

Training Document for Labor Allocation Module Maintenance

Last revised: November 19, 2008

Course Objectives:

- I. Understand: What is the Labor Allocation Module?
- II. Identify who is in the Labor Allocation Module
 - i. Starting distributions
 - ii. New Hires
 - iii. Retirements and Terminations
- III. Enter and Maintain Distributions
- IV. View Distributions

I. WHAT IS THE LABOR ALLOCATION MODULE?

The Labor Allocation Module (LAM) is a UD process that is “bolted on” to PeopleSoft (Oracle) Financials. The purpose of the LAM is to spread salaries for certain employees to the proper distributions for each pay within the PeopleSoft Financials system.

Units around the campus will change the funding distributions for their employees on a PeopleSoft web page that will feed a PeopleSoft table. The distributions will be done on a percentage basis, not on a dollar distribution basis. The information from this table will then be used to charge employees’ salaries correctly for that pay period. A “dummy code” will be used internally by HRMS; the pay amount will go from HRMS directly to the LAM, where the distribution for each affected employee will be revised to reflect the desired distribution. All other pay entries will pass through this filter application untouched. The output product will be a PS journal passing full payroll accounting transactions to the general ledger.

There will an additional process that will change the Source chartfield of certain employees whom are State Funded. The Budget Office will maintain a table that stores the specific chartfield combinations that will need this additional change. In this way, campus users will no longer see (or need to consider) which basic budget-funded employees are State Funded (this used to be reflected in legacy account codes that started with 1 – 3).

Advantages

1. Quicker turnaround time for salary funding changes. Units around the campus will be able to change the distributions on their employees up to **TWO** days prior to the close of business before pay date, thereby relieving the HR system of some of its heavy workload. Input through HR would be reduced by the volume of transactions that are solely salary distribution changes.

2. Reduces the number of retro journals needed to accommodate late notices of award by federal and other sponsors.
3. Clearing Accounts and cumbersome salary Journal Vouchers (JV) used by colleges would no longer be necessary. They would simply enter new distributions in the LAM for each of their employees as needed and the accounting transactions would be processed centrally.
4. More timely information regarding funding distributions than is now the case.

II. WHO IS AND IS NOT IN THE LABOR ALLOCATION MODULE?

- All current Professional, Salaried Staff and Faculty employees with positions **are included**; this also includes Limited Term Researchers.
- S-Contract only employees, GNCP payments, bi-weekly and miscellaneous wage employees **are not** included.
- Graduate Students and Post Docs **are not included in the initial load** and their inclusion in this module is at the discretion of the employee's unit. **Should a unit wish a particular graduate student/post doc to be included, they need to e-mail the Budget Office, and include the student/post doc's EmplID.** The Budget Office will "activate" the person, and contact the unit's HR Liaison. After the Budget Office activation, the unit must enter the person's funding distribution, along with an effective date, into the LAM.

Security issue note: People can change distributions of anyone in the LAM; you must only change people you should change.

WHAT ARE THE STARTING DISTRIBUTIONS?

Employees' funding distributions as of May 3, 2003 were loaded into the LAM. In the new 2003-04 fiscal year, this will change for many employees (see Q&A box below for 2003-04 information).

INITIAL INPUT and NEW HIRES

- To be active in the LAM an employee must have an active EmplID in the HR system.
- Initial distributions and additions of new employees will be loaded by the Budget Office when they receive the JED for the new hire. **AS NOTED ABOVE, this is NOT the case for Graduate Students and Post Docs.** See not above for the procedure to add these people to the LAM.
- The initial funding budget for the new hire employee should be used on the hiring JED.
- For employees that you want in the LAM, you should **ALWAYS put "LAM" in the comments.** (While every professional, salaried staff and faculty member with a position should go in the LAM even without such a comment, the comment serves as a reminder to the processing offices.)

RETIRED OR TERMINATING EMPLOYEES

- The Budget Office will be responsible for inactivating the LAM record of employees whom retire or terminate at the appropriate time. Such employees will no longer have an active

LAM record. If employees are rehired in a LAM position, they will be reactivated in the LAM by Budget Office Staff.

PERMANENT BUDGET CHANGES

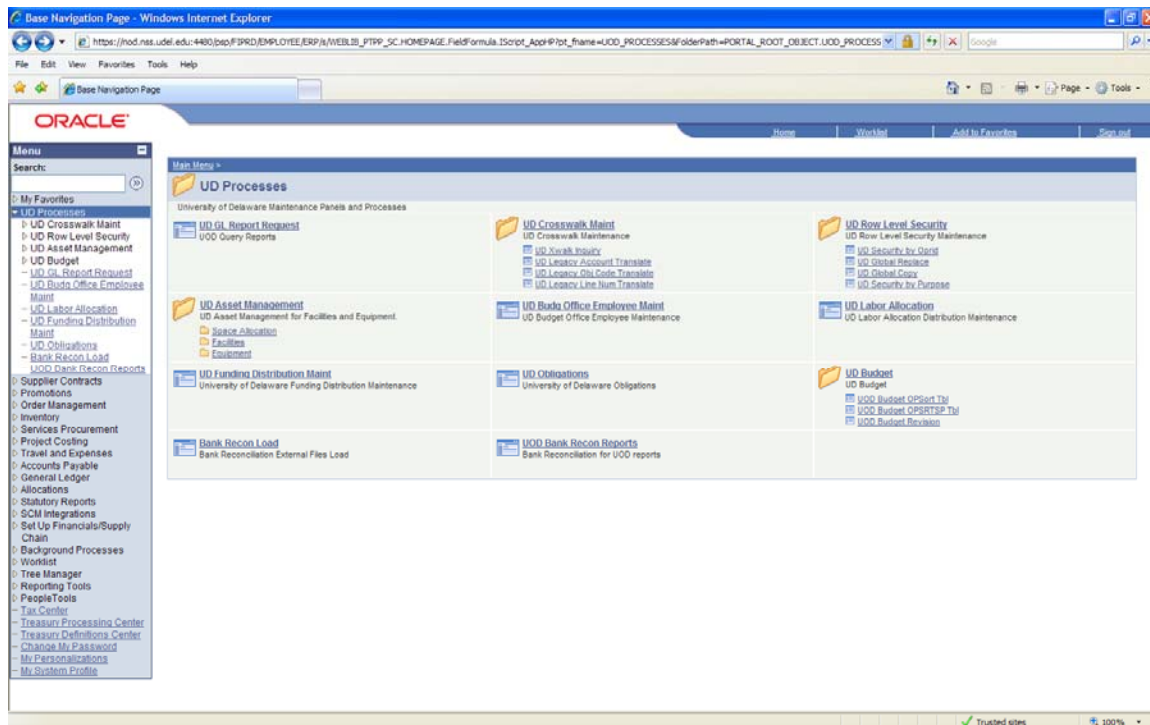
- If someone’s permanent funding is changing, a JED must be completed in addition to the change being made in the LAM.
- **IMPORTANT:** If an employee changes departments (which is a permanent budget change), a JED *will be* needed. However, the LAM distribution will also need to be changed. This should be done by the department to which the employee is moving, and should be done when the JED is approved.

III. HOW TO ENTER DISTRIBUTIONS

To log onto the Labor Allocation Module (LAM):

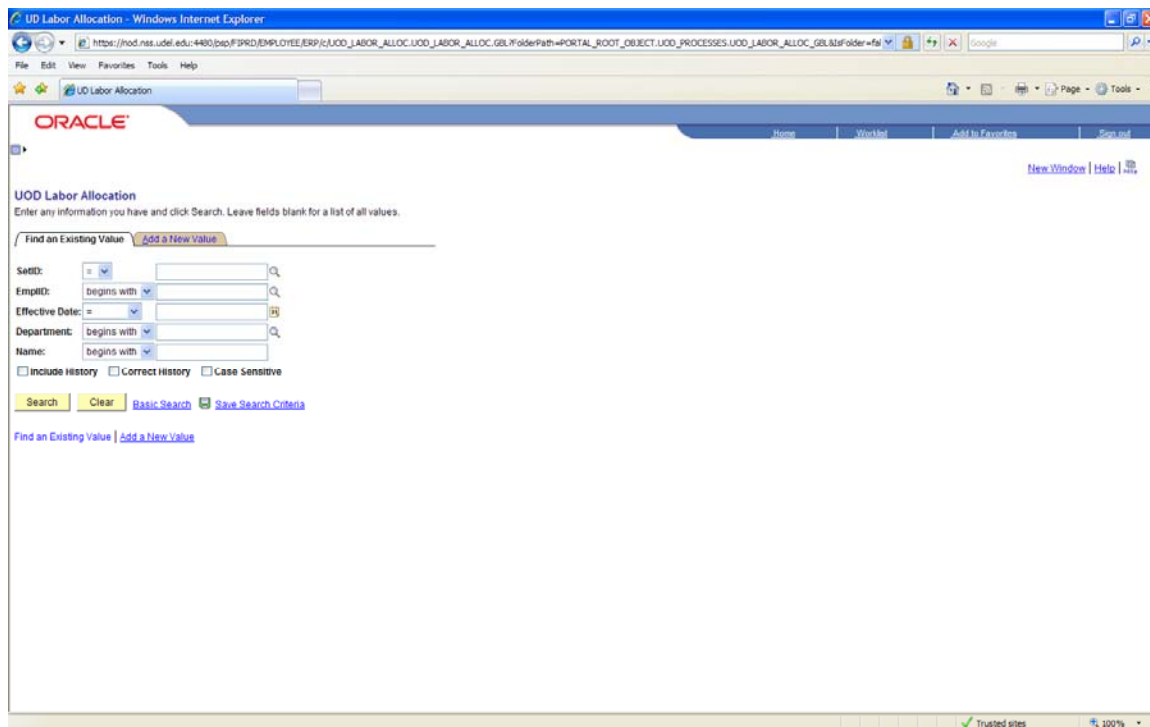
1. Log on to FIPRD by going to this URL:
<http://www.udel.edu/fiprd>
2. On the menu on the left, click on UD Processes.
3. Click on UD Labor Allocation

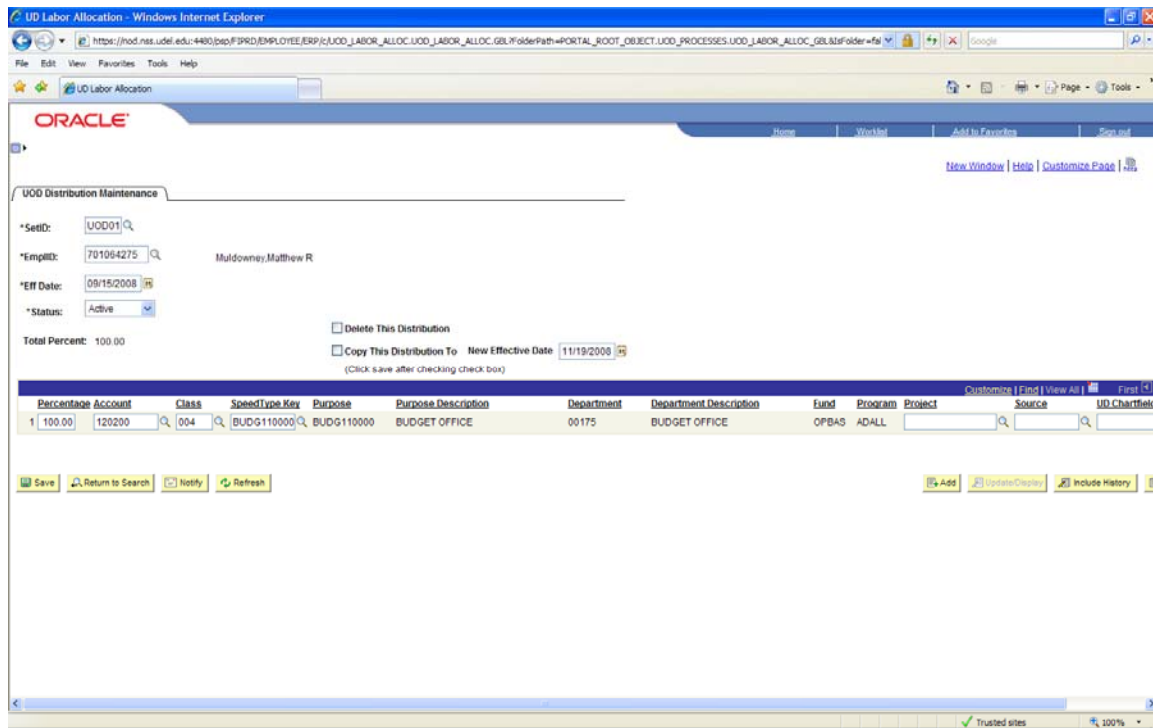
The menu will look like this:



Handy Tip: When searching for an employee you plan to ‘add’ a distribution for, you may want to highlight and copy (or simply jot down) the EmplID when found. You’ll need this in later steps.

Exercise 1: Navigate to your own record(s).





---End of Exercise ---

MAINTAINING AN EMPLOYEE'S DISTRIBUTION

When an employee's funding is going to change, you do not want to change their current distribution; rather, you want to enter a new distribution with a later effective date.

IMPORTANT: You should never enter a new distribution with an effective date prior to the current pay period. Since the prior pay period's pay has already been distributed, entering a new distribution with an earlier date is misleading.

IMPORTANT: When an employee's permanent funding changes, e.g. when they change department, please enter the permanent funding amounts and chartfield strings on the JED in addition to updating the LAM.

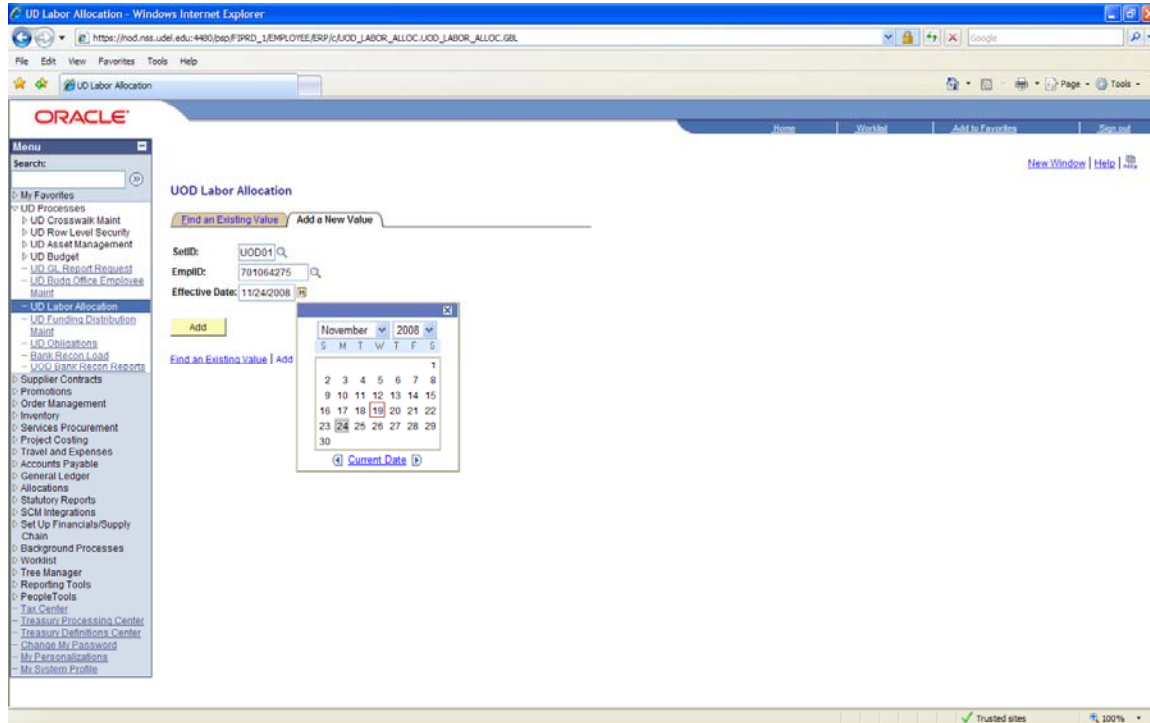
Exercise 2:

Using your own record, follow these steps to update your distribution.

1. Find your EmplID using the search feature described above.
2. Open your own labor distribution by clicking on your EmplID in the list that was generated by your search. This will show you your current distribution.
3. As noted, you should NOT change this existing distribution; rather, you will add a new distribution with a later effective date. Make a note of your EmplID and any information

from your existing distribution which you will want to retain (e.g. Class). Alternatively, you may wish to click the “New Window” link and enter the new distribution in the new window, while leaving the existing distribution open in the original window.

4. Click the ‘Add a New Value’ tab, with input boxes for EmplID and Effective Date. Simply enter your EmplID and the effective date you want. In this case, choose today’s date. Note: there may be times when you will want to enter distributions with a future effective date, i.e. to reflect a future funding change. You would do this by choosing the appropriate future effective date.

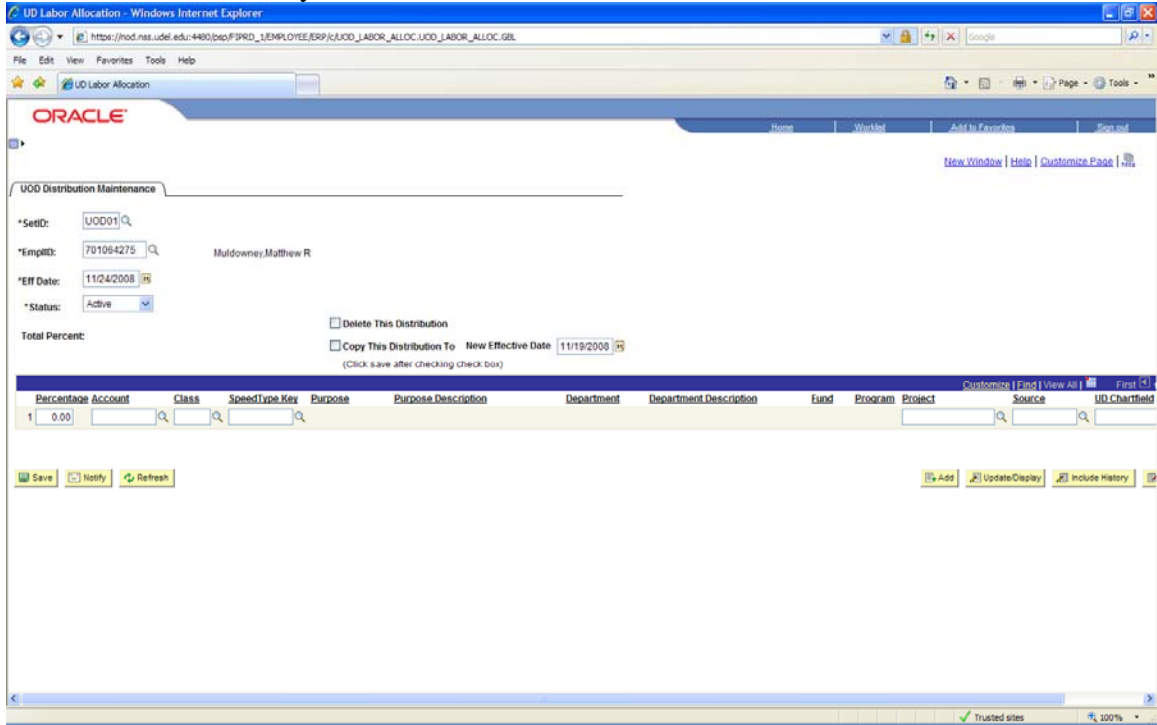


Special note of consideration:

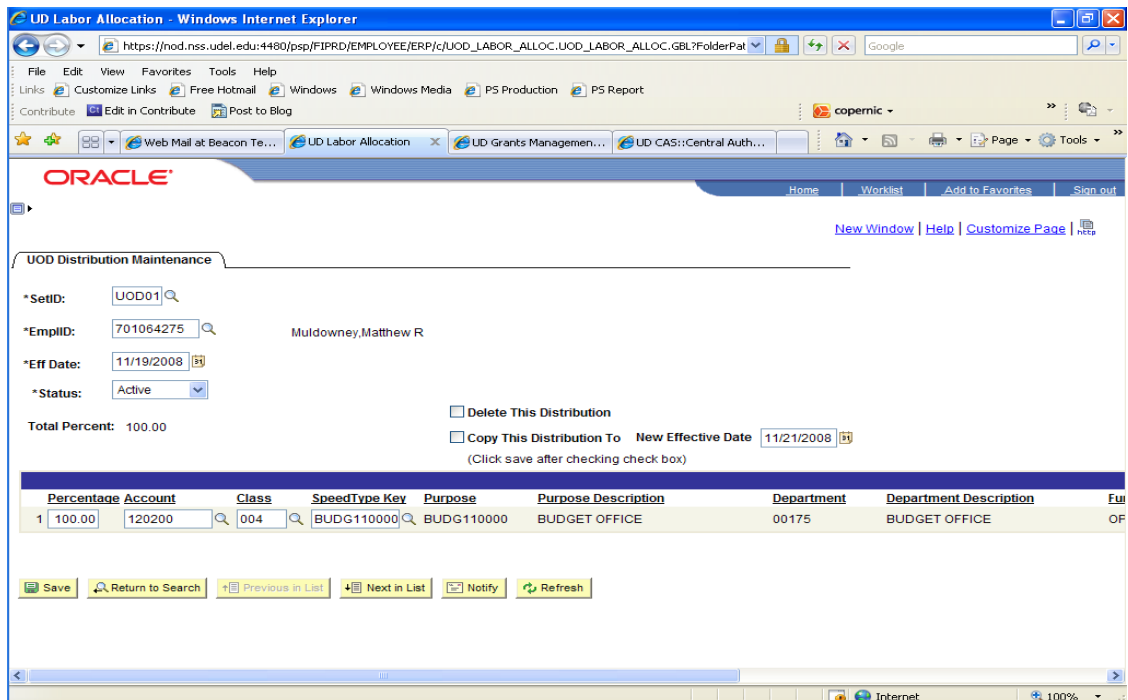
EFFECTIVE DATE means the date the system will recognize and implement the new allocation. The LAM uses the current row (effective date closest to, but not after, current date) to determine the pay distribution. ***For distribution to be used for the current pay period the distribution must be entered and saved before or on the day before the pay date and it must be the current row.*** If the effective date was in the middle of a pay period, ALL of that pay period’s pay will be distributed per the current row. For example, if someone’s pay distribution changed on January 10, and this was entered into the LAM with effective date of 1/10/2003, ALL of their January 1-15 pay will be distributed per that distribution. Any corrections for the first 10 days of January will have to be done manually by JV.

Additional Note: The system will compare the PAY DATE (rather than the date that pay is RUN) to the effective date. This means that even if the 8/31 pay isn’t run until 9/2, a new distribution with effective date 9/1 won’t be used.

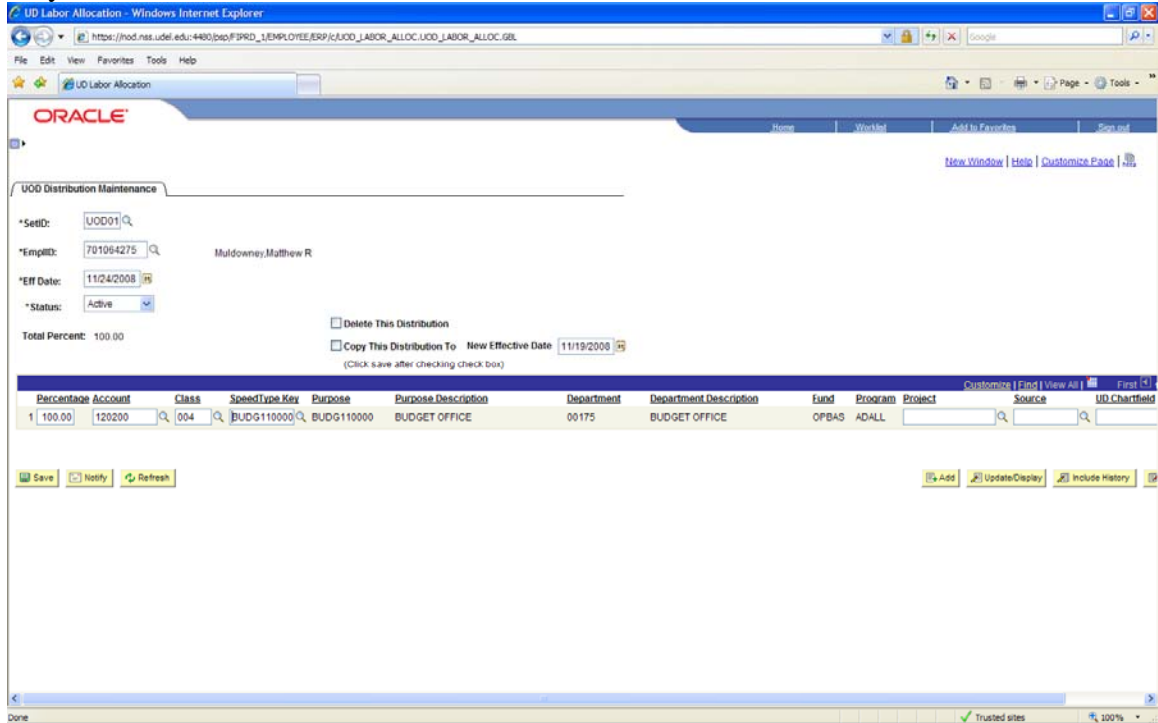
- You will then get another distribution screen where you can enter the desired distribution as of the effective date you entered.



- Enter your first desired distribution row. You must include Account, Class and Speedtype Key and a percentage. You can enter the first few characters of any of these fields and click on the magnifying glass icon to view values that start with these characters.



- Note that when you select a SpeedType Key, a number of other chartfields are filled in for you.

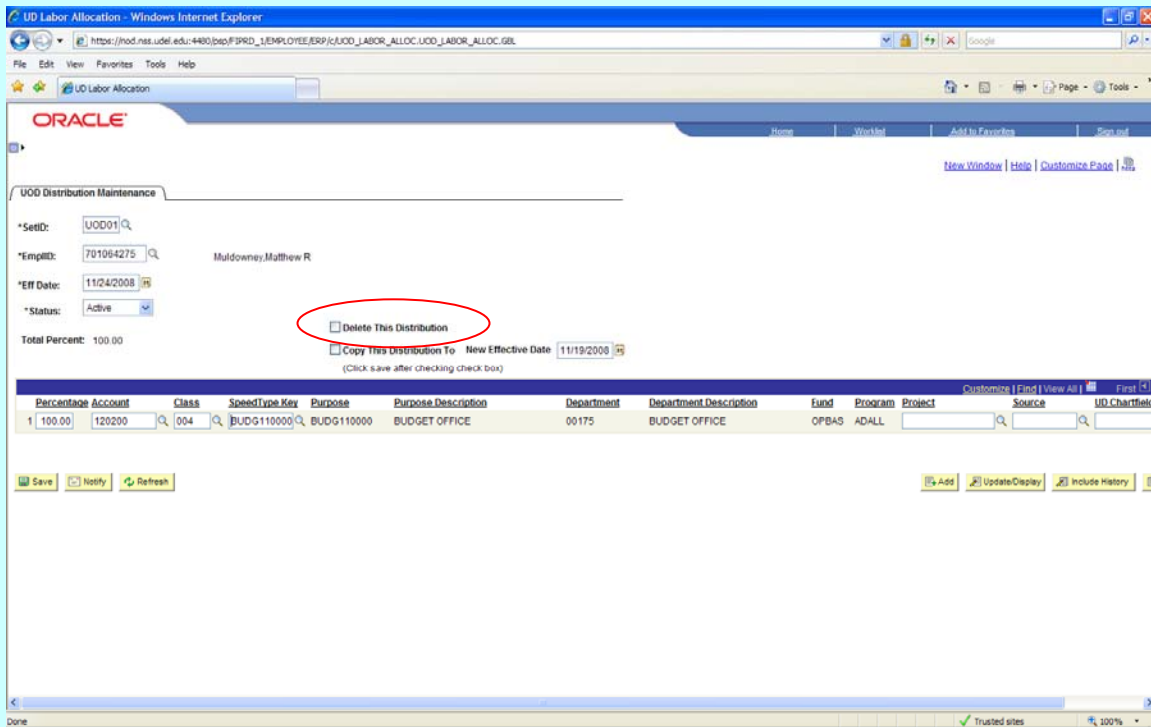


- Leave STATUS field set at “ACTIVE” for now; you will change it soon.
- To add an additional row, click the “+” sign at the right of the screen next to the last distribution row. To remove a row, click the “-” sign at the right of the screen next to the distribution that you wish to remove. You can copy and paste fields (such as Account and Class) from one row to another.
- ALL DISTRIBUTION ROWS MUST TOTAL 100%** or you will not be allowed to save.
- Since this is an exercise, change STATUS field to Inactive so that this distribution may be removed from PS Financials.*
- If you have more than 4 distribution rows, you may need to click “View All” at the right hand side of the screen in the blue bar above the distribution rows.
- Click Save.
- REMINDER:** The distribution you enter into the LAM will be in effect for the next pay distribution as long as you enter the data by the close of business **TWO** days before that pay date, and as long as you set the status to be ACTIVE.

-----End of Exercise-----

Q. What do I do if I make a mistake and need to delete a distribution record????

A. Click the delete this distribution check box located on the search distribution screen. You cannot delete historical distributions. You can only delete distributions effective dates of today or later .



Special note of consideration:

FACULTY ON BASIC BUDGET

The percentage of a faculty member's time which is charged to a basic budget Purpose can now, with PeopleSoft, be SUBDIVIDED depending on the faculty member's assigned workload. In the past, there was one main basic budget "account code" per department. Under PeopleSoft, there is one main basic budget "Purpose" per department, but more than one "Speedtype" per department, which correlates the Purpose to one of four PS Program values. For example, the CHEM110000 Purpose is referred to by four different Speedtypes:

- CHEM110000 (Instruction or internal service)
- CHEM11DRES (Departmental Research)
- CHEM11PSERV (Public Service)
- CHEM11MTCH (Match)

The DEFAULT for each faculty member's basic budget funding will be to the XXXX110000 Speedtype, in this example, CHEM110000.

However, their distributions need to be refined in most cases. Here is how:

Start with the portion of the person's time that should be charged to the Purpose CHEM110000 (as noted, all of the above Speedtypes point to the same purpose). Select the correct combination of Speedtypes for this portion, based on assigned workload:

CHEM110000 (shown in lookup tables as CHEM110000): use this for the portion of the person's workload assigned to instruction OR internal service; this would select CHEM110000 as the **Purpose** and Instruction (INST1) as the **PS Program**.

CHEM11DRES: use this for the portion of the person's workload assigned to research that isn't externally funded; this would select CHEM110000 as the **Purpose** and Dept Research (INST2) as the **PS Program** [in the old legacy system, this is all lumped in with Instruction]

CHEM11PSERV: use this for the portion of the person's workload assigned to Public Service (not internal service) - this would select CHEM110000 as the **Purpose** and Public Service PUBSV as the **PS Program**.

Note: when it is not clear in which category a portion of the faculty member's workload belongs, the department chair makes the determination.

CHEM11MTCH: use this for basic budget-funded salary that you specifically want to track as match; this would select CHEM110000 as the **Purpose** and University Sponsored Research (RSCH6) as the **PS Program** - that is currently function 29

NOTE: When using Speedtypes that point to University Sponsored Research as the PS Program (that is, Speedtypes ending in MTCH), it may be useful to include a value for Project that refers to the contract or grant that you are matching.

Special note of consideration:

EMPLOYEES WITH SUPPLEMENTS

In the old “legacy” system, employees with supplements had funding that looked like this (example given is for a typical chair):

Account Code	Object Code	Line Number	Description
X-X-XX-XXXX-XX	210	103	Annual salary
X-X-XX-XXXX-XX	210	803	Ninth
X-X-XX-XXXX-XX	210	903	Supplement

Note that there are three different Line Numbers.

In the PeopleSoft system, each faculty member has just one Class number. Therefore, the ninth and supplement must be denoted in another way. That is done using the Account chartfield.

For employees whose annual salary is paid on Accounts 121000, 120200, or 121600, a ninth is paid on Account 121000 with a class number that begins with “8”. A supplement is paid on Account 121000 with a class number that begins with “9”. [Note: for employees without faculty appointments with supplements, these Accounts will be used but the class numbers for the supplement would start with a 9 as it does in the old “legacy” system.

For Faculty (Account 121100), a ninth is paid on Account 121120. A supplement is paid on Account 121110.

In all cases, the total distribution for one EMPLID must add up to 100%.

EXAMPLE: a chair with annual rate of \$50,000 who is receiving one ninth (5,556) and a \$5,000 per year supplement would have a distribution like this:

82.57%	Account 121000	Class 178
9.17%	Account 121000	Class 878
8.26%	Account 121000	Class 978

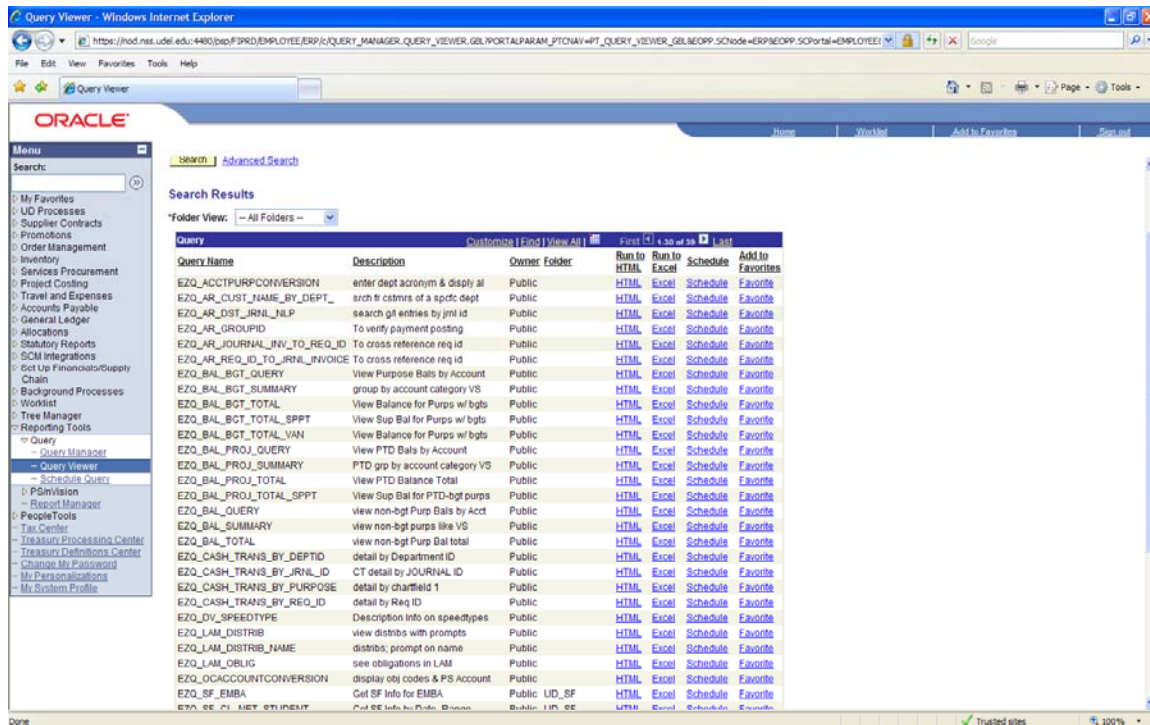
The percentages above represent the percentage each portion of the pay represents of the total compensation of $50,000 + 1/9 + 5,000$, or \$60,556.

IV. VIEWING DISTRIBUTIONS

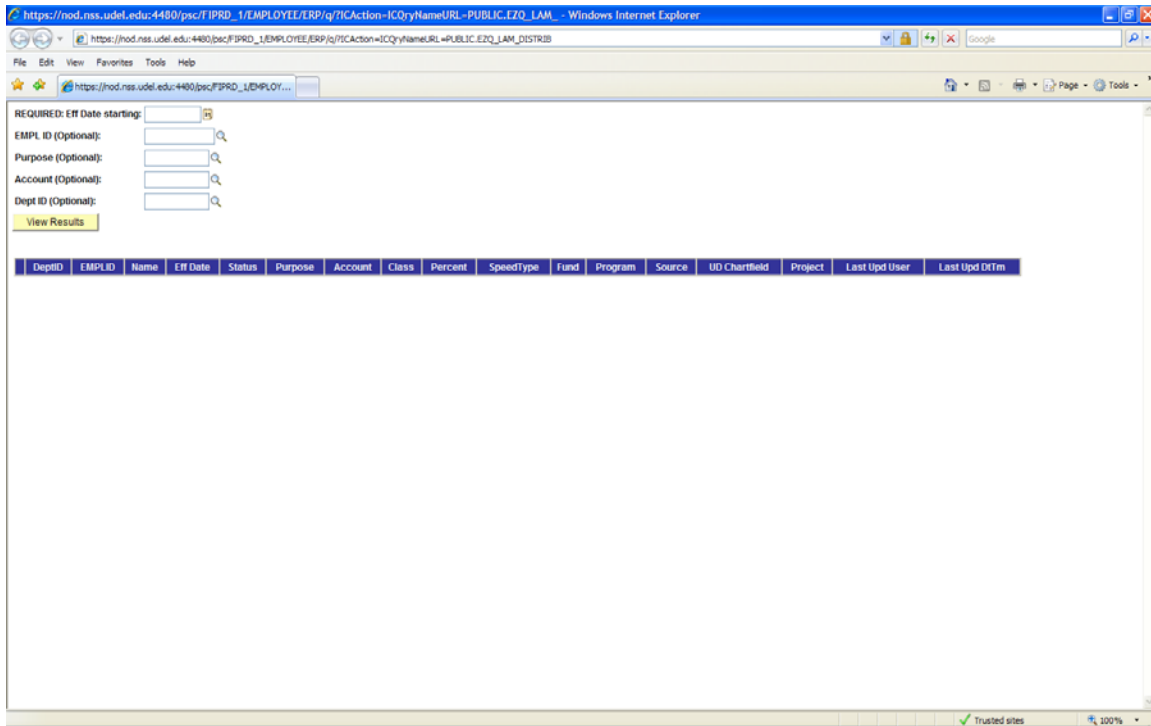
- For people in the LAM, the permanent funding sources will still be displayed on HRMS webviews, but any temporary funding changes will NOT be reflected on HRMS webviews. For example, for a faculty member who is permanently funded on basic budget but temporarily off-loaded to a grant, the HRMS Webviews will show only the permanent funding. To see a person's actual funding distribution, including any temporary changes, you will need to view the LAM screens, or use the PeopleSoft financials QUERY function.
- All of the information that you enter into the LAM is stored in PeopleSoft records (tables). A public query is available that enables you to see this information. You can query by employee ID, employee name, Purpose, or DEPTID.

In all cases, navigate to **Query Viewer** from the Menu:
Reporting Tools>Query>Query Viewer

Type 'EZQ' in the search field, and click the search button. You will get a screen like this (exact list may vary):



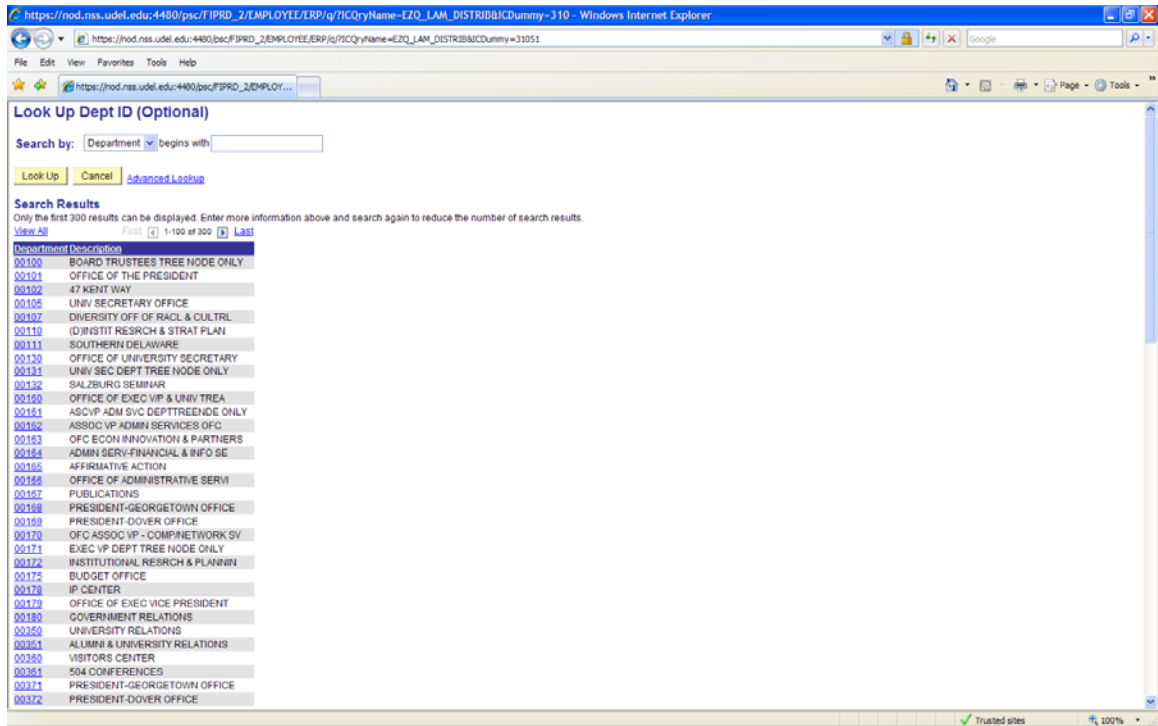
Select query run type next to '**EZQ_LAM_DISTRIB**'. Ex. – to view the data without download, click 'HTML'; to download the data, click 'Excel'. This is applicable to all queries within Oracle.



Now enter a value for the “REQD: Eff Date not less than” field. You do this by clicking the calendar icon and selecting a date. (To get all values, select May 2, 2003.) Enter any combination of the other query prompts and click OK. Note that the prompts for Dept ID, Purpose and Account have magnifying glass icons. This allows you to enter any characters into these boxes, and click the magnifying glass icon to get a list of all values starting with those characters. You can then select the value you want from the list.

Exercise 3: Find all distributions for your department.

1. Navigate to Query Viewer, search for and select the query EZQ_LAM_DISTRI.
2. When the prompts appear, click on the calendar icon next to the **“REQD: Eff Date not less than” field**. Select May 2, 2003.
3. Although noted as ‘Optional’, click the magnifying glass to obtain your Dept ID by selecting the Office Name from the menu.



4. Select your DEPTID from the list; this will automatically enter the number on the previous screen.
5. Click “View Results”
6. You will get query results in a format similar to the following. Note that there are multiple rows for some people to reflect that their distributions have multiple rows.
7. Enter new data within any of the selection boxes to refine your selections.
8. Click ‘Excel Spreadsheet’ for further analysis of the data.

https://mod.nss.udel.edu:4480/psc/T/PRD_1/EMPLOYEE/ERP/q?iCQryName=EZQ_LAM_DISTRIB&CDummy=310 - Windows Internet Explorer

https://mod.nss.udel.edu:4480/psc/T/PRD_1/EMPLOYEE/ERP/q?iCQryName=EZQ_LAM_DISTRIB&CDummy=31051

File Edit View Favorites Tools Help

https://mod.nss.udel.edu:4480/psc/T/PRD_1/EMPLOY...

Page Tools

REQUIRED: Eff Date starting: 5/02/2003

EMPL ID (Optional):

Purpose (Optional):

Account (Optional):

Dept ID (Optional): 00175

View Results

Download results in: Excel Spreadsheet CSV Text File (10 kb)

View All First 1-21 of 21 Last

DeptID	EMPLID	Name	Eff Date	Status	Purpose	Account	Class	Percent	SpeedType	Fund	Program	Source	UD Chartfield	Project	Last Upd User	Last Upd DcTm
1	00175	50552	Bittingham,Michelle Rene Broadway	05/03/2003	A	BUDG110000	120200	005	100.00	BUDG110000	OPBAS	ADALL			bosler	11/05/2003 3:11:44PM
2	00175	42813	Brown,Elaine Vetterli	05/03/2003	A	BUDG110000	123000	405	100.00	BUDG110000	OPBAS	ADALL			broadway	11/05/2003 9:28:44AM
3	00175	32794	Rylee,Carol D	05/03/2003	A	BUDG110000	120200	001	100.00		OPBAS	ADALL				
4	00175	26714	Northam,M Claire	05/03/2003	A	BUDG110000	123000	404	100.00	BUDG110000	OPBAS	ADALL			lonel	11/05/2003 9:50:49AM
5	00175	20654	Bosler,Robert	05/03/2003	A	BUDG110000	123000	401	100.00	BUDG110000	OPBAS	ADALL			czinszer	11/05/2003 9:54:27AM
6	00175	21826	Gilbert,Lionel D	05/03/2003	A	BUDG110000	120200	004	100.00	BUDG110000	OPBAS	ADALL			czinszer	11/05/2003 10:05:22AM
7	00175	10188	Zinszer,Catherine D C	05/03/2003	A	BUDG110000	120200	003	100.00	BUDG110000	OPBAS	ADALL			lonel	11/05/2003 10:51:39AM
8	00175	32794	Rylee,Carol D	05/19/2003	A	BUDG110000	120200	001	100.00	BUDG110000	OPBAS	ADALL			rylee	06/19/2003 9:46:39AM
9	00175	32794	Rylee,Carol D	09/01/2004	A	BUDG110000	120200	001	100.00	BUDG110000	OPBAS	ADALL			rylee	09/13/2004 1:54:14PM
10	00175	30421	McCullough,Michelle S	11/14/2005	I	BUDG110000	123000	406	100.00	BUDG110000	OPBAS	ADALL			czinszer	02/23/2006 9:28:23AM
11	00175	26243	Hardy,Rebecca L	02/13/2006	A	BUDG110000	123000	406	100.00	BUDG110000	OPBAS	ADALL			czinszer	02/10/2006 3:41:16PM
12	00175	21826	Gilbert,Lionel D	08/16/2007	A	BUDG110000	120200	006	100.00	BUDG110000	OPBAS	ADALL			czinszer	08/02/2007 10:58:17AM
13	00175	700958135	Zhang,Yibin	11/19/2007	A	BUDG110000	120200	004	100.00	BUDG110000	OPBAS	ADALL			czinszer	11/19/2007 4:56:46PM
14	00175	32794	Rylee,Carol D	08/21/2008	A	BUDG110000	120200	001	100.00	BUDG110000	OPBAS	ADALL			rylee	09/13/2004 1:54:14PM
15	00175	21826	Gilbert,Lionel D	08/28/2008	A	BUDG110000	120200	005	100.00	BUDG110000	OPBAS	ADALL			czinszer	08/02/2007 10:58:17AM
16	00175	21826	Gilbert,Lionel D	09/27/2008	A	BUDG110000	120200	005	100.00	BUDG110000	OPBAS	ADALL			czinszer	08/02/2007 10:58:17AM
17	00175	21826	Gilbert,Lionel D	08/28/2008	A	BUDG110000	120200	006	100.00	BUDG110000	OPBAS	ADALL			czinszer	08/02/2007 10:58:17AM
18	00175	700521381	Hudson,Christina Jo Ann	09/12/2008	A	BUDG110000	120200	006	100.00	BUDG110000	OPBAS	ADALL			cnortham	09/12/2008 9:12:40AM
19	00175	701064275	Muldowney,Matthew R	09/15/2008	A	BUDG110000	120200	004	100.00	BUDG110000	OPBAS	ADALL			cnortham	09/12/2008 1:08:33PM
20	00175	21826	Gilbert,Lionel D	09/28/2008	A	BUDG110000	120200	005	100.00	BUDG110000	OPBAS	ADALL			czinszer	08/02/2007 10:58:17AM
21	00175	42813	Brown,Elaine Vetterli	10/29/2008	A	BUDG110000	123000	405	100.00	BUDG110000	OPBAS	ADALL			broadway	11/05/2003 9:28:44AM

Done

Trusted sites 100%