

# ATB Increase Process for UTFA Staff with Appointment Change ON July 1, 2016

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## ATB Increase Process Overview with Appointment Change ON July 1, 2016

### Overview

This communication is an overview of 1.75% increase as of July 1, 2016 process and the steps for recording the increase on HRIS where an employee has segments after July 1, 2016. The **1.75%** increase applies to faculty member and librarian with a June 30, 2016 annual full-time salary of **less than \$158,400**. Every faculty member and librarian with a June 30, 2016 annual salary of **more than \$158,400** will receive a flat dollar ATB base salary increase of **1.75% x \$158,400 = \$2,772**. Additionally, effective July 1, 2016, every teaching-stream faculty member whose June 30, 2016 salary is above the breakpoint (\$140,600) will receive a flat dollar base increase of \$90 and those whose salary is below the breakpoint will receive a flat dollar base increase of \$155. The July 1, 2016 ATB increase process must be completed on HRIS by the **July 21<sup>st</sup>, 2016** pay close. These instructions are on the process outside of the normal scenario which involves UTFA Staff that have no segments on record after July 1, 2016 with future term or continuing end dates already on the system.

This document instructs on how to **Change** segments ON July 1, 2016 the Appointment Detail (IT9009) and **Create the Basic Pay** (IT0008) screens in order to record the ATB increase information with an effective date of July 1, 2016. (**Note:** In some cases, depending what the future entries were pertaining to i.e. funding change or future dated transfer, you may be required to re-process those changes on the employee's record after the July records have been processed.)



Any employees with data integrity issues who were not automatically updated on **July 10<sup>th</sup>, 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 (IT0027) records (if applicable) with the respective ATB amounts as of July 1, 2016 prior to the **July 21<sup>st</sup>, 2016** pay close.

Faculty members and Librarians who will to be entitled for July 1<sup>st</sup>, 2016 ATB increase must be actively employed on June 30th, 2016 and on July 1, 2016.

## Step 1: Update ATB Increase in the Appointment Details (IT9009) for July 1, 2016

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 for the employee's record that was done **ON** July 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"/> 01.07.2016	30.06.2019	██████	Professoriate Tn...	100.00 03A	03 Term		
0110	100273	10071			110,000.00		

5. Click on the CHANGE function

### Change Appointment Detail Screen

6. On the next available line of the TYPE column, select
7. Enter the amount of the ATB effective July 1, 2016 in the Chg Amount. (Please round up to the nearest dollar)
8. Click or press ENTER

9. Click Save 



Note the **Pay Scale Level** and **Total Annual Salary**.

## Step 2: Update Basic Pay Screen (IT0008) with July 2016 ATB Increase Process Steps




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.

From the Maintain Master Data Screen:

1. Enter the effective date of the salary change in the FROM field - **01.07.2016**

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

3. Enter the Annual Salary



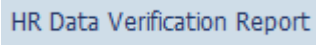


4. Click  or press ENTER.

5. Click  to SAVE.

## 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.