Changes in CAT due to TTC

Overview
All the new TTC job codes and titles are reflected in CAT. All job codes are 5 digits but for some employees, there may be an additional 6th character suffix. The suffix was included to identify employees with grandfathered FLSA statuses. The suffix is either an A, U or X.

Process
CAT records will be loaded with the properly assigned job codes (including the suffix where appropriate) for currently filled positions.

When entering vacant positions on the Additional Adjustments Page (AAP), you may see multiple job codes for the same job description. For simplicity, just select the job code without the suffix. Min/Max ranges are not impacted by the suffix.

AAP Entry
The AAP requires the Empl Class selection to match empl class associated with the job code. Otherwise, you will receive an error.

Resources
- OHR Job Search
  - https://hr.wisc.edu/standard-job-descriptions/
  - Includes Salary Ranges and Employee Category (Class)

Administrative Assistant I
- Job Group: Administration
- Job Subgroup: Administrative Services
- Salary Range (Annual): $31,200–58,000
- Employee Category: University Staff