

## 6.13 - Description of CAT Reporting

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### ***BUDGET ERROR REPORTS FOR BUDGET CHECKLIST***

**RECORD ERRORS REPORT:** This report allows users to identify job errors (e.g. planned FTE errors), funding sections errors (e.g. math errors on funding distribution), funding edit errors (e.g. rows not passing SFS edits), and compensation section errors (e.g. same action reason listed in CAT and HRS). This report should be run after data initialization and regularly throughout the process until budget lock.

**HRS TO CAT COMPARE REPORT:** This report allows users to identify employees who have terminated or changed position numbers. It also compares the CAT Comprate to HRS Comprate BUT does not include any of the pending placeholder rate changes that users may have entered into the compensation section of the CAT. Very few rate changes will appear on the report while the HRS data feed is on because of the automatic feed of compensation rate changes to CAT. After the data feed has been inactivated, the report will display discrepancies between the CAT rate and HRS rate including new increases since the feed. This report should be run focusing on terminations after data initialization and regularly throughout the process. It should also be run focusing on rate changes from the date the HRS feed is inactivated until budget lock.

**MISSING FROM CAT REPORT:** This report allows users to identify new hires and ongoing staff who exist in HRS but were not included in the CAT at the time of data initialization. This report should be run after data initialization and regularly throughout the process until budget lock.

**UNDER MIN/ OVER MAX REPORT:** This report allows users to identify employees whose budgeted CAT rate is below or above the HRS approved salary range for that title. The report also displays whether an employee has been approved for over max in HRS and the Extraordinary Salary Range (ESR) for employees who have one approved in the Jobs and Employee Management System (JEMS). The “include vacants” box should be checked to ensure that all vacant and graduate assistant positions in the budget meet the minimum and maximum ranges for the job codes. This report should be run after data initialization and regularly throughout the process until budget lock.

### ***INFORMATIONAL REPORTS TO BE RUN ON AN AS NEEDED BASIS***

**CAT POSITION REPORT:** This report provides the listing of staff funding and compensation data from CAT by person, as well as all vacant positons and additional salary budget adjustment

information from the Additional Adjustments Page (AAP) in CAT. This report may be run by users on an as needed basis.

**AUDIT LOG REPORT:** This report allows users to identify changes that have been made to employee or additional adjustment records in the CAT. The report provides the name of the person who made the change, whether it was a job data or funding change, and a timestamp of when the change occurred. This report can be run at the division, department, department ID or employee ID levels. This report can also be run for a certain window of time if you would like to see changes that occurred in a certain time period (i.e. the last day, week, month or since initialization.) This report may be run by users on an as needed basis.

**HRS CHANGE REPORT:** This report provides a news feed of all changes to business unit, HR department, position number, jobcode, pay basis, title, FTE, payroll status or comprate, as well as hires, rehires, transfers or terminations that occur in HRS. This report can be run at the division, department or department ID levels. This report can also be run for a certain window of time if you would like to see changes that occurred in a certain time period (i.e. the last day, week, month or since initialization.) This report may be run by users on an as needed basis.

### ***INFORMATION ON CAT EPM DATAVIEWS***

These tables are available through PeopleSoft Query or Interactive Reporting. Additional CAT Security Roles are needed to access these data. Please see Section 6.2 - Obtaining Necessary Authorizations for role authorization instructions. Additional information regarding CAT EPM data, including the full data dictionary and training sessions about querying CAT EPM data, will be available in the coming months.

#### **CAT EPM Data Tables:**

PS\_UW\_CAT\_JOB (Current CAT Job Data)

PS\_UW\_CAT\_CR\_RT\_VW (Current CAT Rate)

PS\_UW\_CAT\_CR\_FD\_VW (Current CAT Funding)

PS\_UW\_CAT\_CR\_RF\_VW (Current CAT Rate and Funding)