



**HR Liaison Breakfast**

**September 2, 2009**

## **LAM Questions & Answers**

Question: What is the relationship between the JED, the Position Change Form, and the LAM?

- Answer: The funding on a JED should be the permanent funding for the position and that funding should be reflected in position. However, there are times when a JED needs to be processed due to a temporary arrangement. An example would be an employee is full-time, but an arrangement is made for them to work part-time for some period of time. A JED needs to be processed to change the employee to part-time and pay them a reduced amount, but the funding should not update position and the position should not change to part-time. The position is still full-time and the permanent full-time funding should still be shown in position.

The LAM distribution may be the same as the JED or it may not be if the employee is being paid from sources that are not considered to be permanent. For example, the permanent funding on a JED for an employee may be a basic budget purpose code, but in the LAM the funding distribution for that employee may have the basic budget code plus a couple of grants. In this case, the JED reflects the permanent funding for the position, but the LAM distributes the pay to the various codes that the pay is to be charged to for a period of time. The LAM just distributes the pay to the various codes as specified.

Question: There are new hires not in the LAM. Do departments have to send requests to the Budget Office?

- Answer: The Budget Office receives copies of New Hire JEDs and activates the employees and places their funding in the LAM based on the JED. Programming has been released to production to activate and update the LAM based on the JED and the Budget Office has been monitoring to determine if it is working. Either way the employees will be placed in the LAM if the JEDs have been received.

There are also new employees that are not processed on New Hire JEDs that are processed as Promotions with Benefits. The Budget Office checks for them by running queries against HR so they can activate and add the distributions for those employees to the LAM.

Question: Are all benefited employees in the LAM?

- Answer: All semi-monthly benefited employees are in the LAM. Hourly employees are not in the LAM.

Question: What about graduate students?

- Answer: New graduate students are supposed to be automatically activated as part of the programming that has gone into production and the LAM is supposed to be updated. The Budget Office has received several lists from departments and will be confirming the programming is working or will be activating those students and notifying departments.

Question: Why do departments have to send the Budget Office lists of graduate students to be activated in the LAM?

- Answer: The lists are the only way for the Budget Office to know about the graduate students because they do not receive copies of graduate student JEDs.

Question after the meeting: My graduate students on contract aren't in the LAM. Do I need to start sending the Budget Office a list of my graduate students?

- Answer: No! Graduate students on contract do not have to be in the LAM. If they are going to be paid from the same funding for their entire contract period, then it is not necessary to put them in the LAM. Originally, this was the one of the reasons that the Budget Office was not copied on graduate student JEDs. The other reason was that graduate lines were not budgeted based on the JEDs.

However, if a graduate student is going to be paid from different funding sources every couple of weeks or months over their contract period, they should be in the LAM. The LAM makes it possible to change a student's funding distribution without having to process a JED every time the funding changes.