



Labor Allocation Module Procedural Training

Payroll & Records Management
University of Delaware
Fall 2011

Last Updated 11/14/2011



The Labor
Allocation
Module is also
called the
LAM

Training Agenda

- **Lesson 1**
 - LAM Overview
 - Salary Obligations / Earnings Codes / Account-Class
 - Requesting LAM Access
 - Logging-in and navigation to LAM entry page
 - Quick Guide for Key Fields & Buttons
 - LAM Rules & Guidelines
- **10-Minute Break**
- **Lesson 2**
 - LAM entries for *single* Earnings Code distributions
- **Lesson 3**
 - LAM entries for *multiple* Earnings Code distributions
- **Other LAM-Related Information**
- **Wrap-up and Q&A**
- **Feedback from pilot group**

Learning Objectives – Lesson 1

Basic Functionality

LAM Rules and Guidelines

After this lesson you will:

1. Know the purpose of the LAM
2. Understand how the LAM relates to obligations
3. Know how to request access to the LAM
4. Know how to log-in and navigate to the LAM entry page
5. Know the basic functionality of the LAM and it's key fields and buttons
6. Understand the LAM Rules & Guidelines

Lesson 1

LAM Overview

The LAM exists so that you can...

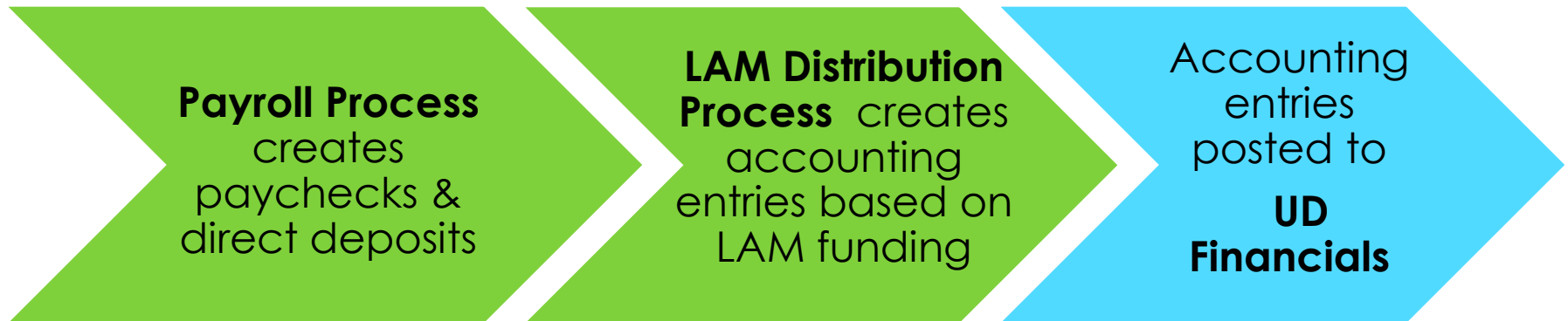
- Make temporary changes to your employees' salary funding distributions as often as needed
- Save yourself extra work (fewer salary JVs)
- Make better budget decisions with LAM-generated salary obligations

Lesson 1

Information found in the LAM Procedural Manual:

- Overview of the LAM
- Advantages of the LAM
- Who is in the LAM

LAM Process Flow:



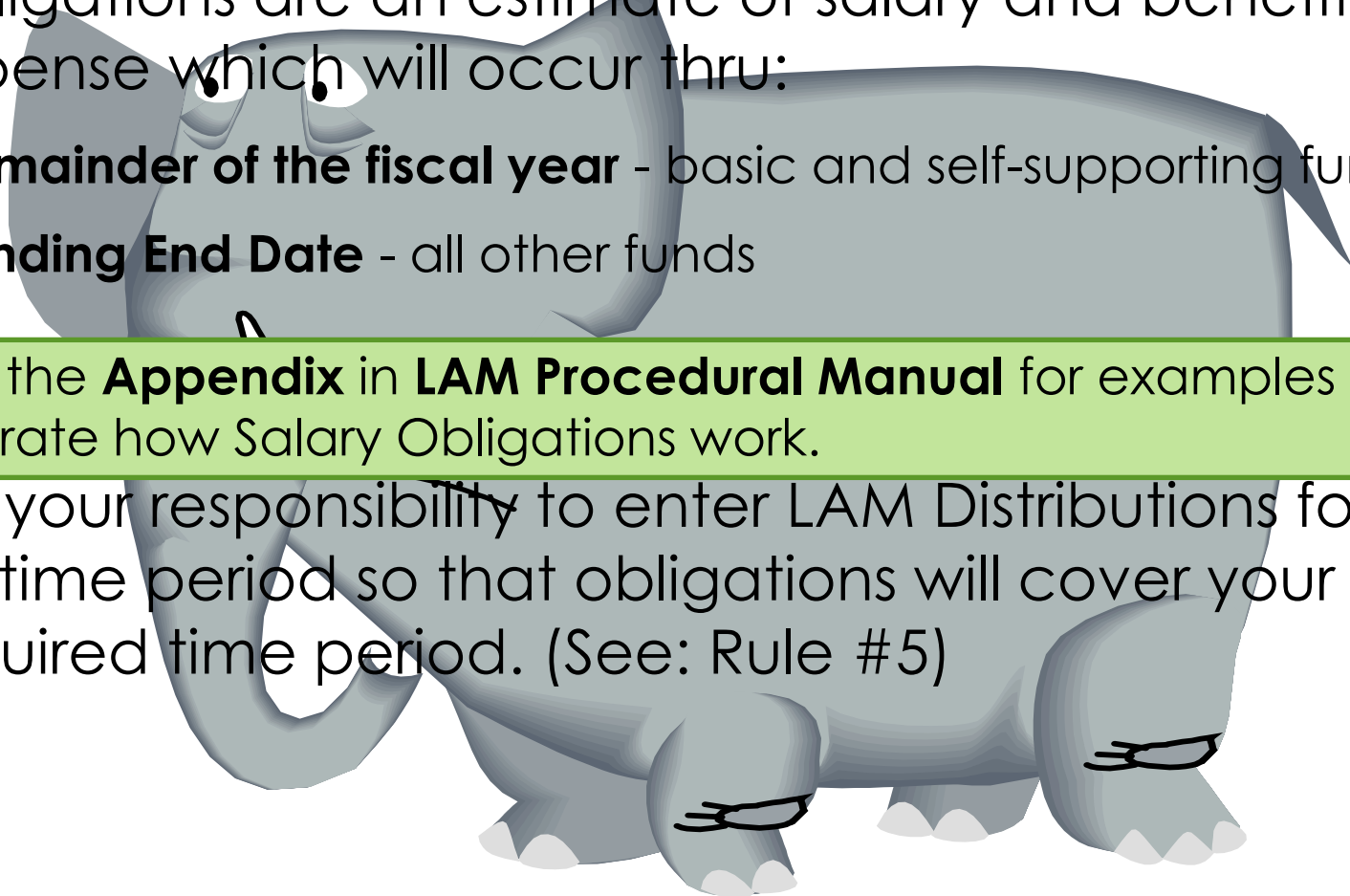
Let's talk about Salary Obligations

Obligations are an estimate of salary and benefit expense which will occur thru:

- **Remainder of the fiscal year** - basic and self-supporting funds
- **Funding End Date** - all other funds

See the **Appendix** in **LAM Procedural Manual** for examples that illustrate how Salary Obligations work.

It is your responsibility to enter LAM Distributions for the full time period so that obligations will cover your required time period. (See: Rule #5)



IT - Working on Salary Obligations

Records Management is currently working with IT to refine the obligation process



Some examples of what is being worked on:

- Salary Accrual to be obligated
- Basic/Self-Supporting only obligate thru fiscal year end
- All other Purposes will obligate thru Funding End Date
- S-Contract will only obligate for valid open items

Research Office's LAM Calculator

- A program in FIPRD (www.udel.edu/lam) used to calculate LAM distribution percentages
- Requires upgrade to accommodate recent changes to LAM
- Training/information about the LAM Calculator
 - Contact Dawn Yasik in Research Office (effort-cert@udel.edu)

The screenshot shows the Oracle LAM Calculator web application. The interface includes a top navigation bar with 'Home', 'Worklist', and 'Add to Favorites' links. A left-hand menu is visible, with 'UOD Grants LAM Calc' selected. The main content area is titled 'Uod Grants Lam Calc' and contains a form for entering data. The form includes the following fields and instructions:

- Instruction: "To use this calculator, enter the values as indicated below and tab out of the fields." A "Clear calculation" checkbox is also present.
- Field: "Total Expected Annual Salary" with an input box.
- Field: "Total Effort % committed for this bud period" with an input box and a "%" symbol.
- Field: "Enter total number of months in budget period" with an input box.
- Field: "Number of months remaining in this budget period" with an input box.
- Field: "As of Date" with an input box and a calendar icon.

A blue-bordered box on the right side of the form contains the following text:

As of 4/18/2011 due to the HR upgrade, this calculator will only work for salaries involving just one earnings code. An update will be posted shortly.

Earnings Codes

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

3-character code used to identify the type of earnings paid to an employee

LAM requires Earnings Code(s)

Webforms which require 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

Account / Class Chart

Use this chart as a guide when entering LAM distributions or completing HR Webforms. (Full chart is in the LAM Procedural Manual)

CLASS Ranges	Position Types	Personnel Accounts	Account Description
001 - 099	Professionals	120200	Professional Staff Full-time
	Limited Term Researchers Post Doc Researchers	120300	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	Salaried Staff	123000	Salaried Staff Full-time
		123600	Salaried Staff Part-time
	Casual Wage Bus Drivers	123300	Casual Wage Bus Drivers

Lesson 1

Requesting LAM Access

- Send request to lam-system@uel.edu
- See **LAM Procedural Manual** for details
- Permission for LAM access comes from:
 - Your dept head or designee
 - Based on authorization procedures in your college or VP unit



Lesson 1

Logging-in to the LAM

Go to www.udel.edu/lam to login

ORACLE
PEOPLESOFT ENTERPRISE

User ID:

Password:

- Enter your **User ID** and **Password**
- Click **Sign In** button

[Suomi](#) [Svenska](#)
[Čeština](#) [日本語](#)
[한국어](#) [Русский](#)
[ไทย](#) [简体中文](#)
[繁體中文](#) [العربية](#)

Lesson 1

Navigation to UOD HR LAM Entry Page

1. In the **Menu**, click **UD Processes**
2. Click **UOD HR Labor Allocation Module**

The screenshot displays the Oracle HR LAM system interface. At the top left is the Oracle logo. The top right navigation bar includes links for Home, Worklist, Add to Favorites, and Sign out. On the left side, there is a 'Menu' panel with a search box and a list of items. The 'UD Processes' item is highlighted with a red circle. The main content area shows the 'Main Menu >' for 'UD Processes', which is also highlighted with a red circle. Below this, there are several sub-menus. The 'UOD HR Labor Allocation Module' is highlighted with a red circle. The sub-menu items are:

- UD GL Report Request**: UOD Query Reports
- UD Crosswalk Maint**: UD Crosswalk Maintenance
 - UD Xwalk Inquiry
 - UD Legacy Account Translate
 - UD Legacy Obj Code Translate
 - UD Legacy Line Num Translate
- UD Row Level Security**: UD Row Level Security Maintenance
 - UD Security by Oprid
 - UD Global Replace
 - UD Global Copy
 - UD Security by Purpose
- UD Labor Allocation - History**: UD Labor Allocation - Fin History. Viewable Only History (prior to 4/14/11) stored in the Financial System
- UOD HR Labor Allocation Module**: UOD HR Labor Allocation Module.
- UD Obligations**: University of Delaware Obligations

Lesson 1

Navigation to UOD HR LAM Entry Page

Find the employee whose LAM needs updating

1. Enter one or more fields
2. Click **Search** button

The screenshot displays the 'UOD HR LAM' search interface. On the left is a 'Menu' sidebar with a search field and a list of navigation options. The main area is titled 'UOD HR LAM' and contains a search form. The form includes a 'Find an Existing Value' section with the following fields: 'SetID' (value: UOD01), 'EmpID' (operator: begins with), 'Fiscal Year' (operator: =), 'Department' (operator: begins with), and 'Name' (value: mouse). Below these fields are checkboxes for 'Include History' and 'Case Sensitive'. At the bottom, there is a 'Search' button (circled in red), a 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'.

Menu

Search:

- My Favorites
- UD Processes
 - UD Crosswalk Maint
 - UD Row Level Security
 - UD GL Report Request
 - UD Labor Allocation - History
- UOD HR Labor Allocation Module**
- UD Obligations
- UOD Grants LAM Calc
- ARRA Sub Recipient File Upload
- Services Procurement
- Accounts Payable
- Set Up Financials/Supply Chain
- Worklist
- Reporting Tools
- PeopleTools

UOD HR LAM

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

SetID: = UOD01

EmpID: begins with

Fiscal Year: =

Department: begins with

Name: begins with mouse

Include History Case Sensitive

Search Clear [Basic Search](#) [Save Search Criteria](#)

Lesson 1

Navigation to UOD HR LAM Entry Page

The **Search Results** display a list based on what you entered

1. Click the correct **Name/Fiscal Year/Department** row

UOD HR LAM

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

SetID: = UOD01

EmplID: begins with

Fiscal Year: =

Department: begins with

Name: begins with mouse

Include History Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-58 of 58 Last

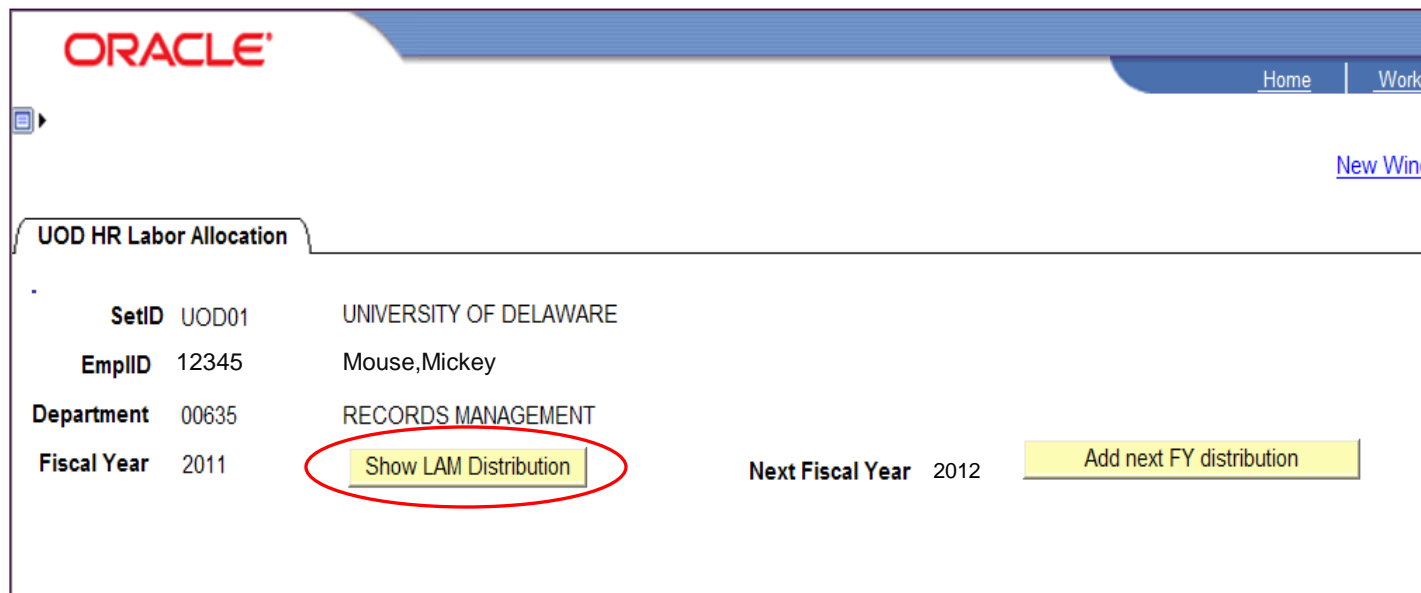
SetID	EmplID	Fiscal Year	Department	Name
UOD01	12345	2011	01921	Mouse.Mickey
UOD01	12345	2012	01921	Mouse.Mickey
UOD01	88888	2011	02586	Mouse.Minnie M
UOD01	88888	2012	02586	Mouse.Minnie M

Lesson 1

UOD HR LAM Entry Page

Once in the LAM Entry Page

1. Click **Show LAM Distribution** button



The screenshot shows the Oracle UOD HR Labor Allocation page. The page header includes the Oracle logo and navigation links for Home and Work. The main content area is titled "UOD HR Labor Allocation" and displays the following information:

SetID	UOD01	UNIVERSITY OF DELAWARE
EmplID	12345	Mouse,Mickey
Department	00635	RECORDS MANAGEMENT
Fiscal Year	2011	Show LAM Distribution

Below the table, there is a "Next Fiscal Year" field set to 2012 and a button labeled "Add next FY distribution".

Lesson 1

UOD HR LAM Entry Page

Click **View All** to see all the Eff Date distributions for a given Fiscal Year.

ORACLE

Home | Workl

New Wind

UOD HR Labor Allocation

SetID UOD01 UNIVERSITY OF DELAWARE
EmplID 12345 Mouse,Mickey
Department 00635 RECORDS MANAGEMENT
Fiscal Year 2011 [Show LAM Distribution](#) **Next Fiscal Year** 2012 [Add next FY distribution](#)

Distribution Effective Date Find | **View All** First 1 of 2

*Eff Date 09/01/2011 Eff Seq 0 *Funding End Date 06/30/2012

Earnings Code Distribution

*Earn Code	*Dist %	*Account	*Class	*SpeedType	Purpose	Purpose Description	DeptID	Dept Descri
1 REG	100.00%	120200	007	CHEM110000	CHEM110000	CHEMISTRY	02522	CHEMISTRY

Lesson 1

UOD HR LAM Entry Page

All the Eff Dated distribution rows are now visible:
2 rows in this example.

The screenshot displays the Oracle UOD HR Labor Allocation page. At the top, the Oracle logo is visible on the left, and navigation links for Home and Work are on the right. Below the logo, there are links for New Window and a search icon. The main section is titled "UOD HR Labor Allocation" and contains the following information:

- SetID:** UOD01 UNIVERSITY OF DELAWARE
- EmplID:** 12345 Mouse, Mickey
- Department:** 00635 RECORDS MANAGEMENT
- Fiscal Year:** 2011

There are two buttons: "Show LAM Distribution" and "Add next FY distribution". The "Next Fiscal Year" is set to 2012.

The "Distribution Effective Date" section shows two rows, each with an effective date circled in red:

- Row 1: *Eff Date 09/01/2011, Eff Seq 0, *Funding End Date 06/30/2012
- Row 2: *Eff Date 07/01/2011, Eff Seq 0, *Funding End Date 06/30/2012

Each row has an "Earnings Code Distribution" table below it:

*Earn Code	*Dist %	*Account	*Class	*SpeedType	Purpose	Purpose Description	DeptID	Dept Descr
1 REG	100.00	120200	007	CHEM110000	CHEM110000	CHEMISTRY	02522	CHEMISTRY

*Earn Code	*Dist %	*Account	*Class	*SpeedType	Purpose	Purpose Description	DeptID	Dept Descr
1 REG	100.00	120200	007	HRSA110000	HRSA110000	RECORDS MANAGEMENT	00635	RECORDS

Lesson 1: Key Fields & Buttons (Manual, pg. 9)

ORACLE

Left side of page

Home | Worklist

New Window

UOD HR Labor Allocation

1

SetID UOD01 UNIVERSITY OF DELAWARE

EmplID 12345 Mouse,Mickey

Department 00603 EMPLOYEE EDUC AND TRAINING

Fiscal Year 2011

Show LAM Distribution

Next Fiscal Year 2012

Add next FY distribution

2

3

Distribution Effective Date

4

5

6

7

8

Find | View All First 1 of 1 Last

*Eff Date 04/16/2011 Eff Seq 0 *Funding End Date 06/30/2011

Earnings Code Distribution

9

*Eam Code	*Dist %	*Account	*Class	*SpeedType	Purpose	Purpose Description	DeptID	Dept Description
1	REG	100.00	120200	001	ADMN112119	ADMN112119 EMPLOYEE EDUC & TRNG ADMN	00603	EMPLOYEE EDUC & TRAINING

10

11

12

NOTE: * = required field

Lesson 1: Key Fields and Buttons (Manual, pg. 10)

Right side of page

Home | Worklist | Add to Favorites | Sign Out

Window | Help | Customize Page | http

1 of 1 | Last

Customize | Find | First | 1 of 1 | Last

Description	Fund	Program	Project	Source	UD Chartfield
ORDS MANAGEMENT	OPBAS	ADALL	<input type="text"/>	<input type="text"/>	<input type="text"/>

13 14 15 16 17

Lesson 1: Effective Sequence number

a.k.a. Eff Seq

The screenshot shows a software interface with two main sections. The top section is titled 'Distribution Effective Date' and contains three input fields: '*Eff Date' with the value '04/16/2011', 'Eff Seq' with the value '0' (circled in red), and 'Funding End Date' with the value '06/30/2011'. The bottom section is titled 'Earnings Code Distribution' and contains a table with the following data:

Earn Code	Dist %	Account	Class	SpeedType	Purpose	Purp
1 REG	100.00	120200	001	HRSA110000	HRSA110000	REC

- Allows additional Distributions with the same Eff Date
- System generated number
- Same Eff Date - the highest Eff Seq number takes effect

Fix

The highest Eff Seq number rules!
The other distributions with the same Eff Date are ignored.

Example:

Distributions with *same* Eff Date and *different* Eff Seq numbers

Distribution Effective Date										
Find View 1 First 1-2 of 2 Last										
*Eff Date 05/01/2011 Eff Seq 1 Funding End Date 06/30/2011										
Earnings Code Distribution										
Earn Code	Dist %	Account	Class	SpeedType	Purpose	Purpose Description	DeptID	Dept Description	Fund	
1	REG	50.000	120200	001	AGRI222111	AGRI222111	SOIL TESTING SRVC	02101	AGRICULTURE AND NATURAL RESOUR	OPBAL
2	REG	50.000	120200	001	AGRI462111	AGRI462111	EXPERIMENTAL FARMING	02101	AGRICULTURE AND NATURAL RESOUR	OPBAL
*Eff Date 05/01/2011 Eff Seq 0 Funding End Date 06/30/2011										
Earnings Code Distribution										
Earn Code	Dist %	Account	Class	SpeedType	Purpose	Purpose Description	DeptID	Dept Description	Fund	
1	REG	100.00	120200	001	HRSA110000	HRSA110000	RECORDS MANAGEMENT	00635	RECORDS MANAGEMENT	OPBAS

POP QUIZ: Eff Seq Functionality

Which Distribution takes effect?

- **A**
- **B**
- Both **A** and **B**

Distribution Effective Date Find | View 1 First 1-2 of 2 Last

*Eff Date Eff Seq 1 Funding End Date **A**

Earnings Code Distribution

Earn Code	Dist %	Account	Class	SpeedType	Purpose	Purpose Description	DeptID	Dept Description	Fund
1	REG	50.000	120200	001	AGRI222111	AGRI222111 SOIL TESTING SRVC	02101	AGRICULTURE AND NATURAL RESOUR	OPBAL
2	REG	50.000	120200	001	AGRI462111	AGRI462111 EXPERIMENTAL FARMING	02101	AGRICULTURE AND NATURAL RESOUR	OPBAL

*Eff Date Eff Seq 0 Funding End Date **B**

Earnings Code Distribution

Earn Code	Dist %	Account	Class	SpeedType	Purpose	Purpose Description	DeptID	Dept Description	Fund
1	REG	100.00	120200	001	HRSA110000	HRSA110000 RECORDS MANAGEMENT	00635	RECORDS MANAGEMENT	OPBAS

Lesson 1: Don't miss View All

Distribution Effective Date Find | **View All** | First 1 of 2 Last

*Eff Date 05/01/2011 Eff Seq 0 Funding End Date 08/31/2011

Earnings Code Distribution

Earn Code	Dist %	Account	Class	SpeedType	Purpose	Purpose Description	DeptID	Dept Description
1 1/9	62.584	121000	871	ELEG110000	ELEG110000	ELECTRICAL & COMPUTER ENGINEER	03130	ELECTRICAL AND CO ENGRG

- See all distributions for the fiscal year
- Helps with multiple Eff Dates/Eff Seq's
- Toggles between View All and View 1

View All clicked – shows all distributions

POP QUIZ: View 1 functionality

What happens when you click View 1?

Answer:
This collapses the rows to just one – the top row. And the link changes to View All

Oracle HRMS Interface:

Fiscal Year 2011
Next Fiscal Year 2012
Add an appointment
Show LAM Distribution

Distribution Effective Date: Find | **View 1** | First | 1-2 of 2 | Last

*Eff Date: 04/25/2011 | Eff Seq: 0 | Funding End Date: 06/30/2011

Earnings Code Distribution

Earn Code	Dist %	Account	Class	SpeedType	Purpose	Purpose Description	DeptID	Dept Description	Fund
1 REG	50.000	120200	001	AGRI222111	AGRI222111	SOIL TESTING SRVC	02101	AGRICULTURE AND NATURAL RESOUR	OPBAL
2 REG	50.000	120200	001	AGRI462111	AGRI462111	EXPERIMENTAL FARMING	02101	AGRICULTURE AND NATURAL RESOUR	OPBAL

*Eff Date: 04/16/2011 | Eff Seq: 0 | Funding End Date: 06/30/2011

Earnings Code Distribution

Earn Code	Dist %	Account	Class	SpeedType	Purpose	Purpose Description	DeptID	Dept Description	Fund
1 REG	100.00	120200	001	HRSA110000	HRSA110000	RECORDS MANAGEMENT	00635	RECORDS MANAGEMENT	OPBAS

LAM Rules & Guidelines



[Follow along in your LAM Procedural Manual]

#1

Changes made in the LAM are for the *current pay period and forward* only.

There are no retro-active LAM changes.

#2

Click the **Show LAM Distribution** button to populate the current fiscal year LAM data.

#3

Click the **Add next FY distribution** button to make the *next* fiscal year available for adding LAM distributions.

#4

Multiple Distributions *within* a pay period will **prorate** the salary expense based on the Effective Dates and Funding End Dates.

#4

Illustration of proration in LAM

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%

#5

The Distribution(s) must cover the entire pay period with no date gaps.

The Distribution(s) must cover the full fiscal year also.

#6

Use the Eff Date **Add** button to insert a new Distribution; change the Effective Date and Funding End Date as needed.

#7

Use the Earnings Code Distribution **Add** or **Delete** buttons to update Earn Code rows for a current or future Distribution.

#8

Use *any* future Funding End Date for *any* Purpose.

Basic Budget (“11”) and Self-Supporting (“21”) codes will only obligate thru the fiscal year end.

All other Purpose codes will obligate thru the Funding End Date.

#9

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

Click the **Show LAM Distribution** button again if immediately adding more LAM distributions for the same employee.



10 minute
BREAK!

Training Agenda for 2nd half

- **Lesson 1**
 - LAM Overview
 - Salary Obligations / Earnings Codes / Account-Class
 - Requesting LAM Access
 - Logging-in and navigation to LAM entry page
 - Quick Guide for Key Fields & Buttons
 - LAM Rules & Guidelines
- **10-Minute Break**

- **Lesson 2**
 - LAM entries for single Earnings Code distributions
- **Lesson 3**
 - LAM entries for multiple Earnings Code distributions
- **Other LAM-Related Information**
- **Wrap-up and Q&A**
- **Feedback from pilot group**

Learning Objectives – Lesson 2

Single Earnings Code LAM Entry

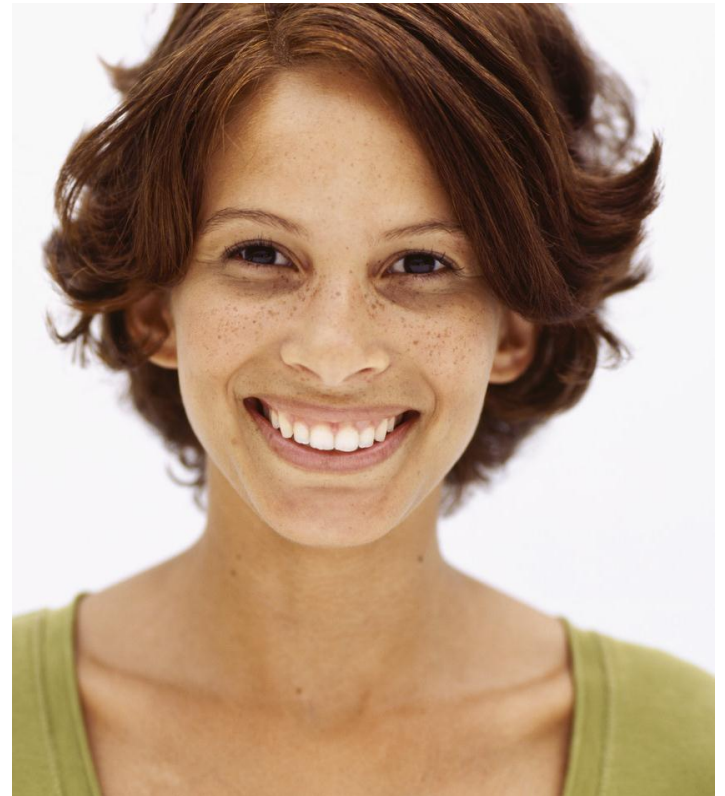
After this lesson you will be able to:

1. Correctly use the **LAM Procedural Manual** to update the LAM for a single Earnings Code

Lesson 2

Single Earnings Code Updates

- Pretend today is 8/21/2011
- Meet your new employee, Julie Johnson
- She starts **9/1/2011** and comes from another UD department
- Transfer JED already completed with her new temporary (LAM) funding (**CHEM110000**)
- JED will auto-update the LAM (**REG 100% CHEM110000**)
- You do not need to do any updates to the LAM



Lesson 2

Single Earnings Code Updates (cont'd)



- Effective **9/08/2011**, Julie's temporary funding needs to be changed to:
 - **REG 50% CHEM110000**
 - **REG 50% CHEM322257**

Lesson 2

Demonstration of Single Earnings Code Updates in UD Financials

Follow along in the LAM Procedural Manual

Learning Objectives – Lesson 3

Multiple Earnings Codes Updates

After this lesson you will be able to:

1. Correctly use the **LAM Procedural Manual** to update the LAM for multiple Earnings Codes

Lesson 3

Multiple Earnings Code Updates



- Dr. Penny Push is the chair in your department (today is 8/21/2011)

- Her current LAM distributions:

REG	100%	121000	112	CHEM11DRES
ADM	100%	121000	912	CHEM110000
1/9	100%	121000	812	CHEM110000

- 9/01/2011, her LAM is changing:

REG	90%	121000	112	CHEM11DRES
REG	10%	121000	112	CHEM372128
ADM	35%	121000	912	CHEM11DRES
ADM	65%	121000	912	CHEM11PSER
1/9	40%	121000	812	CHEM110000
1/9	60%	121000	812	CHEM11DSV

Lesson 3

Demonstration of Multiple Earnings Code Updates in UD Financials

Follow along in the LAM Procedural Manual

Test your LAM knowledge



Lessons 2 and 3 Review Quiz

1. When updating Earnings Code Distributions, you must first add a new Eff Date row.
 - True or False? **True**
2. When adding an Earnings Code distribution row with the same Earn Code, what field in the original row should be changed first?

The screenshot shows a software interface with two main sections. The top section is titled 'Distribution Effective Date' and contains fields for '*Eff Date' (09/01/2011), 'Eff Seq' (1), and '*Funding End Date' (06/30/2012). Below this is a table titled 'Earnings Code Distribution' with the following columns: '*Earn Code', '*Dist %', '*Account', '*Class', '*SpeedType', 'Purpose', and 'Purpose Description'. The first row of the table has the following values: '1', 'REG', '100.000', '120200', '007', 'CHEM110000', and 'CHEMISTRY'. The '100.000' value in the '*Dist %' column is circled in red. The second row of the table has empty fields for '*Earn Code', '*Dist %', '*Account', '*Class', and '*SpeedType', and the value '2' in the first column.

*Earn Code	*Dist %	*Account	*Class	*SpeedType	Purpose	Purpose Description
1	REG	100.000	120200	007	CHEM110000	CHEMISTRY
2		0.000				

- a. Earn Code
- b. Dist %
- c. SpeedType

Lessons 2 and 3 Review Quiz (cont'd)

3. Today is 8/17/11. To add an Eff Date of 8/22/11, which Add button should you click? A or B

Distribution Effective Date Find | View 1 First 1-2 of 2

*Eff Date 09/01/2011 Eff Seq 0 *Funding End Date 06/30/2012 **A**

*Earn Code	*Dist %	*Account	*Class	*SpeedType	Purpose	Purpose Description	DeptID	Dept Descr
1 REG	100.00	120200	007	CHEM110000	CHEM110000	CHEMISTRY	02522	CHEMISTRY

Earnings Code Distribution

*Eff Date 07/01/2011 Eff Seq 0 *Funding End Date 06/30/2012 **B**

False, every Earn Code must add to 100%

*Earn Code	*Dist %	*Account	*Class	*SpeedType	Purpose	Purpose Description	DeptID	Dept Descr
1 REG	100.00	120200	007	HRSA110000	HRSA110000	RECORDS MANAGEMENT	00635	RECORDS

4. Th

Lessons 2 and 3 Review Quiz (cont'd)

5. Which Eff Date Distribution will take effect?

A or B

A has the higher Eff Seq number.

A

Distribution Effective Date Find | View 1 First 1-3 of 3

*Eff Date 09/01/2011 Eff Seq 1 *Funding End Date 06/30/2012

Earnings Code Distribution

*Earn Code	*Dist %	*Account	*Class	*SpeedType	Purpose	Purpose Description	DeptID	Dept Desc
1 REG	100.00	121000	112	CHEM11DRES	CHEM110000	CHEMISTRY	02522	CHEMIST
2 ADM	100.00	121000	912	CHEM110000	CHEM110000	CHEMISTRY	02522	CHEMIST
3 1/9	100.00	121000	812	CHEM110000	CHEM110000	CHEMISTRY	02522	CHEMIST

B

*Eff Date 09/01/2011 Eff Seq 0 *Funding End Date 06/30/2012

Earnings Code Distribution

*Earn Code	*Dist %	*Account	*Class	*SpeedType	Purpose	Purpose Description	DeptID	Dept Desc
1 REG	100.00	121000	112	CHEM11DRES	CHEM110000	CHEMISTRY	02522	CHEMIST
2 ADM	100.00	121000	912	CHEM110000	CHEM110000	CHEMISTRY	02522	CHEMIST
3 1/9	100.00	121000	812	CHEM110000	CHEM110000	CHEMISTRY	02522	CHEMIST

Other LAM-Related Information



[Follow along in your LAM Manual]

LAM Frequently Asked Questions*



1. How do you handle the “*You have unsaved data on this page.*” message
2. How do you choose the correct LAM dept when an employee transfers from one dept to another during a fiscal year?
3. How do you change a manually-entered Project for a Speedtype on a new Eff Dated row?
4. How do you correct an Eff Dated distribution, but the LAM won't let you and gives you an error message?
5. How do you delete a blank Earnings Code Distribution row?

* Answers are in the **LAM Procedural Manual**

6. What should you use?

1. Temporary Funding Change ONLY

- Use the LAM

2. Permanent Funding Change ONLY

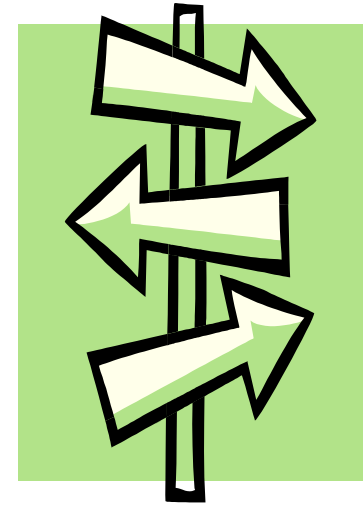
- Use Position Change webform

3. Other personnel changes

- Use the JED webform
- If doing a JED for one of these other changes, you can also:
 - Update LAM funding
 - Update Position funding

Examples:

- Extend contracts
- Terminate contracts
- Change or add Earnings Codes
- Change pay rates
- Change FTE



LAM and a New Fiscal Year



LAM and a New Fiscal Year

Example is for 7/1/2012

- **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 is not a typo!

* Funding End Dates are not changed by this process.

- **7/1/12** and **9/1/12** and **1/1/13** - Employee Merit processes create another LAM distribution row for each **fiscal**, **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

LAM and a New Fiscal Year (con't)

This chart explains three scenarios of what happens in the LAM when the Fiscal Employee Merit (EM) process is run 7/1/2012.

7/01/2012 Employee Merit (EM) Process - LAM Scenarios (Eff Seq = 1)*			
Action	Scenario 1	Scenario 2	Scenario 3
	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. <ul style="list-style-type: none"> 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

Reporting Methods for the LAM



1. HRRPT (HR Report)

- Granting access to HRRPT is decided by your Dean's or VP's Office
- User will see whole employee record, including:
 - Salary, demographic, job and s-contract information

2. Cognos

- Standard reports have been created by Institutional Research
- Security and access currently being worked on by IT
- You will be alerted as more information becomes available



Do you have any
questions?



CONTACT INFORMATION

Payroll & Records Management

lam-system@udel.edu

- Send LAM questions and comments
- Request access to LAM

LAM Resources

(Included in the LAM Procedural Manual)



- UD Financials LAM Sign-on
www.udel.edu/lam
- LAM training opportunities coming; sign up at LearnIT calendar
www.it.udel.edu/learnit
- LAM Procedural Manual posted online
- This LAM Procedural Training Presentation posted online
www.udel.edu/HRSystemsAdmin/LaborAllocationModule.html
- Payroll & Records Management home page
www.udel.edu/HRSystemsAdmin/
- UDataGlance
www.udel.edu/udataglance
- Grant LAM Calculator training document
www.udel.edu/research/pdf/LAMCalcTrain.pdf

Feedback from pilot group

- What worked?
- What didn't work?
- What could be improved?

*Thank you for attending this
training session.*

