

USW ATB Increase Process Timeline

Date	Business Officer: Actions	Additional Details
Available Immediately	<p>Run: The HR Data Verification Report</p> <p>Use the Data Verification Infotype Errors Job Aid to assist you with making the corrections to employee records.</p> <p>Review: The report for errors/discrepancies and warnings in particular those related to IT0008, IT9009 and IT0027.</p> <p>Correct: Errors and warnings on all USW employee records.</p>	<p>Important Note! USW staff HRIS records with errors or warnings will not be able to be centrally automated.</p>
November 3 rd 9:00am	<p>Run: The USW ATB Exception and Update Report</p> <p>Review: The report and correct any exceptions. As the report will indicate employees that “will be processed” centrally and those with exceptions <u>which need your attention prior to November 7th at 5pm.</u></p> <p>Correct: Employees with any exceptions. Use the Exception Descriptions & Corrective Action Chart to distinguish what the issue is with their record that is preventing the automatic ATB increase.</p>	<p>The USW ATB Exception and Update Report is a point in time report. It is representative of data as of Nov. 2, 2014 for your respective Dept.</p>
November 5 th 11:30-1:00	<p>Support available:</p> <p>HRIS Get Help Fast! Session is Available to help resolve errors/discrepancies and warnings from Data Verification Report and USW ATB Exception and Update Report.</p> <p>Important Note! Please advise hris.help@utoronto.ca if you plan on attending so we can resource accordingly.</p>	<p>Session will be held at 256 McCaul, Room 103</p>
November 7 th 5:00pm	<p>HRIS ATB automation of USW records:</p> <p>Important Note! The employee records that were not automated centrally need to be processed manually by the Business Officer to record the ATB increase retroactive back to July 1, 2014, prior to November 20, 2014 pay close.</p>	<p>Only records <u>without</u> EXCEPTIONS will be updated with automatic ATB increase</p>

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<p>November 8th - November 19th</p>	<p>Departmental Review and manual correction of exceptions:</p> <p>Using the report and the ATB Increase Process for USW Staff with Segments After July 1, 2014 procedure documentation, review what has been automated and process any records that were not processed due to exceptions.</p>	<p>Business Officers need to complete these manual entries prior to November 20, 2014 pay close.</p>
<p>November 10th 10:00-12:00 November 17th 10:00-12:00</p>	<p>Additional Support available:</p> <p>Get help with recording the ATB increase for staff on the USW ATB Exception and Update Report. Attend (if necessary):</p> <p>Important Note! Register for either of the Sessions on the ODLC website which is found under the AMS/HRIS courses.</p>	<p>Session will be held at 256 McCaul, Room 103</p>
<p>November 20th 5 pm – Monthly Pay close</p>	<p>All exceptions MUST be processed prior to 5 pm.</p>	<p>PAY CLOSE</p>