

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, PM, Conf., AP and Research employee records.</p>	<p>Important Note! USW & PM/Conf/AP/Research staff HRIS records with errors or warnings will not be able to be centrally automated.</p>
December 18 th	<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 January 9th, 2016.</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 January 9th, 2016 after that date, when the automatic process has taken place they are point in time reports.</p>
January 7 th , 2016 (10am-12pm)	<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>
January 9 th , 2016	<p>HRIS ATB automation of USW & PM/Conf/AP/Research records:</p>	<p>Only records <u>without EXCEPTIONS</u> will be</p>

USW, PM, Conf., AP and Research Groups ATB Increase Process Timeline – January 2016

	<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, prior to January 21st, 2016 pay close.</p>	<p>updated with automatic ATB increase</p>
<p>January 11th – 21st</p>	<p>Departmental Review and manual correction of exceptions: Using the reports and the ATB Increase Process for USW Staff with Segment Dates After July 1, 2016 and ATB Increase Process for PM, Conf., AP, RA and SRA Staff with Segment Dates After July 1, 2016 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 January 21st, 2016 pay close.</p>
<p>January 21st 5:00pm – Monthly Pay close</p>	<p>All exceptions MUST be processed prior to 5 pm.</p>	<p>PAY CLOSE</p>