HRIS Modernization
Payroll Accounting Mangement (PAM)
Labor Distribution

September 18, 2024
September 25, 2024

Labor Distribution (LD) – Current State

- Determines how payroll expenditures are posted in AZ360 FIN
- In HRIS is supported by
  - Infor/Accounting Unit
  - Infor/Activity
  - Infor/Account Category
- Daily interface from AZ360 FIN to HRIS (Infor)
  - Initiated by FIN users direct input of FUNC and FUNCINF and other COAs *
  - CAS/CAM transaction which support Programmatic Structures
- Additional elements like Account (OBJ) and Sub Account (BFY) manually maintained

Lawson Labor Distribution

Employee Defaults maintained in the Accounting Unit
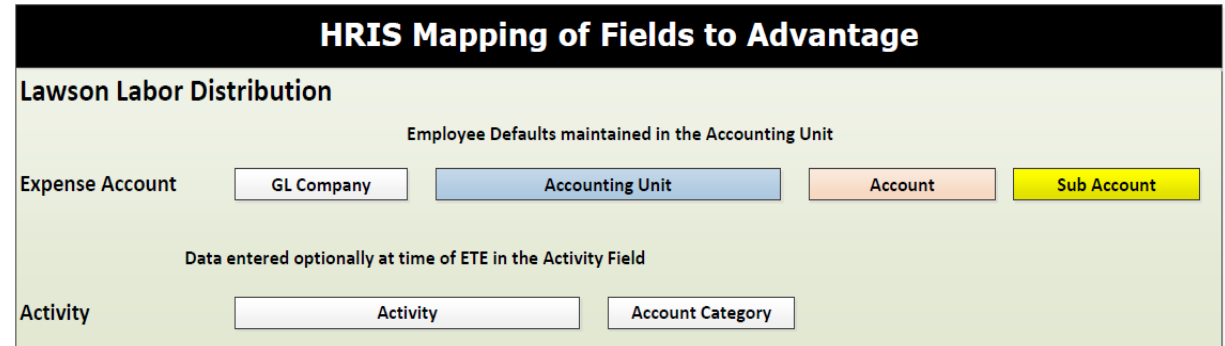
Expense Account	GL Company	Accounting Unit	Account	Sub Account

Data entered optionally at time of ETE in the Activity Field

Activity	Activity	Account Category

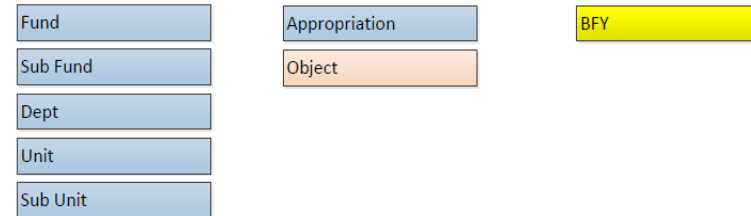# Labor Distribution – Current State

In AZ360 FIN side:

- Function, Program and Program Period are primary Labor Distribution element
- Function "maps" to Infor Accounting Unit
- Function infers the majority of Chart of Accounts (COA) via Function Inference
- Daily interface triggered by creation of FUNC and FUNCINF with very specific roll-up type
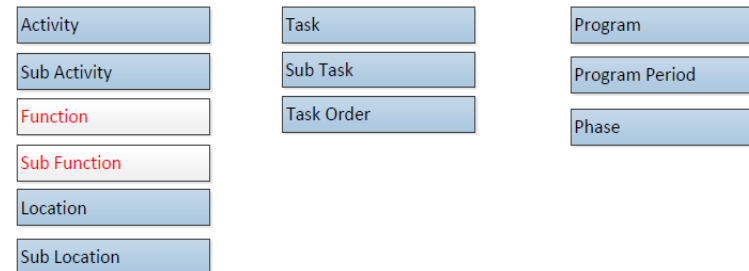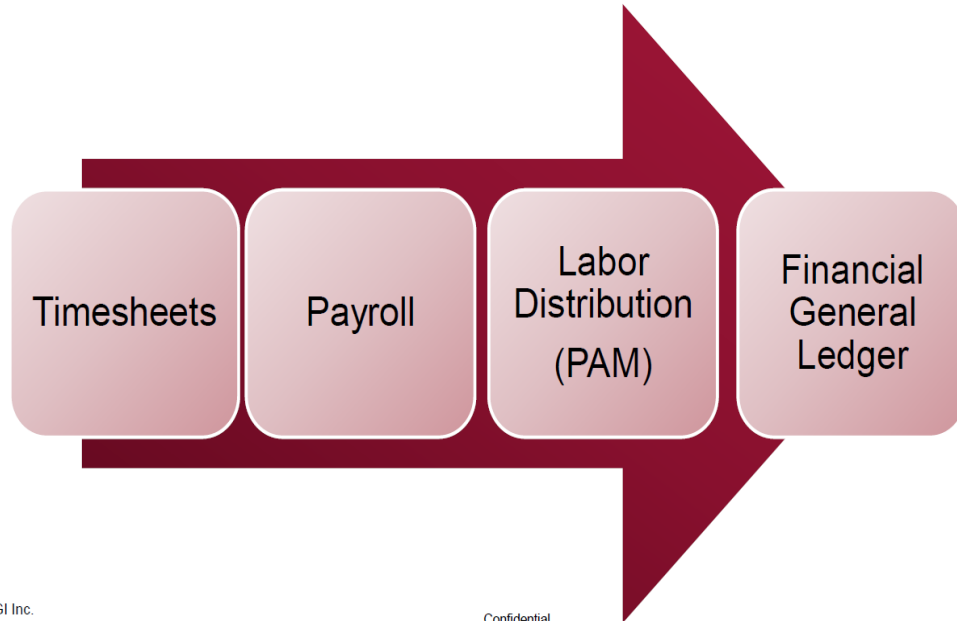- Specific edits exist which govern interface process

HRIS Mapping of Fields to Advantage

Lawson Labor Distribution

Employee Defaults maintained in the Accounting Unit

| Expense Account | GL Company | Accounting Unit | Account | Sub Account |

Data entered optionally at time of ETE in the Activity Field

| Activity | Activity | Account Category |

Advantage Chart of Accounts

Fund Accounting

Fund	Appropriation	BFY
Sub Fund	Object	
Dept		
Unit		
Sub Unit		

Detail Accounting

Activity	Task	Program
Sub Activity	Sub Task	Program Period
Function	Task Order	Phase
Sub Function		
Location		
Sub Location		

Payroll Accounting Management (PAM)

Timesheets → Payroll → Labor Distribution (PAM) → Financial General Ledger

Confidential

- Integrates AZ360 FIN and AZ360 HRM
- PAM
  - Processes the payroll details and updates payroll accounting journals
  - PAM creates payroll accounting transactions which are submitted to AZ360 FIN
- Payroll accounting transactions include transactions that post
  - Payroll Expenses
  - Payroll Liabilities
  - Net pay amounts
- Payroll accounting transaction initiate additional processes like generating vendor payments

PAM Labor Distribution in AZ360 HRM

- Source Of Accounting information is AZ360 FIN Chart of Accounts (COA)
- Supported by Labor Distribution Profile (LDPR)
- LDPR is created by Labor Distribution Profile Management (LDPM) transaction
- LDPM sets up accounting distributions to which Pay Events can be charged
- LDPR can be created for single or multiple Labor Distribution allocation
- LDPR contains COA elements which drive Payroll Accounting Model

Labor Distribution Profile Management (LDPM)

LDPM – Detail Tab

LDPM – Detail Tab

Task MVD Motor Vehicle	**Sub Task** MVD Customer Service
Major Program -	**Program Period** -
Program -	**Phase** -
Location 006 1801 WEST JEFFERSON	**Sub Location** -
Activity -	**Sub Activity** -
Function -	**Reporting** -
Task Order -	

▲ Show Less

Labor Distribution Profile (LDPR)

- LDPR is a
    - alpha/numeric code
    - up to 5 digit
        - Example : CNVRT
    - Short (15) and Long Description (60)
        - Example : DEFAULT LDPR
        - Example : FOR CONVERSION/CONFIG PURPOSES
    - Ability to time slice (From and To Date)
    - Single or multiple Labor Distribution
    - All 20+ Chart of Accounts available for use
    - There is no BFY
        - Function (FUNC) will be used as workaround
        - BFY added to FUNCINF as a part of 2023 FS2 or 2024 FS1
        - Limited agencies usage
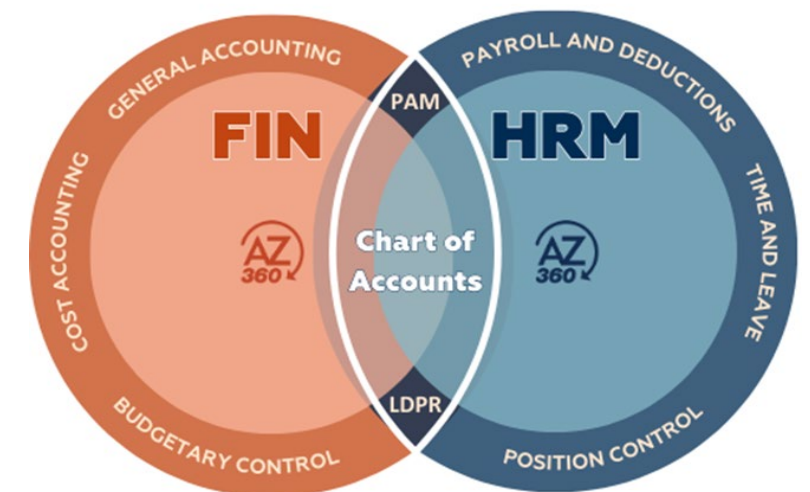
PAM Labor Distribution in AZ360 HRM

- LDPR is be used
    - Position Management (POSM)
    - Position Maintenance Transaction (PSMT)
    - Timesheet Creation (TIMEI) when LD Override is required
    - Timesheet Adjustment (TADJ) when LD Override is required
    - Employee Pay Period Accounting (EPPA)

Position Management (POSM)

Position Maintenance (PSMT)

Employee Pay Period Accounting (EPPA)

Upcoming Activities & Requests

- Convert current HRIS Expense Accounts into AZ360 LDPR from the following sources:
    - Position
    - Multiple Labor Distribution
    - ETE Account Templates
- Map these AZ360 LDPR to your all your active Positions
    - All positions (vacant and filled) will need to be mapped to LDPR
    - Plan is to map Unit (from the Expense Account/Function Inference) to Home Unit of the new AZ360HRM Positions
    - Creation of "Z Units" specifically of HRM org structure has been determined as unnecessary
- Plan to use that information for upcoming Mock3 and Mock4 (if available)
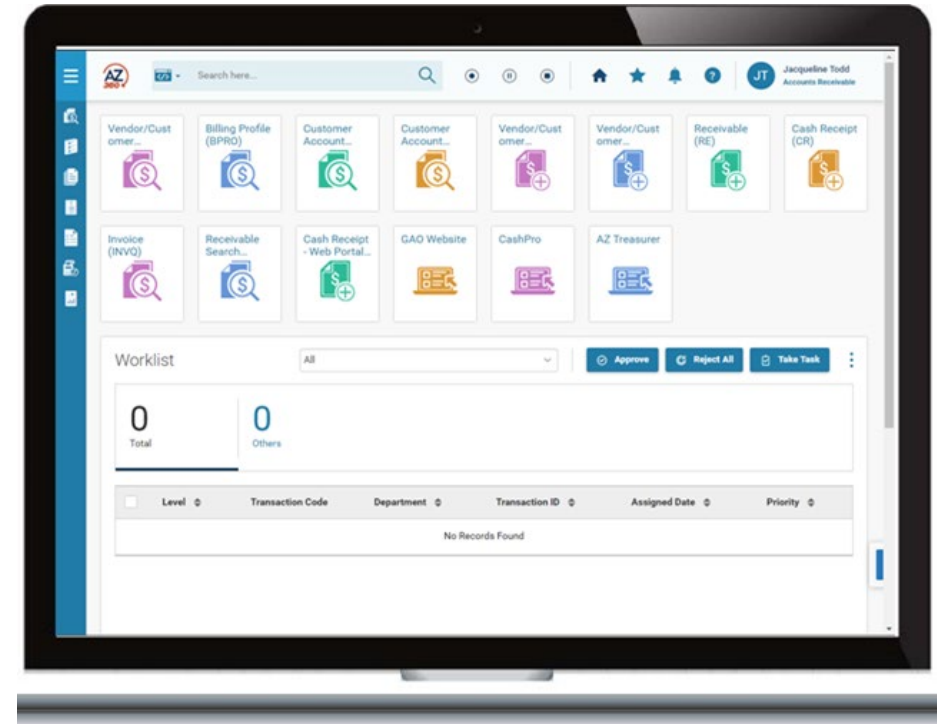
What We Need From You

- Review your current active Position and determine if they are still needed and if they need to be converted
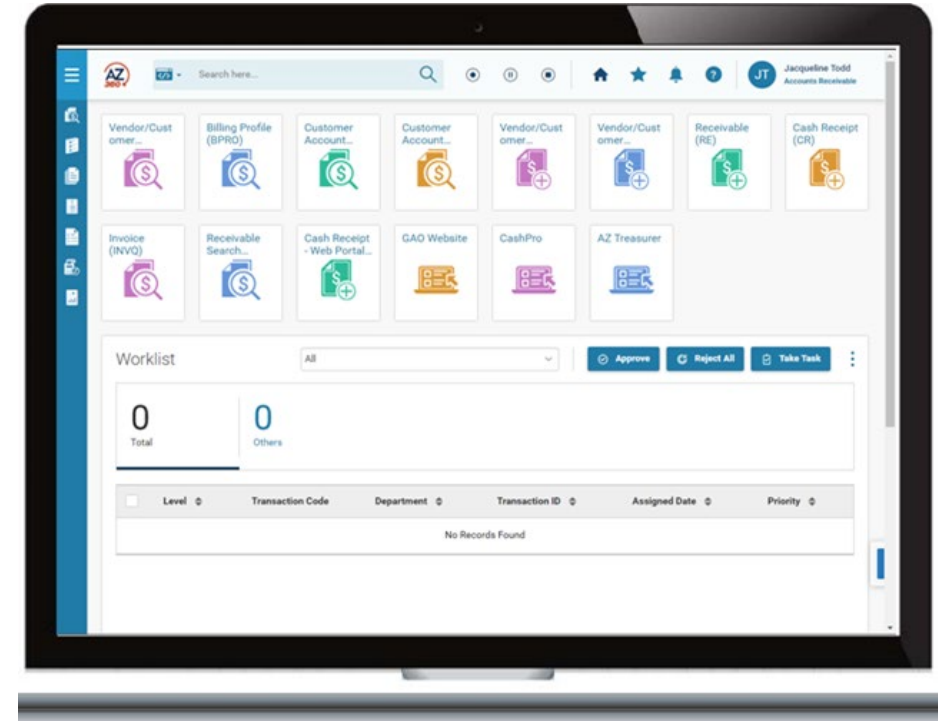 - If not needed, start elimination/inactivation process with ADOA Class & Comp
  - Verify that vacant positions have valid FY2025 Expense Account
- Review current Expense Accounts and assign new Labor Distribution Profile (LDPR) value
- Map LDPRs to Active Positions
- We will set-u provide file of your current position with current expense account to expedite the process
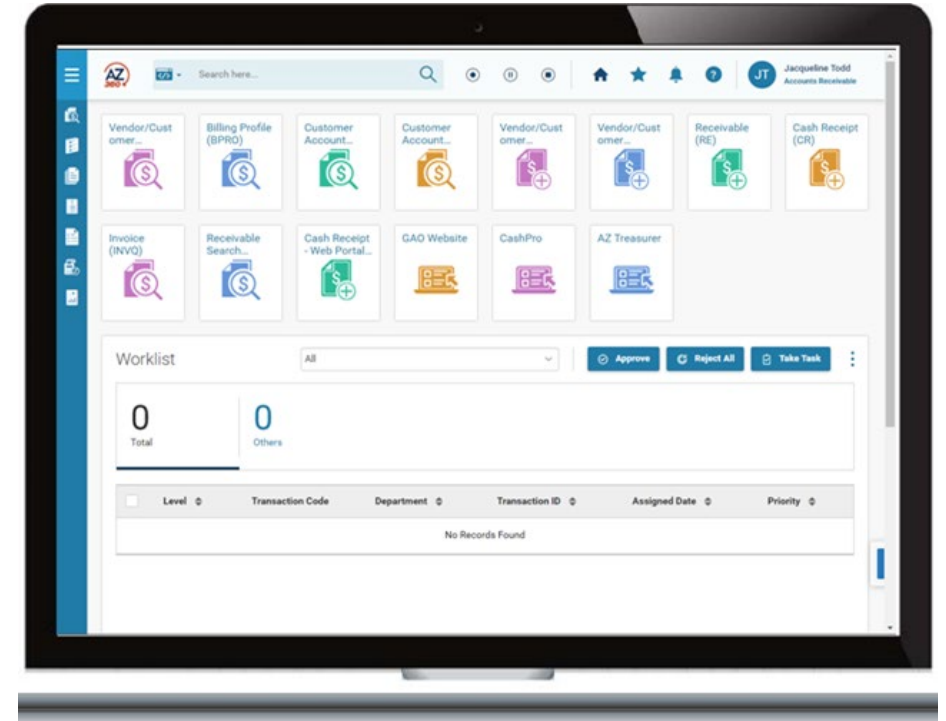
Due Dates and Timeline

- Phase 1
  - GAO provides current position with Labor Distribution (Expense Accounts and entire inference) to assist agencies in the analysis
  - Agencies provide:
    - List of new LDPR profiles
    - Mapping of LDPRs to the Positions
- Instructional Meeting - October 2
- Due Date – October 23

Question & Answers