LR Process Updates for FY22

New LR Tracking Sheet

Originators will now be responsible for generating a unique LR number and adding it to the LR form prior to routing the form for approvals. This will allow the originator to track where their form is in the approval process.

- The routing number is generated using a shared Google sheet that can be found here. There is also a link on the form.
- Originating units/departments are responsible for completing the columns in light blue. The data entered in the first two columns (Date and Dept #) are used along with the row # of the tracking sheet to generate the LR #. The naming convention is:
    - LR
    - Dept #
    - Date initiated in yy*mmdd* format. (Starting with yy allows you to sort your files in date order. LR # is also used in the file name)
    - The row # of the tracking sheet. This allows originators and reviewers to easily find the entry. An LR that ends with “-425” can be found on row 425 of the LR Tracking Sheet.
- The tracking form has yes/no questions to determine what approvals are needed.
    - Answering “No” for “Are you part of the School of Medicine?” will add “NA” to MCFO approvals section.
    - Answering “No” to “Are Grant Funds Involved?” will add “NA” to both “Is a Late Transfer Form Required?” and the OVPR section of the form.
    - Answering yes/no to the Late Transfer question removes the need for Chairs and Deans to maintain separate logs.
- This form does *not* change what approvals are needed for your LRs.
    - When grant funds are involved, PI approval is still needed. Please remember to loop in other departments/PIs for cross departmental collaborations.
    - Continue to route all LRs through your Department/Unit’s Business Manager/Director.
        - The originator adds the date in the first column of the blue section.
        - The Business Manager/Director that approves the form adds the date in the final column of the blue section once they have forwarded the form.
- The file will contain different sheets for each fiscal year. It currently only has a single sheet for FY22. Any LRs originated after July 1, 2022, will be logged on a FY23 sheet (to be added). The date the LR is *originated* drives which log sheet is used (an LR for a June ’22 pay period prepared in early July should be tracked on the FY23 sheet).
- Effective 9/13/21, all LRs should be submitted using the new form and have an LR # generated (even if related to FY21).
- Remember that this is a university-wide shared sheet. Since others could want to access the file at any time, make a personal copy before doing things like sorting by department or sorting to find LRs that your unit needs to approve. If you find that someone else has done this by mistake, it can be re-sorted back into its original order by sorting by column T.
- Contact Tammy Grant (tammy.grant@health.slu.edu), Lisa Wagner (lisa.r.wagner@slu.edu), or Riley Coyle (riley.coyle@health.slu.edu) regarding any issues with the log.

Updated LR Form

Since the PRISM labor report will be included as an additional sheet in the file, everyone is encouraged to use formulas to reference the PRISM report data to minimize effort and errors.

- An entry for the LR # has been added in the top section. Copy/paste this from the LR Tracking Sheet.
- There's a new question: "Did the labor being corrected post within the last 60 days?" If you select "No", a reminder will display in red that a Late Transfer Form is Required.
    - The Late Transfer form is now also included with the LR as separate sheet so that all documentation stays together.
    - The signature section has been replaced with routing instructions.
        - If effort is being added to a grant, the form routes to the employee first and they're asked to certify.
    - Ignore or hide the sheet when it's not required.
- The first two columns on the previous form (Period (MN or BW) and Payment Month Number***) have been removed and updated with a single column "Period."
    - Populate this column by simply inserting a cell reference. If you copy/paste instead, keep the entire contents: start/end *and* pay type, i.e. 07/01/2021 - 07/31/2021 (Monthly).
    - This eliminates the need to look up the BW #.
- To better match the field order within Workday, Cost Center, Function, and Fund are in a new order on the LR form. They have also been made wider in the credit section so the entire contents of the field fit on the PRISM report fits.
- To help payroll find the transaction being corrected, please add a formula to reference the entire tag under "Grant, Gift, Proj, Prog or Spec" in the "Credit" section.
    - Instead of: Grant-000040
    - Use: Grant-000040 Hoft - INM - IDAI - Moderna/Janssen/Prevalence/Novavax
    - This is not needed in the "Debit" section. Payroll keys in this data.
- The signature section has been removed since all approvals are now via e-mail. See LR Approvals below.

LR Preparation \ Submission Updates & Reminders

- The PRISM Labor Report should be added to the 2nd sheet in the Excel file. It should *not* be a separate attachment.
    - We recommend using LBD002 or LBD004 since LBD001 does not report Function.
    - Include all charges for the pay period(s) being corrected so reviewers can see the complete picture for that pay period.
    - Highlight the entries being corrected in yellow. It is also suggested to move them all to the top of the report to make populating the data on the LR form easier.
- All originators should use the same naming convention for their LR forms.
    - LR #_Last Name
    - i.e.: LRD208-210701-3_Smith
- LRs should remain in their Excel format when being submitted for approvals and can only be submitted via e-mail. No hard copies. No pdfs.
- When LRs need PI approval, make sure the LR itself or the e-mail to the PI clarifies the request. For example:
    - This LR reduces your effort from X% to Y% on Z project.
    - This LR adds X% effort for __ to Z project.

    - This LR removes all of your effort from Z project since the project had ended.
- Remember to include a justification (i.e., how an incorrect entry happened in the first place, how expense relates to the grant being charged, how future errors will be avoided).
- Staff labor reports have multiple lines for each pay type.
    - If you're processing a partial reduction in effort, you can deduct from the "SAL" line only. No need to proportionately remove funds from each Pay Component Code.
    - To remove all effort, all lines related to the effort need to be included.
- When routing an LR for approvals, include the LR# in the subject line of the e-mail.
- If you have more than one LR related to a particular event, feel free to attach all related LRs to the same e-mail. This will better "tell the story" for the reviewers. For example, if an award is overspent, send all LRs needed to bring the balance to zero in a single e-mail. The subject line of the e-mail should note the first LR # then "through" and the final LR # in the series. Feel free to include an additional file with your closeout calculations.
- When submitting an LR, only send it to the next approver step. Do not include or cc others further along in the approval chain. This way it's not in their inbox until it is ready for their review.
- For LRs that require MCFO approval, send to mcfo@slu.edu (not to a specific person).

LR Approvals

- All approvals are now via e-mail, and all correspondence/approvals regarding an LR should stay within the same e-mail "thread." When the LR arrives at payroll, they need to be able to see the entire approval history.
- Approvers, please be sure to note "I approve" in the body of your e-mail before forwarding the LR to the next step.
- A courtesy "cc" to the originator is much appreciated.
- Make sure the attachment is included (don't accidently reply instead of forwarding).
- Since transmission is now via e-mail, and the previous approver is noting when they have forwarded the form to the next step, there's no need to log "receipt" of forms.
- The MCFO and the OVPR approval sections collect two dates. The date the review begins, and the date the LR was approved and sent on. The only time these two dates will differ is when there are questions or corrections needed.
- If the total amount of the LR needs to change, the approver should update the "LR Total" on the tracking sheet when logging their approval.
- When submitting an LR, only send it to the next approver. Do not include or cc others further along in the approval chain. This way it's not in their inbox until it is ready for their review.
- The new log notes if an LR requires a Late Transfer Form. This eliminates the need to maintain the Chair and Dean's log for Late LRs. However, they're still needed for Late Journal Entries.