6.3 - Business Process Rules for the Compensation Administration Tool (CAT) and Departmental Planning Spreadsheet (DPS)

The table below provides a high level summary of the rules regarding the relationship to individuals for whom users can make changes in CAT. Please see the descriptions below the table regarding each of these types of changes in CAT and in the DPS.

	Rate/Title Change	Budget FTE Change	New Hire	Termination	Position # Change	Add/ Change Funding	Remove Funding
HRS Home Department	X	X	X	X	X		
Funding Departments						X	X

A. If an employee has a **RATE/TITLE CHANGE** within the same position number after the CAT has been initialized but prior to April 1st, the live HRS data feed will pull that compensation change into the compensation rate reflected in the CAT. The live data feed will be suspended on April 1st . If a compensation change occurs between April 1st and the budget lock date for your division, you will need to enter a placeholder for that change in the Compensation Change section of the CAT.

FOR SHARED EMPLOYEES: Consistent with the Rate/Title System business process, you may only enter a compensation change placeholder on employee records for whom you are their HRS home department. 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 placeholder entered on the employee's CAT record.

B. If you need to **CHANGE BUDGETED FTE,** you will update the "Planned FTE" field on the CAT page and the "budgeted FTE" fields in the funding section will re-calculate proportionally based the distribution percentage for each split.

FOR SHARED EMPLOYEES: 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.

C. If you need to add a **NEW HIRE,** you will need the employee ID, employee record number, and the funding you want to use to enter the employee using the "add a new value" tab for the CAT page.

FOR SHARED EMPLOYEES: You may only enter a new hire 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 new hire added to the CAT.

D. If you need to delete an employee who **<u>TERMINATED</u>** after the CAT was initialized or will be terminating before the start of the next fiscal year, you need to pull up the CAT record and push the "Delete CAT Record" box at the bottom of the CAT.

FOR SHARED EMPLOYEES: You may only delete a terminated employee for whom you were their HRS home department. Even if your division represented 100% of the employee's funding but was not the HRS home department, you must communicate with staff in their home division budget office to have the terminated employee removed from the CAT. If you ARE NOT the HRS home department but own a funding string for a terminated employee who has not yet been deleted from the CAT, you may delete all funding strings you own but leave the CAT record for the person intact.

E. If you need to **<u>CHANGE A POSITION NUMBER</u>** for an employee, you need to follow the process for "Deleting CAT Record" for the old position number. *If you are the HRS Home Department for the employee's previous positon*, pull up the CAT record and push the "Delete CAT Record" box at the bottom of the CAT page. You then need to follow the process for "adding a new value." *If you are the HRS Home Department for the employee's new positon*, enter the employee ID and employee record number to bring up the page with the employee's new position number.

FOR SHARED EMPLOYEES OR EMPLOYEES MOVING FROM A POSITION IN ONE UNIT TO ANOTHER UNIT: You may only delete an employee with a position number change for whom you were their HRS home department. You may only add an employee with a position number change 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 current and previous home division budget offices to have the positon number change processed in the CAT.

F. If you need to **<u>ADD/ OR CHANGE A FUNDING SPLIT</u>**, you can add or change the funding string information and distribution percentage changes for your division only.

FOR SHARED EMPLOYEES: You may only make modifications to the funding strings that belong to your department/ division. This will likely leave the overall distribution percentage under or above 100% in the CAT. The CAT will allow you to save the record with this error and flag it both on the page and in the record errors report. This will allow budget officers to

easily identify discrepancies for shared employees and then discuss how to correct the record to clear the error report, similar to past practice in the legacy budget system.

    G. If you need to **<u>REMOVE A FUNDING SPLIT</u>**, you can delete the funding string information for your division only.

FOR SHARED EMPLOYEES: You may only remove funding strings that belong to your department/ division. This will likely leave the overall distribution percentage under 100% in the CAT. The CAT will allow you to save with this error and flag it both on the 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, similar to past practice in the legacy budget system.

<u>ENTERING CHANGES IN THE DEPARTMENTAL PLANNING SPREADSHEET (DPS)</u>

<u>Making **RATE/TITLE Changes**</u> in the DPS: If a compensation rate changes after the DPS worksheet has been generated, you may enter the revised compensation rate in the "CAT Pre-Merit Rate (1FTE)" column and make a note of the action reason code and the amount of the change in the comments column.

<u>Making **BUDGETED FTE Changes**</u> in the DPS: If a budgeted FTE changes after the DPS worksheet has been generated, you may enter the revised budgeted FTE in the white box summary line of the "BDGT FTE" column. When a budgeted FTE has been changed on the DPS, as long as the "SHOW FTE CHANGE INDICATOR" has been enabled, column AK will turn green and display what the FTE has been changed FROM and TO.

<u>Making **NEW HIRE Changes**</u> in the DPS: If a new hire occurs after the DPS worksheet has been generated, you may enter the relevant HR job and funding data on the NEW HIRES_POSITION CHANGES tab.

<u>Making **TERMINATION Changes**</u> in the DPS: If an employee terminates after the DPS has been generated or will be terminating before the start of the next fiscal year, you may enter a 0% distribution percentage for all funding splits and add a comment of "Terminated" and the date of the termination in the comments field. If you ARE NOT the HRS home department, you may enter a 0% distribution percentage for all funding splits you own.

<u>Making **POSITION NUMBER Changes**</u> in the DPS: If an employee's position number changed after the DPS worksheet has been generated, you may enter 0% distribution percentage for all funding splits and add a comment of "POS # CHANGE" in the comments field. You may then enter the relevant HR job and funding data on the NEW HIRES_POSITION CHANGES tab.

ADDING/ OR CHANGING FUNDING SPLIT in the DPS: If an employee's funding changes after the DPS has been generated, you may add a new funding string or change the distribution percentage of an existing funding string for your department only. This may leave the total distribution percentage at a value higher or lower than 100% will be highlighted it in red. This is a helpful indicator for the division budget officer about the need for a further coordination for a shared employee. FOR USERS in UPLOAD PILOT: If you need to change other fields in addition to the distribution percent (i.e. change department ID, fund code, program code, and/or project number), you should not write over the old values but rather enter a 0% distribution percentage for the coding that no longer applies and add the new coding on a separate line. The CAT upload process will edit funding lines that have the exact same funding string information but will *append* (add to the system) any new lines that do not have the same funding string. Entering a 0% for a line that is no longer needed saves divisional budget officers additional clean-up work.

REMOVING A FUNDING SPLIT in the DPS: If a funding split needs to be removed for an employee after the DPS has been generated, you may change the distribution percentage to 0% on existing funding strings for your department only. This may leave the total distribution percentage at a value lower than 100% and will be highlighted it in red. This is a helpful indicator for the division budget officer about the need for a further coordination for a shared employee. FOR USERS in UPLOAD PILOT: Do not delete the line of funding on the DPS, but rather enter 0% funding distribution of each line of funding you wish to remove. The CAT upload process will edit funding lines that have the exact same funding string information but will not recognize a deleted funding string and will leave that in the CAT. Entering a 0% for a line that is no longer needed saves divisional budget officers additional clean-up work.