



January 17, 2018

(Via E-Mail Only)

MEMORANDUM

TO: Budget Officers

FROM: Tim Norris

SUBJ: 2018-19 Compensation Administration Tool (CAT) and Non-Salary Budget Transaction Availability

Access to the 2018-19 annual salary budget data is now available in the Compensation Administration Tool (CAT). Non-salary budget data will be available in 3270, using the BDNS teleprocessing transaction, in the coming weeks. The non-salary amounts will be initialized from the 2017-18 budget file. At that time, budget summary data compiled from both systems will also be available in 3270 using the BSUM teleprocessing transaction.

All active appointments for the employee classes below that were in HRS as of January 12, 2018 loaded to the CAT. These include:

- faculty,
- limited,
- academic staff with 9 or 12 month pay basis (excluding terminal continuity status lecturers and faculty assistants),
- permanent and project university staff, and
- employees-in-training (excluding post-doctoral and post-graduate trainees).

News and Updates for the 2018-19 Budget Cycle

We are now entering our third year using the Compensation Administration Tool (CAT). This will be the first year we implement a pay plan in CAT. In accordance with the Chancellor's memo sent earlier today (see attached), pay plan will be implemented as a General Wage Adjustment of 4.04%. The following employees are ineligible for pay plan:

- Employees hired after January 8, 2018;
- Employees who do not meet performance expectations as documented in their last performance evaluation;

- Employees in a terminal position with a rate established for the duration of the appointment;
- Employees who have not completed the required sexual harassment prevention training; or
- Employees who have not stayed current with employee performance evaluations if responsibility includes supervisory duties.

The Office of Human Resources and the Madison Budget Office will send out updated Staff Compensation Plan Guidance and Budget Related Personal Actions Guidance (Chapter 3 and Chapter 4 of the Budget Instructions) before the end of the week.

Updated Madison Budget Office Primary Contact List

Ann Bourque - *[Primary Contact for A53, A63, A93]*

Ashley Folcik – *[Primary Contact for A0205, A04, A17, A27, A80, A85, A87, A88]*

Andrew Johnson - *[Primary Contact for A0220, A0225, A03, A05, A10, A34, A40, A71, A96]*

Jennifer Klippel - *[Primary Contact for A0110, A0215, A0224, A0235, A0267, A07, A12, A18, A19, A37, A48, A54, A57]*

Andy Taylor - *[Primary Contact for A06, A42, A45, A49, A52, A56, A77]*

Training for New and Existing Budget Officers

There will be a joint Office of Human Resources and Madison Budget Office meeting regarding implementation of pay plan held on January 26, 2018 at 10 am in 11106/1108 21 N Park Street. OHR and MBO have contacted the individuals who should attend this meeting on behalf of their division.

At this time, we do not plan to offer any large-scale CAT training sessions. We will provide training on an as needed basis. New budget officers should contact their primary Madison Budget Office contact to obtain necessary authorizations and schedule training. If needed, existing budget officers should contact their primary Budget Office contact to schedule refresher training.

Informational Reports

All CAT Reports are available at this time, including the Record Errors Report, HRS to CAT Compare Report, Missing from CAT Report, Under Min/ Over Max Report and CAT Position Report. The Planning Allocation Reports, Allocated Compared to Budgeted Reports, and Budget Summary Reports will be available in the coming weeks on the Madison Budget Office website.

Lastly, please note that planning allocation updates are still in process. We will notify users when the initial planning allocation levels have been set and are ready for review.

Attachment – 2017-19 Pay Plan and University Staff Compensation

CC: Laurent Heller

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