

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 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.

Vacant Positions

	*Empl Class	Position Nbr	*Job Code	Title
1	University Staff		AD001	Administrative Assistant I

Job Code Description

- AD001 Administrative Assistant I
- AD001A Administrative Assistant I
- AD001X Administrative Assistant I

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): 15: \$31,200-58,000
 Employee Category: University Staff