Labor Allocation Module (LAM) Procedural Manual



Payroll & Records Management University of Delaware

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Labor Allocation Module (LAM) Procedural Manual



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1. Overview

1.1 Summary

The Labor Allocation Module (LAM) enables units to update employee salary distributions based on *temporary funding*. The distributions for each pay are allocated by percentage within each Earnings Code, not by dollar amounts; they can be changed as frequently as needed.

The LAM is a system which is part of PeopleSoft-Oracle HR. The LAM input page is in the UD Financial system, while the LAM data resides in HR. The LAM is "owned and operated" by Payroll and Records Management. Send questions or comments to <u>lam-system@udel.edu</u>.

1.2 Advantages

- LAM updates can be made up to 2 working days prior to the pay day at 5pm
- Department changes on a JED will automatically update LAM department
- The LAM entry page allows multiple distribution changes for the same Effective Date
- Multiple LAM Distributions *within* a pay period will prorate changes
- Terminated employees are viewable in the LAM
- Pay data and financial transactions are consistent

1.3 Who is in the Labor Allocation Module?

All paid employees are in the LAM, however only certain employees are viewable and updatable in the LAM.

Employees who are updated in the LAM:

- Exempt staff, non-exempt staff, and faculty (FT/PT)
- Hourly AFSCME employees
- Limited-term researchers
- Post-Doctoral researchers and Post-Doctoral fellows
- Graduate students on contract

Employees who are *not* updated in the LAM:

- Supplemental faculty and supplemental professionals
- Graduate student labor (not on contract)
- Undergraduate student labor
- Miscellaneous wage employees

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2. Requesting LAM Access

Send request to <u>lam-system@udel.edu</u>, include:

- Name and user name (UDelNet ID)
- o Are you requesting update or view only access?
- Do you currently have access to FIPRD (financials production)?
- Do you currently have access to HRPRD (HR production)?
- o What tree node access do you need?
 - Generally, the tree node = Dept ID (access for one department)
 - To have access to multiple departments, those departments must fall under the same higher level tree node

Example of Tree Node Access
College level tree node = 03000
Dept tree node = 03101
Dept tree node = 03110
Dept tree node = 03106
Dept tree node = 03120
Dept tree node = 03130
To request LAM access to all the departments
within this college, you would request the high
level tree node: 03000.

- If you do not know your tree node number, send an email to lamsystem@udel.edu
- Permission for access to LAM:
 - Comes from either your department head or the designated individual for your unit
 - Is based on the authorization procedures setup by your college or VP unit.

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3. The Basics

3.1 Logging into UD Financials (FIPRD)

- Use the URL <u>www.udel.edu/payroll</u>.
- Select the LAM Login under *Quick Links* in the left-hand column.

Payroll Dep	artment
Home About Us ACA Employee	Forms LAM Resources UDTime VPFN
Quick Links	Welcome
LAM Login Payroll Form	Payroll is responsible for the timely and accurate payment of salaries, wages, and withholdings for all University of Delaware employees.
Payroll Deadlines	We currently operate on both a bi-weekly and semi-monthly schedule paying approximately 8,500 employees a month.
UD Web Views UDTime Log-in	What's New
	1095-C forms New The University of Delaware mailed the 2017 1095-C forms on 02/28/2018. For more information about the 1095-C forms, please visit the 1095 FAQ page.
	W-2s The University of Delaware mailed the 2017 W-2s on 01/26/2018. Requests for 2017 W-2 reprint will not be processed until 2 weeks after the originals were mailed.
	I-9 Appointment Effective August 1st 2017, the Payroll Office is implementing a new foreign national I-9 process. International employees will need to schedule an appointment to complete their I-9 document. I-9 appointments will be scheduled between the hours of 10:00 am - 12:00 pm and 2:00 pm - 4:00pm, Monday through Friday. Please see the I-9 Appointment Form page to request a date and time to complete the I-9 document.

- Enter your User ID and Password (UdelNet ID and password)
- Click the Log In button
 - Enter in your 2Factor Authentication code if needed

(a) UNIVERSITY of DELAWARE	
Central Authentication Service (CAS)	Helj
System message: Clients may experience brief, intermittent outages when accessing UD Web applications between 6:00pm and 8:00pm on Thursday August 16th, due to required maintenance.	
Login with your UD ID or username and password Username is either your UDelNet ID or your email address. UD ID is your numeric University identifier. More help.	
Username or UD ID: wamosley	
Password:	
Forgot your Usemame or Password? 📷	
Some systems may not be available between approximately 3:00 a.m. and 3:15 a.m. ET Monday - Saturday, and between 5:15 a.m. and 5:45 a.m. ET on Sundays due to system maintenance.	
University of Delaware Newark, DE 19716 USA Phone: 302-831-6000 www.udel.edu/heip Comments Legal Notices Accessibility	Fr.

3.2 Navigation to LAM Entry Page

- 1. Navigate to the **UOD HR LAM** search page
 - a. On the Financials Home Screen, select **UOD HR Labor Allocation** Module



- 2. If you do not have the module listed on the *Financials Home* screen:
 - Go to the NavBar icon in the upper right-hand corner 🥑
 - Select Navigator
 - Select UD Processes

	✓ Financials Home		🎓 🔍 🏲 🗄	0
UDataGlance	Web Forms	Rer NavBar: Naviga	itor	0
UDataGlance		Receil Places	ASG Adapter	>
			UD Processes	>
My Equoritan	Oueru Meneger	+	Employee Self-Service	>
my ravolues		2 My Favorites	Supplier Contracts	>
*		Navigator	Purchasing	*
	a		Services Procurement	>
		Approvals	Grants	>
		6	Project Costing	>
		My Preferences	Proposal Management	>
		Classic Home	Accounts Payable	>
		ORACLE	General Ledger	>
			Real Time Bottom Line	

Select UOD HR Labor Allocation Module

- Once in the UOD HR LAM screen, select the *three stacked dots* in the upper right-hand corner.
- Select **Add to Homepage**, then select **Financials Home** to add to your Financials Homepage.
 - You can also select Add to Favorites if you would like it in your Favorites.

< Financials Home	UOD HR LAM	A 4	
UOD HR LAM Enter any Information you have and click Search. Leave fields blank for a	list of all values.	Add To Homepage	Help
- Search Criteria		Add To NavBar	
SetID = • UOD01 Q, Empl ID begins with • Q	Add to Homepage × Choose from available homepages	Add To Favorites	
Fiscal Year = • Department begins with •	My Homepage2 (already added)	NavBar	
Include History Case Sensitive	Financials Home	My Preferences	
Search Clear Basic Search 🖉 Save Search Criteria	Research Ofc Homepage (already added)	Sign Out	
	Or create a new Homepage		
	Add to new Homepage Add		

• You will receive the following confirmation. Click **OK**. The module will be added to the Financials Homepage.

Add To
Added 'UOD HR Labor Allocation Module' to Financials Home Homepage
ОК

- If you need to **REMOVE** the module from the Financials Home page:
 - On the Financials Home page, select the *three stacked dots* in the upper right-hand corner
 - Select Personalize Hompage

Financials Production	✓ Financia	lls Home	A Q ₹ : @
UDataGlance	Web Forms	Report Manager	My Preferences My Preferences Help Sign Out
Query Manager	UOD HR Labor Allocation Module		

Cancel		Personalize Homepage				Save		
Add Homepage		Name Financials H	lome				[Add Tile
Financials Home		UDataGlance	8	Web Forms		Report Manager	8	
E Research Ofc Homepage	٥							
My Homepage2	0							
			Ľ		Z		Z	
		My Favorites	8	Query Manager	8	UOD HR Labor Allocatio	n M 😣	
							Delete 000 HR Labor	Allocation Modu
			2		N			
		<u> </u>		L		L		

• Select the red 🔇 on the UOD HR Labor Allocation Module

- **Save** your changes.
- The module will be removed from your Financials Homepage
- 3. In the UOD HR Labor Allocation Module, find the employee whose LAM needs updating:
 - Enter the following fields:
 - The Empl ID if known and/or
 Department (5-digit code) and/or
 - Name (last name only)
 - Click **Search** button

UOD HR LAM				
Enter any information you have and click Search. Leave fields blank for a list of all values.				
Find an Existing Value				
Search Criteria				
SetID = • UOD01 Empl ID begins with • Fiscal Year = • Department begins with • Name begins with •				
Include History Case Sensitive Case Sensitive				
Search Clear Basic Search 🖾 Save Search Criteria				

- 4. Search Results will display available information
- (If only one Fiscal Year exists for an employee, you will go straight into the LAM entry page)

5. Click on the correct Name / Fiscal Year / Department row to open that record

	UOD HR LAM Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Search Criteria SetID = V UOD01 Empl ID begins with V Fiscal Year = V Department begins with V Name begins with V Mouse Include History Case Sensitive
HINT Be careful to select the	Search Clear Basic Search 🖾 Save Search Criteria
correct Fiscal	View All First 1-11 of 11 Last
Department.	<u>2012</u> <u>2012</u> <u>Mouse,Mickey</u>
Dopultinoiti	UOD01 12345 2013 01921 Mouse,Mickey
	UOD01 88888 2012 02586 Mouse,Minnie M
	UCDU1 88888 2013 02586 Mouse,Minnie M

Note:

You will be able to *view* all employees in the LAM, but can only *update* those employees to which you have security access.

6. Click the **Show LAM Distribution** button to populate LAM data from the HR system.

UOD HR Labo	or Allocation			
SetID Empl ID	UOD01 12345	UNIVERSITY OF DELAWARE Mouse, Mickey		
Department Fiscal Year	04720 22012	PAYROLL Show LAM Distribution	Next Fiscal Year 2013	Add next FY distribution

7. The LAM distributions will display with the most recent Eff Date first, including any future-dated rows within the fiscal year you selected.

8. Click <u>View All</u> to see *all* the Eff Date distributions for a given fiscal year.

UOD HR Labo	or Alloca	tion										2			
SetID Empl ID	UOD01 12345	UM N	NVERSIT	Y OF DELAV	VARE										
Department Fiscal Year	04720 2012	PA	YROLL	M Distribution		Next Fi	scal Year 2013	Add	I next FY distributio	n					
Distribution	Effectiv	e Date							Find View All	First	1 of 3	🕑 Las	t		
*Eff Date 07/0	01/2011	Eff Seq	0 11 D	Funding End	06/30	0/2012 🛐									
Earnings	Code Di	stribution	l.												
Earn Code	Dist %	Purpose		Fund	Dept	Program	Source	Project		Account		Class	UD Chartfield		SpeedType
1 REG	100.000	PAYR1100	00	OPBAS	04720	ADALL]	2	٩	120200	Q	001 Q		Q	PAYR110000

9. Now all the Eff Dated distribution rows are visible. You may need to scroll down to see all the rows.

	Enecuve	e Date					Find	Miew 1 First	1-3 of 3 🕼 Last				
ff Date 04/)1/2018	Eff 0 Seq	*Funding End Date	d 06/30	2018	Ð							
Earnings	Code Dis	stribution									Personalize Fi	ind 💷 🖪 🛛 First 🕚	1 of 1 🖲
Earn Code	Dist %	Purpose	Fund	Dept	Program	Source	Project	Account	Class UD Chartfield	SpeedType	Purpose Description	Dept Description	
1 REG	100 000	PAYR110000	OPBAS	04720	ADALL		Q	Q 120200	Q 001 Q	Q PAYR110000	Q PAYROLL	PAYROLL	10
f Date ^{07/0}	11/2017	Eff 1	'Funding En	06/30	2018	ŧΞ							
aminas	Code Die	Seq	Date								Described F		
	COUC DIS	SUIDUUUI									Personalize	and the T man have an	1011 6
Earn	Dirt 6	Durnara	Eurod	Dept	Droaram	Courses	Deplace	Account	Class IID Charfold	CoastTune	Duronen Description	Dept Description	
Earn Code	Dist %	Purpose	Fund	Dept	Program	Source	Project	Account	Class UD Chartfield	SpeedType	Purpose Description	Dept Description	
Earn Code 1 REG	Dist %	Purpose PAYR110000	Fund	Dept 04720	Program ADALL	Source	Project	Account	Class UD Charifield	SpeedType	Purpose Description	Dept Description PAYROLL	j
Earn Code 1 REG 1 Date 07/	Dist % 100 000 102017	Purpose PAYR110000 B Eff 0. Seq	Fund OPBAS "Funding Enu Date	Dept 04720	Program ADALL 2017	Source	Project	Account	Class UD Chartfield	SpeedType	Purpose Description	Dept Description PAYROLL	
Earnings Earn Code 1 REG 1 REG 1 Date 07// Earnings	Dist % 1 100 000 8 11/2017 [Code Dis	Purpose PAYR110000 Eff 0 Seq Stribution	Fund OPBAS "Funding Env Date	Dept 04720	Program ADALL (2017 🕞	Source	Project	Account	Class UD Charffeld	SpeedType	Purpose Description	Dept Description PAYROLL	1 of 1
Earn Code 1 REG 1 Date 77/1 Earnings Earn Code	Dist % (100 000 (01/2017 (Code Dis Dist % (Purpose PAYR110000 Eff 0 Seq 0 stribution Purpose	Fund OPBAS "Funding Ent Date Fund	Dept 04720 06/30 Dept	Program ADALL V2017 🕞	Source	Project Project	Account Q 120200 Account	Class UD Chartfield	SpeedType Q PAYR110000 SpeedType	Purpose Description Q PIVROLL Personalize Fi Purpose Description	Dept Description PAYROLL	l 1 of 1

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3. The Basics

Definitions of Key Fields and Buttons 3.3 Quick Guide for Key Fields and Buttons in the LAM 1. **EmplID** - Employee ID Number (UD ID) 2. Show LAM Distribution button - click this to get LAM data to display from HR Left side of page system **UOD HR Labor Allocation** 3. Add next FY distribution button click this to add a distribution with an Effective Date in the next fiscal year 4. Eff Date (Effective Date) - date the UNIVERSITY OF DELAWARE SetID UOD01 Earnings Code Distribution takes effect Empl ID 12345 5. Eff Seq (Effective Sequence Number) Mouse, Mickey NOTE: * = required field - allows additional Earnings Code Department 04720 PAYROLL Distributions with the same Eff Date: a 2 3 system generated number with only the Add next FY distribution Fiscal Year 2012 Show LAM Distribution Next Fiscal Year 2013 highest number taking effect. 6. Funding End Date - date the Earnings Code Distribution ends 7. **E** button - used to add another Distribution Effective Date within the current pay period or a future pay period 8. **E button** - used to delete a Distribution Effective Date; today's date or in the future 9. Earnings Code Distribution - the row 7 **Distribution Effective Date** Find View All First 🥑 1 of 3 🕛 Last or rows of salary distribution funding for 6 5 a given employee that include the + - 8 Earning Code(s), Dist % and other *Eff Date 07/01/2011 06/30/2012 4 *Funding End accounting information 10. Earn Code - payroll earnings code for Date Seq this employee 11. **Dist %** - distribution percentage for 9 **Earnings Code Distribution** each Earn Code must equal 100% Earn (3 decimal points) Class Dist % Purpose Fund Dept Project Account Program Source Code 12. **Source** – chartfield used to track funding source Q 001 **OPBAS** 04720 Q 120200 1 REG 100.000 PAYR110000 ADALL

11

10

12

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3. The Basics

K Fin	nancials Home			Allocatio	n Madu	A < ₹ : @
			Labor	Allocatio	n woau	Definitions of Key Fields (cont'd)
2020	Add next FY distribution	New Window He	ide of pag	Je		 Project – chartfield used to define a grant or facilities project Account, Class, SpeedType – accounting chartfields entered by user to define individual employees. UD Chartfield – optional chartfield used at user's discretion I button - used to add another Earnings Code Distribution row I button - used to delete an Earnings Code Distribution row
	Find View All Fin	st 🐠 1 of 3 🕑 Last	14			
	Project Accor	nt Class (UD Chartfield	SpeedType	Personalize Purpose Description	Find First 1 of 1 Last
٩	13	00 0 001 0	15	PAYR110000	PAYROLL	PAYROLL I
]						Update/Display

4. Rules and Guidelines

- RULE 1. Changes made in the LAM are for the *current pay period and forward* only. There are no retro-active changes in the LAM.
 - For more details about completing a JED webform with a prior Effective Date, see LAM FAQ #6 on page 39.
- RULE 2. Click the Show LAM Distribution button to populate LAM data from the HR system.

UOD HR Labo	or Allocation		
SetID	UOD01	UNIVERSITY OF DELAWARE	
Empl ID	12345	Mouse, <u>Mickey</u>	
Department	04720	PAYROLL	
Fisca <mark>l Y</mark> ear	2012	Show LAM Distribution Next Fiscal Year 2013 Add next FY distribution	

- RULE 3. Click the **Add next FY distribution** button to make the *next* fiscal year available for adding LAM distributions.
 - If the next fiscal year has already been activated, the button will be • "grayed-out" and will say Next FY distribution exists.

UOD HR Lab	or Allocation		
SetID	UOD01	UNIVERSITY OF DELAWARE	
Empl ID	12345	Mouse, <u>Mickey</u>	
Department	04720	PAYROLL	
Fiscal Year	2012	Show LAM Distribution Next Fiscal Year Add next FY distribution	

RULE 4. Multiple LAM distributions within a pay period will *prorate* the salary expense based on the Effective Dates, Funding End Dates and the number of work days in the pay period.



Illustration of how proration works within the same pay:

	Multiple LAM Distributions within a Pay Period (4/1 - 4/30)						
Eff Date Row in the Pay Period	Effective Date	Funding End Date	Distribution Rows	Work Days	LAM Salary Effect		
2	4/25/2011	6/30/2011	50% REG AGRI222111 50 % REG AGRI462111	5 work days (4/25 – 4/30)	25% REG AGRI222111 25% REG AGRI462111		
1	4/16/2011	6/30/2011	100% REG HRSA110000	5 work days (4/16 – 4/24)	50% REG HRSA110000		
				Total Salary %	100%		

RULE 5. A LAM Distribution consists of an **Effective Date with a Funding End Date** which has one or more Earnings Code Distribution rows. (See examples below.)

- The Distribution(s) must cover the entire pay period with no date gaps between the Effective Dates and Funding End Dates.
 - A gap will cause the accounting entries from the HR-LAM system to "suspend" before updating the UD Financial system.
- The Distribution(s) must also cover the full fiscal year for accurate salary obligations.
- Funding End Dates beyond the current fiscal year are OK for any Purpose.

1 Distribution Effective Date Find | View 1 First 🗹 1-2 of 2 🕨 Last + -Funding End Date 06/30/2011 *Eff Date 04/25/2011 📴 Eff Seg 0 Distribution Earnings Code Distribution Earn Dist% Account Class SpeedType Purpose DeptID Purpose Description Dept Description Code AGRICULTURE AND NATU 1 REG 50.000 120200 Q 001 Q AGRI222111 AGRI222111 SOIL TESTING SRVC 02101 RESOUR LAΜ AGRICULTURE AND NATU 2 REG 50.000 120200 Q 001 Q AGRI462111 Q AGRI462111 EXPERIMENTAL FARMING 02101 RESOUR + -Funding End Date 04/24/2011 Distribution *Eff Date 04/16/2011 📴 Eff Seq 0 Earnings Code Distribution Earn Dist % Account Class SpeedType Purpose Purpose Description DeptID Dept Description Code LAM 1 REG 100.00 120200 Q 001 Q HRSA110000 Q HRSA110000 RECORDS MANAGEMENT RECORDS MANAGEMENT 00635

Two illustrations of two Effective Dated LAM Distributions:



RULE 6. The Distribution Effective Date **Add/Delete** 🖃 🖃 buttons are for adding or deleting Eff Date Distributions and are located next to Funding End Date.

Distribution Effective Date		Find View All	First 🛃 1 of ·
*Eff Date 04/16/2011 🗵 Eff Seq 0	Funding End Date 06/30/2011		
Earnings Code Distribution			

- Use the Eff Date **Add** button to insert a new Distribution row after the one you are on; it will copy the Eff Date, Funding End Date and Earning Code Distribution(s), all of which can be changed as needed. Eff Seq will increment automatically.
- Adding distributions in the current pay period:
 - If the Eff Date you are adding follows an Eff Date from an <u>earlier</u> pay period, the new Eff Date will auto-populate with the first day of the current pay period. You can keep this date or change it to any date within the current pay period through the end of the fiscal year.
 - If the Eff Date you are adding follows an Eff Date <u>within the</u> <u>current pay period</u>, the new Eff Date will auto-populate with that date. You can keep this date or change it to a later date within the current pay period through the end of the fiscal year.
- Adding distributions in a future pay period:
 - The Eff Date can be any date within a future pay period through the end of the fiscal year.
- When adding a Distribution with the *same* Eff Date, the system will add the next Effective Sequence (Eff Seq) number for that Eff Date. Only the *highest* Eff Seq number for a given Eff Date will be used for distribution.
- Use the Eff Date **Delete** button to remove any Distributions added with today's date or a date in the future.

Exam	Examples of How New Eff Dates are Auto-Populated					
Current Pay	Period is 8/1 to 8/15/20	011 ~ Today's Date is	8/11/2011			
	Example 1	Example 2	Example 3			
Existing Eff Dates	7/1/11 (Seq 0) 7/28/11 (Seq 0)	7/1/11 (Seq 0) 8/1/11 (Seq 0)	7/1/11 (Seq 0) 8/1/11 (Seq 0) 8/8/11 (Seq 0)			
Add New Eff Date (auto-populated)	8/1/11 (Seq 0)	8/1/11 (Seq 1)	8/8/11 (Seq 1)			
Eff Date Comments	Keep 8/1/11 or change to 8/2/11 thru 6/30/12	Keep 8/1/11 or change to 8/2/11 thru 6/30/12	Keep 8/8/11 or change to 8/9/11 thru 6/30/12 *			

* You cannot delete any Eff Date prior to 8/11/11 (today's date in this example).

- RULE 7. The Earnings Code Distribution **Add/Delete I** buttons are for adding or deleting Earnings Code Distribution rows and are located on the far right next to UD Chartfield
 - Earnings Code Distributions can only be changed (added/deleted) after • adding a new Eff Dated row (Rule 6).
 - Be prepared with the Earn Codes, Percentages, Speedtypes (Purpose) • and other Chartfields for each row.
 - Use the Earnings Code Distribution Add button to insert a blank row and • fill-in the required fields (*) and optional fields as needed
 - Earnings Code Distributions must equal 100% for each Earn Code •
 - Earnings Code Distributions can only use existing LAM Earn Codes
 - Add or delete different Earn Codes on a JED webform; the LAM will be automatically updated with any different Earn Code(s) from the JED.

					<u>Customize</u> [Find	First 🛃 1 of 1 🕩 Last
DeptID	Dept Description	Fund	Program	Project	Source	UD	Chartfield
00635	RECORDS MANAGEMENT	OPBAS	ADALL		Q	Q	

RULE 8. You may use any future Funding End Date with any Purpose, but keep these considerations in mind:

Basic Budget ("11") and Self-Supporting Purpose ("21") codes will only • obligate* through the end of the current fiscal year, even when the Funding End Date is beyond the fiscal year end.

Examples:

- CHEM110000 (Basic Budget)
- SAFE**21**0000 (Self-Supporting)
- All other Purpose codes, including contract and grant Purpose codes will obligate* beyond the current fiscal year end based on the Funding End Date.

Examples:

- CHEG342115 (Federal grant)
- GEOG422142 (State of DE grant)
- PLSC412132 (Gift)

Distribution Effective Date	Find View All	First 🛃 1 of
*Eff Date 07/01/2011 B Eff Seq 0 Funding End Date 06/30/2014		
Earnings Code Distribution		

* Note: Obligations are actively being worked on.

RULE 9. Click **Save** button after completing LAM updates.

- You will get an important message telling you the HR system updated successfully
- In this same message, you will be asked to click the **Show LAM Distribution** button again if you will be adding more LAM distributions for the same employee.
- This is necessary to keep LAM data stored in the HR system in sync with • the LAM entry page.

Distribution Effective Date *Eff Date 05/01/2011 🛐 Eff Seq 0	Windows Internet Explorer Image: Comparison of the system has been updated successfully. (21000, 18) If you are going to immediately add additional effective dated rows in this fiscal year, please click the Show LAM Distribution button before adding another effective dated row.	1 of 3
Earnings Code Distribution *Earn Code *Dist % *Account 1 REG 100.00 120200	OK PP 001 Q HRSA110000 Q HRSA110000 RECORDS MANAGEMENT 00635 REC	it Desi
Save Return to Search t Prev	evious in List	

[Page left intentionally blank.]

5. Entering LAM Distributions

The following instructions will cover in detail two types of LAM distributions:

- Single Earnings Code Updates (starts below)
- Multiple Earnings Code Updates (starts on page 27)

When following these instructions for your situation, substitute your values for EmplID, Eff Date, Funding End Date, Earn Code, Account, Class and Speedtype, etc.

5.1 Single Earnings Code Updates

- 1. Log into UD Financials (FIPRD)
 - a. Use the URL www.udel.edu/lam to bring up the login screen
 - b. Enter your User ID and Password (UDelNet ID and password)
 - c. Click Sign In button
- 2. Navigate to UOD HR LAM Search Page
 - a. In the Menu, click UD Processes to display the choices
 - b. Click UOD HR Labor Allocation Module
- 3. In the **UOD HR LAM** search page, find the employee whose LAM needs updating
 - a. Enter the Empl ID or other fields (in this example EmplID = 99999)
 - b. Click Search button
- 4. Search Results will display the Fiscal Year distributions for the employee
 - a. Click on appropriate Fiscal Year row (in this example, 2012)

UOD HR LA	М			
Enter any inform	nation you have	and click Search. Le	ave fields blank for a li	
SetID: =	= 🗸	UOD01	Q	
EmplID: t	begins with 🔽	99999	Q	
Fiscal Year:	- •			Note:
Department:	begins with 🔽			If only one Fiscal Year
Name: t	begins with 🔽			exists for an employee,
Include His	tory Case	Sensitive		the LAM entry page
Search	Clear Bas	sic Search 📳 Save	Search Criteria	
Search Res	ults			
View All		First 🖪	1-2 of 2 🕞 Last	
SetID EmpIID UOD01 99999	Fiscal Yea 2011	<u>Department Name</u> 02586 Johnso	n.Julie	
<u>UOD01 99999</u>	2012	02586 Johnso	n,Julie	

5. Click the Show LAM Distribution button

UOD HR Lab	or Allocation				
SetID EmpIID	UOD01 99999	UNIVERSITY OF DELAWARE Johnson,Julie			
Department Fiscal Year	02586 2012	CHEMISTRY & BIOCHEMISTRY Show LAM Distribution	Next Fiscal Year	2013	Next FY distribution not available

6. Click <u>View All</u> (This will display all the distributions for the fiscal year.)

Distribution Effective Date			E	nd View All First 🗹 1 of 2 🖸
*Eff Date 09/01/2011 I Eff Seq	0 *Funding End 06/30. Date	2012 🛐		
Earnings Code Distribution				HINT
*Earn *Dist % *Account Code	*Class *SpeedType	Purpose	Purpose Description	Take note of the number of Distributions for this
1 REG 100.000 120200	Q 007 Q CHEM110000	Q CHEM110000	CHEMISTRY	Fiscal Year

- 7. Be prepared with Earn Code, Distribution percentages, Account, Class, Speedtypes and other chartfields for each row.
- 8. In this example, we will add an Eff Date Distribution for 09/08/2011 with the following Earnings Code Distributions rows:

	REG	50.000%	120200	007	CHEM110000
	REG	50.000%	120200	007	CHEM322257
a.	Click t	his Add butt	on 🖪 🦯		

Distribution Effective Date				<u> </u>	Find <u>View 1</u>	First 🛃 1-2 of 2 🕨
*Eff Date 09/01/2011 🛐 Eff Seq	₀ *Fundiı Date	ng End 06/3	0/2012 🛐 🛨	a		
Earnings Code Distribution						
*Earn *Dist % *Account Code	*Class	*SpeedType	Purpose	Purpose Description	DeptID	Dept Desc
1 REG 100.000 120200	Q 007 Q	CHEM110000	Q CHEM110000	CHEMISTRY	02522	CHEMISTR
*Eff Date 07/01/2011 🛐 Eff Seq	₀ *Fundir Date	ng End 06/3	0/2011 🕫 🕩	b		
Earnings Code Distribution						
*Earn *Dist % *Account Code	*Class	*SpeedType	Purpose	Purpose Description	DeptID	Dept Desc
1 REG 100.00(120200	Q 007 Q	HRSA110000	Q HRSA110000	RECORDS MANAGEME	ENT 00635	RECORDS



- 9. Notice a third Distribution was added that looks like the prior one
 - a. Change the Eff Date to 09/08/2011
 - b. Leave the Funding End Date as 06/30/2012

Distribution Effective Date			<u>Fin</u>	<u>d View 1</u> Fir	st 🚺 1-3 of 3 🛙
*Eff Date 09/08/2011 🛐 Eff Seq	0*Funding End 06/30/2 Date	2012 🛐			
Earnings Code Distribution					
*Earn *Dist % *Account Code	*Class *SpeedType	Purpose	Purpose Description	DeptID	Dept Desc
1 REG 100.000 120200	Q 007 Q CHEM110000	Q CHEM110000	CHEMISTRY	02522	CHEMISTR
*Eff Date 09/01/2011 🛐 Eff Seq	0 *Funding End 06/30/2 Date	2012			
Earnings Code Distribution					
*Earn *Dist % *Account Code	*Class *SpeedType	Purpose	Purpose Description	DeptID	Dept Desc
1 REG 100.000 120200	Q 007 Q CHEM110000	Q CHEM110000	CHEMISTRY	02522	CHEMISTR

10. Make updates to the new 9/08/2011 Distribution:

- a. Scroll to the far right of the page
- b. Click the Earnings Code Distribution Add button 🚹

<u>View 1</u> Firs	it 🛃 1-2 of 2 🕨 Last						
					<u>Custor</u>	nize Find 🎫	First 🕮 1 of 1 🖾 Last
DeptID	Dept Description	Fund	Program	Project	Source	e UD	Chartfield
02522	CHEMISTRY & BIOCHEMISTR	RY OPBAS	INST1		Q.	Q	

11.IMPORTANT - Change the **Dist %** on the *first* row, in this example: REG 50.000% CHEM110000

Distribution Effective Date			<u>Fi</u>
*Eff Date 09/08/2011 🛐 Eff Seq	0 *Funding End 06/30/2 Date	+ - 2012 1	
Earnings Code Distribution			
*Earn Code	*Class *SpeedType	Purpose	Purpose Description
1 REG 50.000 120200	Q 007 Q CHEM110000	Q CHEM110000	CHEMISTRY
2 0.000	Q Q	Q	

12. Add this distribution information to the second row:

REG 50.000% 120200 007 CHEM322257

- a. Type REG in the Earn Code field
- b. [Tab] to the Dist % field and it will auto-populate 50.000
- c. Type in the Account, Class, Speedtype
 - i. Speedtype auto-populates the Purpose, DeptID, Fund, Program (and sometimes Project and Source as in this example)

	Earnings Code Distribution			Customize Find	🖞 🛗 🛛 First 🔍 14	2 of 2 🕑 Last
	*Earn Code *Dist % *Account	*Class *SpeedType	Project	Source	UD Chartfield	
	1 REG 50.000 120200	Q 007 Q CHEM110000 Q	2 } [٩ 🗌	٩	Q 🛨 🗖
<	2 REG 50.000 120200	Q 007 Q CHEM322257	СНЕМ322257	330000000		Q 🕂 🗖

13. Scroll down and click the Save button

	*E	ff D Ear	ate 01	7/01/2 Code	011 Distri	B Eff	Seq	0	*Fund	ling	End Date 06/3	30/2011	Ħ	+ -
			*Earn Code	*Di	st%	*Accou	nt		*Class	; '	*SpeedType		Purp	ose
		1	REG	10	0.00	120200)	Q	007	۹ [HRSA110000	Q	HRS	A 11 0000
Ľ														
ł) Sav	/e	Q. Reti	urn to	Search	† ≣	Previ	ious in l	.ist	↓ Next in Li	st	Notify	

- 14. An important message pops-up saying the LAM data was successfully saved to HR a. Click OK
 - b. Click the **Show LAM Distribution** button again if you will be adding more LAM distributions for the same employee.

Windows Internet Explorer	This is necessary
HR system has been updated successfully. (21000, 18) If you are going to immediately add additional effective dated rows in this fiscal year, please click the Show LAM Distribution button before adding another effective dated row. OK	to keep LAM data stored in the HR system in sync with the LAM entry page.

This completes the instructions for updating Distributions for a single Earnings Code.

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5.2 Multiple Earnings Code Updates

- 1. Log into UD Financials (FIPRD)
 - a. Use the URL www.udel.edu/lam to bring up the login screen
 - b. Enter your User ID and Password (UdelNet ID and password)
 - c. Click the Log In button
 - o Enter in your 2Factor Authentication code if needed
- 2. Navigate to UOD HR LAM Search Page
 - c. In the Menu, click UD Processes to display the choices
 - d. Click UOD HR Labor Allocation Module
- 3. In the UOD HR LAM Search Page, find the employee whose LAM needs updating
 - c. Enter the Empl ID or other fields (in this example EmplID = 88888)
 - d. Click Search button
- 4. Search Results will display the Fiscal Year distributions for the employee a. Click on appropriate Fiscal Year row (in this example, 2012)

UOD HR L Enter any info	AM prmation you hav	e and click Search. Leave	fields blank fi	
Find an Exi	isting Value			
SetID:	= 🛩	UOD01	٩	
EmplID:	begins with 🗸	43502	Q	
Fiscal Year:	= 🗸	88888		
Department:	begins with 🗸			
Name:	begins with 🐱			
🗌 Include H	istory 🗌 Case	Sensitive		
Search	Clear B:	asic Search	rch Criteria	
Search Re	sults			Note:
View All		First 🗃 1-2 of 2 🕞 Las	t	If only one Fiscal Year
SetID Empl	ID Fiscal Year D	epartmentName		exists for an employee,
<u>UOD01</u> 88888	<u>3 2012 02</u>	2522 Push,Penny	>	the LAM entry page

5. Click the Show LAM Distribution button

/ UOD HR Labo	r Allocation				
EmplID Department Fiscal Year	UOD01 88888 02522 2012	UNIVERSITY OF DELAWARE Push,Penny CHEMISTRY & BIOCHEMISTRY Show LAM Distribution	Next Fiscal Year	2013	Next FY distribution not available

6. Click View All (This will display all the distributions for the fiscal year.)

Distribution Effective Dat *Eff Date 09/01/2011	te Eff Seq 0 *F	Funding E	End Date 08/31/20	+ - 12 1		Fild View All	First 1 of 2
*Earn *Dist % *A Code	Account *C	lass *S	SpeedType	Purpose	Purpose Description	DeptID	HINT Take note of the
1 REG 100.00 1	21000 🔍 11	12 🔍 C	HEM11DRES	CHEM110000	CHEMISTRY	02522	number of
2 ADM 100.00 1	21000 🔍 91	12 🔍 C	CHEM110000	CHEM110000	CHEMISTRY	02522	Distributions for
3 1/9 100.00 12	21000 🔍 81	12 🔍 🖸	HEM110000	CHEM110000	CHEMISTRY	02522	

- 7. Be prepared with Earn Code, Distribution percentages, Account, Class, Speedtypes and other chartfields for each row.
- 8. In this example, we will add another Effective Date Distribution for 9/1/2011 with the following Earnings Code Distribution rows:

1/9	40.000%	121000	812	CHEM110000	(change %)
1/9	60.000%	121000	812	CHEM11DSVC	(new row)
REG	90.000%	121000	112	CHEM11DRES	(change %)
REG	10.000%	121000	112	CHEM372128	(new row)
ADM	35.000%	121000	912	CHEM11DRES	(change %, Speedtype)
ADM	65.000%	121000	912	CHEM11PSER	(new row)
a.	Click this A	dd button 🕒	+		

Date 09	Iffective Date	0 *Fund	ing End Date 08/31/	/2012 3	a	<u>d View 1</u> Fir	rst 🖲 1-2 o
arnings (Code Distribution						
*Earn Code	*Dist % *Account	*Class	*SpeedType	Purpose	Purpose Description	DeptID	Dept D
1 REG	100.00 121000	Q 112 (CHEM11DRES	Q CHEM110000	CHEMISTRY	02522	CHEM
2 ADM	100.00 121000	Q 912 (CHEM110000	Q CHEM110000	CHEMISTRY	02522	CHEMI
3 1/9	100.00 121000						
Date 07	/01/2011 🖲 Eff Seq	0 *Fund	ing End Date 08/31/	/2011 10 (HEM110000	b	02522	СНЕМІ
Date 07	/01/2011 🖲 Eff Seq	0 *Fund	CHEM110000	2011 10000	b	02522	CHEMI
Date 07. arnings C *Earn Code	/01/2011 B Eff Sec Code Distribution *Dist % *Account	1 0 *Fund *Class	ing End Date 08/31/	Q CHEM110000	D Purpose Description	02522 DeptID	CHEMIS Dept De
Date 07 arnings C *Earn Code 1 REG	/01/2011 (1) Eff Sec code Distribution *Dist % *Account (65.610) 121000	0 *Fund *Class	ing End Date 08/31/	CHEM110000	CHEMISTRY b Purpose Description CHEMISTRY	02522 DeptID 02522	CHEMIS Dept De CHEMIS
Date 07 arnings C *Earn Code 1 REG 2 ADM	/01/2011 Eff Sec Code Distribution *Dist % *Account [65.610] 121000	Class Q 112 Q 912	ing End Date 08/31/ *SpeedType CHEM11DSVC CHEM110000	CHEM110000	CHEMISTRY Purpose Description CHEMISTRY CHEMISTRY	02522 DeptID 02522 02522	CHEMI: Dept De CHEMI: CHEMI:
Date 07. arnings C *Earn Code 1 REG 2 ADM 3 REG	100:00 121000 /01/2011 Image: Content of the second seco	*Class	ing End Date 08/31/ *SpeedType CHEM11DSVC CHEM110000 CHEM11DRES	Q CHEM110000	CHEMISTRY Purpose Description CHEMISTRY CHEMISTRY CHEMISTRY	02522 DeptID 02522 02522 02522	CHEMIS Dept De CHEMIS CHEMIS CHEMIS
Date 07, arnings C *Eam Code 1 REG 2 ADM 3 REG 4 1/9	IOI.00 I21000 /01/2011 Image: Eff Seq code Distribution *Dist % *Account 65.610 121000 100.00 121000 34.390 121000 100.00 121000	 4 812 6 *Fund *Class 4 112 9 12 	ing End Date 08/31/ *SpeedType CHEM11DSVC CHEM110000 CHEM110RES CHEM110000	Q CHEM110000	CHEMISTRY Purpose Description CHEMISTRY CHEMISTRY CHEMISTRY CHEMISTRY	02522 DeptID 02522 02522 02522 02522	

Note: If more than one Eff Date exists, evaluate where to add the new Distribution. Looking at the example on page 26: ^a Click this **Add** button 🛨 to enter an Eff Date for 09/01/2011 or later b Click this Add button 🗄 to enter an Eff Date *between* 07/01/2011* and 08/31/2011 (* See Rule 6 on page 14 for more details.)

9. Notice a third Distribution was added that looks like the prior one, except the Eff **Seq = 1** (this one will override the Eff Seq = 0 for 09/01/2011)

Distri	ibution E	ffective I	Date					<u>Fin</u>	d View 1 First	st 🕙 1-3 of 3 🕨
*Cff	Data 09/	01/2011	Eff Som) *Eundin	g End Data 08/31	/2012			
	Date	0 11 20 11	Ell Seq		Fundin	g End Date ,00/31	/2012			
Ea	rnings C	ode Disti	ribution							
	Code	*Dist%	*Account		*Class	*SpeedType	Purpose	Purpose Description	DeptID	Dept Descri
	1 REG	100.00	121000	Q	112 🔍	CHEM11DRES	CHEM110000	CHEMISTRY	02522	CHEMISTRY
:	2 ADM	100.00	121000	Q	912 🔍	CHEM110000	Q CHEM110000	CHEMISTRY	02522	CHEMISTRY
;	3 1/9	100.00	121000	Q	812 🔍	CHEM110000	Q CHEM110000	CHEMISTRY	02522	CHEMISTRY
							+ -			
*Eff	Date 09/	01/2011	🖲 Eff Seq	0	•Fundin	g End Date 08/31	/2012 🛐			
*Eff	Date 09/	01/2011 ode Disti	Eff Seq	0	•Fundin	g End Date 08/31,	/2012 🛐			
Eff Ea	Date 09/ arnings C *Earn Code	01/2011 ode Distr *Dist %	Eff Seq ribution	0	*Fundin *Class	g End Date 08/31, *SpeedType	/2012 🛐	Purpose Description	DeptID	Dept Descri
Eff	Date 09/ arnings C *Earn Code 1 REG	01/2011 ode Distr *Dist % 100.00	Eff Seq ribution *Account 121000	0	*Fundin *Class	g End Date 08/31, *SpeedType CHEM11DRES	/2012 🛐 🕂 🗖	Purpose Description CHEMISTRY	DeptID 02522	Dept Descri
Ea	Date 09/ *Eam Code 1 REG 2 ADM	01/2011 ode Distr *Dist % 100.00	Eff Seq ribution *Account 121000 121000	0]Q]Q	*Fundin *Class 112 Q 912 Q	g End Date 08/31. *SpeedType CHEM11DRES CHEM110000	/2012 1 Purpose	Purpose Description CHEMISTRY CHEMISTRY	DeptID 02522 02522	Dept Descri CHEMISTRY CHEMISTRY
Eff	Date 09/ armings C *Earn Code 1 REG 2 ADM 3 1/9	01/2011 ode Disti *Dist % 100.00 100.00	B Eff Seq ibution *Account 121000 121000 121000		*Fundin *Class 112 Q 912 Q 812 Q	g End Date 08/31. *SpeedType CHEM11DRES CHEM110000 CHEM110000	/2012 🗊 🕂 — Purpose Q CHEM110000 Q CHEM110000 Q CHEM110000	Purpose Description CHEMISTRY CHEMISTRY CHEMISTRY	DeptID 02522 02522 02522	Dept Descri CHEMISTRY CHEMISTRY CHEMISTRY
Ea	Date 09/ *Earn Code 1 REG 2 ADM 3 1/9	01/2011 ode Distr *Dist % 100.00 100.00	Eff Seq ibution *Account 121000 121000 121000	0 0 0	*Fundin *Class 112 Q 912 Q 812 Q	g End Date 08/31, *SpeedType CHEM11DRES CHEM110000 CHEM110000	/2012 II Purpose CHEM110000 CHEM110000 CHEM110000	Purpose Description CHEMISTRY CHEMISTRY CHEMISTRY	DeptID 02522 02522 02522	Dept Descri CHEMISTRY CHEMISTRY CHEMISTRY
Ea	Date 09/ *Earn Code 1 REG 2 ADM 3 1/9	01/2011 ode Distr *Dist % 100.00 100.00	Eff Seq ribution *Account 121000 121000 121000		*Fundin *Class 112 Q 912 Q 812 Q	g End Date 08/31. *SpeedType CHEM11DRES CHEM110000 CHEM110000	/2012 3	Purpose Description CHEMISTRY CHEMISTRY CHEMISTRY	DeptID 02522 02522 02522	Dept Descri CHEMISTRY CHEMISTRY CHEMISTRY
Ea	Date 09/ rnings C *Earn Code 1 REG 2 ADM 3 1/9 Date 07/	01/2011 •Distr •Dist % 100.00 100.00 100.00 01/2011	Eff Seq ribution *Account 121000 121000 121000 121000 121000 Eff Seq	0]a]a]a	*Fundin *Class 112 Q 912 Q 812 Q *Fundin	g End Date 08/31, *SpeedType CHEM11DRES CHEM110000 CHEM110000	/2012 3 Purpose CHEM110000 CHEM110000 CHEM110000 CHEM110000	Purpose Description CHEMISTRY CHEMISTRY CHEMISTRY	DeptID 02522 02522 02522	Dept Descri CHEMISTRY CHEMISTRY CHEMISTRY
*Eff I	Date 09/ imings C *Earn Code 1 REG 2 ADM 3 1/9 Date 07/ imings C	01/2011 *Dist % 100.00 100.00 100.00 01/2011 ode Distr	Eff Seq ribution *Account 121000 121000 121000 121000 121000 ibution	 0	*Fundin *Class 112 Q 912 Q 812 Q *Fundin	g End Date 08/31. *SpeedType CHEM11DRES CHEM110000 CHEM110000 g End Date 08/31.	/2012 3 Purpose CHEM110000 CHEM110000 CHEM110000 CHEM110000	Purpose Description CHEMISTRY CHEMISTRY CHEMISTRY	DeptID 02522 02522 02522	Dept Descri CHEMISTRY CHEMISTRY CHEMISTRY

- 10. Update and add the **1/9** distribution rows:
 - a. Scroll to the far right of the page
 - b. Click the Earnings Code Distribution **Add** button **I** on the 1/9 row

Custom	iize Find	First 🖪 1-3
Source	ce UD C	Chartfield
	٩ 🗌	
(Q	
	Q	

11.IMPORTANT - Change the **Dist %** on the original **1/9** row, in this example: 1/9 **40.000%** 121000 812 CHEM110000

*Eff Date 09/01/2011 🛐 Eff Seq	1 *Funding End Date 08/31/2	+ - 2012	
Earnings Code Distribution			
*Earn *Dist % *Account Code	*Class *SpeedType	Purpose	Purpose Description
1 REG 100.00 121000	Q 112 Q CHEM11DRES	Q CHEM110000	CHEMISTRY
2 ADM 100.00 121000	Q 912 Q CHEM110000	Q CHEM110000	CHEMISTRY
3 1/9 40.000 121000	Q 812 Q CHEM110000	Q CHEM110000	CHEMISTRY
4 0.000	<u> </u>	٩	

- 12. Add this distribution information to the new row:
 - 1/9 60.000% 121000 812 CHEM11DSVC
 - a. Type **1/9** in the **Earn Code** field
 - b. [Tab] to the **Dist %** field and it will auto-populate **60.000**
 - c. Type in the Account, Class, Speedtype
 - i. Speedtype auto-populates the Purpose, DeptID, Fund, Program (and sometimes Project and Source)

Earnings	Code Distribı	ution				/	<u>C</u>	ustomize Find	📕 🛛 First 🖸	🛙 1-4 of 4 🕩 Last
*Earn Code	*Dist% *A	ccount	*Class	*SpeedType		Project		Source	UD Chartfi	eld
1 REG	100.00 12	21000	Q 112 Q	CHEM11DRES	C		<u> </u>		۹ 🗌	Q + -
2 ADM	100.00 12	21000	্ 912 ্	CHEM110000	$\neg \checkmark$		Q		۹ 🗌	Q 🕂 –
3 1/9	40.000 12	21000	Q 812 Q	CHEM110000	ره 🗌		Q		۹ 🗌	Q + -
4 1/9	60.000 12	21000	Q 812 Q	CHEM11DSVC	a	2	Q		۹ 🗌	Q + -
)				

- 13. Update and add the **REG** rows:
 - a. Scroll to the far right of the page
 - b. Click the Earnings Code Distribution **Add** button **H** on the <u>REG</u> row

Earnings C	ode Distribution		
*Earn Code	*Dist % *Accoun	t *Class	*SpeedType
REG	100.00 121000	Q 112 Q	CHEM11DRES
2 ADM	100.00 121000	Q 912 Q	CHEM110000
3 1/9	40.000 121000	् 812 ्	CHEM110000
4 1/9	60.000 121000	Q 812 Q	CHEM11DSVC

Customize Fin	nd	First 🛃 1-4 of 4 🕩 Last
Source	U) Chartfield
	Q [
	Q [Q 🕂 🗖
/]	Q [Q 🛨 🖃
<u>्</u>	Q [Q 🕂 🗖

14. IMPORTANT - Change the **Dist %** on the original REG row: 112 CHEM11DRES REG

90.000% 121000

Earnings Code Distribution			
*Earn Code *Dist % *Account	*Class *SpeedType	Purpose	Purpose Description
1 REG 90.000 121000	Q 112 CHEM11DRES	CHEM110000	CHEMISTRY
2 0.000	Q Q	Q	
3 ADM 100.00 121000	Q 912 Q CHEM110000	Q CHEM110000	CHEMISTRY
4 1/9 40.000 121000	Q 812 Q CHEM110000	CHEM110000	CHEMISTRY
5 1/9 60.000 121000	Q 812 Q CHEM11DSVC	CHEM110000	CHEMISTRY

15. Add this distribution information to the new REG row:

REG 10.000% 121000 CHEM372128 112

- a. Type **REG** in the **Earn Code** field
- b. [Tab] to the **Dist %** field and it will auto-populate **10.000**
- c. Type in the Account, Class, Speedtype
 - i. Speedtype auto-populates the Purpose, DeptID, Fund, Program (and sometimes Project and Source as in this example)

	Earnings Code Distribution				Customize Fin	d 🛗 🛛 First 🗹 1-	5 of 5 🕑 Last
	*Earn Code *Dist% *Accoun	t *Class *SpeedType	5 (Project	Source	UD Chartfield	
	1 REG 90.000 121000	Q 112 Q CHEM11DRE	s q	ζ	۹ 🗌	۹ 🗌	Q 🕂 🗖
\triangleleft	2 REG 10.000 121000	Q 112 Q CHEM37212	8 0	CHEM37212810000	330000000		Q 🛨 🗖
	3 ADM 100.00 121000	Q 912 Q CHEM11000	• •	<pre> </pre>	۹ 🗌	۹ 🗌	Q 🛨 🖃
	4 1/9 40.000 121000	Q 812 Q CHEM11000	<u> </u>		۹ 🗌	Q.	Q 🕂 🗖
	5 1/9 60.000 121000	Q 812 Q CHEM11DS	/C 🔍	$\langle \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$	۹ 🗌	٩ 🗌	Q 🛨 🖃

16. Update and add the **ADM** rows:

- a. Scroll to the far right of the page
- b. Click the Earnings Code Distribution **Add** button 🗄 on the <u>ADM</u> row

Earnings Code Distribution	
*Earn *Dist % *Account Code	*Class *SpeedType
1 REG 90.000 121000	CHEM11DRES
2 REG 10.000 121000	Q 112 Q CHEM372128
ADM 100.00 121000	Q 912 CHEM110000
4 1/9 40.000 121000	Q 812 CHEM110000
5 1/9 60.000 121000	Q 812 CHEM11DSVC

<u><u> </u></u>	ustomize Find 🏪	First 🕙 1-5 of 5 🕨 Last
5	Source	UD Chartfield
$\Box $	Q	Q
	330000000	Q + =
	Q	
	Q	Q + -
Q	Q	Q + -

17. IMPORTANT - Change the **Dist %** and **Speedtype** on the original <u>ADM</u> row: **35.000%** 121000 912 CHEM11DRES ADM

*Earn *Dist % *Account Code	*Class *SpeedType	Purpose	Purpose Description
1 REG 90.000 121000	Q 112 Q CHEM11DRES	Q CHEM110000	CHEMISTRY
2 REG 10.000 121000	Q 112 Q CHEM372128	Q CHEM372128	DOE BES CATALYSIS THEOPOLD
3 ADM 35.000 121000	Q 912 CHEM110000	Q CHEM110000	CHEMISTRY
4 0.000	<u> </u>	Q	
5 1/9 40.000 121000	Q 812 CHEM110000	CHEM110000	CHEMISTRY
6 1/9 60.000 121000	Q 812 CHEM11DSVC	Q CHEM110000	CHEMISTRY

18. Add this distribution information to the new ADM row:

ADM 65.000% 121000 912 CHEM11PSER

- a. Type ADM in the Earn Code field
- b. [Tab] to the **Dist %** field and it will auto-populate **65.000**
- c. Type in the Account, Class, Speedtype
 - i. Speedtype auto-populates the Purpose, DeptID, Fund, Program (and sometimes Project and Source)

	Earning	s Code Dist	ribution					Customize Find	🛓 📜 🛛 First 🗹	1-6 of 6 🕨 Last
	*Ea Co	rn le *Dist%	*Account	*Class	*SpeedType		Project	Source	UD Chartfie	ld
	1 RE	G 90.000	121000	् 112 ्	CHEM11DRES	<u> </u>		۹ 🗌	۹ 🗌	Q 🛨 🗖
	2 RE	G 10.000	121000	् 112 ्	CHEM372128	_ Q	CHEM37212810000	330000000		Q 🛨 🗖
	3 AD	M 35.000	121000	Q 912 Q	CHEM11DRES	<u>_</u>		Q	۹ 🗌	Q 🕂 🗖
\lhd	4 AD	M 65.000	121000	্ 912 ্	CHEM11PSER			۹ 🗌	۹ 🗌	Q 🕂 🗖
	5 1/9	40.000	121000	Q 812 Q	CHEM110000	<u> </u>		۹ 🗌	۹ 🗌	Q 🛨 🗖
	6 1/9	60.000	121000	् 812 ्	CHEM11DSVC	<u> </u>		۹ 🗌	۹ 🗌	Q 🕂 🗖
						(

19.Click the Save button

1 REG 65.610	121000 Q 112 Q	CHEM11DSVC	Q CHEM110000	CHEMISTRY
2 ADM 100.00	121000 🔍 912 🔍	CHEM110000	CHEM110000	CHEMISTRY
3 REG 34.390	121000 🔍 112 🔍	CHEM11DRES	CHEM110000	CHEMISTRY
4 1/9 100.00	121000 🔍 812 🔍	CHEM110000	CHEM110000	CHEMISTRY
Save Return to	Search Previous in List	+≣ Next in List	"=" Notify	

20. An important message will pop-up

- a. Click OK
- b. Click the Show LAM Distribution button again if you will be adding more LAM distributions for the same employee.

HR system has been updated successfully. (21000, 18) If you are going to immediately add additional effective dated rows in this fiscal year, please dick the Show LAM Distribution button before adding another effective dated row. OK	This is necessary to keep LAM data stored in the HR system in sync with the LAM entry page.

This completes the instructions for updating Distributions for multiple Earnings Codes.

[Page left intentionally blank.]

6. LAM Frequently Asked Questions

1. How do you handle the "You have unsaved data on this page." message?

You will get this message with unsaved work, AND you can get it if you changed nothing or were merely looking at LAM entries.

UOD HR Labor	UOD HR Labor Allocation						
SetiD	UOD01 UNIVERSITY OF DELAWARE						
EmplID	Message from webpage						
Department	2 You have unsaved data on this page. Click OK to go hack and save, or Cancel to continue						
Fiscal Year	r 2013						
	OK Cancel						

What should you do?

OK

- Click **OK** if you want to save your changes (or make additional changes)
- Then click Save button

Cancel

• Click **Cancel** if you don't want to save changes or you didn't make any changes

- 2. How do you choose the correct department when an Employee transfers from one department to another during a fiscal year?
 - Select the employee's current **Department** and **Fiscal Year** from Search Results after entering the **EmpIID** on the UOD HR LAM search page.

UOD HR L	AM rmation you have	e and click S	earch. Leave t	fields blank fo	or a list of all y	values.	
Find an Exi	sting Value						
SetID:	= 🗸	UOD01		Q			
EmplID:	begins with 🐱	799999999)	Q			
Fiscal Year:	= 🗸]	Г		
Department:	begins with 🐱			1		The Sea	arch Results are in
Name:	begins with 🗸			ĺ		Numerio Vear an	c order by Fiscal
Include Hi	story 🗌 Case	Sensitive		-		Departr	ment (not by
Search	Clear Ba	<u>sic Search</u>	🗐 <u>Save Sea</u>	rch Criteria		lf you c	lon't know the
Search Re	sults					current	Department code,
View All		First 🗃 1-	4 of 4 🕞 Las	t /		look the	e employee up in
SetID Empl	D Fiscal Yea	ir Departme	nt Name			Web Vie	ews.
UOD01 7999	<u>99999</u> 2011	03501	Koo,Kevin	1	L		
UOD01 7999	99999 2011	03501	Koo Kevin				
UOD01 7999	<u>99999</u> 2012	03515	Koo,Kevin				

• If you choose the previous **Department**, you will get the following warning message after clicking the **Show LAM Distribution** button

UOD HR Labor Allocation							
SetID	UOD01	UNIVERSITY OF DELAWARE					
EmpliD	Message	from webpage					
Department		This is not the present dependence (20020-22)					
Fiscal Year		This is not the current department for this employee. (21000,22)	Year				
		Changes can only be made to the employee's current department record.					
		ОК					

- Click OK
- Click Return to Search at the bottom of the page
- On the UOD HR LAM search page, select the *current* Department row to make any changes.

Note: If you click **OK** on the warning message and make LAM updates in the previous Department, you will get an error message when you click **Save**. Your work will not be saved; click **OK**, click **Return to Search** button, select current Department /Fiscal Year row and re-enter the updates.

3. How do you change a manually-entered Project for a Speedtype on a new Eff Dated row?

(Note: You can't change Projects for Speedtypes with hard-coded Projects, such as contract & grant codes.)

Note: The following is a simple example with one Earnings Code distribution where the Dist % is equal to 100%. Be aware you must adjust the instructions to fit your circumstances when you have multiple Earnings Code distributions.

Follow these steps *after* you have added the new Eff Date:

- The **Project** needs to be changed, but you notice it cannot be updated
- Scroll to the right and click 🗄 on the row that needs changing.

Earnings Code Distribution			Customize Find 🏪	First 🕙 1 of 1 膨 Last
*Earn Code *Dist % *Account	*Class *Speed]	Project	Source UD	Chartfield
1 STU 100.000 122600	Q 388 Q PHYS46	PHYS37212103000	Q	

Change the **Dist %** on the first (original row) to something less than 100%, such as **10.000**



- On the new row, enter the same Earn Code
- [Tab] to auto-populate the **Dist %** (90.000), *change to 100%*
- Enter the same Account, Class, and Speedtype as the row above it
- Enter the new **Project** value
- Delete 🖃 the original row

Γ	Earnings Code Distribution				Customize Fin	ıd 🛄 🛛 First 🗹 1-2	of 2 🕩 Last
	*Earn Code *Dist % *Account	*Class *SpeedTy	e	Project	Source	UD Chartfield	
	1 STU 10.000 122600	Q 388 Q PHYS4621	2	PHYS37212103000		Q	Q 🖬 🖃
\triangleleft	2 STU 100.00 122600	Q 388 Q PHYS4621	2	PHYS37211590000		٩.	< + -

• Now you have the Earning Code distribution row with the *new* Project:

Earnings Code Distribution	Ī		Customize	Find 🟪
*Earn *Dist % *Account *Class *SpeedType <		Project	Source	UD CI
1 STU 100.000 122600 Q 388 Q PHYS462112		PHYS37211590000		<u>q</u>

• Click Save

4. How do you correct an Eff Dated distribution, but the LAM won't let you and gives you an error message?

Examples of error messages you could see:

Message	e from webpage
1	Effective date/sequence must be greater than effective date/sequence of current record. (15,6) An effective date or sequence number has been entered that is not greater than the effective date or sequence of the current record and you are in Update mode. Either enter an effective date/sequence that is greater than the current record, or change your mode to Correction.
Message	e from webpage
1	Cannot change current or history records unless in Correction mode. (15,1) You have attempted to change a record that is effective dated, and the record contains an effective date that makes it either the current record or a historical record. Either use the Add (+) button to create a new record with a future effective date, or change your mode to Correction.

The following situations require Payroll-Records Management assistance; email <u>lam-system@udel.edu</u> with details of the situation.

- You need to correct an Earn Code row in the current pay period with an Eff Date that can't be changed
- You need to delete or change an Earn Code row in the current pay period that has an incorrect Eff Date, but you can't delete it because the date is prior to today's date. (You can only delete a future-dated Eff Date.)

5. How do you delete a blank Earnings Code Distribution row?

First, how *not* to do it:

• If you use the **Delete** button **_** ...

Earnings Code Distribution			Customize	Find 🛗 First 🗹 1-3 of 3 🕨 Las
*Earn *Dist % *Account Code	*Class *SpeedType	Purp	Source	UD Chartfield
1 REG 75.000 120200	Q 003 Q BUDG110000		<u> </u>	Q 🛨 🖸
2 REG 25.000 120200	Q 003 Q HRSA110000	Q HRS₄		Q 🛛 🔍 🛨 🖸
3 0.000	<u>२</u> <u>२</u>	Q 2	Q	Q 💻Q 🛨 🖸

...you will get this error message because the Earn Code is blank. Click OK

Mes	sage	from webpage
4	2	A new earnings code cannot be added or deleted directly in the HR LAM. Please prepare the appropriate JED (Job Employee Data) form to add a new earnings code. The PeopleCode program executed an Error statement, which has produced this message.
		ОК

Here's the *correct* way to delete the unwanted blank row:

- Type an existing Earnings Code for this employee (example = REG)
- [Tab] or click to the next field
- You will get a red error box and an error message; click **OK**

ribution Effective Date					
Date 08/06/2011 B Eff Seq 0 *Fun Total distributed percentage already equals 100 for Earnings code: REG (21000,20)					
arnings Code Distribution	0				
*Earn *Dist % *Account *Clas Code	s specurype Furpose	Furpose Description Deptid			
1 REG 75.000 120200 Q 003	Q BUDG110000 Q BUDG110000	BUDGET OFFICE 00175			
2 REG 25.000 120200 Q 003	Q HRSA110000 Q HRSA110000	RECORDS MANAGEMENT 00635			
3 REG 0.000	۹ 🔄 🔍				

• Click the **Delete** button 🖃 on that row

t
3
9
)

• This warning message pops-up; click **OK** to confirm you want to delete the row.



Click Save

6. Which should you use – LAM or Job Data (JED) webform or a Position Change webform?

- Temporary Funding Change ONLY

 Use the LAM
- Permanent Funding Change ONLY
 - Use Position Change webform
- Use the Job Data (JED) webform for other personnel changes, including (but not limited to):
 - o Extend contracts
 - o Terminate contracts
 - Change or add Earnings Codes
 - Change pay rates
 - Change HR Liaison
 - o Change Supervisor
 - o Change Room
- When completing a JED webform, keep these important considerations in mind:
 - If doing a JED for any change *going forward*, you can also:
 - Update LAM funding
 - Update Position funding
 - If doing a JED for any change for a prior pay period, you should not make LAM funding changes. There are no retro-active changes in the LAM.
 - Timing between a JED and the LAM matters!

Don't forget that a JED can and will over-write LAM Distributions. Be mindful of when you initiate a JED and when you make updates to the LAM.

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7. What Happens in the LAM in the New Fiscal Year

At the beginning of each new Fiscal Year, a University-wide process creates a 7/1/YY Effective-Dated distribution row for each employee in the LAM.

This example shows what happens in the LAM for the fiscal year that begins: 7/01/2012

a. 7/1/12 – Process runs to create a LAM distribution row for all employees

Process at New Fiscal Year (UDBUD06A)					
Date of Process	Employee Type	Effective Date	Eff. Seq. No.	Funding End Date *	
7/1/2012	Fiscal	07/01/2012	0	06/30/2012	This not a t
7/1/2012	Academic	07/01/2012	0	08/31/2012	1
7/1/2012	Calendar	07/01/2012	0	12/31/2012]

*Funding End Dates are not changed by this process.

- b. 7/1/12 Immediately after the above process is run, the Fiscal Employee Merit process creates another LAM distribution row for each fiscal employee.
- c. Similarly, at 9/1/12 and 1/1/13, the academic year and calendar year Employee Merit processes run, which create a LAM distribution row for each academic and calendar employee respectively.

Employee Merit Processes						
Date of Process	Employee Type	Effective Date	Eff. Seq. No.	Funding End Date		
7/1/2012	Fiscal	07/01/2012	1	06/30/2013		
9/1/2012	Academic	09/01/2012	0	08/31/2013		
1/1/2013	Calendar	01/01/2013	0	12/31/2013		

See the next page for more details about scenarios when a 7/01/2012 LAM row with Eff Seq = 1 already exists when the Fiscal Employee Merit Process is run.

This chart explains three scenarios of what happens in the LAM when the Fiscal Employee Merit (EM) process is run.

7/01/2012 Employee Merit (EM) Process - LAM Scenarios (Eff Seq = 1)*					
	Scenario 1	Scenario 2	Scenario 3		
Action	No 7/01/12 LAM row (except Seq 0)	At least one 7/01/12 LAM row exists (other than Seq 0)	A future LAM row (with no 7/01/12 row) exists		
Insert 7/01/12 EM row (Eff Seq = 1)	Yes	No	Yes		
Email notification	No	No	Yes		
Message in email notification	N/A	N/A	 A 7/01/12 row was added for this employee. No changes were made to future rows. Please review future- dated row(s). 		

Following along with the previous example, the date is 7/1/2012.

* All employees automatically get a 7/01/2012 LAM row with an Eff Seq = 0 as explained in item **a.** on previous page.

8. LAM Resources

- LAM questions and comments
- Request access to LAM Email: <u>lam-system@udel.edu</u>
- UD Financials LAM Sign-on www.udel.edu/lam
- LAM Training, sign up at LearnIT calendar www.it.udel.edu/learnit
- LAM Procedural Manual posted online www.udel.edu/payroll/docs/LAMProceduralManual.pdf
- LAM Procedural Training PowerPoint Presentation posted online www.udel.edu/payroll/docs/LAMProceduralPowerpoint.pdf
- Payroll & Records Management home page <u>www.udel.edu/payroll</u>
- Earnings Codes www.udel.edu/payroll/lam/earnings-codes
- Account-Class Chart www.udel.edu/payroll/docs/class_account_chart.pdf
- UDataGlance www.udel.edu/udataglance
- Grant LAM Calculator training document www.udel.edu/research/pdf/LAMCalcTrain.pdf



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9. Appendix

Salary Obligations

How Obligations are expected to work:

Obligations are an estimate of the salary and benefit expense which will occur during the remainder of the fiscal year for Basic Budget and Self-Supporting funds and through the LAM funding end date (could be three years or more) for all other funds.

Always remember, it is your responsibility to cover the full period with Effective Date and Funding End Date for your salary obligations to be correct.

The following three examples illustrate how Salary Obligations are calculated for various employee types, purpose types, time periods and funding end dates.

a. Examples for Basic/Self Supporting Funding (11 and 21 Purposes):

- Scenario A The employee is paid from one Basic Budget Purpose covering the entire fiscal year.
- Scenario B The employee is paid from one Basic Budget Purpose for only half the fiscal year.
- Scenario C The employee is paid from one Basic Budget Purpose with a Funding End Date beyond the end of the current fiscal year. (Note that the salary only obligate through the end of the current fiscal year.)

Obligations for a Fiscal Employee Paid by Basic Budget or Self-Supporting Purpose Annual Rate is \$24,000 (\$1,000 per pay)						
Funding LAM Obligated Amount						
Scenario	covers full fiscal year	Effective Date	Funding End Date	On 7/1/11	On 8/1/11	
А	Yes	07/01/2011	06/30/2012	\$24,000 (24 pays)	\$22,000 (22 pays)	
В	No	07/01/2011	12/31/2011	\$12,000 (12 pays)	\$10,000 (10 pays)	
С	Yes, with additional months	07/01/2011	12/31/2012	\$24,000 (24 pays)	\$22,000 (22 pays)	

b. Examples for Non-Basic/Non-Self Supporting Funding (such as a Grant or Gift Purpose code):

- Scenario A The employee is paid from three Purpose codes over three time periods covering an entire academic year.
- Scenario B The employee is paid from one Purpose code for three academic years.

Obligations for an Academic Employee Paid by Non-Basic Budget or Non-Self-Supporting Purpose Annual Rate is \$24,000 (\$1,000 per pay)						
Funding Obligated Amount					unt	
Scenario	covers full academic year	LAM Effective Date	LAM Funding End Date	On 9/1/11	On 10/1/11	On 1/1/12
		09/01/2011	09/30/2011	\$2,000 (2 pays)		
А	Yes	10/01/2011	09/30/2011 \$2, (2 r 12/31/2011 \$6, (6 r	\$6,000 (6 pays)	\$6,000 (6 pays)	
		01/01/2012	08/31/2012	\$16,000 (16 pays)	\$16,000 (16 pays)	\$16,000 (16 pays)
	Scenario A -	Total Obligatio	ons	\$24,000	\$22,000	\$16,000
В	Yes	09/01/2011	08/31/ 2014	\$72,000 (72 pays)	\$70,000 (70 pays)	\$64,000 (64 pays)
	Scenario B -	Total Obligatio	ons	\$72,000	\$70,000	\$64,000

c. Examples for Basic/Self Supporting <u>with</u> Non-Basic/Non-Self Supporting Funding (such as a Grant or Gift Purpose code):

Scenario A - The Employee is a faculty member paid for the entire academic year:

- 50% by a Basic Budget Purpose (June includes two months' accrual for July and August)
- 50% by a Grant Purpose with a Funding End Date of 8/31/2012

Scenario B - The Employee is a faculty member paid for the entire academic year:

- 50% by a Basic Budget Purpose (June includes two months' accrual for July and August) with a Funding End Date of 8/31/2014
- 50% by a Grant Purpose with a Funding End Date of 8/31/2014



Earnings Codes

Earnings Code is a three character acronym used to identify the type of earnings an employee is paid.

HR Forms which require you to choose an earnings code:

- HR Job Data (JED)
- HR Position Change
- HR S Contract
- HR S Contract Amendment
- HR Graduate Non Contract Pay
- HR Graduate Non Contract Pay Amendment
- HR Request to Recruit

Earnings code is required for payment to employees. Some of the more commonly used earnings codes are:

Commonly Used Earning Codes				
Earnings Code	Description			
1/9	One-Ninth Salary			
ADM	Administrative Supplement			
ADP	Admin. Supplement - Professional			
ADS	Admin. Supplement - Sal. Staff			
FSN	S-Contract Faculty Summer w/o Retirement			
FSR	S-Contract Faculty Summer w/ Retirement			
ОСҮ	S-Contract Off-Campus Pay			
OT1	Sal. Staff Overtime/Straight			
OT5	Sal. Staff Overtime/1.5 X			
PDF	Post Doc Fellowship			
REG	Regular Pay			
REH	Regular Pay - Hourly			
STN	Grad Student Pay - Flat Rate			
STP	Grad Student Labor, Hourly Pay			
STU	Student Contract Pay			

Account-Class Chart

Use this chart as a guide for understanding the relationship between the Account and Class chartfields. This relationship is valid in the LAM as well as in any situation requiring these Accounts.

CLASS Ranges	Position Types	Personnel Accounts	Account Description
001 000	Exempt (Professional) Employees	120200	Exempt (Professional Staff) Full-time
001 - 099	Post Doc Researchers	120300	Exempt (Professional Staff) Part-time
	Chairpersons	121000	Chairpersons
100 100	Faculty	121100	Faculty Full-time
100 - 199	Faculty	121200	Faculty Part-time
	Academic Center Directors	121600	Academic Center Directors
200 - 299	[not	used]	
	Post-Doctoral Fellows	120800	Post-Doctoral Fellows
	Graduate Interns	122300	Graduate Intern
200 200	Teaching Assistants	122500	Teaching Assistant
300 - 399 - - -	Graduate Assistants	122600	Graduate Assistant
	Graduate Fellows	122700	Graduate Fellow
	Residence Hall Directors	122800	Residence Hall Directors
400 - 499	Non-Exempt (Salaried Staff) Employees	123000	Non-Exempt (Salaried Staff) Full-time
400 433	Non Exempt (subrice starry Employees	Accounts1202001203001203001210001210001211001212001216001223001225001226001227001228001223001223001223001223001223001223001223001223001300140014001400140014001400140014001400	Non-Exempt (Salaried Staff) Part-time
	Casual Wage Bus Drivers	123300	Casual Wage Bus Drivers
500 - 599	Disability Pay	123700	Disability Pay (Elig Retire Co)
	Employees on temporary budget lines	various	various
600 - 699 and	AESCME Unions	123100	AFSCME (Local 439)
700 - 799	AI SCIVIL UTIONS	123400	AFSCME Trades (Local 3472)
800 800	Faculty Ninth Supplements (uses same last two digits as regular salary CLASS)	121100	Faculty Full-time
800 - 899	Chair Ninth Supplements (uses same last two digits as regular salary CLASS)	121000	Chairpersons
900 - 999	Faculty Admin Supplements (uses same last two digits as regular salary CLASS)	121100	Faculty Full-time
500-555	Chair Admin Supplements (uses same last two digits as regular salary CLASS)	121000	Chairpersons