

July 1, 2015 and January 1, 2016 UTFA Retroactive 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 Faculty members and Librarians HRIS records.</p>	<p>Important Note! Faculty members and Librarians HRIS' records with errors or warnings will not be able to be centrally automated.</p>
February 22 nd , 2016	<p>Run: UTFA ATB Exception and Update Report</p> <p>Review: The report 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 March 3rd, 2016.</u></p> <p>Correct: Employees with any exceptions. Use the Exception Descriptions & Corrective Action Chart for Academic Staff to distinguish what the issue is with their record that is preventing the automatic ATB increase.</p>	<p>The UTFA ATB Exception and Update Reports are dynamic reports up to March 3rd, 2016 after that date, when the automatic process has taken place they are point in time reports.</p>
February 29 th , 2016 (10am-4:30pm)	<p>Support available:</p> <p>HRIS Get Help Fast! Session is Available to help resolve errors/discrepancies and warnings from Data Verification Report and UTFA 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 and bring your e-token.</p>	<p>Session will be held at 256 McCaul, Room 103</p>
March 3 rd , 2016	<p>HRIS ATB automation of Academic Staff 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, prior to March 18th, 2016 pay close.</p>	<p>Only records <u>without</u> EXCEPTIONS will be updated with automatic ATB increase</p>

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<p>March 4th – 18th, 2016</p>	<p>Departmental Review and manual correction of exceptions:</p> <p>Using the Retroactive ATB Increase Process for UTFA for July 1 2015 and Jan 1 2016 with Segments or ATB Increase Process for UTFA for July 1 2015 and Jan 1 2016 With NonPTR Appt Change ON July 2015 documentations, 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 March 18th, 2016 pay close.</p>
<p>March 10th, 2016 (9:30am-4:30pm)</p>	<p>Support available:</p> <p>HRIS Get Help Fast! Session is Available to help resolve errors/discrepancies and warnings from Data Verification Report and UTFA 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, <u>Room 109 (9:30 – 12:30) ; Room 103 (12:30 – 4:30)</u></p>
<p>March 18th, 2016 5:00pm – Monthly Pay close</p>	<p>All exceptions MUST be processed prior to 5:00 pm.</p>	<p>PAY CLOSE</p>