired, select a **Division**.
 - b. If desired, select a **Department**.
 3. If using EmplID:
 - a. If desired, select an **Empl Rcd**. It is not required and will default to zero.
 - ii. Vacant Positions and Budget Adjustments require **Business Unit**.
 1. If desired, select a **Division**.
 2. If desired, select a **Department**.
 3. Note that EmplID and Empl Rcd will become invisible.
 - b. Select the upcoming **Fiscal Year** used for CAT budget planning purposes. This field will default to the latest fiscal year setup in the CAT.
 - c. Select a **From Date** and a **To Date** to establish the range of dates for which you would like to see changes to CAT/AAP.
 - a. Click **Save** in the bottom left to save the parameters for the report.
 - b. Click **Run** in the top right to run the report.

CAT Audit Log Report Run

Run Control ID: audit_log [Report Manager](#) [Process Monitor](#) Run

CAT Audit Report Run Parameters

CAT Positions
 Vacant Positions
 Budget Adjustments

***Fiscal Year**

***From Date**

***To Date**

Report Criteria
Select any/all of Bus Unit, Div & Dept OR EmplID/Empl Rcd

Business Unit **Empl ID**

Division **Empl Rcd**

Department

Save
Notify

Add
Update/Display

- User will be automatically directed to the Process Scheduler Request page. From this page, select **OK**.

Process Scheduler Request

User ID: 00699002 Run Control ID: ABC01

Server Name: Run Date: 11/30/2015

Recurrence: Run Time: 11:17:23AM

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	UW_CAT_ADRPT	UW_CAT_ADRPT	Application Engine	Web <input type="button" value="v"/>	TXT <input type="button" value="v"/>	Distribution

- Note the Process Instance number under the Process Monitor link. This designates the specific instance of the report run.
- Click **Process Monitor** at the top right of the window.

CAT Audit Log Report Run

Run Control ID: audit_log Report Manager:

Process Instance: 2084502

CAT Audit Report Run Parameters

CAT Positions Vacant Positions Budget Adjustments

*Fiscal Year: 2017

*From Date: 12/01/2015

*To Date: 12/14/2015

Report Criteria

Select any/all of Bus Unit, Div & Dept OR EmplID/Empl Rcd

Business Unit: UWMSN Empl ID:

Division: Empl Rcd:

Department:

8. Search for your process instance number under Process List, which will indicate the status of the report generation. When the report is complete, Run Status will be "Success" and Distribution Status will be "Posted".
 - a. If Run Status is "Queued" or "Initiated," it indicates that the report generation is waiting to start.
 - b. If Run Status is "Processing," it indicates that the report generation is processing.
 - c. Click **Refresh** at the top right of the window to refresh the status of the document.

The screenshot shows the 'Process List' tab selected. The 'Actions' section contains search filters for User ID (00699002), Type, Last, Days (1), Server, Name, Instance, Run Status, and Distribution Status. A 'Refresh' button is visible. The 'Process List' table below shows one entry with Instance 2082292, Process Type 'Application Engine', Process Name 'UW_CAT_ADRPT', User '00699002', Run Date/Time '11/30/2015 11:17:23AM CST', Run Status 'Initiated', and Distribution Status 'N/A'. A 'Details' link is present for this entry.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2082292		Application Engine	UW_CAT_ADRPT	00699002	11/30/2015 11:17:23AM CST	Initiated	N/A	Details

9. Once the Run Status hits "Success" and the Distribution Status hits "Posted," download the output.
 - a. Click **Details**.

The screenshot shows the 'Process List' tab selected. The 'Actions' section is identical to the previous screenshot. The 'Process List' table now shows the Run Status as 'Success' and the Distribution Status as 'Posted'. The 'Details' link for the entry is highlighted with a red box.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2082292		Application Engine	UW_CAT_ADRPT	00699002	11/30/2015 11:17:23AM CST	Success	Posted	Details

b. Click **View Log/Trace** at the bottom right of the window.

Process Detail

Process	
Instance 2082292	Type Application Engine
Name UW_CAT_ADRPT	Description UW_CAT_ADRPT
Run Status Success	Distribution Status Posted

Run	Update Process
Run Control ID ABC01	<input type="radio"/> Hold Request
Location Server	<input type="radio"/> Queue Request
Server PSUNX	<input type="radio"/> Cancel Request
Recurrence	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On 11/30/2015 11:18:32AM CST	Parameters Transfer
Run Anytime After 11/30/2015 11:17:23AM CST	Message Log View Locks
Began Process At 11/30/2015 11:18:59AM CST	Batch Timings
Ended Process At 11/30/2015 11:19:27AM CST	View Log/Trace

OK Cancel

- c. Under File List, click the file with the .xls extension to download the output.

View Log/Trace

Report

Report ID: 1168963 Process Instance: 2082292 [Message Log](#)
Name: UW_CAT_ADRPT Process Type: Application Engine
Run Status: Success

UW_CAT_ADRPT

Distribution Details

Distribution Node: HRDEV_RPTNOD Expiration Date: 11/29/2016

File List

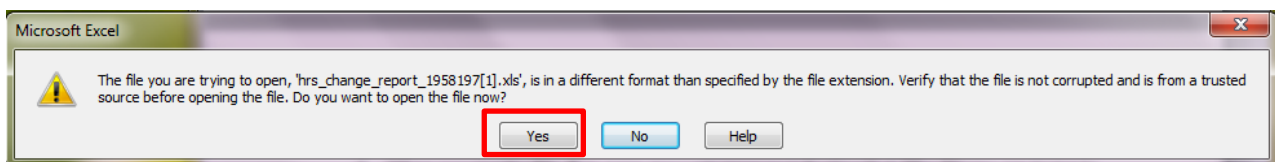
Name	File Size (bytes)	Datetime Created
AE UW CAT ADRPT 2082292.AET	3,752	11/30/2015 11:19:27.774773AM CST
AE UW CAT ADRPT 2082292.log	535	11/30/2015 11:19:27.774773AM CST
AE UW CAT ADRPT 2082292.trc	205	11/30/2015 11:19:27.774773AM CST
CAT Audit Report 2082292.xls	6,013	11/30/2015 11:19:27.774773AM CST

Distribute To

Distribution ID Type	*Distribution ID
User	00699002

Return

- d. When opening the file, if an error message appears indicating that “The file you are trying to open...is in a different format than specified by the file extension,” click **Yes**.



- e. Note that different internet browsers may have different opening processes.

10. Review the report.

- a. Open the downloaded Excel file.
 - i. The outputs for CAT Positions, Vacant Positions and Budget Adjustments are all pictured below.
 - ii. Reference **Tables 1-4** for output field descriptions.

Vacant Positions Audit Log Report						
Report Parameters:						
Run Control ID:	ES_1	Process Instance:	1954175			
Run Date:	09/16/2015	Run By:	00833917			
Planned Fiscal Year:	2016	Start Date:	07/01/2015			
Business Unit:	UWMSN	End Date:	09/17/2015			
Report:	Vacant Positions					
Audit OprID	Audit Opr Name	Audit Date/Time	Audit Action	Funding Department	Adjustment Type	Jobcode Title
00793622	WHEATON, MALLORY	08/10/2015 11:47:56 743	A	A486700	A	N54DN COACH
00519317	JOHNSON, ANDREW DOUGLAS	08/13/2015 10:53:09 065	A	A022011	A	00163 FINANCIAL SPECIALIST ADVANCED
00519317	JOHNSON, ANDREW DOUGLAS	08/13/2015 11:03:49 110	D	A022011	A	00163 FINANCIAL SPECIALIST ADVANCED

Budget Adjustments Audit Log Report						
Report Parameters:						
Run Control ID:	ES	Process Instance:	1954614			
Run Date:	09/21/2015	Run By:	00833917			
Planned Fiscal Year:	2016	Audit Report Start Date:	09/01/2015			
Business Unit:	UWMSN	Audit Report End Date:	09/18/2015			
Report:	Budget Adjustments					
Audit OprID	Audit Opr Name	Audit Date/Time	Audit Action	Funding Department	Adjustment Type	FTE Fund DeptID Program
HREE601	UW_UNV_HR_CAT_FUNCTIONAL	09/02/2015 02:16:18	D	A020501	A	15.000 101 020501 0
00499252	SIPPL, KEVIN E	09/16/2015 10:43:04	A	A122000	U	-2.000 101 122000 2
00499252	SIPPL, KEVIN E	09/16/2015 10:44:00	D	A122000	U	-2.000 101 122000 2

CAT Audit Log Report						
Report Parameters:						
Run Control ID:	ES_1	Process Instance:	1954151			
Run Date:	9/16/2015	Run By:	00833917			
Fiscal Year:	2016	EMPLID:				
Business Unit:	UWADM	EMPL_RCD:	0			
Division:		Audit Report Start Date:	90/01/2015			
Department:		Audit Report End Date:	09/14/2015			
Report:	CAT Positions					
Audit OPRID	Audit Opr Name	Audit Date/Time	Audit Action	Name	EmplID	Empl R
00833917	SCHNELL, ELISABETH	09/03/2015 05:28:56	D	ELIZABETH CRAIG	00000074	0
00833917	SCHNELL, ELISABETH	09/03/2015 05:28:56	D	ELIZABETH CRAIG	00000074	0
00833917	SCHNELL, ELISABETH	09/03/2015 05:28:56	D	ELIZABETH CRAIG	00000074	0

- b. If an emplid/emplrccd (from the CAT) or a position (from the AAP) has had more than one change in the defined period, they will appear multiple times on the report.
- c. The Audit Action Column pulls the action code associated with the change made in the CAT or AAP
 - i. A – Row inserted
 - ii. D – Row deleted.
 - iii. K – Row updated, snapshot before update.
 - iv. N – Row updated, snapshot after update.
 - v. When any change is made to an existing compensation or funding row in CAT, two new rows (K and N) will populate the report.
 - vi. Changes made to job, compensation and funding data appear as separate rows on the output for CAT Positions, even if they were made at the same time. The ‘Source Table’ field specifies which type has occurred.

- vii. For example, if Deborah Briggs is deleted from CAT three new rows will appear on the Audit Log Report.
- viii. Fields Audit OPRID-EmplRCD will repeat for each row. Each row will have Audit Action D.

Audit OPRID	Audit Opr Name	Audit Date/Time	Audit Action	Name	EmplID	Empl Rcd
00833917	SCHNELL, ELISABETH	09/16/2015 05:01:01	D	DEBORAH BIGGS	00819256	0

- ix. The fields Home Dept-Base Comp Rate will only populate for the first row, where the source table is 'CAT Job Data Change'

Home Dept	Position Number	Job Code	Title	Empl Class	Pay Basis	FTE	Planned Title	CSB Flag	Base Comp Rate
A530200	02104606	N23NL	ASSOCIAT	LI	A	1.000	ASSOCIATE DEY		300000.000

- x. The fields Action-Adjusted CAT Annual Salary will only populate for the second row, where the source table is 'CAT Rate Data Change'

Action	Action Reason	Rate Change	e Change Percent	Adjusted CAT Annual Salary
PAY	019	3000.000	1	300000.000

- xi. The fields for Fund-Budgeted Amount will only populate for the third row, where the source table is 'CAT Job Data Change'

Fund	DeptID	Program	Project	Distribution Percentage	Budgeted Amount
101	530200	6		100	300000.000

Tables

Table 1: Report Parameters	
Field Name	Description
Run Control ID	The run control identification entered when report was created.
Run Date	The date the report was created.
Fiscal Year	The Fiscal year selected in the run control.
Business Unit	The Business Unit selected in the run control.

Division	The Division (if any) selected in the run control.
Department	The Department (if any) selected in the run control.
Report	The report type specified in the run control (CAT Positions, Additional Adjustments or Budget Adjustments)
Process Instance	The number assigned by PeopleSoft for each process.
Run By	The user ID of the user who ran the report.
EMPLID	The EmplID selected in the run control. This can only be entered if the CAT Position radio button is selected.
Empl_Rcd	The Emplrcd of the employee selected in the run control. This can only be entered if the CAT Position radio button is selected.
Audit Report Start/End Date:	The time range for which you would like to see record changes.

Table 2: Output Header Fields for CAT Positions

Field Name	Description
Audit OPRID	The Oprid associated with the audit log row (user who made the change) from the CAT audit log tables, based on the run control criteria selected.
Audit Opr Name	The Name associated with the audit log row (user ID who changed it) from the cat audit log table, based on the run control criteria selected.
Audit Date/Time	The timestamp associated with the audit log row (time the change was made) from the CAT audit log tables, based on the run control criteria selected.
Audit Action	The Action code associated with the audit log row from the CAT audit log tables, based on the run control criteria selected. <ul style="list-style-type: none"> - A – Row inserted - D – Row deleted. - K – Row updated, snapshot before update. - N – Row updated, snapshot after update When any change is made to an existing row in CAT, two new rows (K and N) will populate the report
Name	The employee First & Last name from HRS for CAT audit log rows that meet the run control criteria selected.
Empl ID	The EmplID from CAT Audit log for empl records that exist in the CAT and meet the run control criteria selected.
Empl Rcd	The EmplRcd from CAT Audit log for empl records that exist in the CAT and meet the run control criteria selected.
Source Table	Displays the CAT table that was edited <ul style="list-style-type: none"> - CAT Job Change - Rate Change - Funding Change
Home Dept (DEPTID)	The Home Deptid from CAT Audit log for empl records that exist in the CAT and meet the run control criteria selected. Format; A072600
Position Number	The Position Number from the CAT audit log for rows that match the run control criteria.
Job Code	The Job Code from the CAT audit log for rows that match the run control

	criteria.
Title	The Job Code Descr from the CAT audit log for rows that match the run control criteria
Empl Class	The Empl Class from CAT Audit log for empl records that exist in the CAT and meet the run control criteria selected.
Pay Basis	The Pay Basis from the CAT audit log for rows that match the run control criteria.
Total Planned FTE	The Planned FTE field from the CAT audit log for rows that match the run control criteria.
Redbook Title	The Redbook Title field from the CAT audit log for rows that match the run control criteria
CSB Flag	The 'Add Salary to CSB' indicator from the CAT audit log for rows that match the run control criteria.
Base Compensation Rate	The Base Compensation Rate from the CAT audit log for rows that match the run control criteria.
Annual Salary	The Adjusted base salary based on Base Comprate * Planned FTE (for A & C Basis) and Comprate*2080*Planned FTE (for H basis).
Action	The Action associated with the first non-merit comp increase from the CAT audit log for rows that match the run control criteria.
Action Reason	The Action Reason associated with the first non-merit comp increase from the CAT audit log for rows that match the run control criteria.
Change Amount	The comprate change amount associated with the Action Reason from the CAT audit log for rows that match the run control criteria.
Change Percent	Pull the comprate change percentage associated with the Action Reason from the CAT audit log for rows that match the run control criteria.
Rate Ok to Load	
Bus Unit GL	The Business Unit GL from the CAT audit log for rows that match the run control criteria.
Fund	The Fund of this empl record from the CAT audit log
DeptID	The DeptID of this empl record from the CAT audit log
Program	The Program of this empl record from the CAT audit log
Project	The ProjectID of this empl record from the audit log
Distribution Pct	The Distribution % of this empl record from the audit log
Budgeted FTE	Budgeted FTE of this empl record from the audit log
Budgeted Amt	The Final CAT Budget Amount from the CAT audit log
Funding Ok to Load	
SFS Edit	
Comments	
Formatting Consideration: The Home Dept → Base Compensation Rate will only populate for rows whose source table is Funding Data Change.	
Formatting Consideration: The Action Reasons → Adjusted CAT Annual Salary columns will only populate for rows whose source table is Rate Data Change.	
Formatting Consideration: The Fund → Budgeted Amount columns will only populate for rows whose source table is Funding Data Change.	

Table 3: Output Header Fields for Vacant Positions

Field Name	Description
Audit OPRID	The Oprid associated with the audit log row (user who made the change) from the vacant audit log table, based on the run control criteria selected.
Audit Opr Name	The Name associated with the audit log row (user ID who changed it) from the vacant audit log table, based on the run control criteria selected.
Audit Date/Time	The timestamp associated with the audit log row (time the change was made) from the vacant audit log table, based on the run control criteria selected.
Audit Action	The Action code associated with the audit log row from the vacant audit log tables, based on the run control criteria selected. <ul style="list-style-type: none">- A – Row inserted- D – Row deleted.- K – Row updated, snapshot before update.- N – Row updated, snapshot after update When any change is made to an existing row in AAP, two new rows (K and N) will populate the report
Funding Department (DEPTID)	The funding deptid from the vacant audit log for rows that exist in the audit log and meet the run control criteria.
Staff Type	The Adjustment Type (LI/AS/FA, Univ Staff, Grad, SH, LTE) from the vacant audit table for rows that match the run control criteria.
Job Code	The Job Code from the vacant audit log for rows that match the run control criteria (and have a job code entered).
Title	The Job Code Description from the vacant audit log for rows that match the run control criteria.
Pay Basis	The Pay Basis from the vacant audit log for rows that exist in the audit log and meet the run control criteria.
Position Number	The Position number from the vacant audit log for rows that match the run control criteria (and have a position number entered).
Business Unit	The Business Unit from the vacant audit log for rows that match the run control criteria
Fund	The Fund of this empl record from the vacant audit log table
Deptid	The DeptID of this empl record from the vacant audit log table
Program	The Program of this empl record from the vacant audit log table
Project	The ProjectID of this empl record from the vacant audit log table
FTE	FTE from the vacant audit log for positions that exist in the vacant audit log and meet the run control criteria.
Budgeted Amount	The Total Budgeted amount from the vacant audit table.
Description	The Comments/Description field from the vacant audit table for rows that exist in the vacant audit log table.

Table 4: Output Header Fields for Budget Adjustments	
Field Name	Description
Audit OPRID	The Oprid associated with the audit log row (user who made the change) from the budget adjustment audit log table, based on the run control criteria selected.
Audit Opr Name	The Name associated with the audit log row (user ID who changed it) from the budget adjustment audit log table, based on the run control criteria selected.
Audit Date/Time	The timestamp associated with the audit log row (time the change was made) from the budget adjustment audit log table, based on the run control criteria selected.
Audit Action	<p>The Action code associated with the audit log row from the budget adjustment audit log tables, based on the run control criteria selected.</p> <ul style="list-style-type: none"> - A – Row inserted - D – Row deleted. - K – Row updated, snapshot before update. - N – Row updated, snapshot after update <p>When any change is made to an existing row in AAP, two new rows (K and N) will populate the report</p>
Staff Type	The Adjustment Type (LI/AS/FA, Univ Staff, Grad, SH, LTE) from the budget adjustment audit table for rows that match the run control criteria.
Business Unit	The Business Unit from the vacant audit log for rows that match the run control criteria
Fund	The Fund of this empl record from the budget adjustment audit log table
Funding Department (DEPTID)	The funding deptid from the budget adjustment audit log for rows that exist in the audit log and meet the run control criteria.
Program	The Program of this empl record from the budget adjustment audit log table
Project	The ProjectID (if entered) of this empl record from the budget adjustment audit log table
FTE	FTE from the budget adjustment audit log for positions that exist in the budget adjustment audit log and meet the run control criteria.
Budgeted Amount	The Total Budgeted amount from the budget adjustment audit table.
Description	The Comments/Description field from the budget adjustment audit table for rows that exist in the budget adjustment audit log table.