Building the best LAM scheme for good Salary Obligations

Access the Labor Allocation Module in Oracle/PeopleSoft (PRD database)
www.udel.edu/lam

Part A - General Guidelines:

1. Make sure there is a full set of LAM entries for entire FY or AY; there may be one or many Distributions (Effective Dates)

2. *All* End Dates must be the same on multiple funding lines for a given Distribution (Effective Date)

3. “Previous” LAM End Date(s) and “next” LAM Effective Date must be sequential with no date gaps and no date overlaps

4. End Dates cannot be changed or fixed for a current Effective Date; you should copy the Distribution, and then delete the "old" Distribution

5. Do not have more than one LAM Distribution for a given pay period; delete any unwanted Distributions with the **Delete This Distribution** check box

6. End Dates can be entered beyond the current fiscal or academic year end for any Purpose code, except 11 or 21 fund types. The salary obligations will be based on the *current* compensation rate.

7. Salary Obligations calculation:
   a. **11- and 21- Purpose codes** - the calculation is based on one fiscal year (6/30) or academic year 8/31
   b. **All other Purpose codes**, the calculation is based on End Date(s) entered in LAM, which can be future years

8. A faculty member who has an academic 9-month contract will have his/her July and August pay amounts reflected as salary obligations in the current fiscal year.
   a. The July and August payments are earned in the current year, but will be paid in the **next** fiscal year. The July/August obligations are reflected in the current fiscal year.
   b. Even though the salary payout does not begin until September 1st with the new academic year, at the start of the new fiscal year on July 1st, there will be 24 pay periods obligated, all pertaining to the new fiscal year.
Part B - Gotchas/ Known Issues with Salary Obligations (as of 1/14/2011)

1. Graduate students on contract – currently LAM end dates are not used to calculate the salary obligation when the HR contract end date is different. – Correction will be to obligate based in LAM end date(s)

2. Graduate students on contract, but not in the LAM do not have salary obligations – Correction will be to look at the HR funding end date

3. Faculty on 11 or 12-month contracts (academic year contracts) - obligation is not correct

4. People with a pay status of L (leave without pay) - obligates salary when there should be no obligation