6.4 - Instructions for Compensation Administration Tool (CAT) Entry

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Purpose and Overview
The Compensation Administration Tool (CAT) supports the administration of compensation and funding changes at the employee level. Updates to the CAT are made manually in CAT on an employee-by-employee basis. The CAT interfaces to the current budget system and the HRS environment.

The CAT has a feature that allows HRS job changes to flow through to the CAT. The feature is called the HRS Automatic Job Data Feed. The feed will be active until approximately April 1 for each budget cycle. While active, changes made to employee records in HRS will update employee data in the CAT. The CAT page is divided into three sections: Employee Attributes, Recent and Future HR/Compensation Transactions and Compensation and Funding Data.
1. **Employee Attributes**: This topmost section displays basic job related attributes pulled from HRS for the selected employee record. This section is not editable, but will be updated with any changes (except position number changes) made in HRS through a nightly batch process when the Automatic HRS feed is on.

2. **Recent and Future HR/Compensation Transactions**: This section displays recently entered transactions which have occurred in HRS to the selected employee’s job record and are relevant to the compensation process. This section is not editable, and will also be automatically updated when the HRS feed is on. Compensation changes appearing in this section will flow through to the CAT record and will update the Comp Rate field of the CAT Page.

3. **Compensation and Funding Data**: This section is where users modify Planned FTE and Planned Title as well as enter Compensation and Funding changes.
1. Navigate to the CAT Page.
   a. Log in to HRS and navigate to Workforce Administration > UW External HR Systems > Compensation Admin Tool > CAT Page (Shown in the image below).

2. Search for records already present in the CAT or Add a New Value.
   a. To search for records already present in the CAT make sure Find an Existing Value tab is selected.
      i. Enter desired search criteria, such as Fiscal Year and Empl ID, Last Name, etc.
ii. Leaving a field blank in the Search Criteria will return all possible values for that field in the search.

iii. A search using only one data field will show all records from the CAT that match the selected criteria. A search using a combination of these fields will return a more focused results page.

iv. Select the magnifying glass located at the end of each field selection tab to display all possible input values for the corresponding field.
   1. For example, the magnifying glass next to Business Unit will return a clickable list of all 16 Business Units.

   **Business Unit:** begins with

v. Select “Search” to return results.
vi. Search results will return one row for every funding string entered in the CAT.

1. It will return a search results box if the criteria identifies multiple employee rows.

2. It will direct the user to the CAT page if the search criteria identifies one employee row.

Example: The search results below show four rows for Michael Bluth because he has four unique funding splits assigned to his employee record.
b. To add a record to the CAT, select the Add a New Value tab found at the top of the CAT page. (This is how you will add new hires or update employees with positions changes)

i. In order to add a record, you must enter Fiscal Year, Empl ID and Empl Rcd Nbr to create a new CAT record.

ii. Select Add to create a new record.
Compensation Administration Tool Page- Employee Attributes

1. The topmost section on the CAT Page is the Employee Attributes section.

   a. This section displays basic job related attributes about the selected Employee Record and Position.

      i. Fields included in this section are Fiscal Year, Business Unit, Empl Class, Name, HRS Home Dept, Pay Basis, Empl ID, Rcd #, Job Code, Expected Job End Dt, Position, Annual-Min, Max and the Other Active Jobs? indicator.

   b. Additional information on the employee can be accessed quickly by clicking the links to the HRS Job Data Page, HRS Workforce Summary, and HRS Multiple Jobs Summary.

2. Changes made in HRS flow through to this section while the HRS Job Data Feed is active. The HRS Job Data Feed updates this section on a nightly basis.

   i. Note: Position Number changes will not update CAT records through the HRS Job Data Feed. (If an employee’s position number changes, they will appear on the Compare Report. The old employee record, with the outdated position number, will need to be deleted from CAT. The employee will need to be added back to CAT in order to update the employee to their new position.)

Recent and Future HR/Compensation Transactions

1. This section displays transactions recently entered in HRS that apply to the selected employee’s job record and are relevant to the compensation process. Changes in HRS will appear in this section while the HRS Job Data Feed is active.

   a. Changes to FTE, Job Code, Title, Pay Rate, Pay Basis, Expected Job End Date (EJED), Position Number, etc. will appear in this section.

   b. The fields that are displayed for each transaction are Effective Date, Position Number, Job Code, Title, Action, Action Reason, FTE, Compensation Rate, Change Amount and Annual Comp Rate Adjusted for FTE.
c. By default, this section displays the three most future dated transactions with the most future dated transaction at the top. If no future dated transactions exist, the three most recent transactions, within the last 18 months, will display.

i. Selecting View All will display all transactions meeting the criteria for this section entered within the last 18 months.

Compensation and Funding Data

1. In this section, users can update Planned FTE, Planned Title, Add to Continuing Staff Base, Compensation Changes and Funding.

a. When the CAT is populated, the Planned FTE defaults to the HRS FTE. For budget purposes, the Planned FTE can be updated on the CAT Page.

i. Changing the Planned FTE will alter the FTE and budgeted amount that is sent back to the Budget Summary. It will not alter the true HRS FTE.

ii. Total Planned FTE cannot be greater than 1.

iii. You may only enter a planned FTE change on employee records for whom you are their HRS home department. Even if your division represents 100% of the employee’s funding but is not the HRS home department, you must communicate with staff in their home division budget office to have that planned FTE change entered on the employee’s CAT record.

b. Planned Title defaults to the Job Code Description (otherwise known as HRS Title) attached to that position in HRS.
i. Users can change the Planned Title on the CAT Page. It will not alter the true HRS FTE.

ii. Clicking on the magnifying glass will display all available HRS values for title.

The Add to Continuing Staff Base (CSB) box identifies whether an employee’s salary is included in the Continuing Staff Base calculation and loads to the CAT Summary Page as part of the CSB. In a pay plan year, supplemental information on CSB will be provided in the appendix section of the CAT Technical Instructions.

i. Any employee that is eligible for merit should have this box checked to be included in the CSB.

ii. This box is not relevant for the 2017-18 budget process.

Compensation Change Section

1. While the Automatic HRS Job Data Feed is Active, all approved compensation changes entered in HRS will automatically update the CAT record (this process occurs nightly). You can enter compensation change adjustments to this section of the CAT page if compensation changes are still pending (not yet approved by OHR and not yet reflected in HRS) or if the Automatic Feed is Inactive. The manual entry of compensation change adjustments may help divisions to accurately tie-out to their budget allocations while compensation changes are still in the review/approval process (i.e., not yet approved at all levels, so not yet reflected in HRS).

a. The Compensation Change section by default displays three rows.

i. If more than three adjustments are entered select “View All” to see the complete list.

b. Note: (if you enter a compensation adjustment and the compensation change subsequently flows through HRS, you will be able to identify this duplicate action reason on the HRS to CAT Compare Report. You will then need to go into CAT and delete the adjustment.)

c. You may only enter a compensation change adjustment on employee records for whom you are their HRS home department. Even if your division represents 100% of the employee’s funding but is not the HRS home department, you must communicate with staff in their home division budget office to have the adjustment entered on the employee’s CAT record.
2. To add a new compensation adjustment select the “+” located at the far right of the table.
   
a. When a new row is added the Action Reason, Change Amount and Change Percent fields all default to blank.

3. Enter the desired values into the Action Reason, and Change Amount or Change Percent tabs.
   
a. Compensation adjustments can be entered into either the Change Amount or Change Percent field. The other field will calculate accordingly.
   
b. No compensation changes other than Merit will ever load from CAT to HRS. Other than Merit, all compensation changes will still need to be entered and approved in the Rate and Title system. Supplemental information regarding Merit increases will be provided during a pay plan year.

4. Verify the rate increases have been applied in the correct order.
   
a. UW-Madison uses a cumulative method in calculating pay increases. This means each pay increase builds off the prior increase (see image above as an example).
Therefore, it is important that compensation adjustments that are effective on the same date are entered in the correct order.

b. In a pay plan year, merit should always be entered last.

c. Contact the Office of Human Resources for more information on sequencing of compensation adjustments (or see campus pay adjustment policy, section B.II at https://kb.wisc.edu/ohr/policies/page.php?id=53379).

5. At the bottom of the Compensation Change section, the Comp Rate (Annualized Rate for A, C basis and Hourly Rate for H basis) and Annual Rate Adjusted for FTE will be automatically calculated.

6. Keep Ok to Load to HRS box unchecked.
   a. **Note:** If a compensation change is entered, upon saving, the Ok to Load to HRS box is atomically checked. Users will need to manually uncheck the box and save again.

   b. Unless it is a pay plan year, the Ok to Load to HRS box should remain unchecked. Supplemental information will be provided during a pay plan year.

7. An audit stamp will appear below the Compensation Change Table displaying the Empl ID and Name of the last person to apply changes to it as well as the date and time that the changes occurred.
Funding Change Section

8. The rows in the Funding Change section are initially populated with funding data that has been entered into commitment accounting at the date of CAT initialization.

   a. Funding can be updated manually by typing over existing data.

   b. New rows can be added to by selecting “+” to add a new row.
      i. The new row will populate with blank values.

   c. Existing rows can be deleted by selecting the “-” next to the unwanted row.

   d. You may only make modifications to the funding strings that belong to your department/ division. For shared employees, this will likely leave the overall distribution percentage under or above 100% in the CAT. The CAT will allow you to save with this error and flag it both on the CAT page and in the record errors report. This will allow budget officers to easily identify discrepancies for shared employees and discuss how to correct the record together in order to clear the error report, as was past practice in the 3270 system.

9. Enter the desired GL Business Unit, Fund, Department, Program, Project and Distribution % for the funding row in the Funding Change table.

   a. At the end of the budget cycle the sum of all Distribution % must equal 100%.

   b. The Budgeted FTE = (distribution % on that split * Total Planned FTE)

   c. The Budgeted Amount = (Budgeted FTE * Full Time Rate)

   d. The Distribution % = (Budgeted FTE / Total Planned FTE)

   e. Tabbing out of Budgeted FTE, Budgeted Amount or Distribution % should result in the other two fields populating.

   f. The OK to Load to HRS Box can be check or unchecked.

      a. If you want the funding to load to Commitment Accounting, check the OK to Load to HRS box.

      b. If you do not want to load the funding to Commitment Accounting, uncheck the OK to Load to HRS box.

      c. A funding string can be saved even if it does not pass standard SFS edits or CAT Budget edits but all funding strings will need to pass edits prior to the end of the budget cycle. (see OK to Load To HRS section on page 14 for more details)
10. The bottom of the Funding Change section will display the totals for Distribution %, Budgeted Amount and Budgeted FTE.

11. The Funding Change section defaults to display 3 funding splits.
   a. To display all funding splits select “View All”.

12. Select Save to apply changes made to CAT record.
   a. A time stamp will appear underneath the Funding Change Table displaying the Empl ID and Name of the last person to apply changes to it as well as the date and time that the changes occurred.
b. The box labeled CAT Errors will be populated if errors are found on the page.
   i. Depending on the type of error found a Compensation Change Section Error and/or Funding Change Section Error will populate within the box.
   ii. Information on the CAT error types can be found in the ‘CAT Page Error Descriptions and Messages Table’ on page 16. Errors will also be displayed on Record Errors Report.

![CAT Errors Table]

   c. There is a comments box at the bottom of the CAT Page that can be used to keep notes about the particular employee record.
      a. It is best practice for users to enter their initials and date after their comment followed by “//”. This will be useful for separating and organizing comments.

   ![Comments Box]

**OK to Load to HRS and Funding Edits**

If the OK to Load to HRS box is checked, the CAT tool will update Commitment Accounting funding data for the next fiscal year. The funding string must pass all SFS edits. In order to pass the SFS edits, the funding entered must be a valid combination of Department, Fund, Program, and Project. If a Project is entered, it must be open as of the beginning of the new fiscal year. (See chapter 6.15 for more information on Commitment Accounting)

If the OK to Load to HRS box is unchecked, the CAT funding data will not load to commitment accounting. The funding string will only run against the CAT budget edits. The funding data will only pass through to budget summary tables. CAT budget edits do not require an entry in the Project field even for funds that require projects (e.g. 144, 233, 150, etc.). If a project field is entered, it must it must be open as of the beginning of the new fiscal year.

Regardless of the box being checked or uncheck, by the end of the budget cycle, all Funding Edit statuses will need to pass funding edits.
1. The “Funding Edits Status” indicates whether a funding row has passed edits.

   a. SFS Edits Passed
      
      i. Rows with status of “SFS Edits Passed” are valid funding combinations.

   b. SFS Edits Failed
      
      i. Rows with status of “SFS Edits Failed” will need to be corrected before budget lock. These rows will appear on the Record Errors Report until corrected.

2. After clicking Save on the CAT Page, funding rows that have been added/edited will be tested against the appropriate funding edits.
CAT Page Error Descriptions and Messages

The chart below outlines errors that can occur on the CAT Page. ‘Hard’ errors must be fixed before the page can be saved, while ‘soft’ errors can be saved on the CAT. An error message will populate the CAT Errors Box for these ‘soft’ errors.

<table>
<thead>
<tr>
<th>Categorization (Error status)</th>
<th>CAT Page Warning Message</th>
<th>Error Description</th>
<th>Error type</th>
<th>When is error applied?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned FTE Cannot be greater or less than 1</td>
<td>Planned FTE &gt; 1 on one empl record</td>
<td>Hard</td>
<td>Upon tab</td>
<td></td>
</tr>
<tr>
<td>Action reason ## occurs more than once. Please fix.</td>
<td>Action Reason has already been entered on the page</td>
<td>Hard</td>
<td>Upon tab</td>
<td></td>
</tr>
<tr>
<td>Funding string &quot; &quot; occurs more than once. Please fix.</td>
<td>Identical funding split entered on page</td>
<td>Hard</td>
<td>Upon tab</td>
<td></td>
</tr>
<tr>
<td>Budget Amount cannot be negative. Please fix.</td>
<td>Negative Budgeted Amount</td>
<td>Hard</td>
<td>Upon tab</td>
<td></td>
</tr>
<tr>
<td>Adjustment amount needed</td>
<td>Action Reason without a dollar amount or %</td>
<td>Hard</td>
<td>Upon save</td>
<td></td>
</tr>
<tr>
<td>No funding has entered, salary will not add to summary totals</td>
<td>No Funding Information Entered in the CAT</td>
<td>Soft</td>
<td>Upon save</td>
<td></td>
</tr>
<tr>
<td>Planned FTE = 0, Budgeted Amount will not count towards summary totals</td>
<td>Planned FTE = 0</td>
<td>Soft</td>
<td>Upon tab</td>
<td></td>
</tr>
<tr>
<td>Planned FTE greater than one across multiple empl records.</td>
<td>Planned FTE &gt; 1 on multiple empl records</td>
<td>Soft</td>
<td>Upon save</td>
<td></td>
</tr>
<tr>
<td>Total Funding Distribution Percent must equal to 100%</td>
<td>Sum of Individual Budgeted FTEs &lt;&gt; Total Planned FTE</td>
<td>Soft</td>
<td>Upon save</td>
<td></td>
</tr>
<tr>
<td>Total Funding Distribution Percent must equal to 100%</td>
<td>Sum of Individual Budgeted amounts &lt;&gt; Final Comp Amount Adj for FTE</td>
<td>Soft</td>
<td>Upon save</td>
<td></td>
</tr>
<tr>
<td>Total Funding Distribution Percent must equal to 100%</td>
<td>Funding Distribution &lt;&gt; 100%</td>
<td>Soft</td>
<td>Upon save</td>
<td></td>
</tr>
<tr>
<td>Distribution Percentage, Budgeted FTE, or Budgeted Amount = 0 on a funding split</td>
<td>On an individual funding split, Distribution Percentage, Budgeted FTE, or Budgeted Amount = 0</td>
<td>Hard</td>
<td>Upon save</td>
<td></td>
</tr>
<tr>
<td>GBLU, Fund Code, Funding Department or Program Code is blank.</td>
<td>Partially Blank Funding String (Fund, DeptID, or Program are blank)</td>
<td>Soft</td>
<td>Upon save</td>
<td></td>
</tr>
<tr>
<td>Identical action reason exists in the CAT and in HRS.</td>
<td>Identical Action Reason exists in the CAT and in HRS (as of the effective date window you assign on the run control).</td>
<td>Soft</td>
<td>Upon save</td>
<td></td>
</tr>
<tr>
<td>$0 Compensation Change Amount entered</td>
<td>$0 comp change amount entered</td>
<td>Hard</td>
<td>Upon tab</td>
<td></td>
</tr>
<tr>
<td>Hourly Change amount must be &gt;100$ and &lt;100$. Please fix.</td>
<td>Hourly Jobs change amount &lt; 100 and &gt; -100</td>
<td>Hard</td>
<td>Upon tab</td>
<td></td>
</tr>
</tbody>
</table>