



Overview: Run the USW ATB Exceptions & Update Report or the PM, Conf. AP, RA and SRA Exceptions & Update Report to get a listing of employees under your Organizational Unit that require your attention to correct the recorded data and those that “will be processed” centrally.	
System Message & Exception Scenario	Corrective Action
On Grid, 9009 Sal <> 0008 Salary as of January 1, 2016 The 'Annual Salary To' on IT9009 screen does not equal the Annual Salary on IT0008 as of December 31, 2015 for employees on the grid.	Review and update the annual salary on IT0008 or IT9009 as applicable (Salary should be rounded up to the nearest dollar on IT9009 and IT0008)
Warning: IT9009 funding <> IT0027 as of January 1, 2016 The funding information on IT9009 does not match the cost assignment information on IT0027.	Review both IT9009 and IT0027 and correct the inconsistent infotype.
Warning: January 1st Salary on the Grid, but IT9009 is incorrect The Grid Step on IT0008 and IT9009 do not match.	Review Grid Step on IT0008 and IT9009 they should match if not, correct the record that is inconsistent.
Warning: Pay Scale Group for Job does not match Pay Scale Group for IT0008 The pay scale group recorded on IT0008 was changed from the default of the job to one that is higher or lower.	Review the employee’s position and make sure the JOB attached to the position is correct. You may be required to put this employee in their proper position. Contact the HRIS Help Desk for assistance with this process.
December 31/15 or January 1/16 9009 represents multiple positions There are multiple IT9009 screens active as of December 31, 2015.	All January 1, 2016 segments in IT9009, IT0008 and IT0027 (if applicable) MUST be updated with the ATB increase amount. These records will not be centrally automated. Departments must manually process these records themselves.
There are future IT0008/IT9009 (Begin Date >= January 1, 2016) There is an effective date on IT0008 of January 1, 2016 or in the future.	All January 1, 2016 or future dated records that are NOT step increase in nature (i.e. CC/CFC, position changes) must be updated using the ATB Increase Process for USW Staff with Segment Dates After January 1, 2016 or ATB Increase Process for Confidential, PM, AP and RA/SRA Staff with Segment Dates After January 1, 2016 procedure document. These records will not be centrally automated. Departments must review and update

Exception Descriptions & Corrective Action Chart

	IT0008 and IT9009 manually with the ATB increase.
Appointment Change on or after January 1, 2016	All January 1, 2016 or future dated records that are NOT step increase in nature (i.e. CC/CFC, position changes) must be updated using the ATB Increase Process for USW Staff with Segment Dates After January 1, 2016 or ATB Increase Process for Confidential, PM, AP and RA/SRA Staff with Segment Dates After January 1, 2016 procedure document. These records will not be centrally automated. Departments must review and update IT0008 and IT9009 manually with the ATB increase.
Multiple Wage Types as of January 1, 2016 There are multiple wage types on IT0008.	This may be due to an employee being on a leave of absence such as Maternity or other type of leave. As there is a record with multiple wage types, the automatic update of the employee record will not take place. Business Officer must update IT9009 and then contact the Central Payroll Department using the Notification of Maternity/Parental/Adoption/Primary Caregiver Leave Form to update Basic Pay IT0008 or feel free to contact the HRIS Help Desk for assistance with this process.
On Unpaid Leave as of January 1, 2016 The employee is on unpaid leave as of January 1, 2016.	Since there is an unpaid leave for this record as of January 1, 2016 the automatic ATB update will not take place. Departments must review and update IT0008 and IT9009 manually with the ATB increase.
Green Circled Employees that are Green Circled have reached the top of the USW pay scale grid.	These records will be centrally automated unless the employee has more than one position. If that is the case please contact HRIS Help Desk to unlock the Basic Pay IT0008 record so it can be manually processed.
Floaters Employees that are Floaters have a salary which is in between two USW grid steps (levels).	These records will not be centrally automated. Departments must contact HRIS help when they are processing these records to unlock Basic Pay IT0008 so it can be manually processed.
Anniversary date on January 1, 2016, percentage of increase >.5% The combined increase amount (ATB and Step) is greater than .5%.	The report USW ATB Exceptions and Update Report shows a combined % diff. including both the Step and ATB Increase amounts however Central will automate the ATB and show it as a split in IT9009.