Labor Allocation Module (LAM)

Procedural Manual

Payroll & Records Management
University of Delaware

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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 lam-system@udel.edu.

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 lam-system@udel.edu, include:

- Name and user name (UDelNet ID)
- 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)?
- 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 lam-system@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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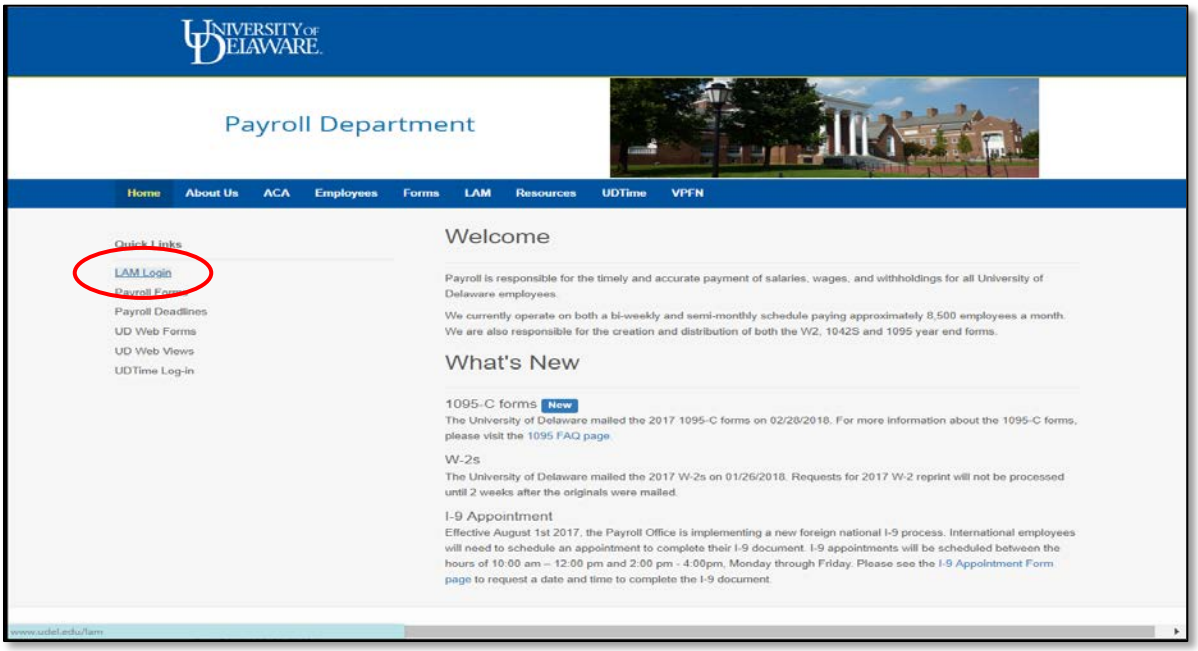
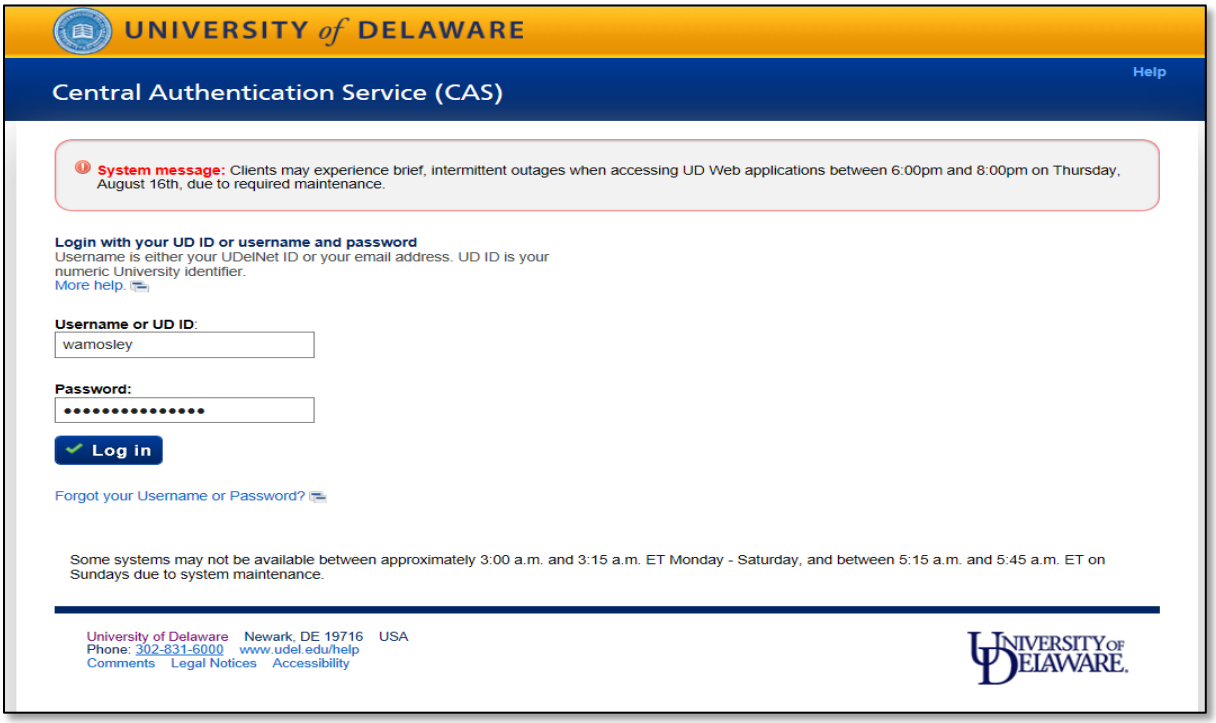
3. The Basics

3.1 Logging into UD Financials (FIPRD)

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

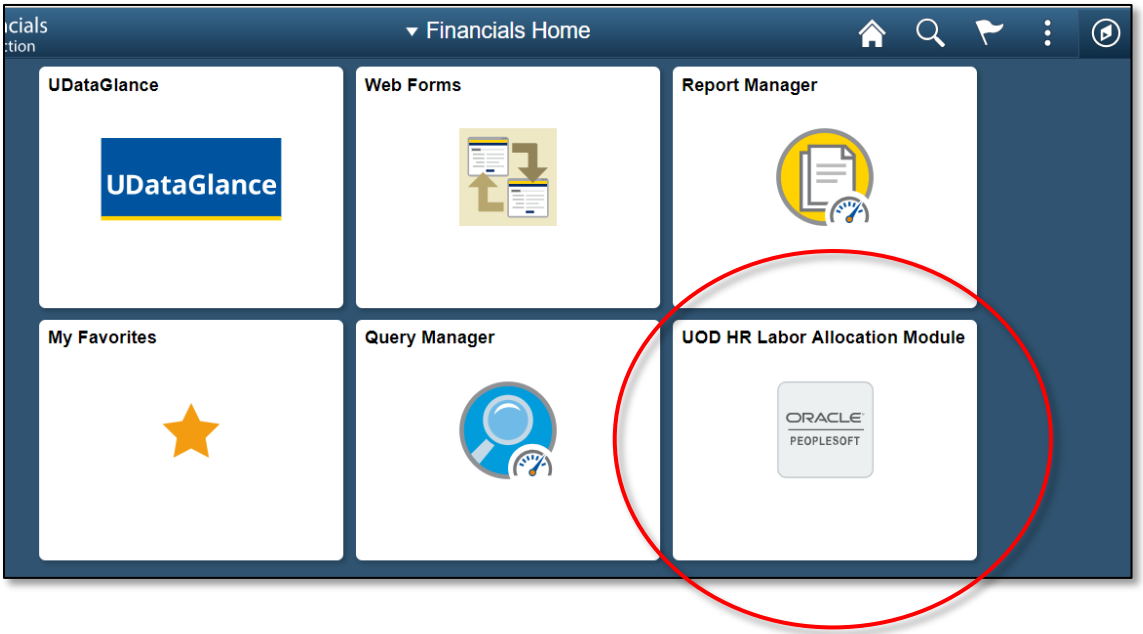


- Enter your User ID and Password (UdelNet ID and password)
- Click the **Log In** button
    - Enter in your 2Factor Authentication code if needed

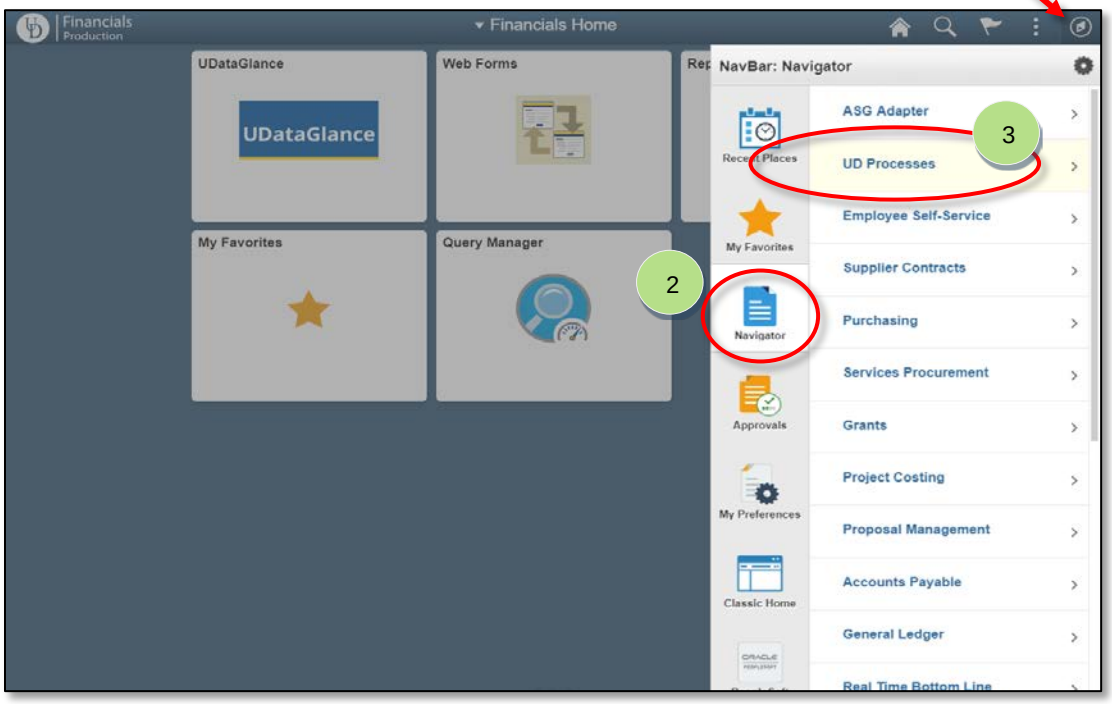


3.2 Navigation to LAM Entry Page

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

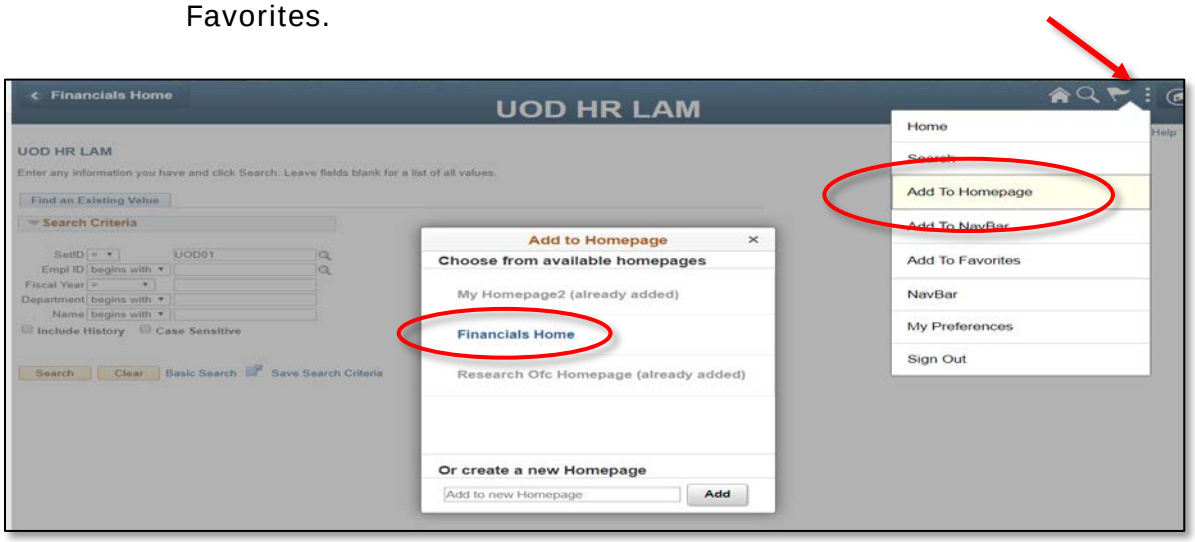


2. If you **do not have the module listed** on the ***Financials Home*** screen:
   - Go to the **NavBar** icon in the upper right-hand corner
   - Select **Navigator**
   - Select **UD Processes**

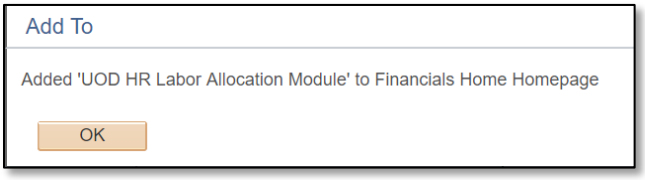


   - Select **UOD HR Labor Allocation Module**

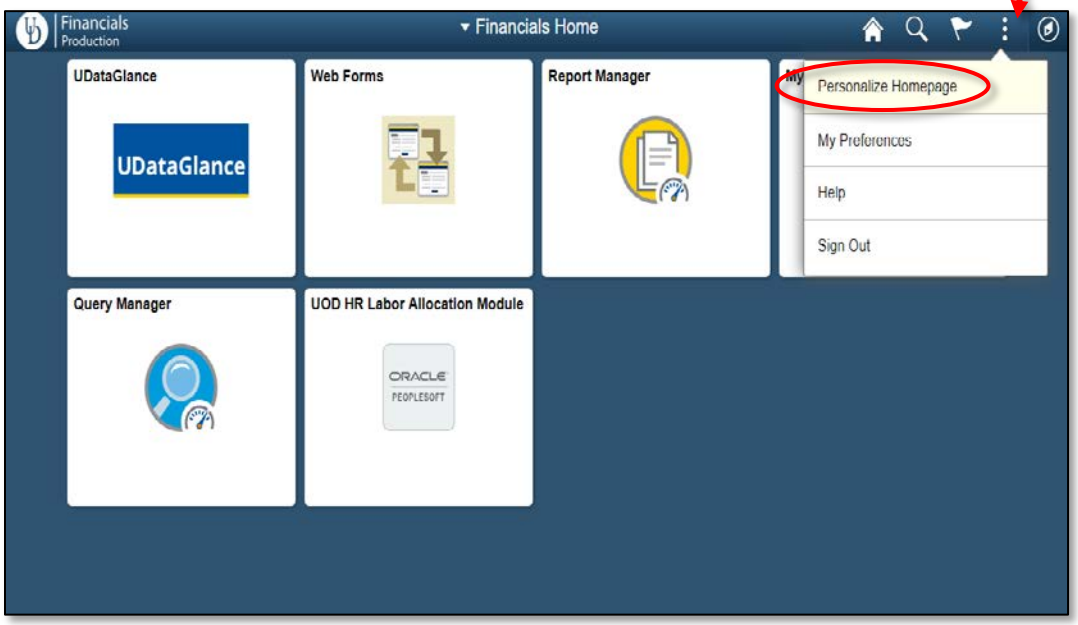
- Once in the UOD HR LAM screen, select the ***three stacked dots*** in the upper right-hand corner.
- Select **Add to Homepage**, then select **Financials Home** to add to your Financials Homepage.
  - You can also select **Add to Favorites** if you would like it in your Favorites.



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



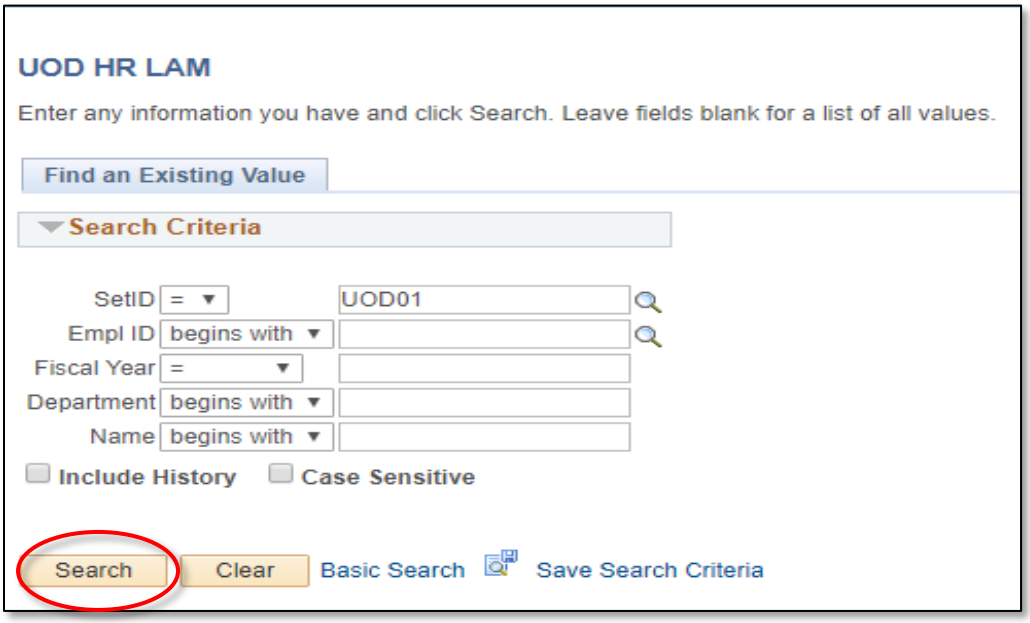
- If you need to **REMOVE** the module from the Financials Home page:
  - On the Financials Home page, select the ***three stacked dots*** in the upper right-hand corner
  - Select **Personalize Hompage**



- Select the red ⊗ on the UOD HR Labor Allocation Module

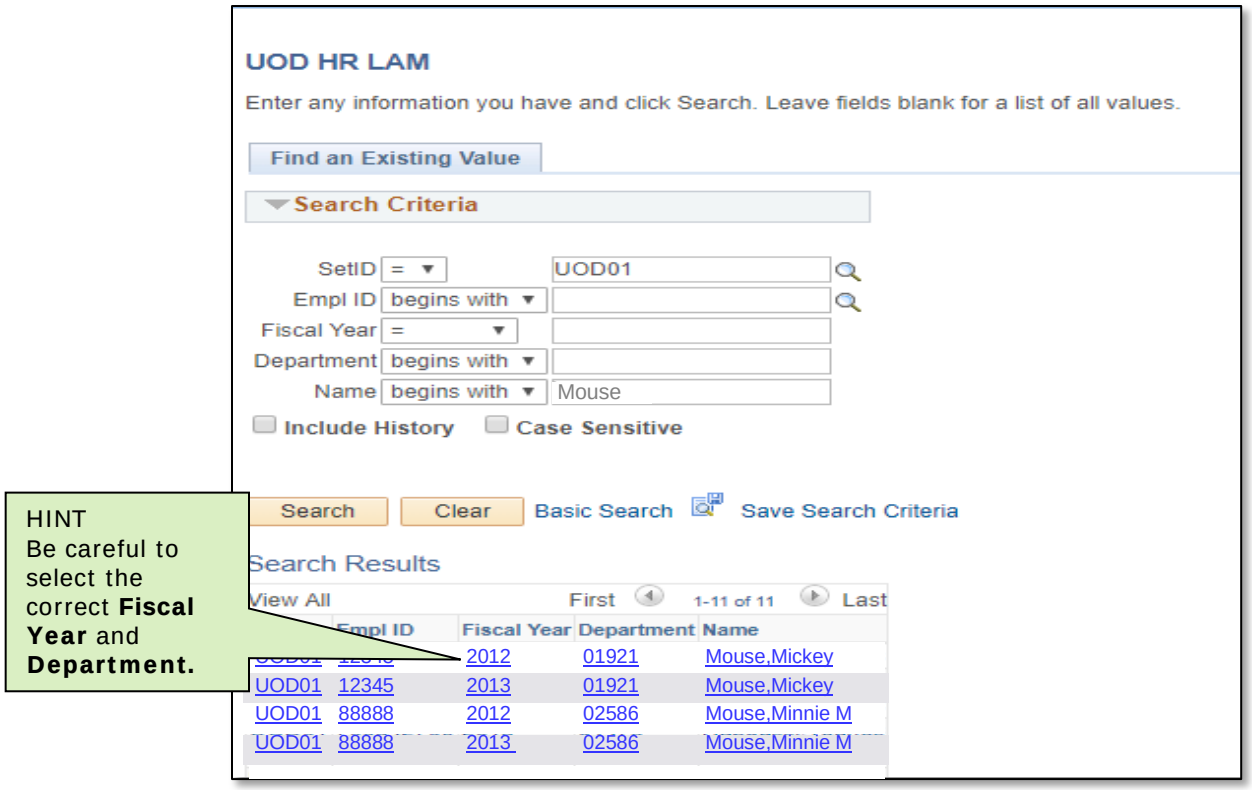
- **Save** your changes.
- The module will be removed from your Financials Homepage

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



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

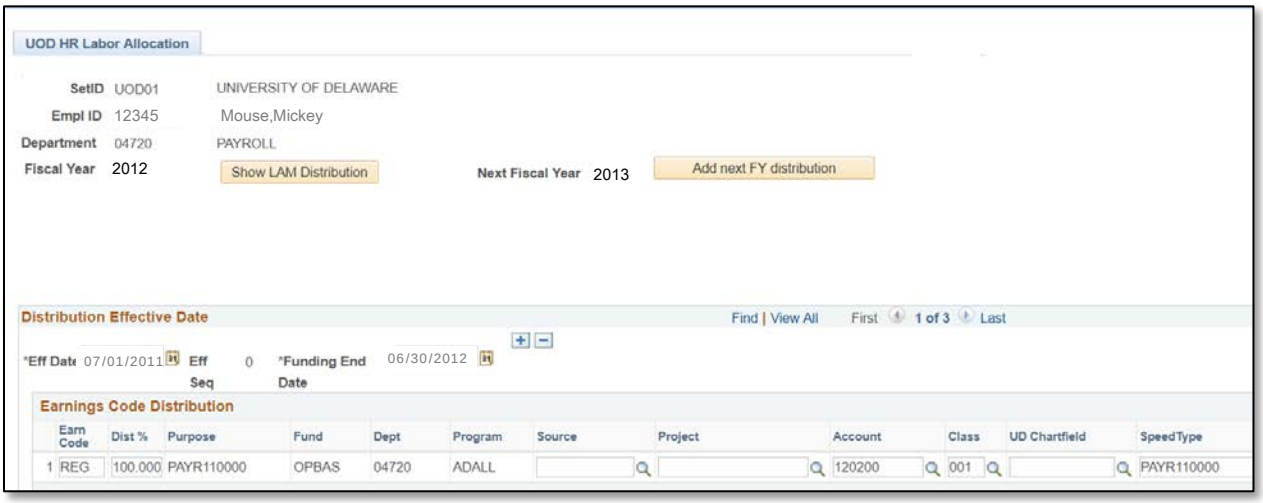


> Note:
> You will be able to *view* all employees in the LAM, but can only *update* those employees to which you have security access.

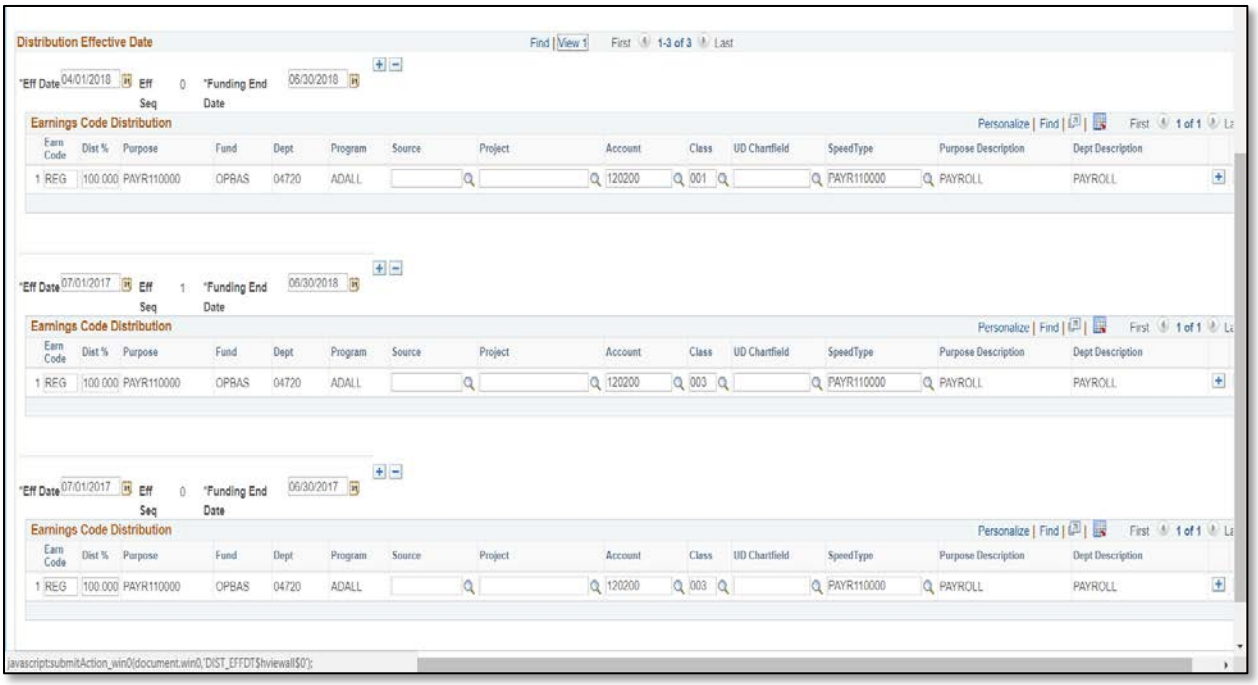
6. Click the **Show LAM Distribution** button to populate LAM data from the HR system.

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

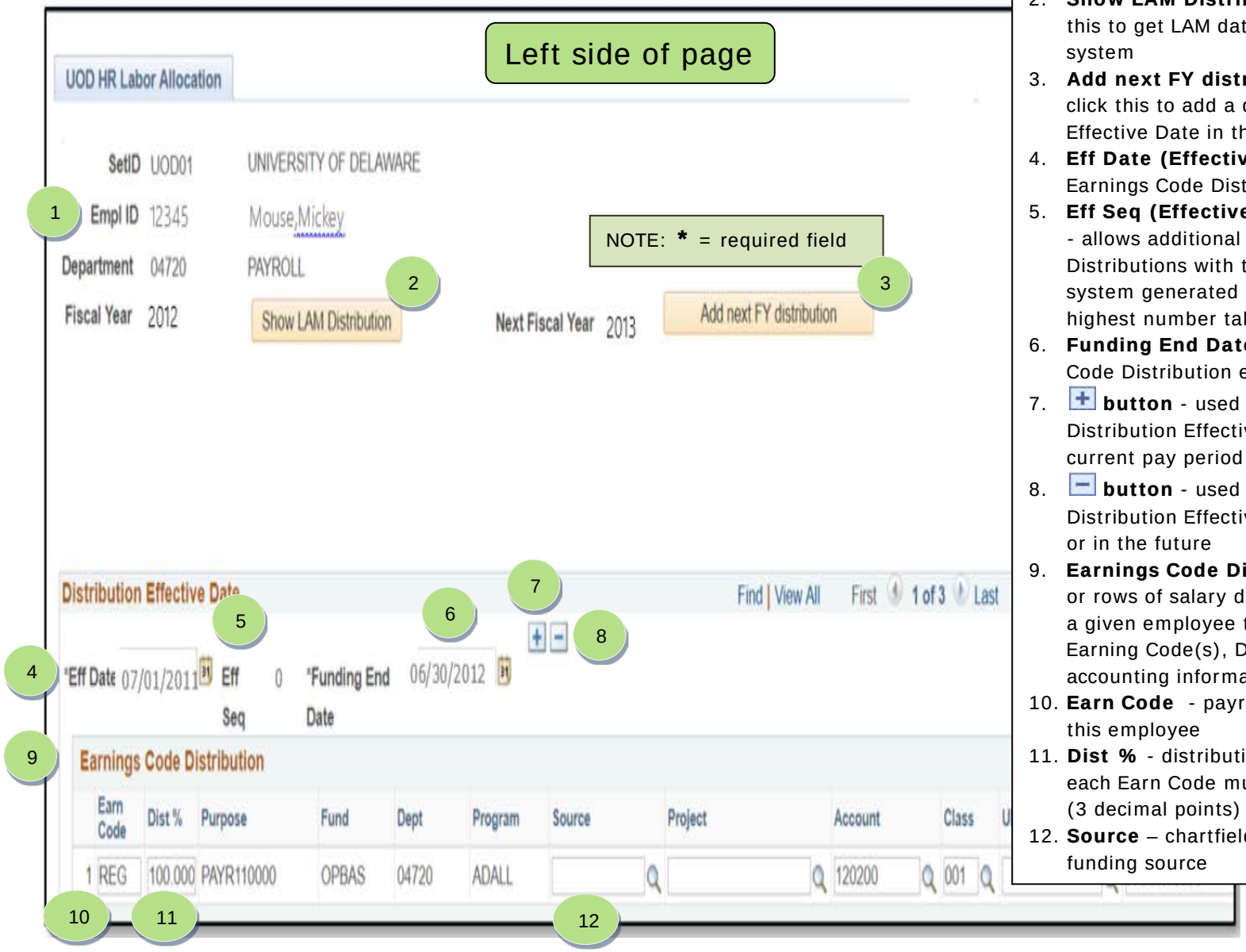
8. Click **View All** to see *all* the Eff Date distributions for a given fiscal year.



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

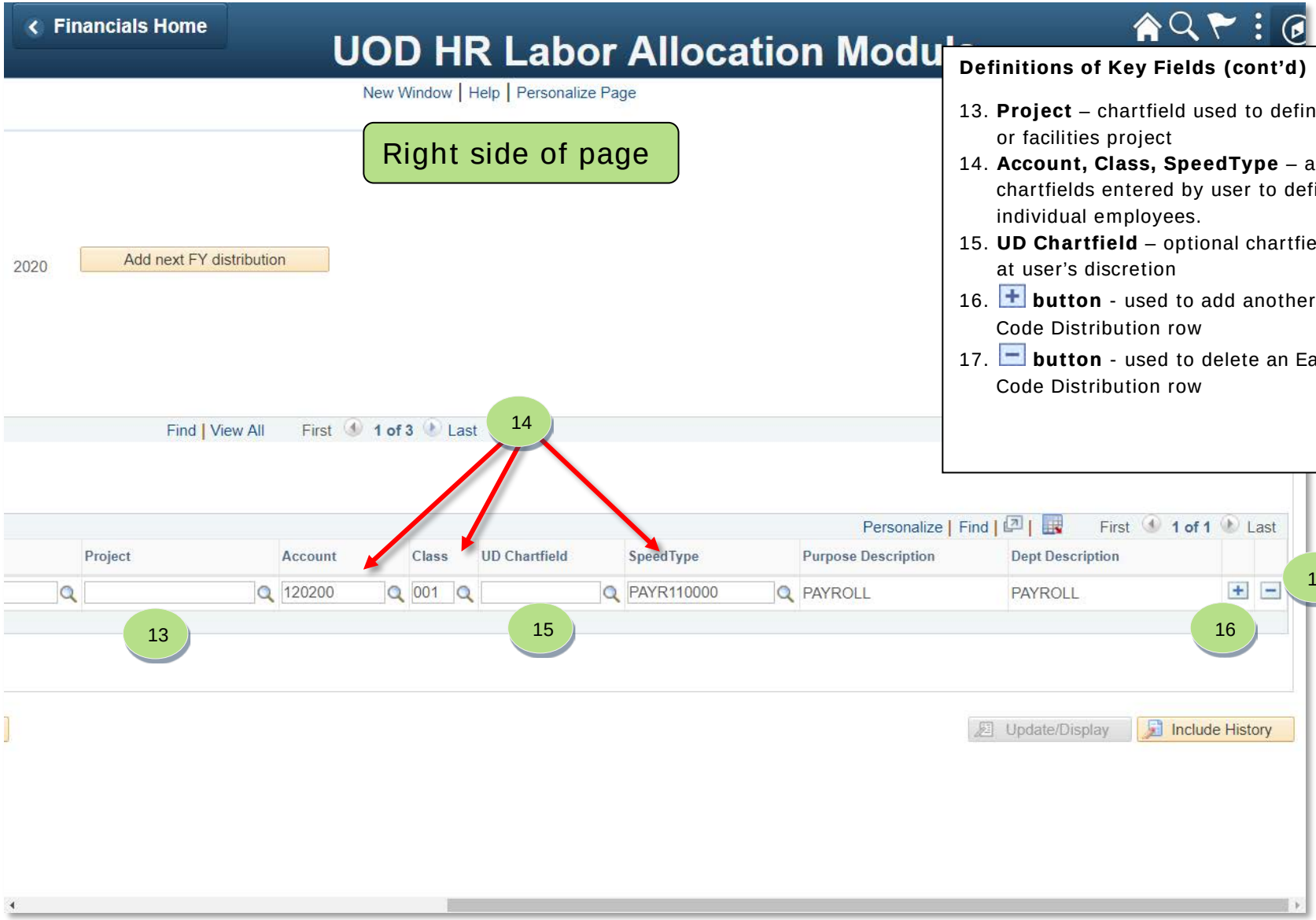


3.3 Quick Guide for Key Fields and Buttons in the LAM



Definitions of Key Fields and Buttons

1. **EmplID** - Employee ID Number (UD ID)
2. **Show LAM Distribution button** - click this to get LAM data to display from HR system
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 Earnings Code Distribution takes effect
5. **Eff Seq (Effective Sequence Number)** - allows additional Earnings Code Distributions with the *same* Eff Date; a system generated number with only the highest number taking effect.
6. **Funding End Date** - date the Earnings Code Distribution ends
7. **+ button** - used to add another Distribution Effective Date within the current pay period or a future pay period
8. **− button** - used to delete a Distribution Effective Date; today's date or in the future
9. **Earnings Code Distribution** - the row or rows of salary distribution funding for a given employee that include the Earning Code(s), Dist % and other accounting information
10. **Earn Code** - payroll earnings code for this employee
11. **Dist %** - distribution percentage for each Earn Code must equal 100% (3 decimal points)
12. **Source** – chartfield used to track funding source



Definitions of Key Fields (cont'd)

13. **Project** – chartfield used to define a grant or facilities project
14. **Account, Class, SpeedType** – accounting chartfields entered by user to define individual employees.
15. **UD Chartfield** – optional chartfield used at user's discretion
16. **button** - used to add another Earnings Code Distribution row
17. **button** - used to delete an Earnings Code Distribution row

4. Rules and Guidelines

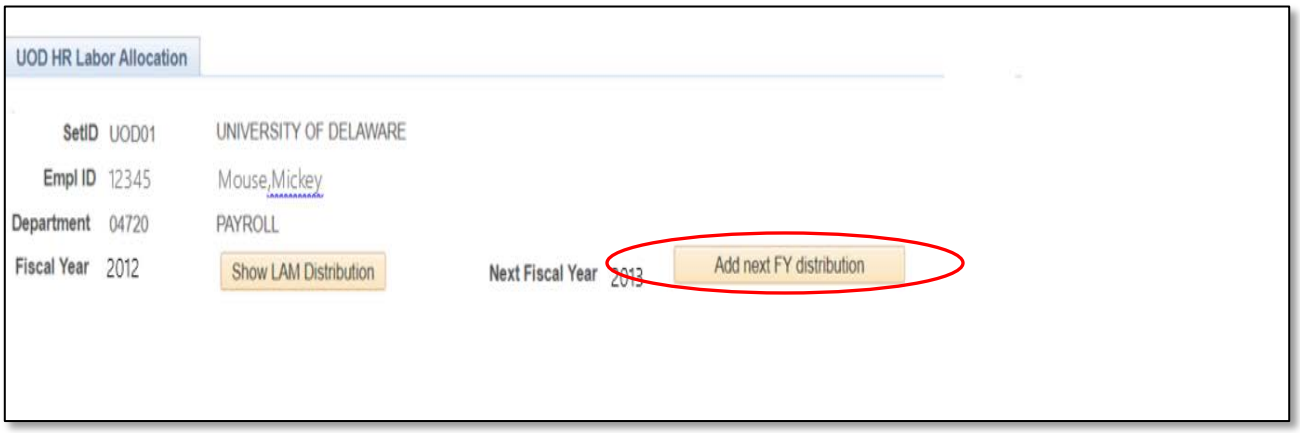
RULE 1. Changes made in the LAM are for the *current pay period and forward* only. **There are no retro-active changes in the LAM.**

- 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.

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**.



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.

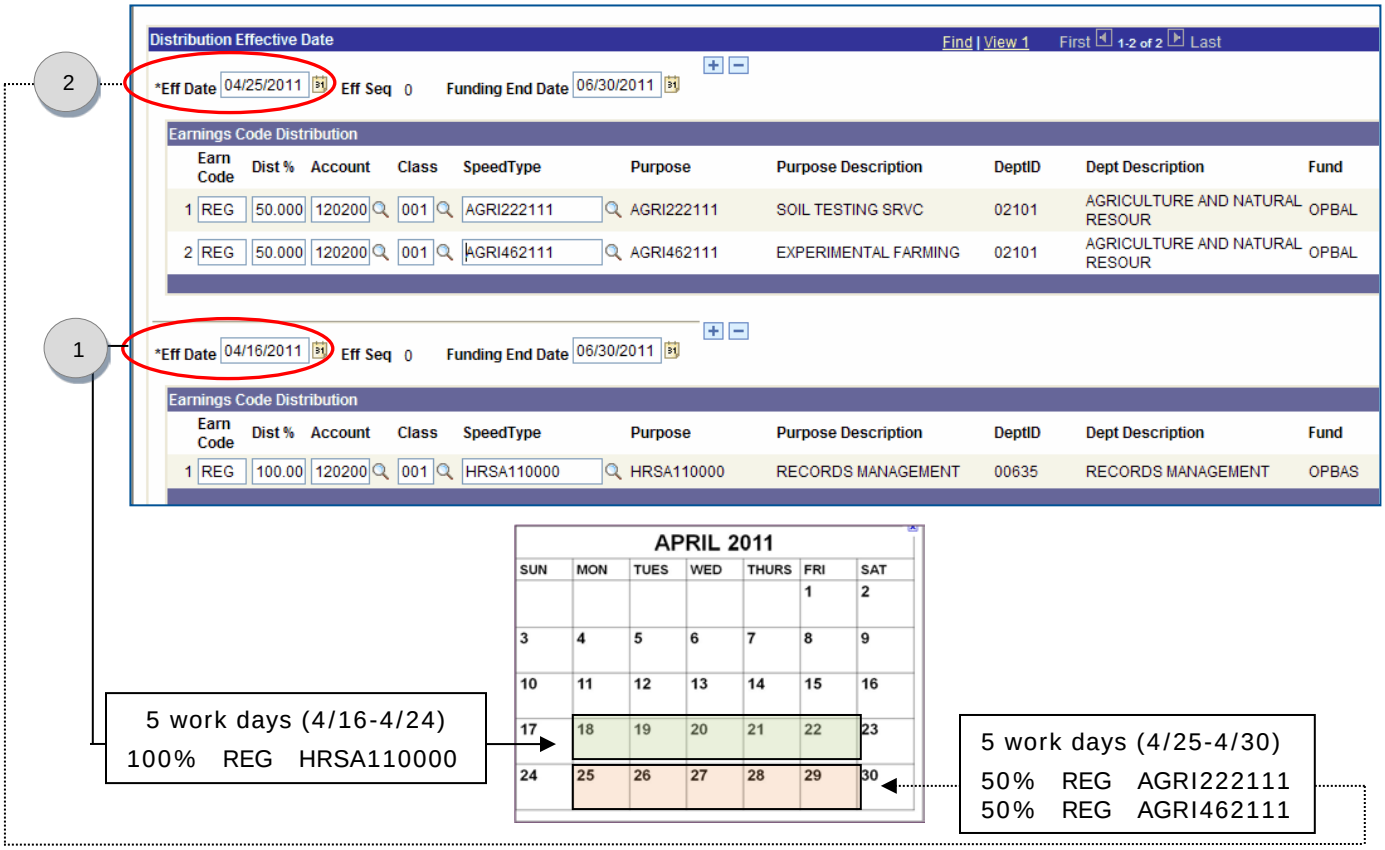


Illustration of how proration works within the same pay:

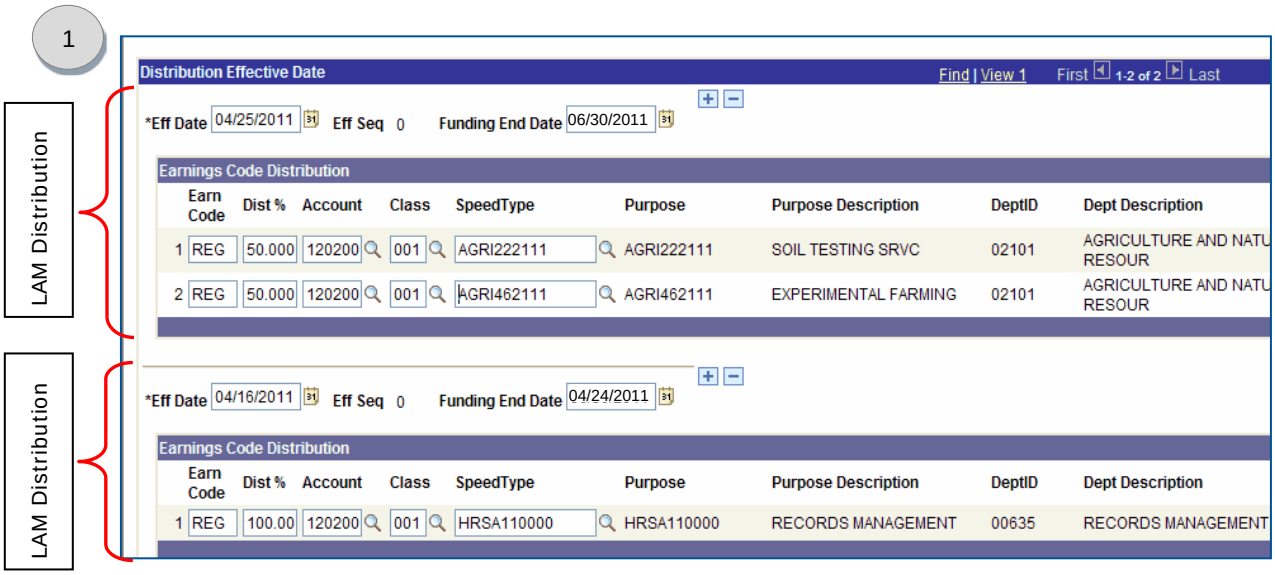
Multiple LAM Distributions within a Pay Period (4/1 - 4/30)					
Eff Date Row in the Pay Period	**Effective Date**	**Funding End Date**	**Distribution Rows**	**Work Days**	**LAM Salary Effect**
2	4/25/2011	6/30/2011	50% REG AGRI222111 50 % REG AGRI462111	5 work days (4/25 – 4/30)	**25% REG AGRI222111**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

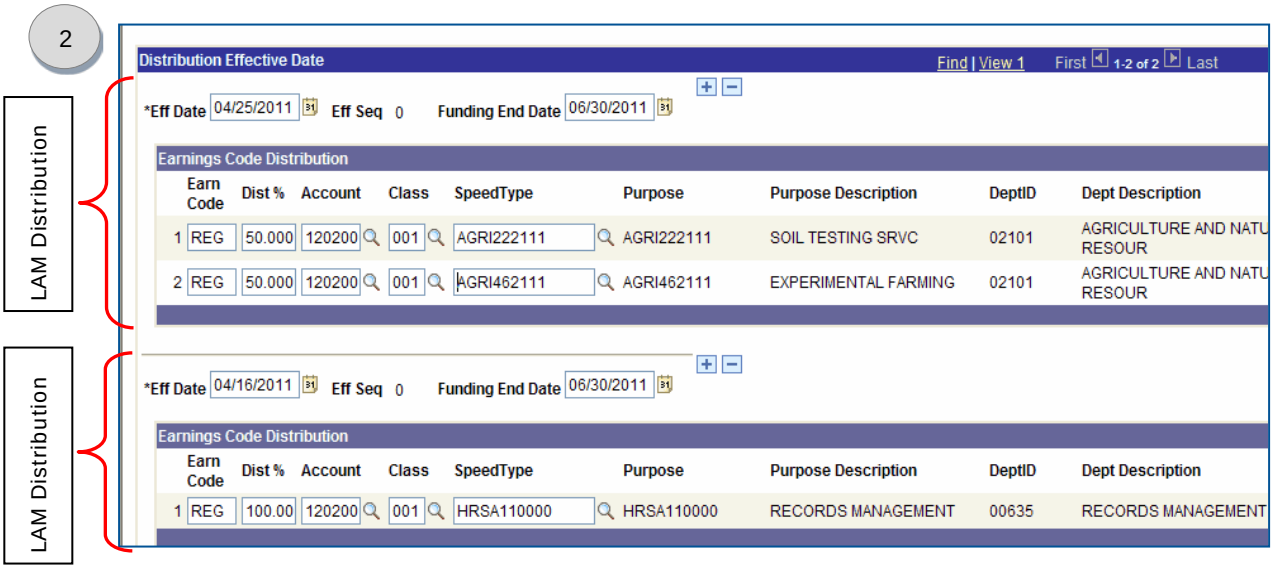
- The Distribution(s) must cover the entire pay period with no date gaps between the Effective Dates and Funding End Dates.
  - A gap will cause the accounting entries from the HR-LAM system to "suspend" before updating the UD Financial system.
- The Distribution(s) must also cover the full fiscal year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

Two illustrations of two Effective Dated LAM Distributions:

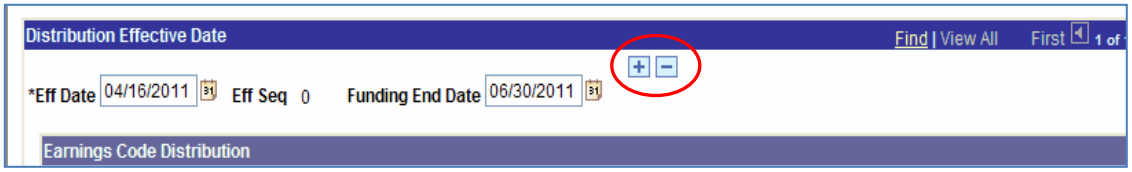
1



2



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.



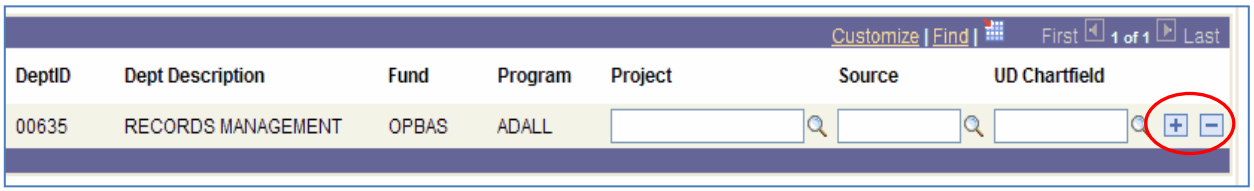
- Use the Eff Date **Add** button to insert a new Distribution row after the one you are on; it will copy the Eff Date, Funding End Date and Earning Code Distribution(s), all of which can be changed as needed. Eff Seq will increment automatically.
- Adding distributions in the **current pay period**:
  - If the Eff Date you are adding follows an Eff Date from an <u>earlier pay period</u>, 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 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.

Examples of How New Eff Dates are Auto-Populated			
Current Pay Period is 8/1 to 8/15/2011 ~ **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** 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.



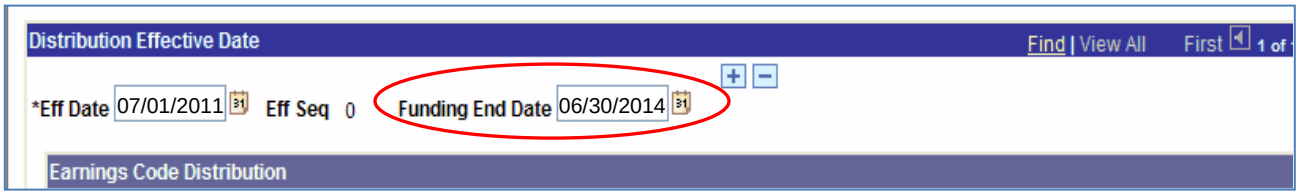
RULE 8. You may use ***any* future Funding End Date with *any* Purpose**, but keep these considerations in mind:

- 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:
  - CHEM**11**0000 (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.

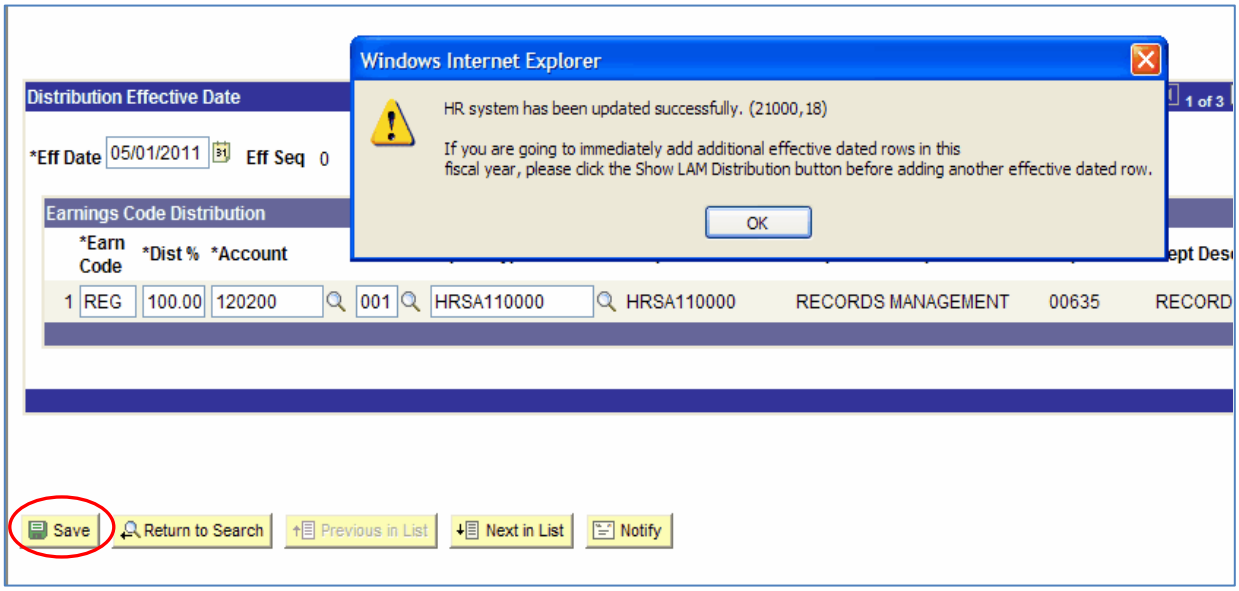
  Examples:
  - CHEG342115 (Federal grant)
  - GEOG422142 (State of DE grant)
  - PLSC412132 (Gift)



* 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.



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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.

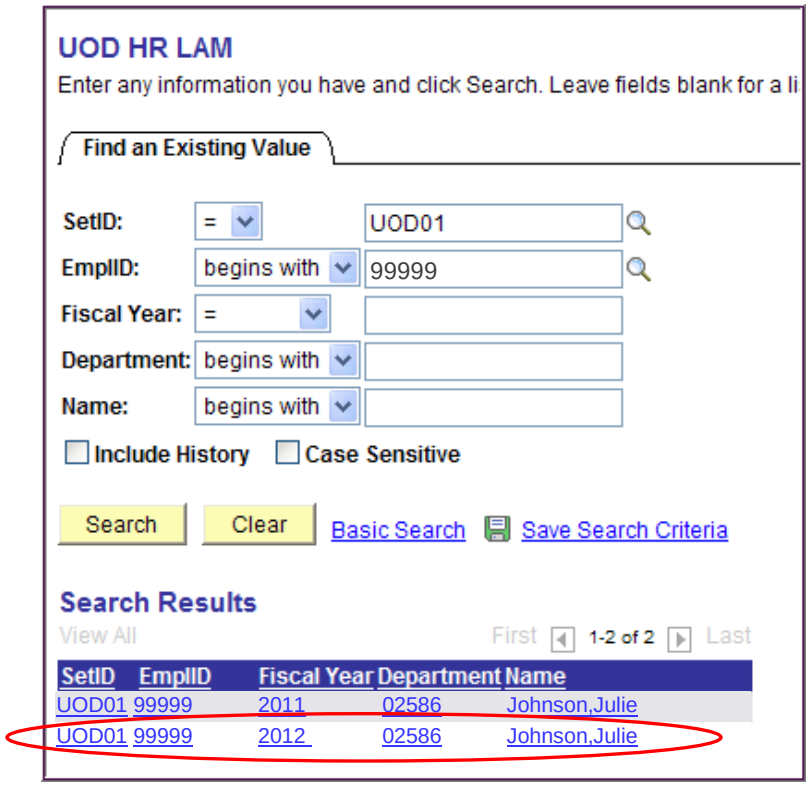
5.1 Single Earnings Code Updates

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**

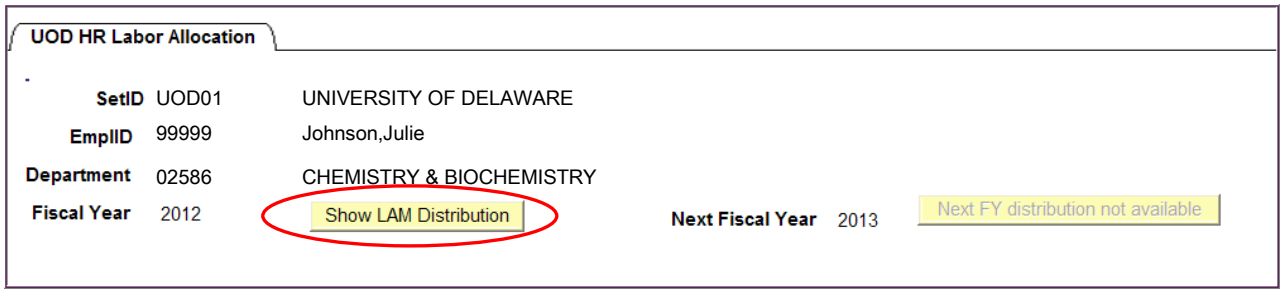
3. In the **UOD HR LAM** search page, find the employee whose LAM needs updating
   a. Enter the **Empl ID** or other fields (in this example EmplID= **99999**)
   b. Click **Search** button

4. **Search Results** will display the Fiscal Year distributions for the employee
   a. Click on appropriate Fiscal Year row (in this example, **2012**)

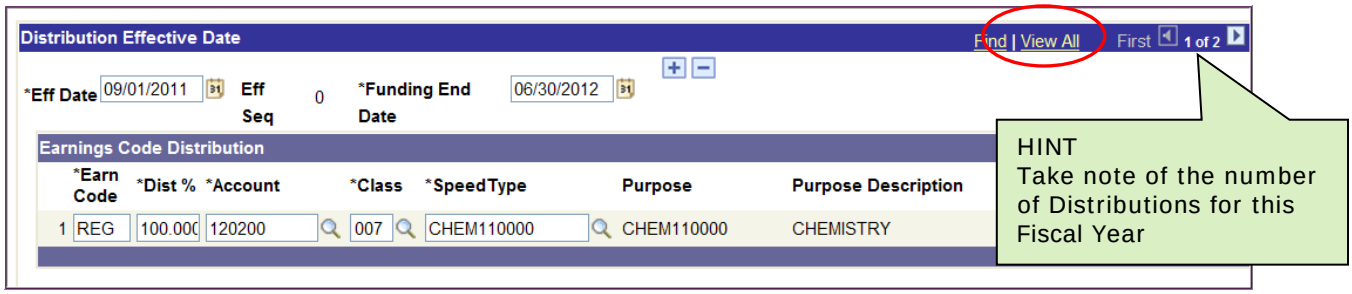


Note:
If only one Fiscal Year exists for an employee, you will go straight into the LAM entry page

5. Click the **Show LAM Distribution** button



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

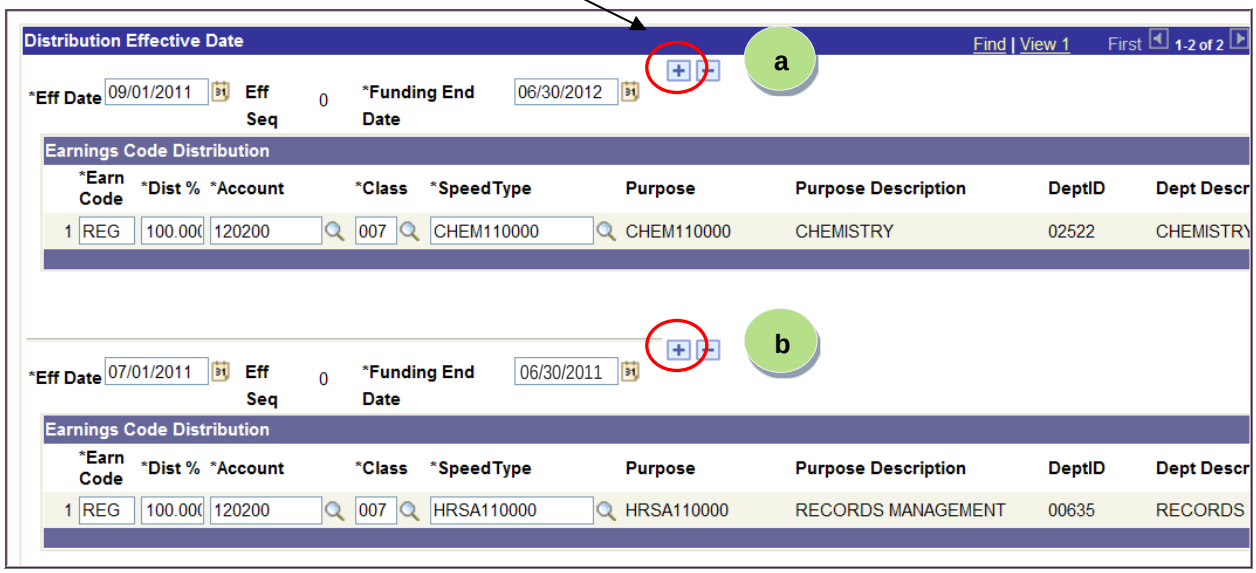


7. Be prepared with Earn Code, Distribution percentages, Account, Class, Speedtypes and other chartfields for each row.

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 this **Add** button



Note:
If more than one **Eff Date** exists, evaluate *where* to add the new Distribution.

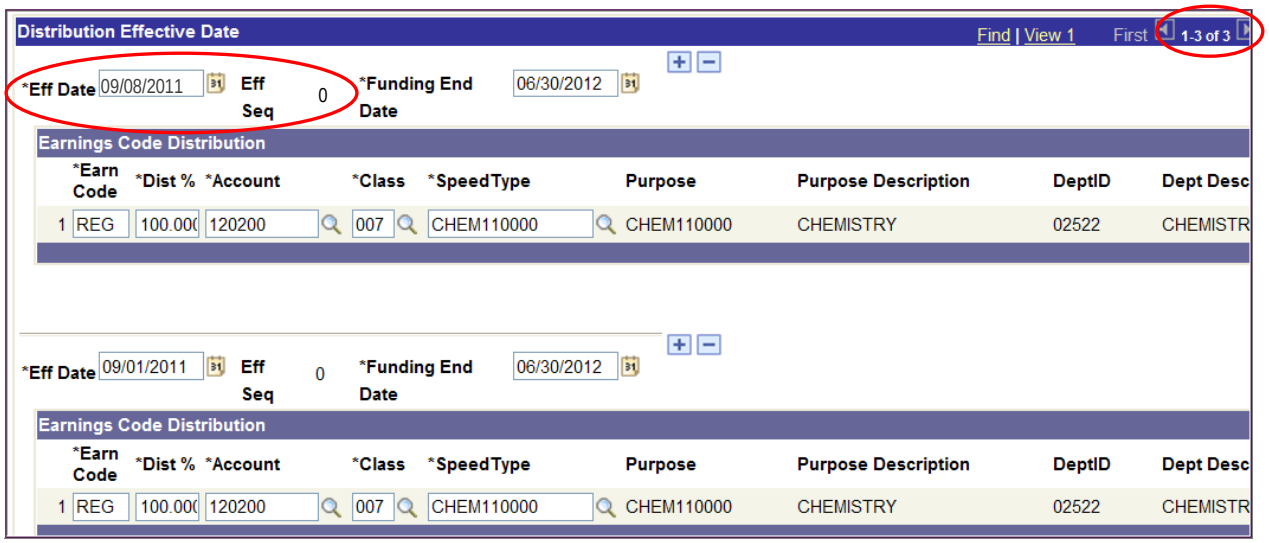
Looking at the example on page 20:

a Click this **Add** button ⊞ to enter an Eff Date for 09/01/2011 or later

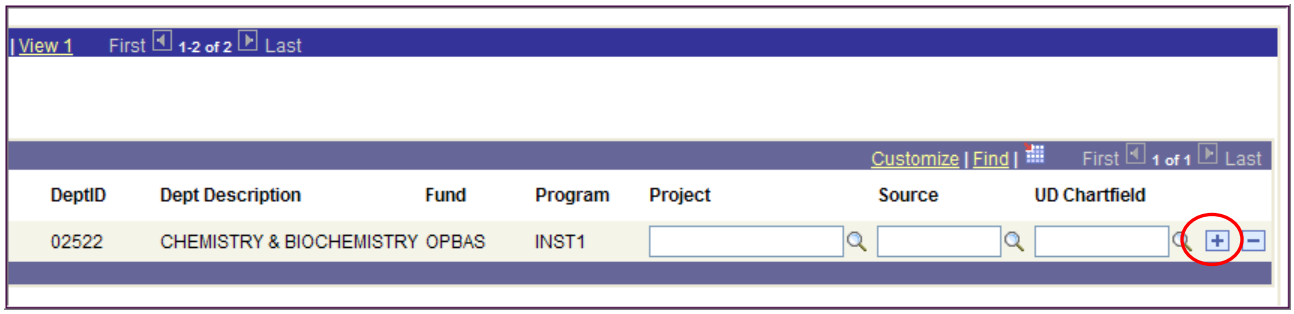
b Click this **Add** button ⊞ to enter an Eff Date *between* 07/01/2011* and 08/31/2011

(* See Rule 6 on page 14 for more details.)

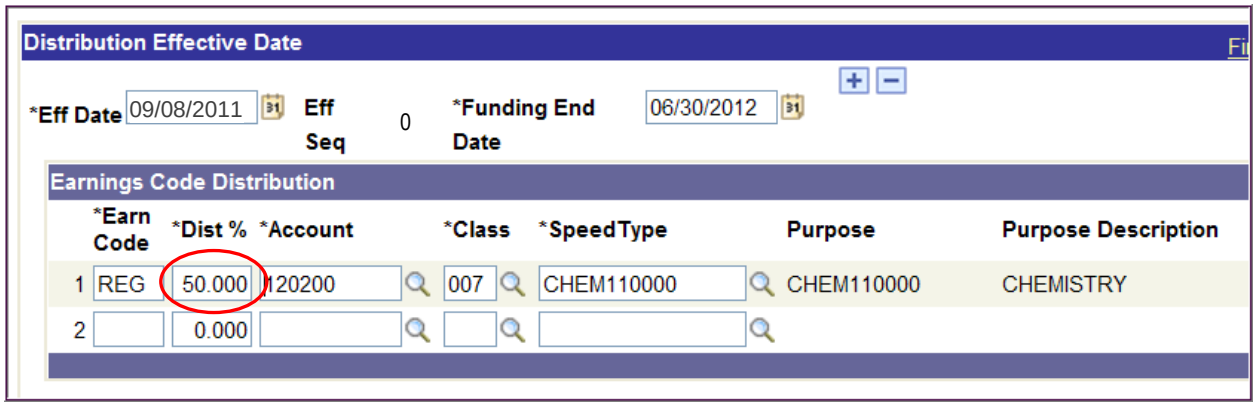
9. Notice a third Distribution was added that looks like the prior one
   a. Change the **Eff Date** to **09/08/2011**
   b. Leave the Funding End Date as 06/30/2012



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 ⊞

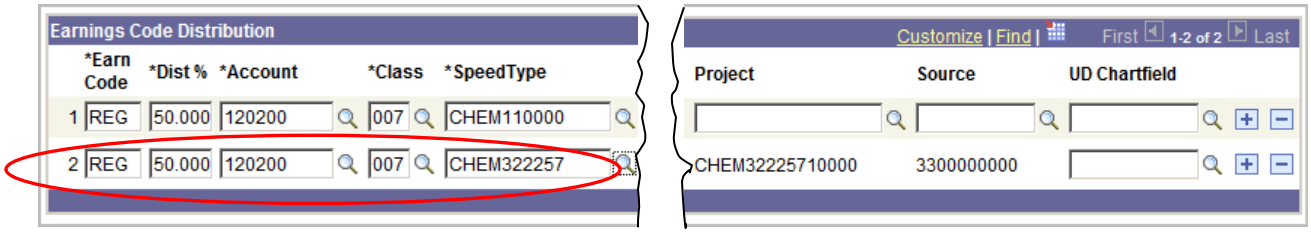


11. IMPORTANT - Change the **Dist %** on the *first* row, in this example:
REG **50.000%** CHEM110000

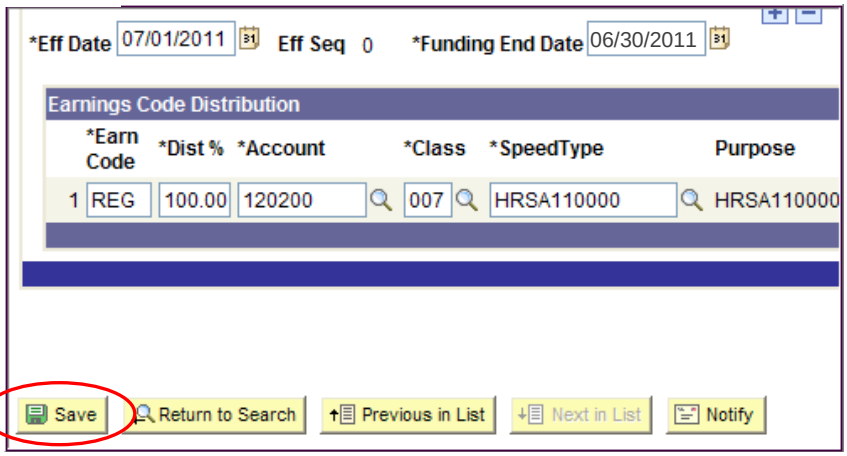


12. Add this distribution information to the second row:
REG 50.000% 120200 007 CHEM322257

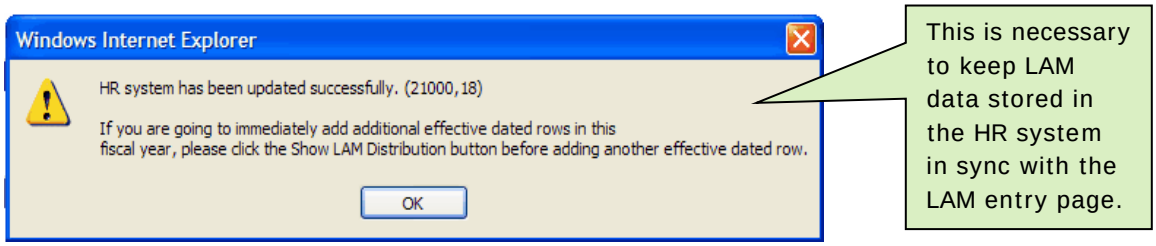
a. Type **REG** in the **Earn Code** field
b. [Tab] to the **Dist %** field and it will auto-populate **50.000**
c. Type in the **Account, Class, Speedtype**
   i. Speedtype auto-populates the Purpose, DeptID, Fund, Program (and sometimes Project and Source as in this example)



13. Scroll down and click the **Save** button



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.



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

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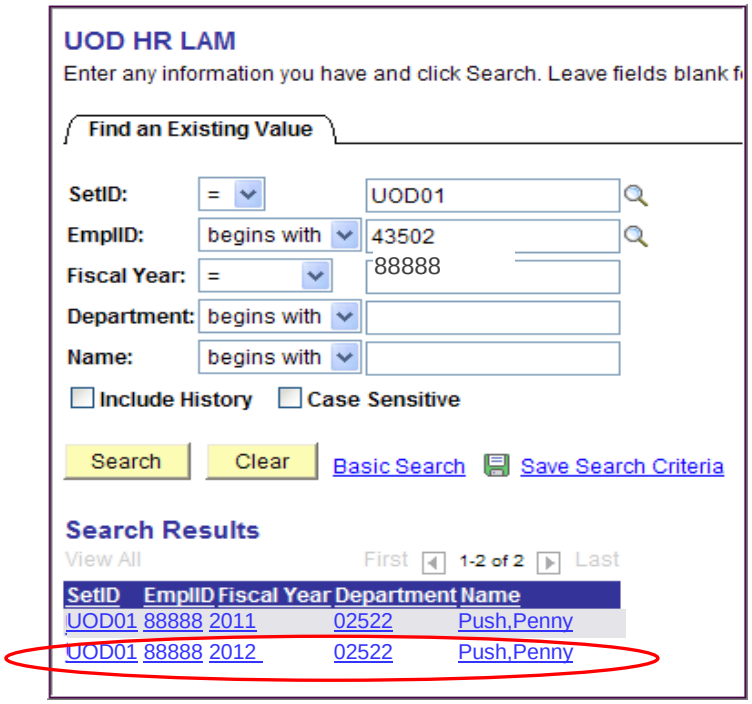
5.2 Multiple Earnings Code Updates

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
      - 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**

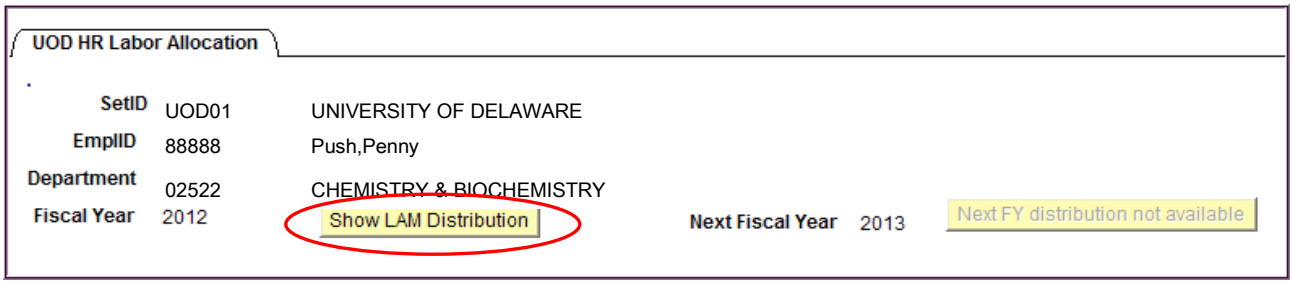
3. In the UOD HR LAM Search Page, find the employee whose LAM needs updating
   c. Enter the **Empl ID** or other fields (in this example EmplID= **88888**)
   d. Click **Search** button

4. **Search Results** will display the Fiscal Year distributions for the employee
   a. Click on appropriate Fiscal Year row (in this example, **2012**)

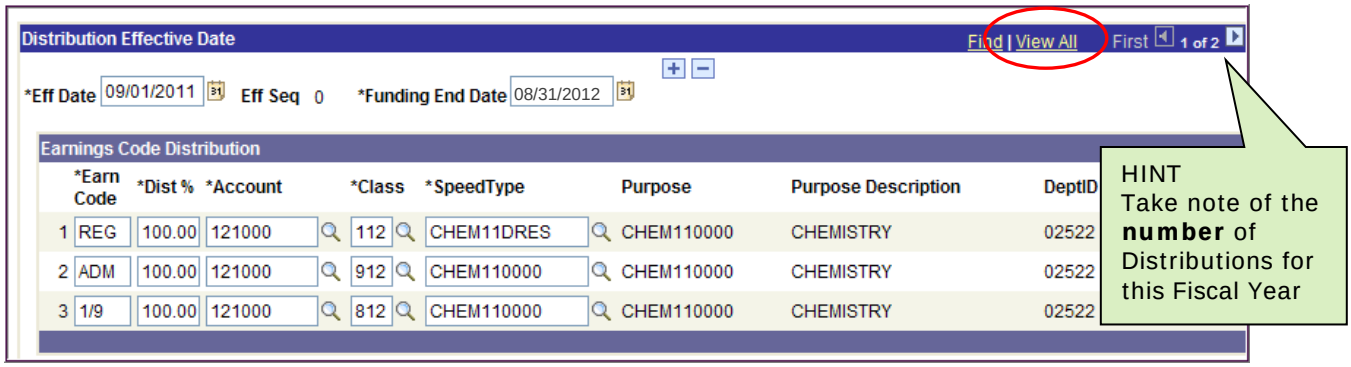


Note:
If only one Fiscal Year exists for an employee, you will go straight into the LAM entry page

5. Click the **Show LAM Distribution** button



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

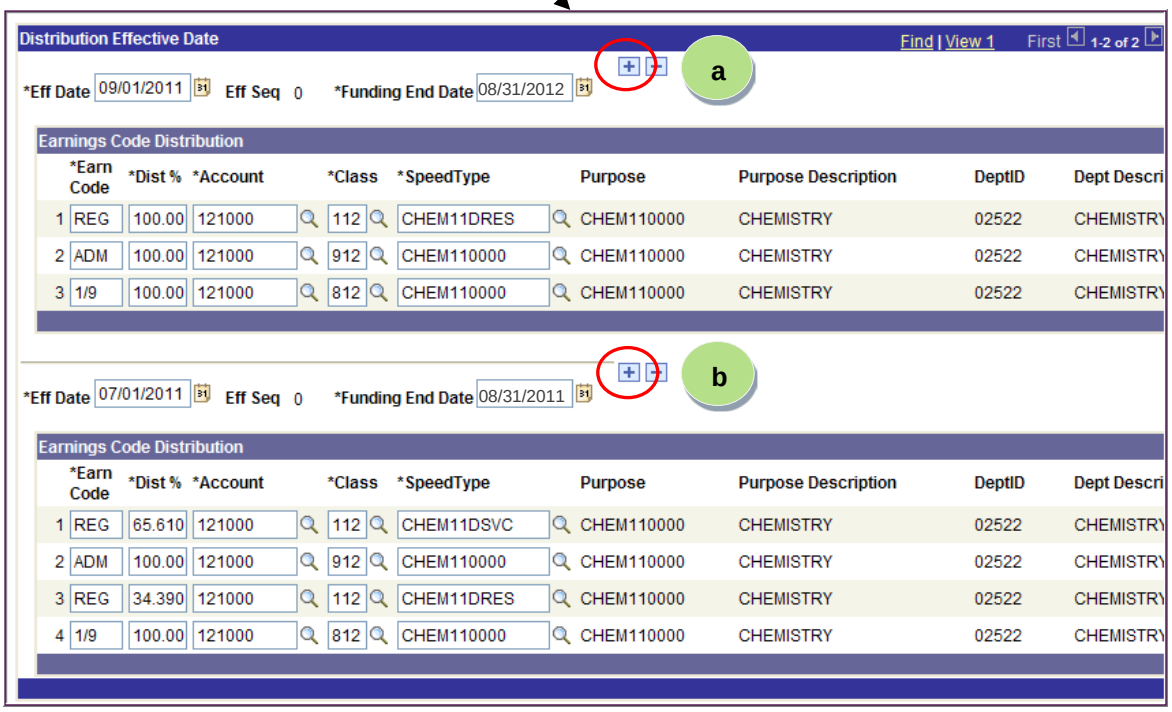


7. Be prepared with Earn Code, Distribution percentages, Account, Class, Speedtypes and other chartfields for each row.

8. In this example, we will add *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 **Add** button



Note: If more than one **Eff Date** exists, evaluate *where* to add the new Distribution.

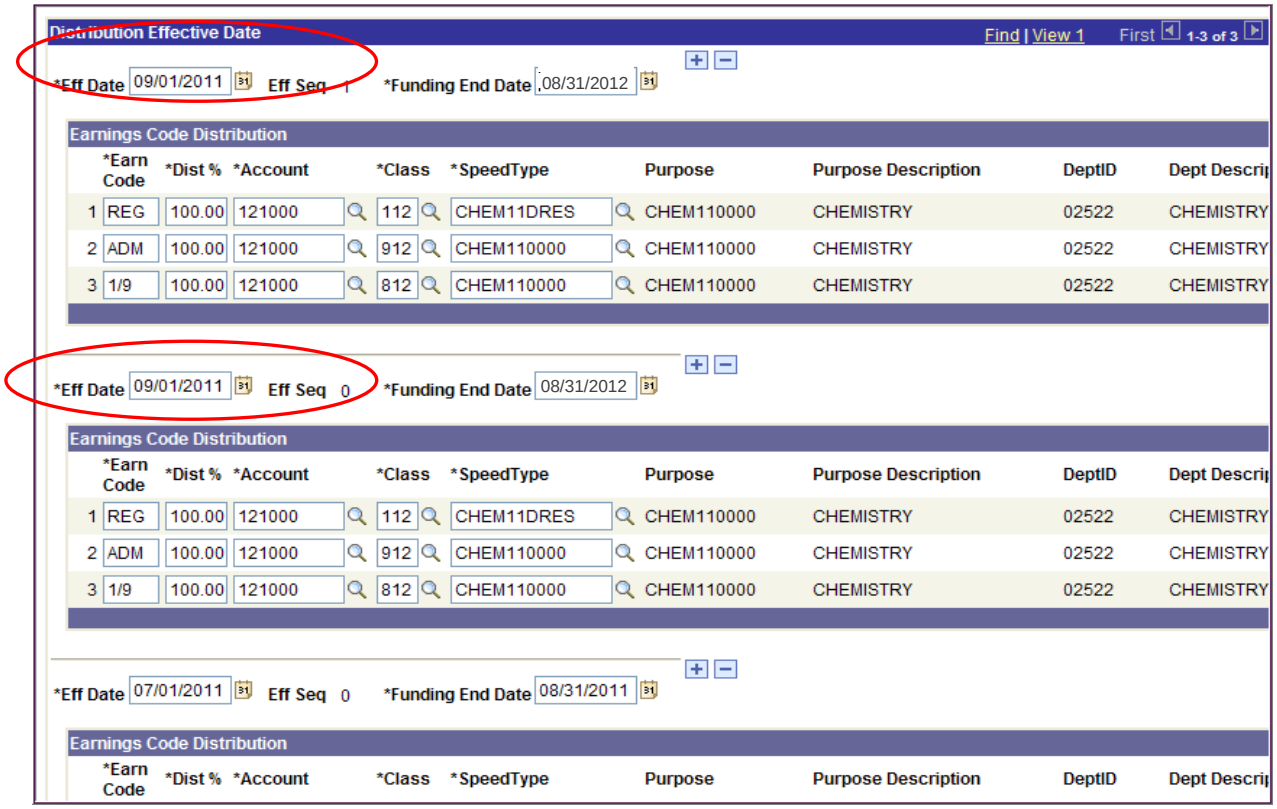
Looking at the example on page 26:

a Click this **Add** button ⊞ to enter an Eff Date for 09/01/2011 or later

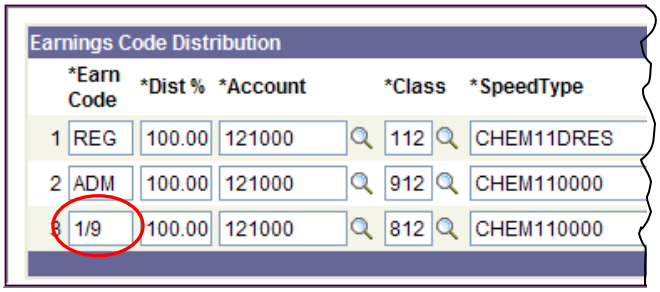
b Click this **Add** button ⊞ to enter an Eff Date *between* 07/01/2011* and 08/31/2011

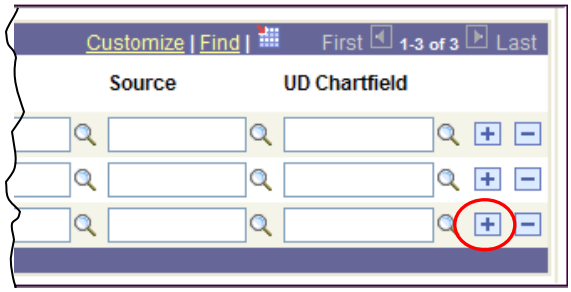
(* See Rule 6 on page 14 for more details.)

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)

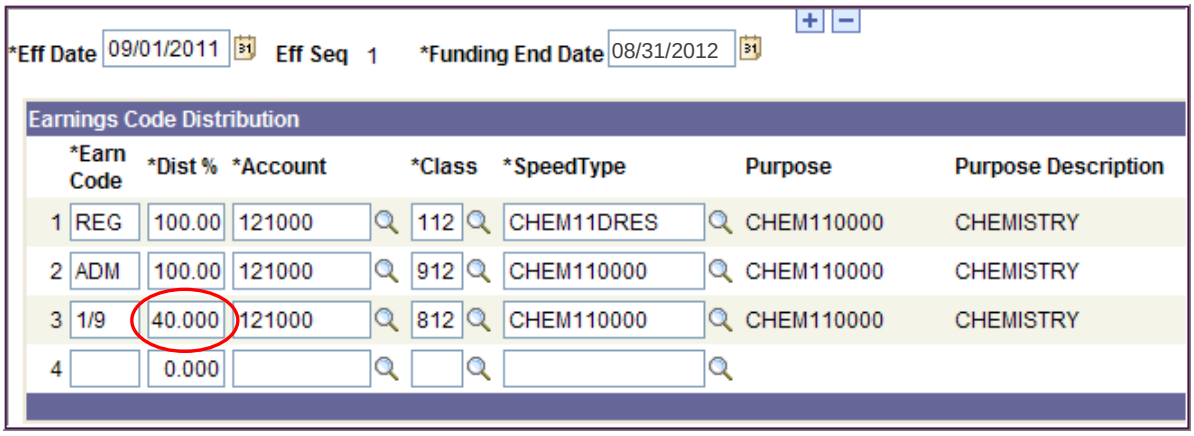


10. Update and add the **1 / 9** distribution rows:
    a. Scroll to the far right of the page
    b. Click the Earnings Code Distribution **Add** button ⊞ on the 1/9 row



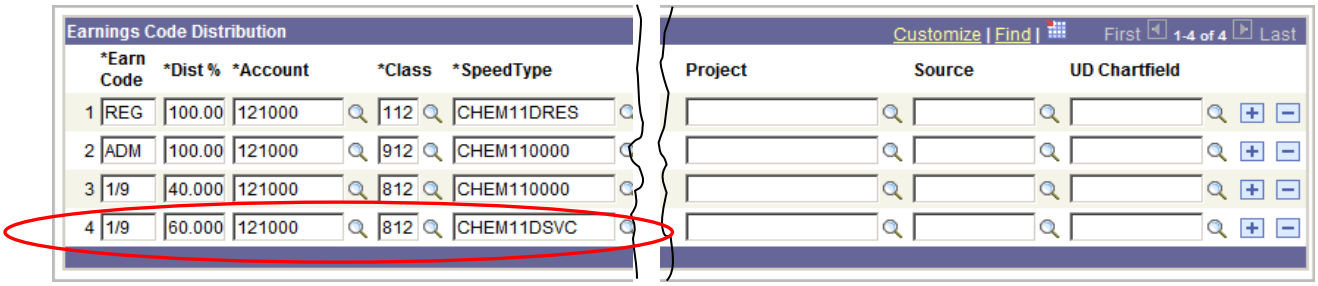


11. IMPORTANT - Change the **Dist %** on the original **1/9** row, in this example:
1/9 **40.000%** 121000 812 CHEM110000

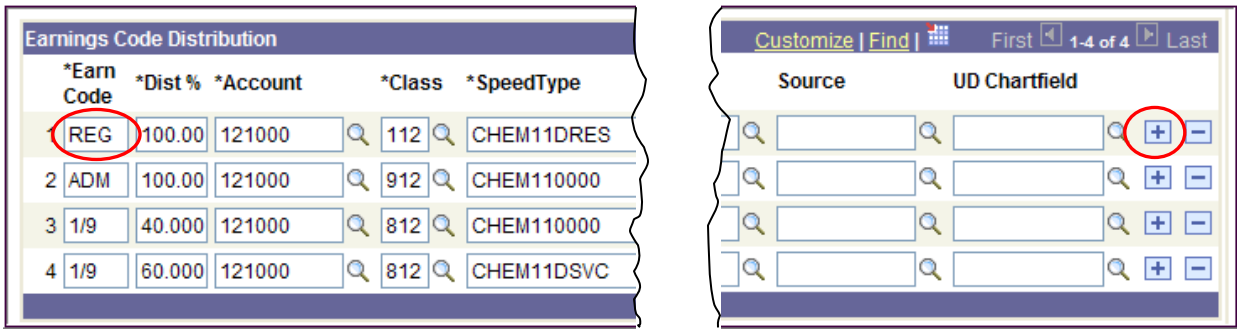


12. Add this distribution information to the new row:
1/9 60.000% 121000 812 CHEM11DSVC

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)

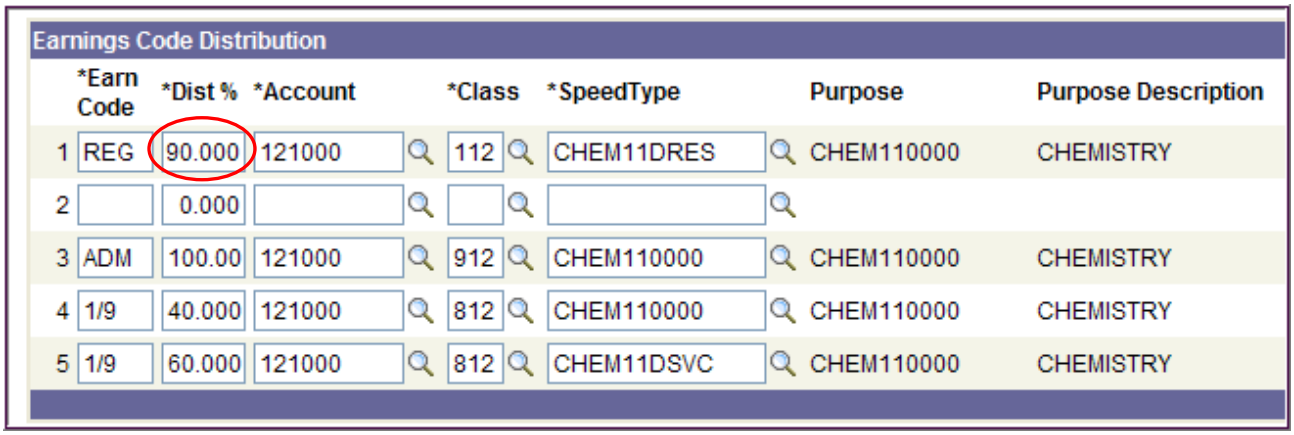


13. Update and add the **REG** rows:
a. Scroll to the far right of the page
b. Click the Earnings Code Distribution **Add** button ⊞ on the REG row



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

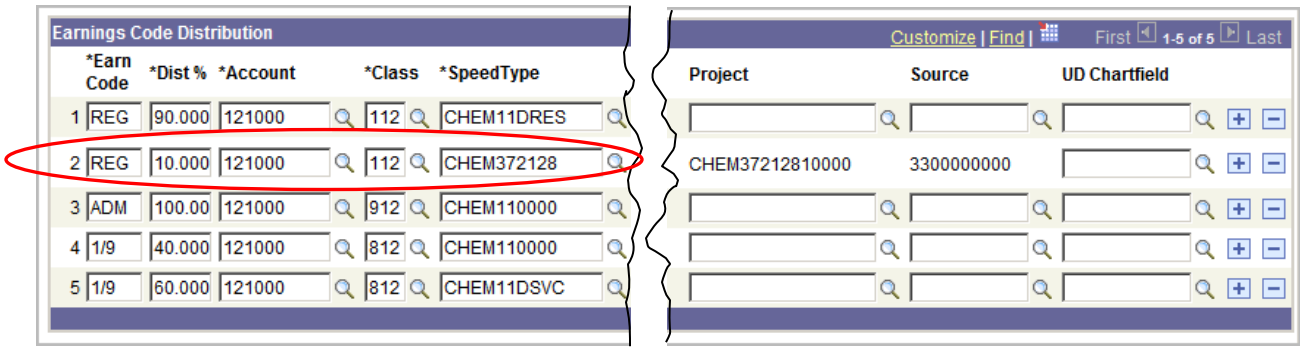
REG **90.000%** 121000 112 CHEM11DRES



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

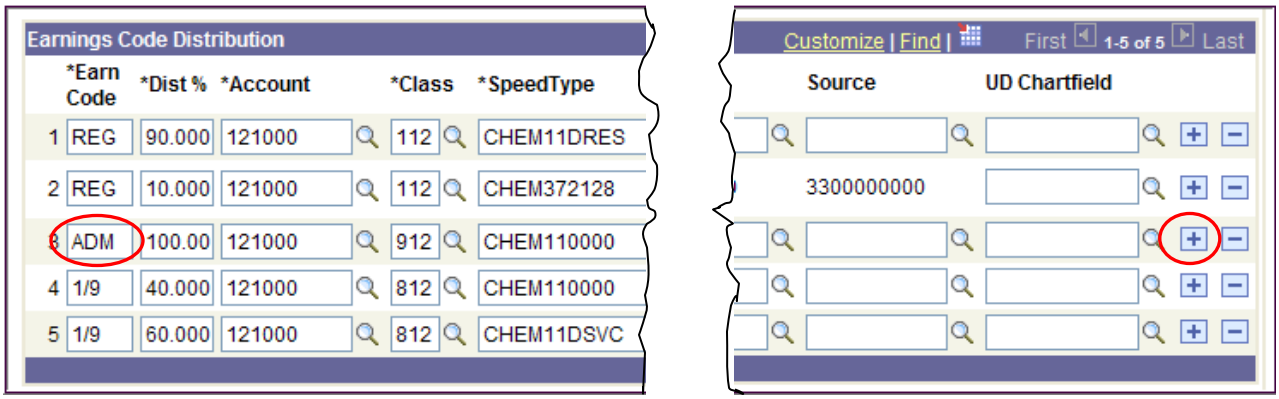
REG 10.000% 121000 112 CHEM372128

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)

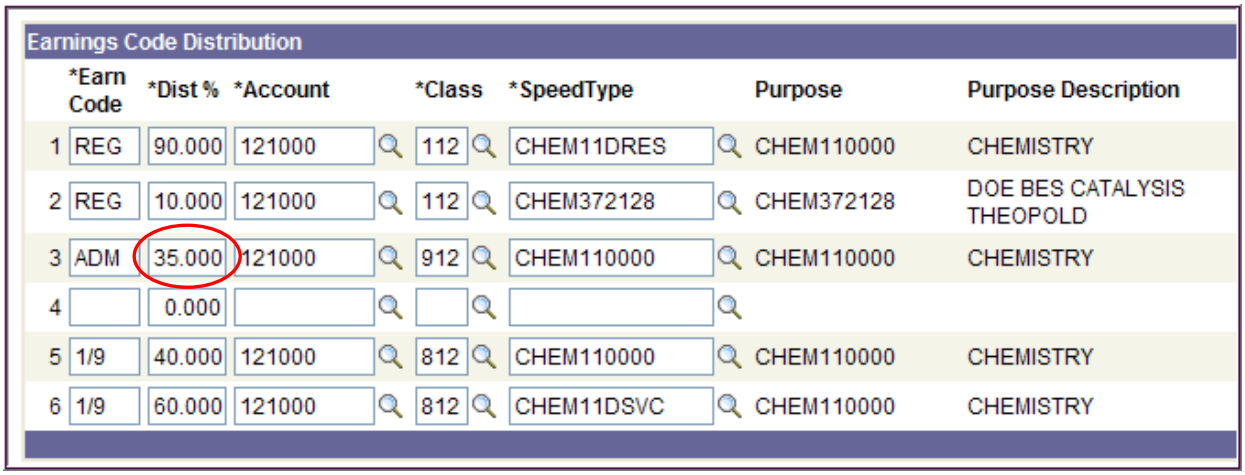


16. Update and add the **ADM** rows:

a. Scroll to the far right of the page
b. Click the Earnings Code Distribution **Add** button ⊞ on the ADM row



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



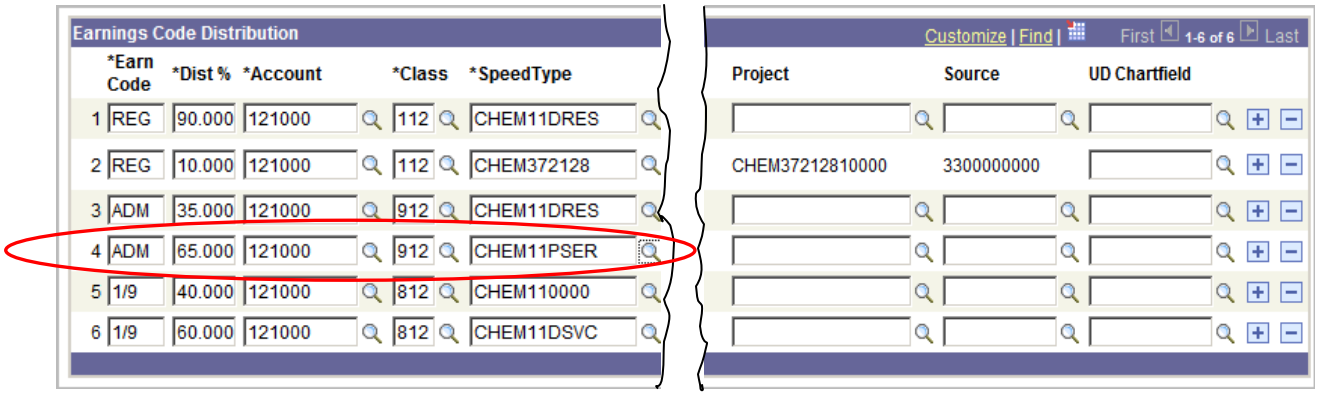
Earnings Code Distribution

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

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

    ADM 65.000% 121000 912 CHEM11PSER

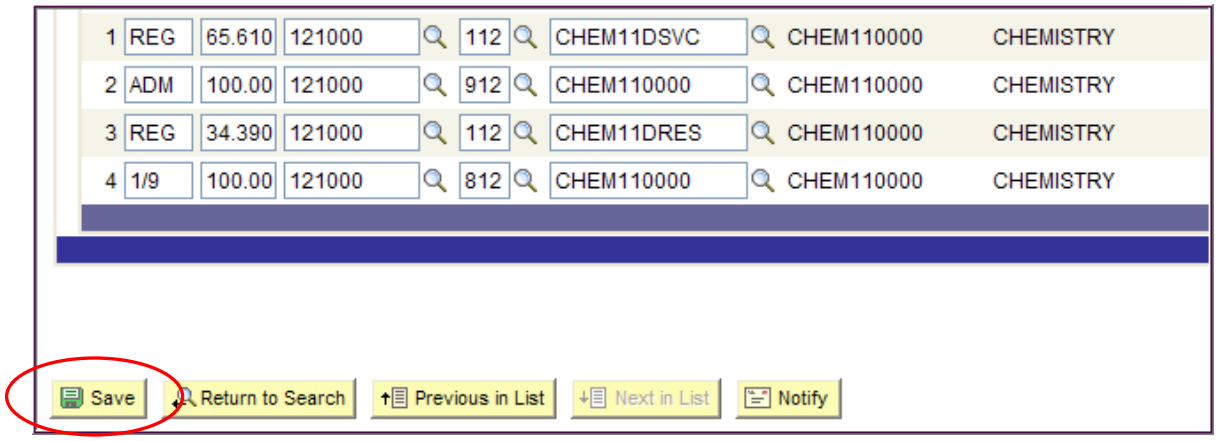
    a. Type **ADM** in the **Earn Code** field
    b. [Tab] to the **Dist %** field and it will auto-populate **65.000**
    c. Type in the **Account, Class, Speedtype**
        i. Speedtype auto-populates the Purpose, DeptID, Fund, Program (and sometimes Project and Source)



Earnings Code Distribution — Customize | Find | First 1-6 of 6 Last

	*Earn Code	*Dist %	*Account	*Class	*SpeedType	Project	Source	UD Chartfield
1	REG	90.000	121000	112	CHEM11DRES			
2	REG	10.000	121000	112	CHEM372128	CHEM37212810000	3300000000	
3	ADM	35.000	121000	912	CHEM11DRES			
4	ADM	65.000	121000	912	CHEM11PSER			
5	1/9	40.000	121000	812	CHEM110000			
6	1/9	60.000	121000	812	CHEM11DSVC			

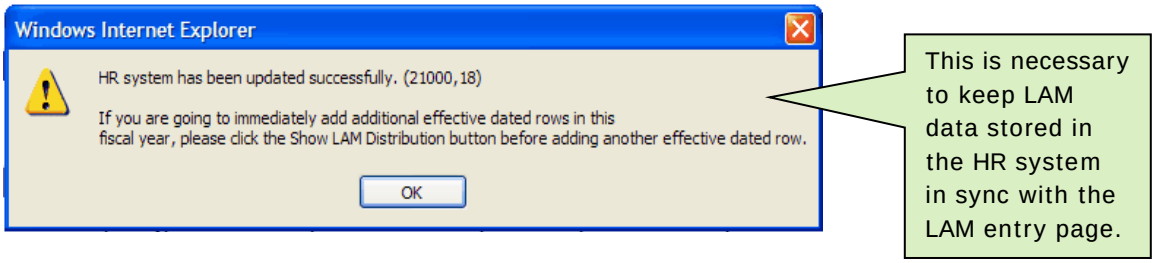
19. Click the **Save** button



1	REG	65.610	121000	112	CHEM11DSVC	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.



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

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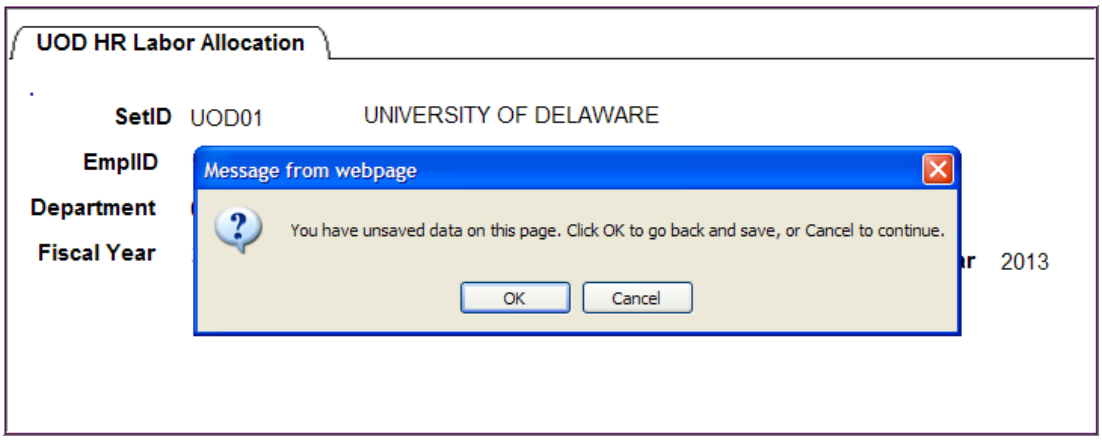
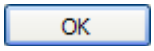
6. LAM Frequently Asked Questions

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

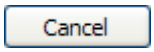
You will get this message with unsaved work, AND you can get it if you changed nothing or were merely looking at LAM entries.



What should you do?



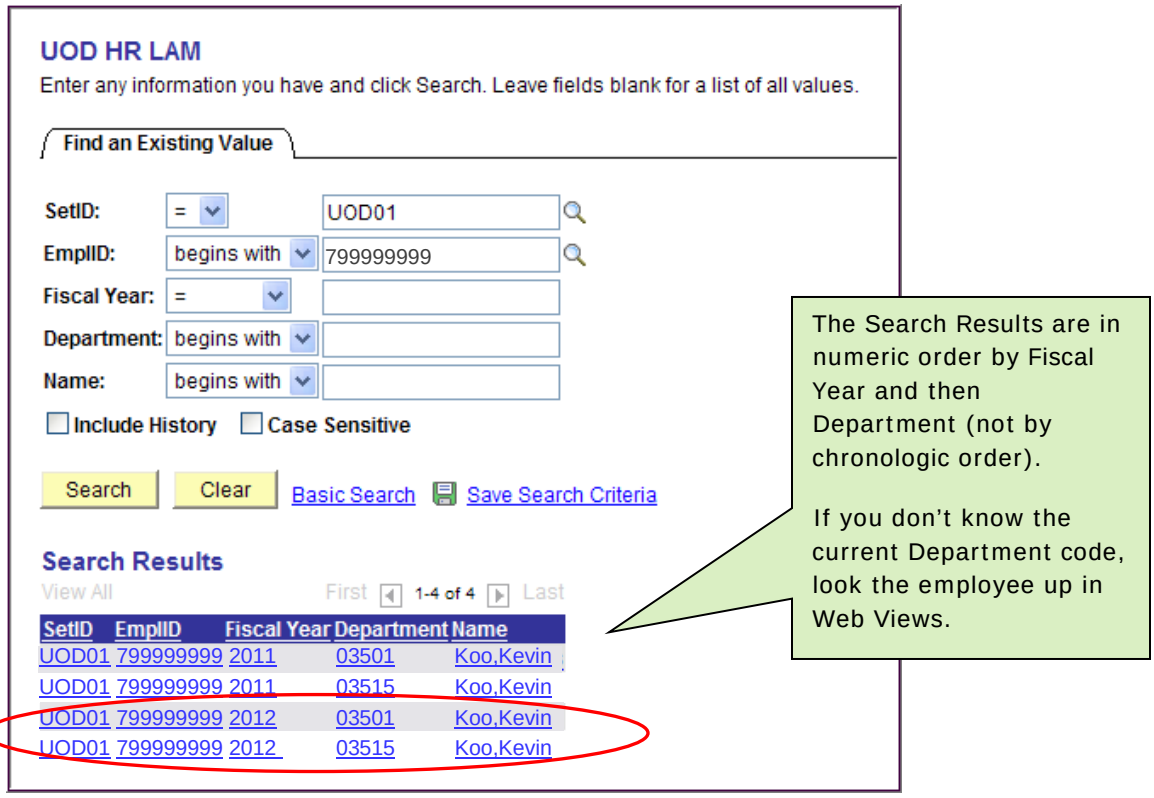
- Click **OK** if you want to save your changes (or make additional changes)
- Then click **Save** button



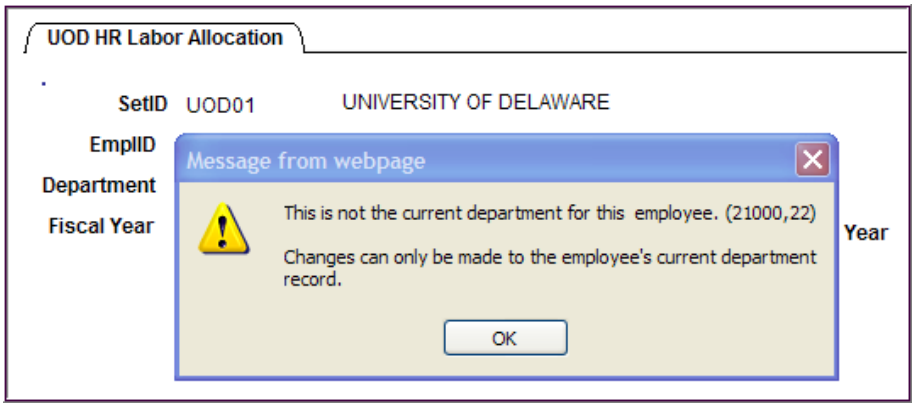
- Click **Cancel** if you don't want to save changes or you didn't make any changes

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 **EmplID** on the UOD HR LAM search page.



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



- 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.

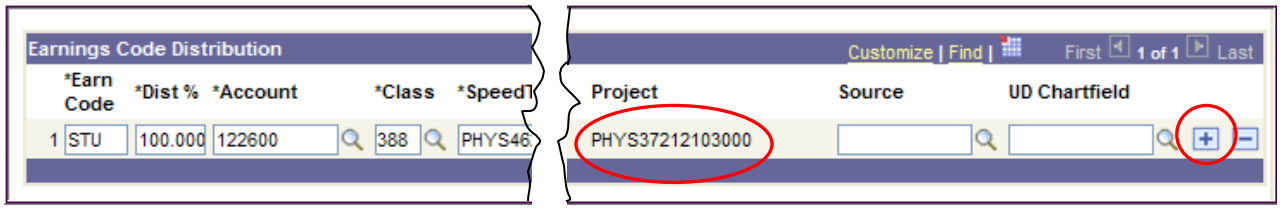
3. How do you change a manually-entered Project for a Speedtype on a new Eff Dated row?

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

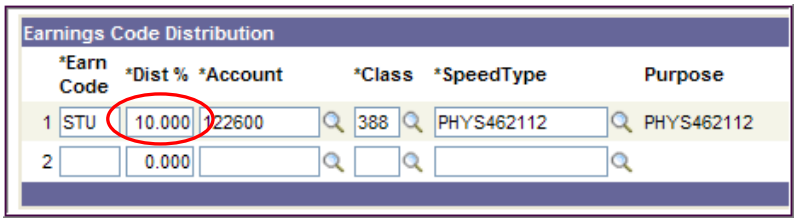
> Note: The following is a simple example with one Earnings Code distribution where the Dist % is equal to 100%. Be aware you must adjust the instructions to fit your circumstances when you have multiple Earnings Code distributions.

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

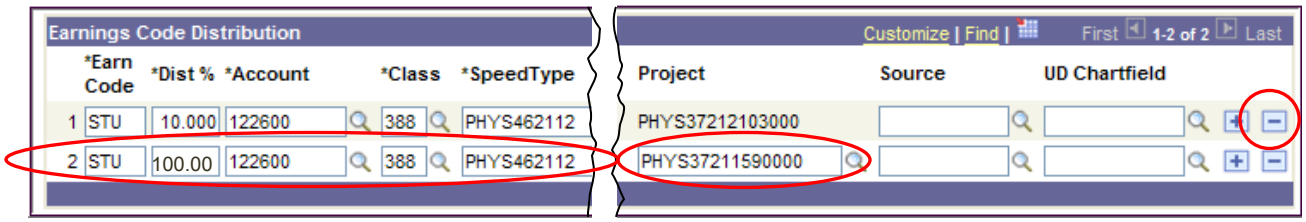
- The **Project** needs to be changed, but you notice it cannot be updated
- Scroll to the right and click [+] on the row that needs changing.



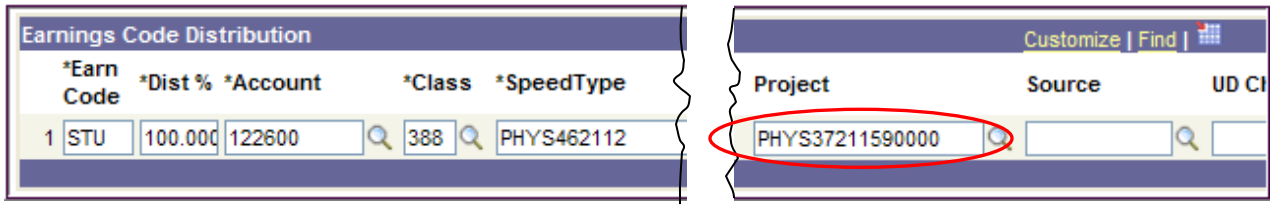
- Change the **Dist %** on the first (original row) to something less than 100%, such as **10.000**



- 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



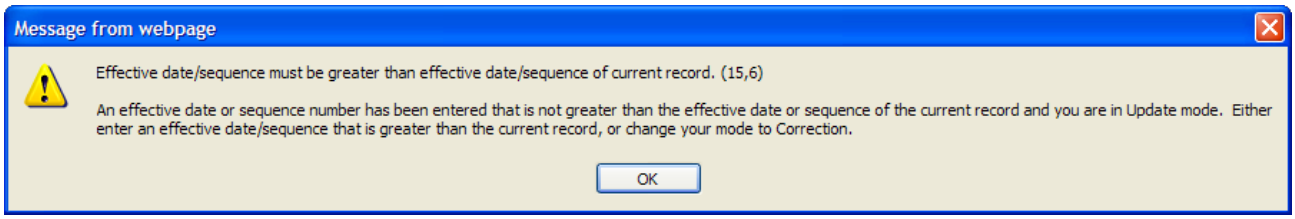
- Now you have the Earning Code distribution row with the *new* Project:

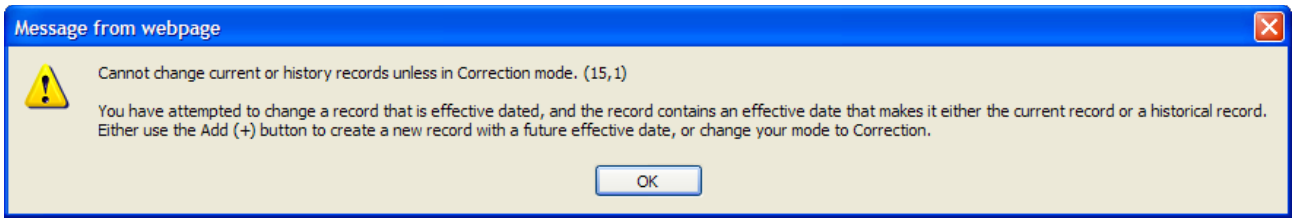


- Click **Save**

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:





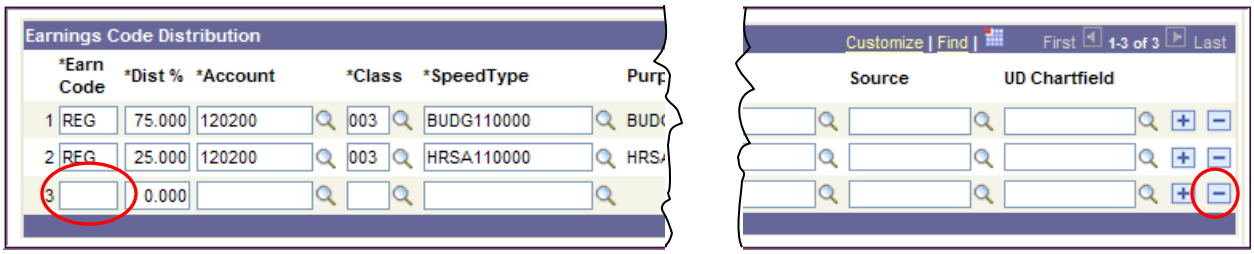
The following situations require Payroll-Records Management assistance; email lam-system@udel.edu with details of the situation.

- 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.)

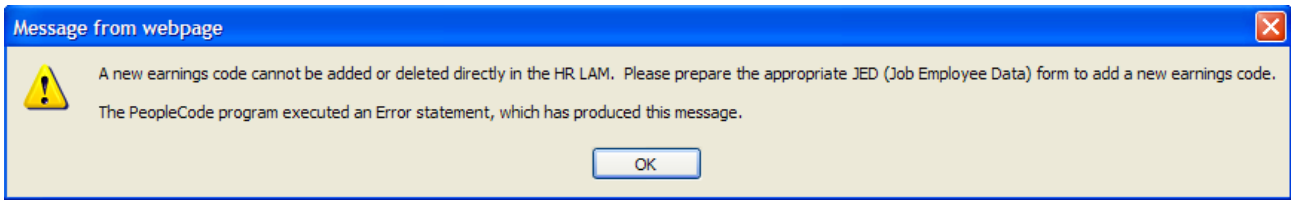
5. How do you delete a blank Earnings Code Distribution row?

First, how ***not*** to do it:

- If you use the **Delete** button ...

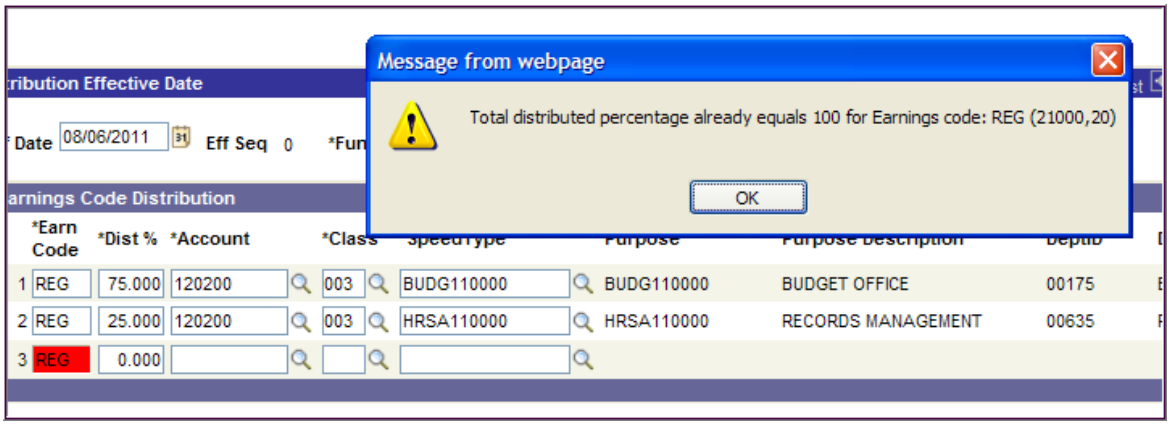


...you will get this error message because the **Earn Code** is blank. Click **OK**

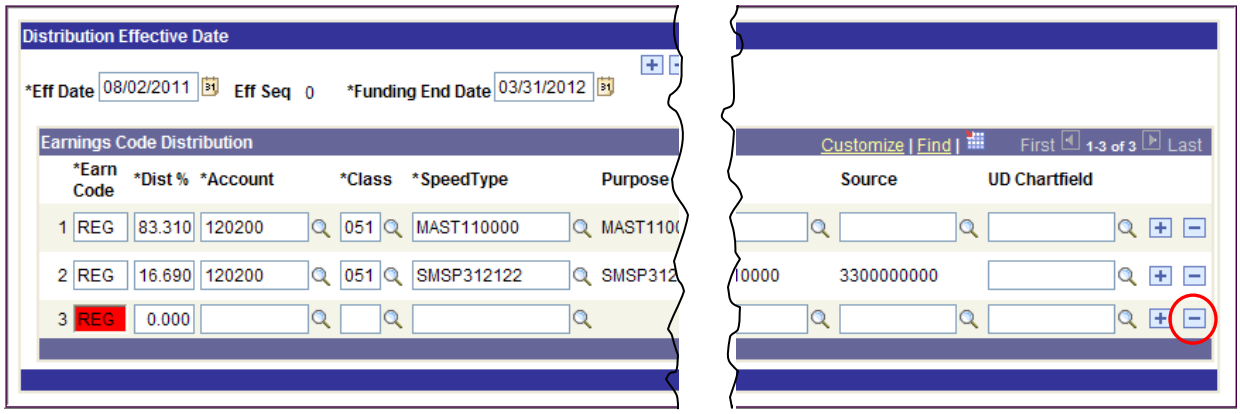


Here's the ***correct*** way to delete the unwanted blank row:

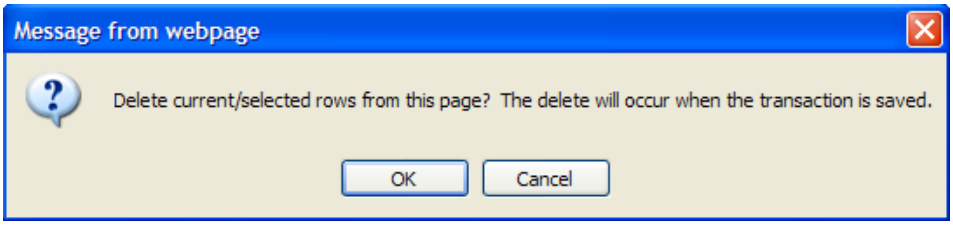
- Type an existing Earnings Code for this employee (example = REG)
- [Tab] or click to the next field
- You will get a red error box and an error message; click **OK**



- Click the **Delete** button on that row



- 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):
  - Extend contracts
  - Terminate contracts
  - Change or add Earnings Codes
  - Change pay rates
  - Change HR Liaison
  - Change Supervisor
  - 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
7/1/2012	Academic	07/01/2012	0	08/31/2012
7/1/2012	Calendar	07/01/2012	0	12/31/2012

This not a typo!

*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.

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

7/01/2012 Employee Merit (EM) Process - LAM Scenarios (Eff Seq = 1)*			
Action	**Scenario 1** No 7/01/12 LAM row (except Seq 0)	**Scenario 2** At least one 7/01/12 LAM row exists (other than Seq 0)	**Scenario 3** 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).

* 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: lam-system@udel.edu

- 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
  www.udel.edu/payroll

- 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)

Scenario	Funding covers full fiscal year	LAM Effective Date	LAM Funding End Date	Obligated Amount	
				On 7/1/11	On 8/1/11
A	Yes	07/01/2011	06/30/2012	$24,000 (24 pays)	$22,000 (22 pays)
B	No	07/01/2011	12/31/2011	$12,000 (12 pays)	$10,000 (10 pays)
C	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)

Scenario	Funding covers full academic year	LAM Effective Date	LAM Funding End Date	Obligated Amount		
				On 9/1/11	On 10/1/11	On 1/1/12
A	Yes	09/01/2011	09/30/2011	$2,000 (2 pays)		
		10/01/2011	12/31/2011	$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 Obligations				**$24,000**	**$22,000**	**$16,000**
B	Yes	09/01/2011	08/31/**2014**	$72,000 (72 pays)	$70,000 (70 pays)	$64,000 (64 pays)
		This is 3 full years.				
Scenario B - Total Obligations				**$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

Obligations for a Fiscal Employee
Paid by Basic Budget or Self-Supporting Purpose
With Non-Basic/Non-Self-Supporting Funding
(such as a Grant or Gift Purpose code)

Annual Rate is $24,000 ($1,000 per pay)

Scenario	Funding covers full academic year	Funding	LAM Effective Date	LAM Funding End Date	Obligated Amount	
					On 9/1/11	Accrual for July and August
A	Yes	50% Basic Budget	09/01/2011	08/31/2012	$10,000 (20 pays)	$2,000 (4 pays)
		50% Grant	09/01/2011	08/31/2012	$12,000 (24 pays)	
Scenario A - Total Obligations					**$24,000**	
B	Yes	50% Basic Budget	09/01/2011	08/31/2014	$10,000 (20 pays)	$2,000 (4 pays)
		50% Grant	09/01/2011	08/31/2014	$36,000 (72 pays)	
			This is 3 full years.			
Scenario B - Total Obligations					**$48,000**	

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
OCY	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 - 099	Exempt (Professional) Employees Limited Term Researchers Post Doc Researchers	120200	Exempt (Professional Staff) Full-time
		120300	Exempt (Professional Staff) Part-time
100 - 199	Chairpersons	121000	Chairpersons
	Faculty	121100	Faculty Full-time
		121200	Faculty Part-time
	Academic Center Directors	121600	Academic Center Directors
200 - 299	[not used]		
300 - 399	Post-Doctoral Fellows	120800	Post-Doctoral Fellows
	Graduate Interns	122300	Graduate Intern
	Teaching Assistants	122500	Teaching Assistant
	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
		123600	Non-Exempt (Salaried Staff) Part-time
500 - 599	Casual Wage Bus Drivers	123300	Casual Wage Bus Drivers
	Disability Pay	123700	Disability Pay (Elig Retire Co)
	Employees on temporary budget lines	various	various
600 - 699 and 700 - 799	AFSCME Unions	123100	AFSCME (Local 439)
		123400	AFSCME Trades (Local 3472)
800 - 899	Faculty Ninth Supplements (uses same last two digits as regular salary CLASS)	121100	Faculty Full-time
	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
	Chair Admin Supplements (uses same last two digits as regular salary CLASS)	121000	Chairpersons