

USW, PM, Conf., AP and Research Groups ATB Increase Process Timeline

Date	Business Officer: Actions	Additional Details
Available Immediately	<p><b>Run:</b> The <a href="#">HR Data Verification Report</a></p> <p>Use the <a href="#">Data Verification Infotype Errors Job Aid</a> to assist you with making the corrections to employee records.</p> <p><b>Review:</b> The report for errors/discrepancies and warnings in particular those related to IT0008, IT9009 and IT0027.</p> <p><b>Correct:</b> Errors and warnings on all USW employee records.</p>	<p><b>Important Note!</b> USW &amp; PM/Conf/AP/Research staff HRIS records with errors or warnings will not be able to be centrally automated.</p>
December 17th	<p><b>Run:</b> <a href="#">USW ATB Exception and Update Report</a> and <a href="#">PM, Confidential, AP, RA and SRA ATB Exception and Update Report</a></p> <p><b>Review:</b> The reports and correct any exceptions. As the report indicates employees that “will be processed” centrally and those with exceptions <b><u>which need your attention prior to January 9<sup>th</sup> at 5pm.</u></b></p> <p><b>Correct:</b> Employees with any exceptions. Use the <a href="#">Exception Descriptions &amp; Corrective Action Chart for USW Staff</a> and <a href="#">Exception Descriptions &amp; Corrective Action Chart for PM, Conf., AP, RA and SRA Staff</a> to distinguish what the issue is with their record that is preventing the automatic ATB increase.</p>	<p>The USW &amp; PM/Conf/AP/Research ATB Exception and Update Reports are dynamic reports <b>up to January 9<sup>th</sup>, 2014 after that date</b>, when the automatic process has taken place they are point in time reports.</p>
January 7 <sup>th</sup> , 2014 from 10-12	<p><b>Support available:</b></p> <p><b>HRIS Get Help Fast!</b> Session is Available to help resolve errors/discrepancies and warnings from Data Verification Report and USW ATB Exception and Update Report.</p> <p><b>Important Note!</b> Please advise <a href="mailto:hris.help@utoronto.ca">hris.help@utoronto.ca</a> if you plan on attending so we can resource accordingly.</p>	<p>Session will be held at 256 McCaul, Room 103</p>
January 9 <sup>th</sup> , 2015 5:00pm	<p><b>HRIS ATB automation of USW &amp; PM/Conf/AP/Research records:</b></p>	<p>Only records <u>without EXCEPTIONS</u> will be updated with</p>

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	<p><b>Important Note!</b></p> <p>The employee records that were not automated centrally need to be <b>processed manually</b> by the Business Officer to record the ATB increase, prior to January 21<sup>st</sup>, 2015 pay close.</p>	automatic ATB increase
January 12 <sup>th</sup> – January 20 <sup>th</sup>	<p><b>Departmental Review and manual correction of exceptions:</b></p> <p>Using the reports and the <a href="#">ATB Increase Process for USW Staff with Segment Dates After January 1, 2015</a> and <a href="#">ATB Increase Process for PM, Conf., AP, RA and SRA Staff with Segment Dates After January 1, 2015</a> documentation, review what has been automated and process any records that were not processed due to exceptions.</p>	Business Officers need to complete these manual entries prior to January 21, 2015 pay close.
January 21, 2015 5:00pm – Monthly Pay close	<p><b>All exceptions MUST be processed prior to 5 pm.</b></p>	PAY CLOSE