HR 9.1 Upgrade Training
Changes to JED and LAM
April 2011

Vice President for Finance & Administration

Payroll & Records Management
Overview of Changes to LAM

- Why is this happening?

- LAM data will now reside in HR
  - LAM input remains in UD Financials

- LAM deadline will remain 2 days prior to Pay Day at 5pm

- Security – similar to your current LAM access
  - View: all employees in LAM
  - Update: only your HR Dept access (i.e. Web View people)
Sign-on to LAM remains in UD Financials
Old LAM entry page for viewing historical LAM data

New LAM entry page
You can search by employee/EmplID as usual.
Search fields have changed: Fiscal Year has replaced Effective Date

Search Results are by Fiscal Year
Click button to display data from HR system
<table>
<thead>
<tr>
<th>SetID</th>
<th>EmplID</th>
<th>Department</th>
<th>Fiscal Year</th>
<th>Next Fiscal Year</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>UOD01</td>
<td>12345</td>
<td>UNIVERSITY OF DELAWARE</td>
<td>2011</td>
<td>2012</td>
<td>Next FY distribution exists</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mouse,Mickey</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>67890</td>
<td>UNIVERSITY OF DELAWARE</td>
<td>2011</td>
<td>2012</td>
<td>Add next FY distribution</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mouse,Minnie</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
HR 9.1 Upgrade Training ~ Changes to JED and LAM ~ Payroll & Records Management

Left side
Each Earnings Code must add to 100%
Earnings Codes cannot be added or deleted from LAM. This must be done on a JED.
Effective Date Important differences

- LAM Distributions will prorate Eff. Date changes *within* a pay period.
- Can be any date within the current pay period through the end of the fiscal year.
- If an Eff. Date entered is for the pay that has just run, you will get an error message. You will only be able to enter an Eff. Date within the next pay period through the end of the fiscal year.
Eff Seq (Effective Sequence) allows *multiple* Distributions for one Effective Date.

0 is the first Eff. Seq. number

Additional Distributions for the same Eff. Date have **Eff Seq** numbers assigned automatically (1, 2, 3... etc.) with only the highest one taking effect.
When adding a new Distribution, you can choose the same Eff. Date if needed.

The Add and Delete buttons replace the Copy and Delete check boxes.
**Funding End Date**

Applies to all Distributions for this Eff. Date and Eff. Sequence.

End Dates are no longer entered for each Distribution row.
You’ll see this message after you **Save**.

Note: It saves to HR.

**Previous/Next** buttons now refer to **Fiscal Year** not **Eff. Date**
Eff. Dates and Funding End Dates must cover the current pay period completely or you will cause the entire payroll to "suspend".
“Covering a full fiscal year” means no gaps.

Eff. Date(s) and Funding End Date(s) must cover the full fiscal year for salary obligations to work properly.
This is an example of a new Distribution added with the same Eff. Date and same Funding End Date. 

**Eff Seq = 1**

Note: The highest **Eff Seq** displays on top and is the one in effect.

This Add button created the new **Distribution Effective Date**

The Add button on the right side of the page created the 2nd **Earnings Code Distribution** row
Use this **Add** button to insert a new Eff. Date after **4/25/2011**

Use this **Add** button to insert a new Eff. Date between **4/16/2011** and **4/25/2011**
View All/View 1
Use this feature to view either one or all Distribution Effective Dates for the Fiscal Year

Dist % is now three decimal points
This is an example of a new Distribution added with a new Eff. Date and same Funding End Date. Eff Seq = 0
In this example, today’s date is 4/25/11. (Pay Period 4/16 - 4/30 has 10 work days)

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Distribution</th>
<th>Old LAM</th>
<th>New LAM</th>
<th>New LAM Salary Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/16/2011</td>
<td>100% REG HRSA110000</td>
<td>(not considered)</td>
<td>5 work days (4/16 – 4/24) 100% REG HRSA110000</td>
<td>50% REG HRSA110000</td>
</tr>
<tr>
<td>4/25/2011</td>
<td>50% REG AGRI222111</td>
<td>50% REG AGRI222111</td>
<td>5 work days (4/25 – 4/30) 50% REG AGRI222111</td>
<td>25% REG AGRI222111</td>
</tr>
<tr>
<td></td>
<td>50 % REG AGRI462111</td>
<td>50% REG AGRI462111</td>
<td>50% REG AGRI462111</td>
<td>25% REG AGRI462111</td>
</tr>
<tr>
<td>Total Sal.%</td>
<td>100%</td>
<td></td>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>
This is an example of a Distribution with multiple Earnings Codes.

<table>
<thead>
<tr>
<th>Earn Code</th>
<th>Dist %</th>
<th>Account</th>
<th>Class</th>
<th>SpeedType</th>
<th>Purpose</th>
<th>Purpose Description</th>
<th>DeptID</th>
<th>Dept Description</th>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/9</td>
<td>121000</td>
<td>871</td>
<td></td>
<td>ELEG110000</td>
<td>ELECTRICAL &amp; COMPUTER ENGINEER</td>
<td>03130</td>
<td>ELECTRICAL AND COMPUTER ENGRG</td>
<td>OPBAS</td>
</tr>
<tr>
<td>2</td>
<td>REG</td>
<td>100.00</td>
<td>171</td>
<td></td>
<td>ELEG110000</td>
<td>ELECTRICAL &amp; COMPUTER ENGINEER</td>
<td>03130</td>
<td>ELECTRICAL AND COMPUTER ENGRG</td>
<td>OPBAS</td>
</tr>
<tr>
<td>3</td>
<td>ADM</td>
<td>100.00</td>
<td>971</td>
<td></td>
<td>ELEG110000</td>
<td>ELECTRICAL &amp; COMPUTER ENGINEER</td>
<td>03130</td>
<td>ELECTRICAL AND COMPUTER ENGRG</td>
<td>OPBAS</td>
</tr>
</tbody>
</table>
This is a newly added Distribution which has a new Eff. Date and same Funding End Date. Eff Seq = 0

Note each Earnings Code adds to 100%

Notice that you can see all Distribution rows instead of only 4.
Conversion of LAM Data

• Future Dated LAM Distributions (after 4/13/11) will not be converted.
  – These Distributions will be available in the *UD Labor Allocation - History* page
  – You will need to re-enter these Distributions as needed

• LAM reporting (FIN-history and HR-current) expected to be available in Cognos

• Salary obligations *actively being worked on*, enhancements:
  • Will factor in Leave without Pay, Retirements and Terminations
  • Will include future Distributions within the current year
  • Will have correct grad student Funding End Dates
  • Will disregard 11- and 12-mo. Faculty in calculating accrual obligations
Time Frames

• HR 9.1 Upgrade expected April 14-17
  – Includes LAM Distribution Enhancements

• Anticipated time frame for your LAM entries:
  – Stop entries 12:00 noon on 4/13 (“old” LAM screen)
  – Start entries upon notification (“new” LAM screen)

• We’re working on these items and will alert you as we go:
  – Access to the LAM
  – LAM Mailing List
Example of what happens at 7/1/11:

Employee Level Rows:

- Process runs to create Employee Level rows for all:

  7/1/11  Fiscal  07/01/11 – 06/30/11
  (Eff Seq = 0)  Academic  07/01/11 – 08/31/11
  Calendar  07/01/11 – 12/31/11

- Employee Merit (EM) creates:

  7/1/11  (Eff Seq = 1)  Fiscal  07/01/11 – 06/30/12
  9/1/11  (Eff Seq = 0)  Academic  09/01/11 – 08/31/12
  1/1/12  (Eff Seq = 0)  Calendar  01/01/12 – 12/31/12
# LAM Update Process at 7/1/11

<table>
<thead>
<tr>
<th>Action</th>
<th>No 7/01/11 LAM row except Seq 0</th>
<th>At least one 7/01/11 LAM row exists other than Seq 0</th>
<th>A future LAM row (with no 7/1/11 row) exists</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert 7/01/11 EM row (Eff Seq = 1)</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Email notification</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Message in notification</td>
<td>No</td>
<td>This employee already has a 7/01/11 row, no new 7/01/11 row was added.</td>
<td>A 7/01/11 row was added for this employee. No changes were made to future rows. Please review future-dated row(s).</td>
</tr>
</tbody>
</table>

* Everyone automatically has a 7/01/2011 LAM row where Eff Seq = 0
Wins

• Department and Funding changes on JED will automatically update LAM department and LAM Funding

• JED allows both permanent funding (position) and temporary funding (LAM) changes at the same time

• All employees will be in LAM
  – Grad students added to LAM automatically

• LAM entry page allows multiple distribution changes for one Effective Date (by Effective Sequence Nos.)
More Wins

• Multiple LAM Distributions **within** a pay period will pro-rate changes

• Financial transactions will have **one** transaction per Earnings Code and Purpose with correct Account description

• New Fiscal Year – Prior LAM distributions will be copied to the new year automatically for all employees

• HR-Payroll data and Financial transactions will be consistent

• Terminated employees will be viewable in the LAM

• JED auto updates the LAM and WebViews
Questions?
HR LAM is all new, please be patient!

Comments/Suggestions/Issues
Please contact Payroll & Records Management
lam-system@udel.edu
or call x8677