

Overview:	
Run the <a href="#">PM/Conf/AP/Research Staff ATB Exceptions &amp; Update Report</a> to get a listing of employees under your Organizational Unit that require your attention to correct the recorded data and those that “will be processed” centrally.	
System Message & Exception Scenario	Corrective Action
<p><b>9009 Salary &lt;&gt; 0008 Salary as of January 1, 2015</b></p> <p>The 'Annual Salary To' on IT9009 screen does not equal the Annual Salary on IT0008 as of January 1, 2015.</p>	<p>Review and update the annual salary on IT0008 or IT9009 as applicable (Salary should be rounded up to the nearest dollar on IT9009 and IT0008)</p>
<p><b>Warning: IT9009 funding &lt;&gt; IT0027 as of January 1, 2015</b></p> <p>The funding information on IT9009 does not match the cost assignment information on IT0027.</p>	<p>Review both IT9009 and IT0027 and correct the inconsistent infotype.</p>
<p><b>There is no active IT0027 as of Jan 1, 2015</b></p> <p>There is no valid CC/CFC entered in IT0027.</p>	<p>Review IT9009 and IT0027 and create the missing Cost Distribution IT0027.</p>
<p><b>IT0001 Ends on January 1, 2015</b></p> <p>There is an end date on IT0001 as of Jan. 1, 2015</p>	<p>If employee’s last day of work was December 31, 2014 they are not entitled to the increase.</p>
<p><b>IT9009 ends on January 1, 2015</b></p> <p>There is an end date on IT9009 as of Jan. 1, 2015.</p>	<p>Review the Appointment Detail for the employee. There needs to be an end date after January 1, 2015 in order for the increase to be processed automatically.</p>
<p><b>Terminated by Jan 1, 2015</b></p> <p>The employee is inactive on the salary increase date.</p>	<p>The employee is not entitled to the salary increase if they are not active as of January 1, 2015.</p>
<p><b>Invalid End date for Contract Type</b></p> <p>The employee is recorded as being continuing in IT9009 by having a 31.12.9999 end date but their Contract Details IT0016 has a term date.</p>	<p>Review IT9009 and IT0016 and ensure the record is consistent with their Contract Type.</p>
<p><b>Missing 9009 for January 1, 2015</b></p>	<p>Create an Appointment Detail IT9009 starting on January 1, 2015, review</p>

Exception Descriptions & Corrective Action Chart  
PM/Conf/AP/Research

<p>There is no Appointment Detail Screen starting on January 1, 2015</p>	<p>and update as applicable</p>
<p><b>There are future IT0008 (Begin Date &gt;= January 1, 2015)</b></p> <p>There is an effective date on IT0008 of January 1, 2015 or in the future.</p>	<p>All January 1, 2015 or future dated records (i.e. CC/CFC, position changes) must be updated using the <b>PM CONF RESEARCH Increase Process for Staff with Segment Dates After January 1, 2015</b> procedure document. These records will <b>not</b> be centrally automated. <b>Departments must review and update IT0008 and IT9009 manually with the ATB increase.</b></p>
<p><b>There are future IT9009 (Begin Date &gt;=Jan. 1, 2015)</b></p> <p>There is an effective date on IT0008 of January 1, 2015 or in the future.</p>	<p>All January 1, 2015 or future dated records (i.e. CC/CFC, position changes) must be updated using the <b>PM CONF RESEARCH Increase Process for Staff with Segment Dates After January 1, 2015</b> procedure document. These records will <b>not</b> be centrally automated. <b>Departments must review and update IT0008 and IT9009 manually with the ATB increase.</b></p>
<p><b>Multiple Wage Types as of January 1, 2015</b></p> <p>There are multiple wage types on IT0008.</p>	<p>This may be due to an employee being on a leave of absence such as Maternity or other type of leave. As there is a record with multiple wage types, the automatic update of the employee record will not take place. Business Officer must update IT9009 and then contact the Central Payroll Department using the <a href="#">Notification of Maternity/Parental/Adoption/Primary Caregiver Leave Form</a> to update Basic Pay IT0008 or feel free to contact the HRIS Help Desk for assistance with this process.</p>
<p><b>On Unpaid Leave as of January 1, 2015</b></p> <p>The employee is on unpaid leave as of January 1, 2015.</p>	<p>Since there is an unpaid leave for this record as of January 1, 2015 the automatic ATB update will not take place. <b>Departments must review and update IT0008 and IT9009 manually with the ATB increase.</b></p>