



PM / Confidentials / RA / SRA 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

HRIS Basic Navigation Demo 

HIRING

- [Hire a **Full Time** Appointed Non-Unionized Staff Member with a Continuing Appointment](#)
- [Hire a **Part Time** Appointed Non-Unionized Staff Member with a Continuing Appointment](#)
- [Hire a **Full Time** Appointed Non-Unionized Staff Member with a Term Appointment](#)
- [Prehire Dashboard DEMO: Hire a Full-Time Appointed PM/Confidential Staff Member](#)

CROSS APPOINTMENT CHANGES

- [Create a Cross Appointment for an Appointed Staff Member](#)
- [End a Cross Appointment from Two Positions to One Position and Create a Full Time Appointment](#)
- [Change FTE% for Appointed Staff Member](#)

TRANSFERS

- [Transfer a Non-USW Appointed Staff Member to an Appointed USW Position with the same Organizational Unit and Create Personal Day Quota](#)

MAINTAINING

- [Process a Probationary Increase](#)
- [Salary Ranges](#)

TIME MGMT / ATTENDANCES / ABSENCES

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

TERMINATIONS / RETIREMENTS

- [Terminate Employment of an Appointed Employee](#)
- [Create Vacation Payout in Lieu](#)
- [Reduced Vacation Payout for PM & Confidentials](#)



HRIS: Professional and Managerial, Confidential and Research Associate 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 PM & Confidential & Research Associate Staff Groups
- Position Defaults
- Merit & ATB Increases
- Salary Continuance and Termination
- Managing Reports & Information



Professional & Managerial Staff (PM)

- **Characteristics:**
 - Top Management, Human Resource Professionals and Advancement Professionals
 - Nonunionized
 - Salary Ranges (Min and Max range)
 - No overtime
 - No Personal Day Quota Restriction
- **Professional & Managerial Staff Levels:**
 - PM (1-5)
 - PM (6-11)
 - PM (Advancement Professional)



PM Salary Ranges

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

**UNIVERSITY OF TORONTO
SALARY RANGES FOR PROFESSIONALS/MANAGERIAL STAFF**

EFFECTIVE JULY 1, 2019

SALARY LEVEL	MINIMUM	TOP OF HIRING ZONE	MID-POINT	MAXIMUM	
PM1	\$65,725	\$76,679	\$87,633	\$109,540	
PM2	\$71,657	\$83,599	\$95,542	\$119,428	
PM3	\$80,259	\$93,636	\$107,012	\$133,765	
PM4	\$91,506	\$106,758	\$122,008	\$152,510	
PM5	\$103,334	\$120,556	\$137,779	\$172,224	
PM6	\$113,499	\$132,415	\$151,332	\$189,164	
PM7	\$124,533	\$145,290	\$166,045	\$207,555	
PM8	\$141,797	\$165,431	\$189,063	\$236,329	(Open)
PM9	\$162,317	\$189,370	\$216,424	\$270,530	(Open)
PM10	\$184,598	\$215,363	\$246,129	\$307,662	(Open)
PM11	\$214,132	\$249,820	\$285,509	\$356,886	(Open)

AP Salary Ranges

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



UNIVERSITY OF
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**UNIVERSITY OF TORONTO
SALARY RANGES FOR ADVANCEMENT PROFESSIONALS**

EFFECTIVE JULY 1, 2019

AP SALARY LEVEL	MINIMUM	MAXIMUM	
1AP	\$76,286	\$176,046	
2AP	\$117,364	\$234,727	(Open)



Position Defaults

Display Organizational Assignment (0001)

Org Structure

Personnel No.	1008721	Ms	Mint Icecream
Pers.area	Appointed	Subarea	PM
Employment	Active	EE subgrp	Salaried
Start	01.04.2019	To	31.12.9999
		Changed on	07.02.2019 HRUSER02

Enterprise structure

Company Code	UOFT	University of Toronto		
Personnel area	0001	Appointed	Pers. subarea	0510 PM
Cost Center	11044	A&S:English General	Business Area	1000 U of T:excluding Ancillaries
Funds Center	100822	A&S English		
Fund				

Personnel structure

EE group	1	Active Employee	Payroll area	03	Monthly Pay
EE subgroup	03	Salaried	Work contract	K1 Apptd Full-time	

Organizational plan

Percentage	100.00	
Position	00020303	BA2 Administrative Ass...
Job	00000619	BA2 PM2 Business Ad...
Exempt	E	
Org. Unit	00000052	ENG Dept of English
Org.key	00000052	

Appointment Detail (IT 9009)



Display Appointment Detail (9009)

Abpt.Summ

Personnel No. 01008721 Ms Mint Icecream
 Pers.area Appointed Subarea PM
 Employment Active EE subgrp Salaried

Start 01.05.2019 - 31.12.9999 Chngd 07.02.2019 HRUSER02
 Total annual salary 75,000.00

Position Detail

Position 20303 Administrative Assistant Pos. appt. date 01.02.2019
 PS group PM2 Lvl Pct. 100.00 Contract type 01 Continuing

Cost ctr 11044 A&S:English General Order
 Funds ctr 100822 Fund
 Wage type 0110 T4 Appt Staff-S... Annual salary from 70,000.00

Type	Change description	Chg amount	Chg pct.
05	Probationary Increase	5,000.00	7.14

Annual salary to 75,000.00

This infotype pulls information from:

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

NOTE Lvl is blank for both Confidential and PM Staff Groups



Confidential Staff

Characteristics:

- Human Resource Administrative Roles
- Nonunionized
- Salary Ranges (Min and Max ranges)
- Eligible for overtime
- Personal Day Quota in effect

Confidential Staff Levels:

- C1
- C2
- C3



Confidential Salary Ranges

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

**UNIVERSITY OF TORONTO
SALARY RANGES FOR CONFIDENTIALS STAFF**

EFFECTIVE JULY 1, 2019

Position Classification	Salary Range Minimum	Mid-Point	Salary Range Maximum
C1	\$52,940	\$67,764	\$82,587
C2	\$57,704	\$73,862	\$90,019
C3	\$62,778	\$80,356	\$97,934

Minimum	Represents the minimum of the salary range. Salaries are administered at or above the minimum of the salary range.
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Hiring Zone	Hiring Zone is between Minimum and Mid-Point. Hiring Zone is a range where an applicant is typically hired based on their qualifications in relation to the requirements of the position
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Mid-Point	This is the job rate for the salary level
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Maximum:	Represents the maximum of the salary range.
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Position Defaults

Display Organizational Assignment (0001)

Org Structure			
Personnel No.	1008069	Mrs	Charlotte Little
Pers.area	Appointed	Subarea	Admin./Conf.
Employment	Active	EE subgrp	Salaried
Start	01.07.2018	To	31.12.9999
		Changed on	14.06.2018 HRUSER02

Enterprise structure			
Company Code	UOFT	University of Toronto	
Personnel area	0001	Appointed	Pers. subarea 0550 Admin./Conf.
Cost Center	11044	A&S:English General	Business Area 1000 U of T:excluding Ancillaries
Funds Center	100822	A&S English	
Fund			

Personnel structure			
EE group	1	Active Employee	Payroll area 03 Monthly Pay
EE subgroup	03	Salaried	Work contract K2 Apptd Part-time

Organizational plan			
Percentage	80.00		
Position	00023388	Conf 02	
		Confidential 02	
Job	00001357	Conf 02	
		Confidential 02	
Exempt	<input type="checkbox"/>		
Org. Unit	00000052	ENG	
		Dept of English	
Org.key	00000052		



Basic Pay (IT 0008)

Display Basic Pay (0008)

Salary amount Payments and deductions

Personnel No. Ms
 Pers.area Subarea
 Employment EE subgrp
 Start to Chng HRUSER02

Subtype Basic contract

Pay scale

Reason Cap.util.lvl
 PS type PM WkHrs/period Monthly
 PS Area Salaried
 PS group Level Ann.salary CAD

Wag...	Wage Type Long Text	O...	Amount	Curre...	In...	A	Number/Unit	Unit
0110	T4 Appt Staff-Sal pd Inc		6,250.0000	CADHR		<input checked="" type="checkbox"/>	0.00	

Click to view breakdown of Annual Salary

FTE that is automatically populated based on Planned Working Time



Research Associate and Senior Research Associate

- **Characteristics:**

- Involved in research projects directed by a Principal Investigator
- Nonunionized
- Salary Ranges (Min and Max range)
- No overtime
- No Personal Day Quota Restriction
- 7.25 daily working hours
- Sr. Research Associate – 6 months probation
- Research Associate – 4 months probation
- Upon termination, accrued vacation will not be paid out except to the extent if any payment is required under the Employment Standards Act of Ontario.

- **Types:**

- Research Associates (Limited Term) and Senior Research Associates



Research Associates and Sr. Research Associates

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

UNIVERSITY OF TORONTO
SALARY RANGES FOR RESEARCH ASSOCIATES (LIMITED TERM)/SENIOR RESEARCH
ASSOCIATES STAFF

Effective JULY 1, 2019

	Minimum	Breakpoint	Maximum
Research Associates (Limited Term)	\$45,491	-	\$85,295

	Minimum	Breakpoint	Notional Maximum
Sr. Research Associates	\$53,224	\$92,965	\$108,042



Position Defaults

Personnel No.	1009383	Mrs	Trinity St. George
Pers.area	Appointed	Subarea	Research Assoc
Employment	Active	EE subgrp	Research Associate
Start	01.05.2019	To	31.12.9999
		Changed on	02.05.2019 HRSUPP02

Enterprise structure

Company Code	UOFT	University of Toronto		
Personnel area	0001	Appointed	Pers. subarea	0600 Research Assoc
Cost Center	11044	A&S:English General	Business Area	1000 U of T:excluding Ancillaries
Funds Center	100822	A&S English		
Fund				

Personnel structure

EE group	1	Active Employee	Payroll area	03	Monthly Pay
EE subgroup	R1	Research Associate	Work contract	K1 Apptd Full-time	

Organizational plan

Percentage	100.00	
Position	00011269	Res.Assoc. Research Associate
Job	00000066	Sr Res Asc Senior Research A...



Basic Pay (IT 0008)

Display Basic Pay (0008)

Salary amount Payments and deductions

Pers.area Appointed Subarea Research Assoc
 Employment Active EE subgrp Research Associate
 Start 01.05.2019 to 31.12.9999 Chng 02.05.2019 HRSUPP02

Subtype Basic contract

Pay scale

Reason Cap.util.lvl 100.00
 PS type 06 Research Associate WkHrs/period 157.08 Monthly
 PS Area 03 Salaried
 PS group 02R Level Ann.salary 90,000.00 CAD

RA/SRA's work 7.25 daily working hours

W...	Wage Type Long Text	O.. Amount	Curr...	I...	A	Number/Unit	Unit
0110	T4 Appt Staff-Sal pd Inc	7,500.0000	CADH...		<input checked="" type="checkbox"/>	0.00	

IV 02.05.2019 31.12.9999 7,500.0000 CADHR



Merit & ATB Increases

Merit increase

Annual merit increases are administered in line within each group's existing compensation policies. The merit pay is effective July 1, based on June 30, previous year.

Across the Board (ATB) increase

An Across-the-Board (ATB) increase is also administered for all eligible Confidential, PM Professional & Managerial Staff and Research Associates and Sr. Research Associates. The ATB increases are effective July 1 based on June 30, previous year.

Merit & ATB Increases



Care must be taken not to process ATB increases for ineligible staff groups

- Confidentials and PM staff Levels 1-5 and Research Associates and Sr. Research Associates are eligible for ATB and Merit increases.
- PM staff Levels 6-11 and AP professionals are not eligible for ATB increases, only eligible for merit increase based on performance.

SPECIAL RECOGNITION PROGRAM

A lump sum (OTO) (WT0140) payment may be awarded to a staff member to recognize extraordinary effort and/or contribution. A staff member whose base salary is at the maximum of the salary range for his/her position but is an exceptional performer may be awarded a lump sum merit increase. Note: Such payments are not part of the staff member's regular salary and are not pensionable

HR Data Verification Report



Maintain HR Master Data

HR Data Verification Report

Click on the button to display the report

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

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



Salary Continuance

Release of an Appointed Staff Member (Non-Unionized)

- Notice period
- Period on Salary Continuance (Absence Type: 2422)
- Vacation payout

*Business Officer must remember to terminate or employee will continue to be paid after the end of the Salary Continuance.

*Care must be taken to select the correct termination reason code in such scenario. Please contact your HR Department.



Termination and Vacation Reduction Policy

- [Effective July 1, 2013](#), the University reduced the payment that is provided to employees (PM /Confidentials) who, when they cease employment, have accumulated (that is, earned but not taken) approved vacation above their regular annual entitlement.

The reduction will be as follows:

- for those with 3 weeks annual vacation entitlement, a reduction of 4 days
- for those with 4 weeks annual vacation entitlement, a reduction of 5 days
- for those with 5 weeks annual vacation entitlement, a reduction of 6 days

Also consult: [Guideline for Calculating Reductions in Payout of Vacation Balances on Cessation of Employment](#)



Reports

- ▼ SAP Menu
 - ▶ Office
 - ▶ Logistics
 - ▶ Accounting
 - ▼ Human Resources
 - ▶ Personnel Management
 - ▶ Time Management
 - ▶ Payroll
 - ▶ Training and Event Management
 - ▶ Organizational Management
 - ▼ Information System
 - ▼ Personnel Management
 - ▼ Administration
 - ▼ Departmental Level Administration
 - ▶ SAP Query Reports (New)
 - ▶ Data Integrity
 - ▶ Payroll
 - ▶ Personal Data
 - ▶ USW
 - ▶ Utilities
 - ▶ Status-Only / Non-Budgetary / Emeritus-Emerita
 - ▶ SGS
 - ▶ Taleo Prehire Dashboard



Finding Information

HRIS PROCEDURE DOCUMENTATION

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

<https://utoronto.sharepoint.com/sites/hre-hris>

STAFF POLICIES AND GUIDELINES

- <http://www.hrandequity.utoronto.ca/#FacultyAndStaff>

SALARIES

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

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)



What's New?

Prehire Dashboard:

- Employee's personal information is being pulled from UTORecruit into HRIS. The employee completes this information.

Transfers –additional step depending on staff group being transferred into:

- [Create Personal Day Quota](#) or
- [Delimit Personal Day Quota](#)
- **MSS & Leave Request for Pilot Groups**



QUESTIONS



