

Compensation Administration Tool (CAT)

Additional Adjustments Page (AAP) GENERAL GUIDELINES

2022-23

When making budget entries into the Additional Adjustments Page (AAP) of the CAT, please make sure to follow the guidelines listed below:

In the **top section** of AAP screen include all:

- **Vacant** and **Graduate Assistant group positions** that must be entered **by job code**
 - ✓ Contact HR for a vacant position job code if you don't have one
 - ✓ Make sure to include a brief description

In the **bottom section** of the AAP screen include all:

- **Budget adjustments** – includes lump sums, deduct entries, etc.
 - ✓ Make sure to select the appropriate “Empl Class” **and** include a brief description
 - ✓ For the following types of adjustments please **begin** your description with:
 - **“Additional Staff”** (provide any additional comments if needed)
 - **“Additional Instruction”** (use if this entry is for ad hoc instruction)
 - **“Student Help”** (provide any additional comments if needed)
 - **“Deduct”** (required to include a brief description for all deduct entries)