

HR: C-Basis Job Updates

Weekend of August 23-25

- UW Service Center will insert job rows in HRS with the effective date equal to the begin date of each institution's academic year for C-basis staff for the following:
 - Return from Short Work Break (RBK)
 - C-Basis Encumbrance
 - C-Basis: Rate changes from CAT
 - These rate changes were pulled from CAT in mid-May

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- UW Service Center will provide the institution a report of C-basis rates that loaded from the CAT week of August 26
 - Includes list of all C-basis rates that were loaded
 - Includes list of increases not loaded (ex. Position number mismatches, future transfers, rehires)
- Institutions process their own corrections or submit corrections to the UW Service Center