



Overview:	
Run the UTFA ATB Exception & 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
<p>9009 Sal <> 0008 Salary as of July 1, 2014 and/or January 1, 2015</p> <p>The 'Annual Salary To' on IT9009 screen does not equal to the Annual Salary on IT0008 as of July 1, 2014 and/or January 1, 2015 for employees.</p>	<p>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)</p>
<p>Warning: IT9009 funding <> IT0027 as of July 1, 2014 and/or January 1, 2015</p> <p>The funding information on IT9009 does not match the cost assignment information on IT0027.</p>	<p>Review both IT9009 and IT0027 and correct the inconsistent infotype.</p>
<p>Warning: Pay Scale Group for Job does not match Pay Scale Group for IT0008</p> <p>The pay scale group recorded on IT0008 was changed from the default of the job to one that is higher or lower.</p>	<p>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.</p>
<p>There are future non PTR IT9009 (Begin Date >= July 1, 2014)</p> <p>There is an effective non PTR segment on IT9009 on July 1, 2014 or in the future.</p>	<p>All July 1, 2014 or future dated records that are NON PTR in nature (i.e. CC/CFC, position changes) must be updated. These records will not be centrally automated. Departments must review and update IT0008 and IT9009 manually with the ATB increase using the following procedure documentations:</p> <p>RetroactiveATB Increase Process for UTFA for July 1 2014 and Jan 1 2015 with Segments or ATB Increase Process for UTFA for July 1 2014 and Jan 1 2015 With NonPTR Appt Change ON July 2014</p>
<p>Appointment Change on or after July 1, 2014</p>	<p>All July 1, 2014 or future dated records will not be centrally automated. Departments must review and update IT0008 and IT9009 manually with the ATB increase using the following procedure documentations:</p> <p>Retroactive ATB Increase Process for UTFA for July 1 2014 and Jan 1 2015 with Segments or ATB Increase Process for UTFA for July 1 2014 and Jan 1 2015 With NonPTR Appt Change ON July 2014</p>

Exception Descriptions & Corrective Action Chart

Overview: Run the UTFA ATB Exception & 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
<p>Multiple Wage Types as of July 1, 2014 and/or January 1, 2015</p> <p>There are multiple wage types on IT0008.</p>	<p>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.</p> <p>For Maternity/Paternity Leave, 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.</p> <p>For Research/Study Leave @ XX.XX, Business Officer must review and update IT0008 and IT9009 manually with the ATB increase.</p>
<p>On Unpaid Leave as of July 1, 2014 and/or January 1, 2015</p> <p>The employee is on unpaid leave as of July 1, 2014 and/or January 1, 2015.</p>	<p>Since there is an unpaid leave for this record as of July 1, 2014 and/or January 1, 2015 the automatic ATB update will not take place.</p> <p>Departments must review and update IT0008 and IT9009 manually with the ATB increase.</p>
<p>Missing IT 9009 for July 1, 2014 and/or January 1, 2015</p>	<p>There is no active IT9009 record on July 1, 2014 and/or January 1, 2015. The IT9009 screen must be created in order for the automatic update to IT0008/IT0027 to take place.</p> <p>Action: Create the missing IT9009 record.</p>
<p>No active IT0027 for July 1, 2014 and/or January 1, 2015</p>	<p>There is no active IT0027 record on July 1, 2014 and/or January 1, 2015.</p> <p>Action: Create the missing IT0027 record.</p>
<p>IT9009 ends on June 30, 2014 and/or December 31, 2014</p>	<p>The employee has an appointment that ends June 30, 2014 and/or December 31, 2015. Please verify that this is correct by checking your IT9009 screens.</p>
<p>Missing IT0008 for 0110 for July 1, 2014 and/or January 1, 2015</p>	<p>Review and update the annual salary on IT0008 as applicable. Contact the HRIS Help Desk for assistance.</p>