HR 9.1 Upgrade Training
Changes to JED and LAM
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Vice President for
Finance & Administration

Payroll & Records Management
Job Data Form (JED)
This form will not only be used for hire and rehires, but will now be used for all job changes.

This form will also automatically update Peoplesoft once approved by Records Management.
When an action other than new hire or rehire is selected, the indicators for EDD, W4 and Direct Deposit will not display.

If the Action is Leave of Absence the field Expected Return Date will appear.

If the Action is Termination the field Vacation Payoff will appear.
The Reports To Position field has been removed.

Two new fields were added:
Directory Indicator
Works in Wilmington
There is no longer a limit on how many additional jobs one may have listed.
If the employee type is Grad on Contract the Full Time Annual Rate field will not display. There will be a new field titled Grad Rate.

The field “Include this employee in the LAM” has been removed.

The funding is now divided into two sections.
The first section is Position (Permanent) funding.

This section will update Position Data only if there are changes.
The second section is the LAM Distribution which is the temporary funding.

This will only be updated if there are changes to the LAM distribution.

The ability to update the LAM from the JED has been added for convenience. The primary way to update LAM funding is UOD HR Labor Allocation Module.

The amounts in the LAM distribution must equal the comp rate.

The amounts displayed with the temporary funding will not be displayed on the LAM.
Any future dated rows that are in the LAM will also be displayed here as read only.

To update the future dated rows you must enter them on the UOD HR Labor Allocation Module.
There are no changes to the routing.
The changes made in the Position Funding in the JED will update Position and be reflected in the Position View.
The new future dated row that was entered by the JED is now displayed on the Job Employment Data View.
The funding that is in the LAM as well as the Speedtype will be displayed on the Job Employment View.
JED Questions?
10 Minute Break