

Employee Master Data Request Process

This is a coordinated process between TimeLink Payroll staff and HRIS.

When this is requested:

Employee Master Data (EMD) requests are made whenever a person becomes a TimeLink employee, is terminated, or when other changes are made to IT9132 (TimeLink Employee Master Data) in the SAP system.

NOTE: EMDs with future dates will not be processed.
Please ensure that you indicate the *Request Type#* in your EMD Requests.

Request Type 1 – New Hire

- Provide the effective date of Hire
- E-mail the Request to Fabio Gorgatti and copy Brenda Bannis

Request Type 2 – Changes to an Existing Employee

This is requested for changes in IT9132 (e.g. work center change, termination, job change)

Note: The employee must currently belong to your org unit. For an employee terminating, please refer to documentation on *Terminating an Employee on TimeLink* for preliminary steps.

- Provide the effective date of Hire
- E-mail the Request to Fabio Gorgatti and copy Brenda Bannis

Request Type 3 – Employee – Previously with to ANTOHER Org unit

- Confirm the employee's previous org unit on IT9132 and contact that org unit
- It *must* be established between *you and the other org unit contact* that you have permission take over 9132.

Note: *If the contact is away*, please treat the request for that employee as an additional job until 9132 ownership is finalized.

Refer to the TimeLink documentation for instructions on *Assigning Additional Jobs*.

- Provide the effective date of the new org unit change
- E-mail the EMD request as follows:
To: Fabio Gorgatti a *AND* the *previous org unit Payroll Contact*
Copy: Brenda Bannis

Main Payroll Contacts for the TimeLink Org Units:

Org Unit	Payroll Contact	Telephone #	E-mail
Chestnut	Diane Charest	416-978-2559	diane.charest@utoronto.ca
Hart house	Kerry Benton	416-978-6932	k.benton@utoronto.ca
St. George - Library	Vera Moore	416-978-7643	vera.moore@utoronto.ca
UTM - Library	Sharon Carleton	905-509-4387	sharon.carleton@utoronto.ca

All TimeLink documentation can be found on our HRIS Website as follows:
<http://www.ams.utoronto.ca/training/hris.htm>