Labor Allocation Module – New Distribution Required or Not?

Required:

1. A person changes positions/departments – *often overlooked!*

2. Grant or other funding changes

3. New Fiscal Year and the person is NOT funded 100% by a 11 and/or 21 codes (example of a 11 code is CHEM110000)

4. New Academic Year and the person is NOT funded 100% by a 11 and/or 21 codes (example of a 11 code is CHEM110000)

5. New Fiscal or Academic Year and any part of person’s funding is a set amount such as $5000 (e.g. chair supplement, endowed faculty position)

6. Grad Student on contract for whom you want have LAM Distributions, but who was not added to LAM as part of the “new hire” JED processing. Follow these steps:
   a. Complete a new JED and choose YES “Include this person in the LAM?”
   b. Send an email to your budget analyst in Budget to activate the person in the LAM
   c. After you receive a reply email that the grad student is active in the LAM, enter the person’s Distributions

7. LAM end dates are not the same for all rows for a given effective date

8. LAM end dates are incorrect or missing or not complete through end of the Fiscal Year or Academic Year

Not required:

1. Fiscal Year Employee at beginning of new FY:
   * Distribution will remain the same as the previous fiscal year
   * Funding is 100% by 11 and/or 21 code(s)
   * Examples: DEVT110000 or SAFE210000
   * The distribution will be automatically copied to the new year with an effective date of 07/01/20XX

2. Academic Year Employee at beginning of new AY:
   * Distribution will remain the same as the previous fiscal year
   * Funding is 100% by 11 and/or 21 code(s)
   * Examples: CHEM110000 or PHYT212111
   * The distribution will be automatically copied to the new year with an effective date of 09/01/20XX
LAM Definitions

- **Distribution** – All the lines of a person’s funding for a given effective date; the group will add to 100%
- **Distribution line** – A single part of a person’s funding for a given effective date; entered by a percentage
- **Eff Date** - Effective Date - this date determines which distribution group is used to post salary amounts to the accounting system
- **Current Effective Date** - This is the LAM distribution with the most recent date that is not a future date
- **End Date** – This date is only used to calculate salary obligations; it will not stop a person’s pay OR end a LAM distribution
- **Previous in List** – This button will bring display the next later Effective Date
- **Next in List button** - This button will display the previous earlier Effective Date

Salary Obligation Definitions

- **Obligation** – a future expense for which there is a commitment to pay
- **Salary obligation** – a future salary expense for which there is a commitment to pay
- **Benefit obligation** – a future benefit expense based on the person’s salary obligation and benefit rate
- **Benefit rate** – cost of employer-paid benefits based on employee categories
  - Internal rates, see Budget Office website: [http://www.udel.edu/Budget/Benefit%20Rates.html](http://www.udel.edu/Budget/Benefit%20Rates.html)
- **Trans Source** – field in UDataGlance that displays the method used to calculate the salary or benefit obligation
  - **LAM** – Labor allocation Module
  - **ADD** – S-Contract or Grad Non-Contract Pay (GNCP)
  - **TNK** – an S-Contract or GNCP webform not yet completed
  - **AFS** – AFSCME employee based on annualized hourly rate