

Merit Increase Process for Academics with Segment Dates On July 1, 2015

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Overview This communication is an overview of the scenario outside of the normal July PTR/Merit increase process and the process steps for recording on HRIS. The July 2015 merit increase process must be completed on HRIS by the **September 21, 2015** pay close. This scenario involves employees that have a segment record **on** July 1, 2015 with future term or continuing end dates already on the system.

This document instructs staff on how to **change** the Appointment Detail (IT9009) and **create** the Basic Pay (IT0008) screens in order to record the merit increase information for Academics with an effective date of July 1, 2015.


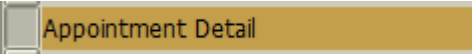



There will be **no automatic** update process by HRIS for this process. Departmental Business Officers will be required to update all eligible Basic Pay (IT008), Appointment Detail (9009) and Cost Distribution records (IT0027) with the respective merit amounts as of July 1, 2015 prior to the September pay close (September 21st, 2015).

For employees with exceptions such as being on Maternity Leave and LTD are centrally processed. Please contact Payroll at payroll.hr@utoronto.ca for assistance.

Step 1 – Updating any Appointment Detail entries done ON July 1, 2015

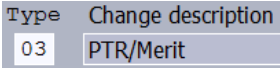
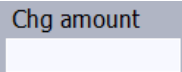


Click on the following path: **Human Resources → Personnel Management → Administration → HR Master Data → Maintain**

1. Enter employee Personnel no. 
2. Select Appointment Detail in Financial Tab 
3. Click on Overview 
4. Select the radio button that has the cost centre/fund centre/fund, position and/or percentage of time change on the employee's record that was done **ON** July 1, 2015 with future term or continuing end date.

Overview			
	Start Date	End Date	
	Wage type	Funds ctr	
<input type="radio"/>	01.07.2015	31.12.9999	
	0110	100815	

5. Click on the CHANGE button 

Change Appointment Detail Screen (9009)

1. Select the **TYPE** -03 PTR/Merit 
2. Enter the Amount in the Chg Amount Field 
(Round to the nearest dollar amount)
3. Click  or press ENTER
4. Click Save 

END OF STEP No. 1 APPOINTMENT DETAIL SCREEN UPDATE

Step 2 - Update Basic Pay Screen (IT0008) with Merit Increase Process Steps

From the Maintain Master Data Screen:

1. Enter the effective date of the salary change in the FROM field - 01.07.2015

Period	
<input checked="" type="radio"/> Period	
From	<input type="text"/>

2. Select Basic Pay in the Financial Tab



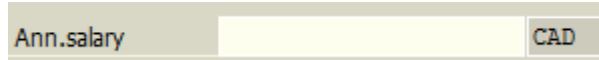
3. Click on Create





Create Basic Pay Screen Populates (Automatically)

4. Verify the default data
5. Enter the Level (Academic Rank)

6. Enter the **new** annual salary



7. Click  or press ENTER
8. Click  to SAVE

END OF STEP No. 2 - ANNUAL SALARY UPDATE



HR Data Verification Report

Run the Data Verification Report. The data verification report should be run each time an employee's record is updated. This report identifies inaccurate, incomplete or missing employee data. It provides HRIS users with a tool to verify the entire employee record by checking data on each infotype and by cross-checking data consistency between infotypes

Personnel Actions Screen. HR Data Verification Report

1. Click on the HR Data Verification Report Button at the top of the screen

HR Data Verification Report

2. To Print the report click on the PRINT icon 
3. All errors and warnings should be corrected upon completion of the update event.
4. Click on the back arrow  return to the Personnel Actions screen.