

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

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 Academics, USW, PM, Conf., AP and Research employee records.</p>	<p>Important Note! Academics/USW/PM/Conf/AP/Research staff HRIS records with errors or warnings will not be able to be centrally automated.</p>
June 20 th , 2016	<p>Run: UTFA ATB Exception and Update Report, 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, 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 and UTFA Exception Descriptions & Corrective Action Chart to distinguish what the issue is with their record that is preventing the automatic ATB increase.</p>	<p>The Academics/USW/PM/Conf/AP/Research groups ATB Exception and Update Reports are dynamic reports up to July 10th, 2016 after that date, when the automatic process has taken place they are point in time reports.</p>
July 7 th , 2016 (1pm-4:30pm)	<p>Support available:</p> <p>HRIS Get Help Fast! Session is Available to help resolve errors/discrepancies and warnings from HR Data Verification Report and UTFA ATB Exception and Update Report, 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</p>	<p>Session will be held at 256 McCaul, Room 103</p>

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	so we can resource accordingly.	
July 10 th , 2016	<p>HRIS ATB automation of Academics, USW PM, Conf, AP, Research 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 July 21st, 2016 pay close.</p>	Only records <u>without EXCEPTIONS</u> will be updated with automatic ATB increase
July 11 th – 21 st , 2016	<p>Departmental Review and manual correction of exceptions:</p> <p>Using the reports and the following documentation and demos:</p> <ul style="list-style-type: none"> • ATB Increase Process for UTFA Staff with Segment Dates after July 1, 2016 [Demo] • ATB Increase Process for UTFA Staff with Appointment Change ON July 1st, 2016 – [Demo] • ATB Increase Process for USW Staff with Segment Dates after July 1, 2016 [Demo] • ATB Increase and Progression on the Grid Process with Segment Dates ON July 1, 2016 – [Demo] • ATB Increase and Progression on the Grid Process with Segment Dates After July 1, 2016 – [Demo] • ATB Increase Process for PM, Conf., AP, RA and SRA Staff with Segment Dates After July 1, 2016 [Demo] <p>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 January 21 st , 2016 pay close.
July 21 st , 2016 5:00pm – Monthly Pay close	All exceptions MUST be processed prior to 5 pm.	PAY CLOSE