

ATB Increase Process for USW Staff with Segment Dates After January 1, 2016

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ATB Increase Process Overview with Segments AFTER January 1, 2016

Overview This communication is an overview of the scenario outside of the normal January ATB increase process and the process steps for recording on HRIS. The January 2016 ATB increase process must be completed on HRIS by **January 21, 2016** pay close. This scenario involves USW Staff employees that have a segment record **after** January 1, 2016 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 ATB increase information for the above Staff with an effective date of January 1, 2016. (**Note:** In some cases, depending what the future entries were pertaining i.e. funding change or future dated transfer, you may be required to re-process those changes on the employee's record after the January records have been processed.)



Any employees with data integrity issues who were not automatically updated on **January 9th, 2016** will need to be manually updated. Departmental Business Officers will be required to update all eligible Basic Pay (IT008), Appointment Detail (9009) and Cost Distribution records (IT0027) with the respective ATB amounts as of January 1, 2016 prior to the January 2016 pay close.

For any grid step progressions that will occur in January, wait until **AFTER** the automated increase on January 9, 2016 to process the progression.

Step 1 – Deleting any Appointment Detail entries done AFTER January 1, 2016



As noted above, the deletions are for Appointment Changes **ONLY** not step increase information.

Please ensure prior to deleting or overwriting these records you take a copy of the information you are deleting. There is no way to view the deleted information in HRIS. Contact [HRIS Support Team](#) if you need assistance.

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 **AFTER** January 1, 2016 with future term or continuing end date.

Overview							
	Start Date	End Date	Position	Pct.	PS group	Lv	LI
	Wage type	Funds ctr	Cost ctr	Order	Fund	Ann.salary to	
<input checked="" type="radio"/>	10.01.2016	31.12.9999		100.00	10	05 Continui...	
	0100					67,028.00	

5. Click on the delete button
6. Click on the delete button again in the Appointment Detail Screen

Note: Some employees have multiple Appointment Detail screens. The steps above **MUST** be done for all Appointment Detail screens with the date after January 1, 2016.

Step 2 - Update ATB Increase in the Appointment Details (IT9009)



From the Maintain Data Screen:

1. Select the latest Appointment Detail record for the addition of the ATB increase by clicking on the radio button

Overview							
Start Date	End Date	Position	Pct.	PS group	Lv	LI	
Wage type	Funds ctr	Cost ctr	Order	Fund	Ann.salary to		
<input checked="" type="radio"/> 01.07.2015	09.01.2016		100.00	10	05 Continui...		67,028.00
0100							

2. Click on the COPY function 

Appointment Detail Screen Populates (Automatically)

1. Change the Start Date to **01.01.2016**
2. Verify the end date is 31.12.9999
3. Enter the amount of the ATB **00** **ATB** effective January 1, 2016 in the Chg Amount. Please round up to the nearest dollar.
4. Click  or press ENTER
5. Click Save 


END OF STEP No. 1 & 2 – DELETION OF CHANGE MADE AFTER JANUARY 1, 2016 AND APPOINTMENT DETAIL SCREEN UPDATE



If the employee is on Maternity DO NOT update Basic Pay 0008. This is a Central Payroll function, please fill out the Maternity Leave form and send it to Central Payroll.



Step 3 - Update Basic Pay Screen (IT0008) with ATB Increase Process Steps

From the Maintain Master Data Screen:

1. Enter the effective date of the salary change in the FROM field – **01.01.2016**
2. Select Basic Pay in the Financial Tab 

3. Click on Create 

Create Basic Pay Screen Populates (Automatically)

1. Verify the default data
2. Enter the Level (USW Step)
3. Click  or press ENTER (The Annual Salary defaults based on the Level)
4. Click  to SAVE

END OF STEP No. 3 - ANNUAL SALARY UPDATE

Steps 4 & 5 – Recreate Deleted Screens

Step 4: Update and recreate using the Copy function all Appointment Detail (IT9009) information that was deleted in Step 1. Please refer to the HRIS Procedure Documentation for assistance.

Step 5 (If Applicable): If there is a change in salary with a future end date the ATB increase will be included when you recreate the Basic Pay (IT0008) screen information again using the Create function. Please refer to the HRIS Procedure Documentation for assistance.



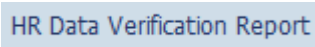


If the change deleted in Step 1 does not affect salary for example: fund centre/cost centre/fund change or position change these do not affect the employee's salary so there is no need to update the basic pay screen (0008) in Step 5. If you have any questions please contact [HRIS Support Team](#).

END OF STEPS No. 4 & 5 – RECREATE DELETED SCREENS

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 
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.