

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 & PM/Conf/AP/RA/SRA HRIS records with errors or warnings will not be able to be centrally automated.</p>
Available June 26 th , 2015	<p>Run: USW ATB Exception and Update Report and PM, Confidential, AP, RA and SRA ATB Exception and Update Report</p> <p>Review: The reports and correct any exceptions. As the report indicates employees that “will be processed” centrally and those with exceptions <u>which need your attention prior to July 10th, 2015.</u></p> <p>Correct: Employees with any exceptions. Use the Exception Descriptions & Corrective Action Chart for USW, PM, Conf., AP, RA and SRA Staff to distinguish what the issue is with their record that is preventing the automatic ATB increase.</p>	<p>The USW & PM/Conf/AP/Research ATB Exception and Update Reports are dynamic reports up to July 10th, 2015 after that date, when the automatic process has taken place they are point in time reports.</p>
July 8 th , 2015 from 11:30-1:00 @ 256 McCaul, Room 103	<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 and PM, Confidential, AP, RA and SRA 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>
July 10 th , 2015 after 5pm	<p>HRIS ATB automation of USW & PM/Conf/AP/RA/SRA records:</p>	<p>Only records <u>without EXCEPTIONS</u> will be updated with</p>

USW, PM, Conf., AP and RA/SRA ATB Increase Process Timeline – July 2015

	<p>Important Note!</p> <p>The employee records that were not automated centrally need to be processed manually by the Business Officer to record the ATB increase, prior to July 22, 2015 pay close.</p>	automatic ATB increase
After July 10 th , 2015 to July 22 nd , 2015	<p>Departmental Review and manual correction of exceptions:</p> <p>Using the reports and the ATB Increase Process for USW Staff with Segment Dates After July 1, 2015 and ATB Increase Process for PM, Conf., AP, RA and SRA Staff with Segment Dates After July 1, 2015 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 July 22, 2015 pay close.
July 22, 2015 5:00pm – Monthly Pay close	<p>All exceptions MUST be processed prior to 5 pm.</p>	PAY CLOSE