

6.1 - Introduction to the Compensation Administration Tool (CAT)

The Compensation Administration Tool (CAT) is used to establish funding splits during the annual budget development cycle for all filled positions, vacant, group (i.e. graduate assistant), and lump sum salary line entries (overtime, turnover savings, etc). CAT is a bolt-on to the HRS system and has similar functionality to HRS. However, users do not need to have access to employee job data or payroll transactions in HRS to use CAT.

What is the CAT?

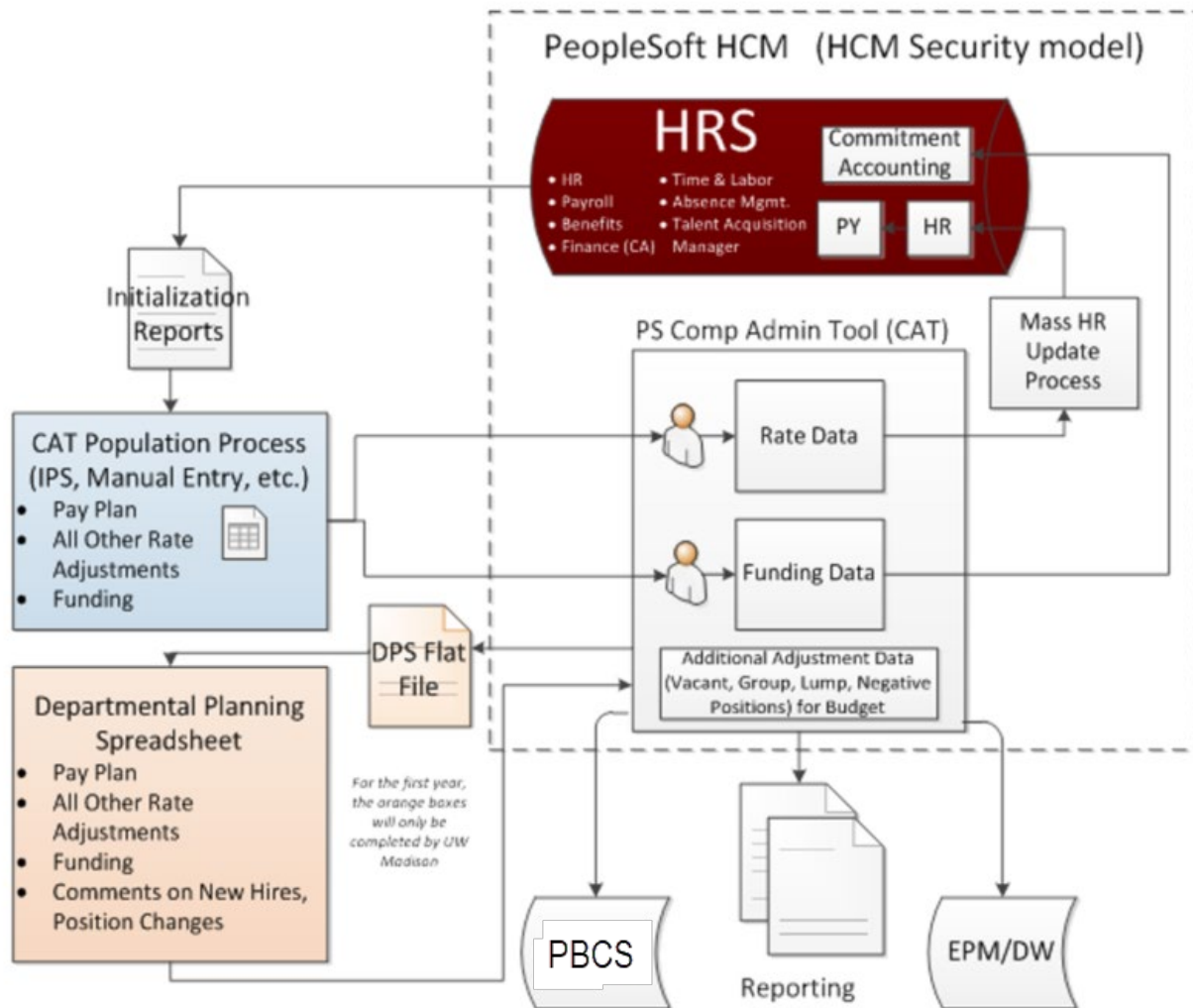
The diagram on the left illustrates the integration of the PS Comp Admin Tool (CAT) within the PeopleSoft HCM (HCM Security model). It shows data flow between HRS (Human Resources System), Commitment Accounting, and various reporting and planning tools like Institutional Planning Spreadsheets, Budget System, Reporting, and EPM/DW. The CAT interface on the right shows a user profile for JOHN DOE and a table of compensation transactions.

EFF DATE	POSITION	JOB CODE	TITLE	ACTION	ACTION REASON	FTE	CORP RATE	NEW RATE ADJ FOR FTE	CHANGE
09/25/2014	00455442	C300N	Assoc. Professor	Rate	Original New Hire	0.50	\$75,000	\$	37,500
01/01/2015	00455442	C300N	Assoc. Professor	Position Change	Change FTE - Perm	1.00	\$75,000	\$	75,000
07/01/2015	00455442	C200N	Professor	Pay Rate Change	Promotion/Progression	1.00	\$95,000	\$	95,000

Staff in the Madison Budget Office will load data for all of UW-Madison from HRS job and commit accounting tables as of mid-January. This data pull will capture future terminations, position number changes, rate and title changes, and commitment accounting changes that have been entered with effective dates up to and including 7/1 of the upcoming fiscal year. Data will be populated for 9 and 12 month faculty and academic staff (excluding graduate assistants, as well as lecturers and faculty assistants with a continuity code of “terminal” with end dates prior to the start of the next fiscal year), limited staff, university staff (excluding student help and LTE) employees-in-training with Research Associate and Research Intern titles.

The CAT has a live feed to HRS Job Data and live connections to SFS combo edits. While the live HRS Job Data Feed is active, changes entered in HRS home department, pay basis, job code, FTE, expected job end date, leave status, and terminations will flow through to the CAT record. The feed will “push” compensation rate changes through to be reflected in the CAT Comprate. The CAT can also run funding edits against the upcoming fiscal year edit combo tree. If users want to establish payroll splits for the upcoming fiscal year, they will check the funding “Ok to Load to HRS” check box. This will ensure compliance with the actuals ledger for all staff funding data you wish to pass to commitment accounting. For all staff for whom you do not wish to establish future payroll splits, you can uncheck the funding “Ok to Load to HRS” checkbox. This will run the data against the standard CAT budget ledger edits that were used in the legacy system.

Overall Process Flow



The Compensation Administration Tool Manual will detail out:

- Business process rules and best practices for entering data into the CAT,
- Data entry processes in CAT,
- Generating, printing, entering data changes, using track changes, and updating pivot tables in the Departmental Planning Spreadsheet,
- Description and use of all CAT reporting,
- How to run instructions for all CAT reports,
- A description of the CAT EPM dataviews and CAT EPM data dictionary,
- Data entry instructions for the Additional Adjustments Page (AAP)

CAT Key Acronyms and Terminology

- AAP – Additional Adjustments Page
- CAT – Compensation Administration tool
- CSB – Continuing Staff Base
- DPS – Departmental Planning Spreadsheet
- EJED – Expected Job End Date
- EPM – Enterprise Performance Management
- HRS – Human Resource System
- IR – Initialization Report
- IPS – Institutional Planning Spreadsheet
- SFS – Shared Financial System