

## USW Course Material

Prior to attending this class, it is recommended that you read and familiarize yourself with the procedure documentation listed below.

Participants are also responsible for printing the procedure documentation, as the Facilitator will only provide the data sheet in class.

## AGENDA

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HRIS Basic Navigation Demo 

### INTRODUCTION

- PPT: Overview of USW Appointed Staff
- [Salary Ranges](#)

### HIRING

- [Hire a Full Time Appointed USW Staff Member on Probation](#)
- [Hire a Full-Time / Part – Time Appointed USW Staff Member with a Term Appointment on Probation](#)

### MAINTAINING

- [Monitoring of Tasks Report](#)
- [End Probation for an Appointed USW Staff Member](#)
- [Process a USW Grid Progression and USW Grid Placement / Progression Report Exception Descriptions & Corrective Chart](#)

### CROSS APPOINTMENT CHANGES

- [Create a Cross Appointment for a Full Time Appointed Staff Member](#)

### TRANSFERS

- [Transfer an Appointed Staff Member from One Organizational Unit to Another](#)

### FTE%

- [Change FTE % for Appointed Staff](#)

### TIME MGMT / ATTENDANCES / ABSENCES

- [Record Overtime Hours for a Non-Unionized or USW Appointed Staff Member](#)
- [Record Absence](#)
- [Record Sessional Layoff for an Appointed Staff Member](#)
- [Create Vacation Payout in Lieu](#)

### TERMINATIONS / RETIREMENTS

- [Terminate Employment of an Appointed Employee](#)
- [Reduced Vacation Payout for USW upon cessation of employment](#) (Read: Article 22:09, pg. 46)





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# HRIS: USW Processing Course



# Log-in HRIS

- E-TOKEN

1. Plug your eToken into a USB port
2. Connect to CISCO
3. Click START 
4. Choose ALL PROGRAMS 
5. Choose Admin Systems
6. Choose SAP-LRN-e-token
7. Username and password on sheet provided

- eToken Password Reset

<http://main.its.utoronto.ca/wp-content/uploads/2014/06/Passwordrest.pdf>

- AMS Password Reset

<http://aws.utoronto.ca/services/ams-password-reset/>



# Contents

- Introduction to USW Staff Group
- Position Defaults
- Membership Fees
- Salary Grids
- Annual Increases & Reports to Run
- Termination & Redeployment Pool
- Managing Reports & Information



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# HRIS Structure

Enterprise Structure

Personnel Structure

Organizational Structure

|               |            |            |                     |
|---------------|------------|------------|---------------------|
| Personnel No. | [REDACTED] | Mrs        | [REDACTED]          |
| Pers.area     | Appointed  | Subarea    | USW                 |
| Employment    | Active     | EE subgrp  | USW                 |
| Start         | 01.07.2011 | To         | 30.06.2015          |
|               |            | Changed on | 23.06.2011 HRCNTL12 |

|                      |        |                       |   |
|----------------------|--------|-----------------------|---|
| Enterprise structure |        |                       |   |
| Company Code         | UOFT   | University of Toronto |   |
| Personnel area       | 0001   | Appointed             | Pers. subarea 2000 USW                          |
| Cost Center          | 11154  | OI:ACAD:ICS:DIPL...   | Business Area 1000 U of T:excluding Ancillaries |
| Funds Center         | 100443 | OI::MA (CS)           |   |
| Fund                 |        |                       |   |

|                     |    |                 |                                 |
|---------------------|----|-----------------|---------------------------------|
| Personnel structure |    |                 |                                 |
| EE group            | 1  | Active Employee | Payroll area 03 Monthly Pay     |
| EE subgroup         | U3 | USW             | Work contract K7 USW/Police F/T |

|                     |   |
|---------------------|---|
| Organizational plan |   |
| Percentage          | 100.00                                    |
| Position            | 00014535 Bus Officer<br>Business Officer  |
| Job                 | 00000940 Bus Off GG<br>Business Officer G |
| Exempt              | <input type="checkbox"/>                  |
| Org. Unit           | 00000188 EDMA<br>ICS - M.A. Program       |
| Org.key             | 00000188                                  |





# End of Probation

The USW End of Probation is an essential part of appointed USW employee life cycle. When a USW is on probationary status, the employee is not yet entitled to the 15-wks paid Sick Leave. With this, the University of Toronto pays the standard rate of 1.4% for EI benefits so that employee can apply for EI if they get sick for 15-wks within their probationary period. Once the USW has passed the probationary status, the USW End of Probation has to be processed in HRIS so that the Employment Insurance (EI) Employer contribution will be at the reduced rate of 1.273% as the employee is entitled to the 15-wks paid Sick Leave.





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# Membership Fees

**Display Membership Fees (0057)**

Personnel No. 1006576 Miss Jennifer Sadsad  
Pers.area Appointed Subarea USWA  
Employment Active EE subgrp USWA  
Start 01.02.2016 to 31.12.9999 Chng 10.02.2016 HRUSER02

Member type U028 USWA Humanity Fund Donation  
Wage Type 3239 USW Humanity Fund  
Membership Fee 0.00 CAD  
Number/unit 0.00

Payment frequency  
Payment model 0001 Monthly - Each Period



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# Appointment Detail (IT 9009)



This infotype pulls information from:

- Organizational Assignment
- Contract Elements
- Cost Distribution
- Basic Pay

The PS group and Level drives annual salary

**Display Appointment Detail (9009)**

Appt.Summary

Personnel No. 01006576 Miss Jennifer Sadsad  
 Pers.area Appointed Subarea USWA  
 Employment Active EE subgrp USWA

Start 01.02.2016 - 31.12.2016 Chngd 10.02.2016 HRUSER02  
 Total annual salary 47,148.00

**Position Detail**

Position 22012 Administrative Officer C1 Pos. appt. date 01.02.2016  
 PS group 07 Lvl 00 Pct. 100.00 Contract type 05 Term

Cost ctr 11044 ABS:English General Order  
 Funds ctr 100822 Fund  
 Wage type 0100 T4 Appt Staff... Annual salary from 0.00

| Type | Change description | Chg amount | Chg pct. |
|------|--------------------|------------|----------|
| 16   | New Appointment    | 47,148.00  | 0.00     |
|      |                    |            |          |
|      |                    |            |          |
|      |                    |            |          |
|      |                    |            |          |
|      |                    |            |          |

Annual salary to 47,148.00



# Basic Pay (IT 0008)

**Display Basic Pay (0008)**

Salary amount | Payments and deductions

Personnel No. 1006576 Miss Jennifer Sadsad  
 Pers.area Appointed Subarea USWA  
 Employment Active EE subgrp USWA  
 Start 01.02.2016 to 31.12.9999 Chng 10.02.2016 HRUSER02

Subtype 0 Basic contract

Pay scale

Reason 22 Placed at USWA Hiring R... Cap.util.M 100.00  
 PS type 27 USWA - U of T WkHrs/period 155.25 Monthly  
 PS Area 03 Salaried  
 PS group 07 Level 00 Ann.salary 47,148.00 CAD

| Wa... | Wage Type Long Text      | O | Amount     | Curre... I... | A | Number/U |
|-------|--------------------------|---|------------|---------------|---|----------|
| 0100  | T4 Appt Staff-Sal pd Inc |   | 3,929.0000 | CADHR I       | ✓ |          |

IV 14.04.2016 30.06.2016 3,929.0000 CADHR

Click to view breakdown of Annual Salary

FTE that is automatically populated based on Planned Working Time

Indirect Valuation which means that Annual Salary is automatically populated based on the PS group/Level

PS Group/Level refers to Pay Band/Step or Salary Group/Level

# Where to find Salary Grids?



On the HR & Equity website:

<http://pay.hrandequity.utoronto.ca/salary/>

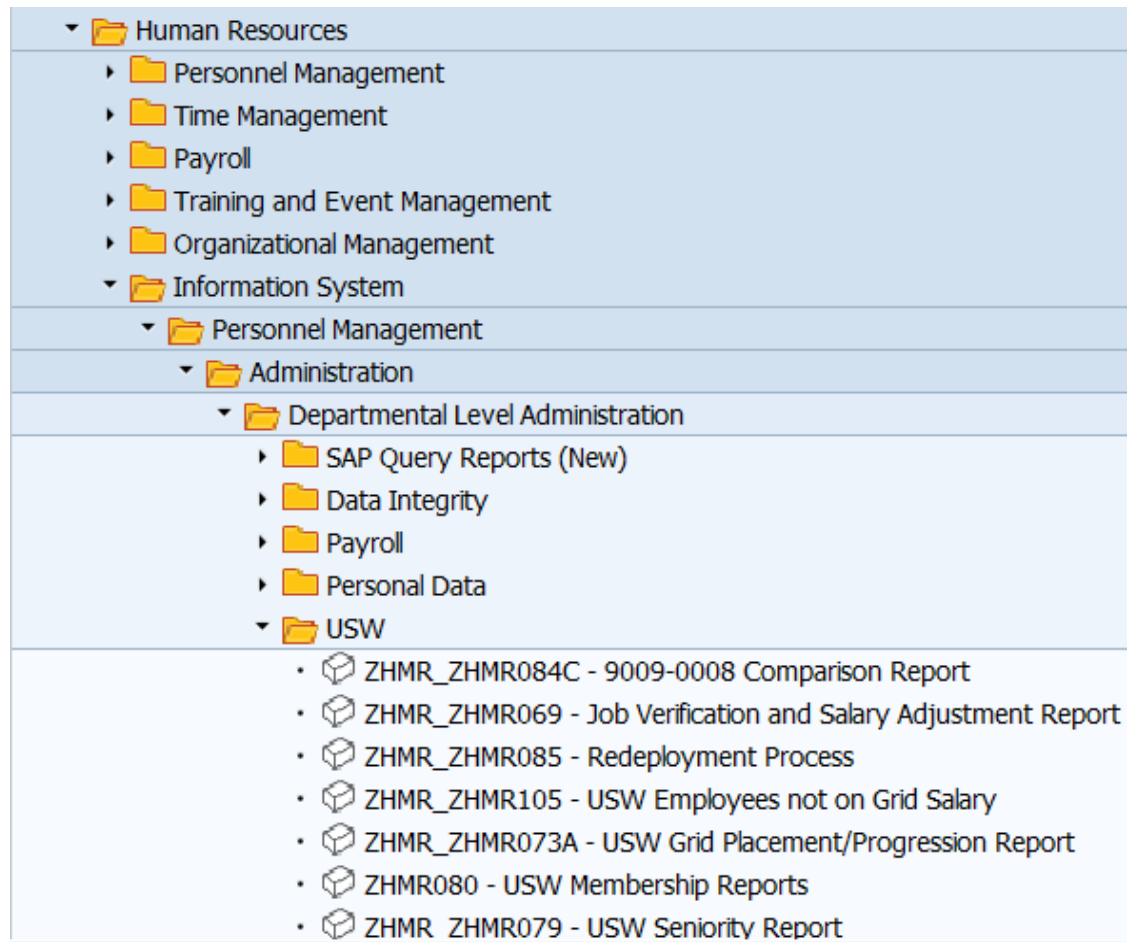
- [USW salaries \(PDF, 77 kB\)](#)
- [USW \(Casual\) salaries \(PDF, 149 kB\)](#)
- [USW \(School of Continuing Studies\) salaries \(XLSX, 12 kB\)](#)



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# HRIS Reports – Menu Path



**HRIS Path to USW Reports: Human Resources – Information System – Personnel Management – Administration – Departmental Level Administration – USW**



# USW:

## USW Grid Placement/ Progression Report



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Run this report  
at the beginning  
of each MONTH

**USWA Grid Placement/Progression Report**

Further selections Search helps

**Period**

Today  Current month  Current year  
 Up to today  From today  
 Other period

Period  To

**Selection**

Personnel Number

Employment status  0

Organizational unit

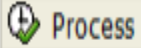
**Selection Criteria**

Report for the Month of ?

Report for the Year of ?

# USW Grid Placement/ Progression Report Continued



The  **Process** button will process the grid progression for the selected employees by creating the Basic Pay Infotype (IT0008) and/or the Appointment Detail Infotype (IT9009) when applicable.

The **Status** indicates the condition of the employee's record.

- **Ok:** Employee's record is good for grid progression processing.
- **Warning:** Depending on the warning message, either Basic Pay Infotype (IT0008) or Appointment Detail Infotype (IT9009) or both will be updated when processing grid progression. Department must review employee's record and update the corresponding IT 0001, IT 0008, IT 9009, IT 0016, IT 0027 and IT 0041 (if applicable) at any time before processing the step increase.
- **Error:** The program cannot process grid progression.
- **No action required:** Not eligible for step increase.

# USW:

# USW Job Verification and Salary Adjustment Report



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**Job Verification and Salary Adjustment Report**

**Further selections** **Search helps**

**Period**

Today       Current month       Current year  
 Up to today       From today  
 Other period

Period  To

**Selection**

|                     |                                |  |
|---------------------|--------------------------------|--|
| Personnel Number    | <input type="text" value=""/>  |  |
| Employment status   | <input type="text" value="0"/> |  |
| Organizational unit | <input type="text" value=""/>  |  |

**Further Selection Criteria**

|  |                                    |   |
|--|------------------------------------|---|
| <input type="checkbox"/> Display Appendix showing details of Seniority Calculations? |                                    |   |
| <input type="checkbox"/> Create Downloadable File ?                                  | Specify Filename ( /usr/sap/scr/ ) | <input type="text" value="HRSUPP03_jobver.txt"/>    |
| <input type="checkbox"/>   | Specify Filename ( /usr/sap/scr/ ) | <input type="text" value="HRSUPP03_seniority.txt"/> |

# HR Data Verification Report



**Maintain HR Master Data**

HR Data Verification Report

Personnel no. [REDACTED]

[REDACTED] Active

Non Appointed Hourly

CUPE 3261 Cas

Employee Information | Financial Information | Time recording | Benefits Information

**HR Data Verification Report**

Date: 25.05.2015    Program: ZHMR122    **HR DATA VERIFICATION REPORT**    Sorted by Personnel Number  
 Time: 14:35:58    User: HRSUPP03    as of 25.05.2015  
 System: QNA    Page: 1

| Org  | Pers#      | Name       | Area | Suba | SbGp | PyrA | Actn | Position | Absence | ChangedBy |
|--|------------|------------|------|------|------|------|------|----------|---------|-----------|
| PERSONNEL #:   | I          | [REDACTED] | EQ   |      |      |      |      |          |         |           |
| Sort by Personnel Number   |            |            |      |      |      |      |      |          |         |           |
| 00000298   | [REDACTED] |            | 0001 | 0510 | 03   | 03   | 01   | 00037317 |         |           |
| IT0016: E: Valid Until date is in the past: 30.04.2015   |            |            |      |      |      |      |      |          |         | VANEKA    |
| IT9009: E: IT9009 is missing or inactive for Position: 00037317                                |            |            |      |      |      |      |      |          |         |           |
| IT0008: W: Annual Salary To (Wagetype 0110/0100 on IT9009) <> AnnSal on IT0008. 0.00 68,000.00 |            |            |      |      |      |      |      |          |         | VANEKA    |
| IT0027: E: No corresponding IT9009 for active CFC/CC or CFC/order combo: 100670 941257         |            |            |      |      |      |      |      |          |         | VANEKA    |
| IT0105: E: IT0105, Subtype 9002 (Candidate ID) missing.  |            |            |      |      |      |      |      |          |         | VANEKA    |

Click on the button to display the report

Run this report after each Action and/or Edit to ensure no errors or warnings appear against an employee's record.



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# Termination & Redeployment Pool



## Procedure Overview

Step 1: Place Employee on Notice of Organizational Change

Step 2: Place Employee on Notice Period Worked

Step 3: USW Redeployment Pool

Step 4: Setup a USW Redeployment Pool Unpaid Leave of Absence

Step 5: Create Monitoring of Tasks

Step 6: Payout of Vacation (if applicable, if not proceed to Step 7)

Dollars to Hours Tool

Step 7: Copy Appointment Details (To end funding source period as the employee will be on unpaid redeployment pool period)

Step 8: Process Termination of Employee at the End of their USW Redeployment Pool Period

Next Steps: What if the employee accepts a new position?



If the employee accepts a new appointed position while in the redeployment pool the following needs to be completed:

1. The Appointment Change action must be processed using a Reason for Action 15- Transfer from USW Redeployment Pool
2. The redeployment pool absence must be ended in TIME MANAGEMENT. If this is not done the employee will not receive basic pay.



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# HRIS – Procedure Documents and Reports

- Office 365 > Share Point > HR Systems Training and Support Centre

USW Procedure Documentation

USW Reports Documentation



# Get Help with HRIS Processing



Enterprise Applications and Solutions Integration  
Information Technology Services

About ▾ Services ▾ Access & Authorization ▾ Help & Support ▾ Training & Documentation ▾ News System Availability

## Help Form

The following help form is for AMS System support.

**Which system or area do you need support for? \***

- ESS (Employee Self Service) Tax T4 and Pay slips online etc.
- HRIS (Human Resources Information System), Payroll
- RIS/MR (Research Information System/My Research)
- AMS Authorizations & Access
- FIS (Financial Information System: FAST TEAM)
- uSOURCE (eProcurement)



# Prehire Dashboard

- Employee's personal information is being pulled from UTORecruit into HRIS. The employee completes this information.
- LRN is currently not yet setup to pull in such data