What is CDEM?

CDEM = Cost distribution entry module.

What browser works with CDEM?

Chrome works best. Firefox works, but has some limitations.

What employee groups are in CDEM?

Initially it will be all monthly employees (faculty, staff, Post Docs, etc.). During Phase 2, the bi-weekly employees will be added.

How often will CDEM upload data into SAP?

CDEM will load into SAP every 15 minutes and be viewable on the 27 screen.

Will CDEM automatically delimit an employee's cost distribution when transferring to a new position/leaving UK?

Yes

Who is responsible for updating CDEM when an employee transfers to another department?

The new department

When will I gain access to process a cost distribution for a new employee?

On or after the new employee's first day of work.

What is the deadline for updating faculty cost distributions?

There is no longer a deadline to update faculty cost distributions, CDEM will feed into SAP every 15 minutes (Although, earliest retro dates do apply)

Will CDEM have the ability to do bulk loads of 27 changes for our Federal Capacity grants when the fund changes?

The programmers are hoping to have this feature available in September 2021. For any bulk loads before then, the analysts should send their requests to the EAG team.

Is there a limit to how many lines of cost distribution can be entered?

Yes, there is a limit of 35 lines.

Will CDEM prorate salary amounts when grants start or end mid-month?

Yes, CDEM will prorate salary amounts.

Will we continue to add the cost center to the 14 and 15 screens for overloads or one-time payments?

Yes, this is separate from CDEM, so you will continue to add the cost center when entering a 14 or 15 screen in SAP

Is a note required to initiate workflow in CDEM?

No, it is not required, but is available if you would like to.

For employees who have multiple cost objects that need to be updated, does CDEM have a copy feature so we do not have to retype all the information again?

Yes

If a grant starts mid-month, will CDEM prorate?

Yes

If an employee leaves UK, and is then rehired at a later date, will CDEM catch that a new record needs to be created, or will it allow the old cost distribution to charge?
CDEM will end the distribution when the employee terminates. A new record will be required upon rehire if necessary.

Do grants show separate lines for cost share and what will charge the grants?
Yes, there will be 2 lines; One for direct fund and one for cost share fund.

Does the Commitment section need to total to 100%?
No, the commitments are the cost objects available to use. However, the actual cost distribution section needs to total 100%

Can one person enter cost distributions AND approve, or will there need to be a separation of duties?
The same person can both enter and approve cost distributions

Will we still be able to view 27 screens in SAP?
Yes, CDEM will load into IT0027 in SAP, and you will retain view access

Will there be any changes to the Z4 process?
No changes to the Z4 process, although the internal controls in CDEM will help reduce errors that would lead to Z4's

Will the SAP 9027 screen still be used for Graduate Research Assistant, Teaching Assistant, and Fellowship benefits cost distributions?
Yes

How do you delete a Control Record?
Click on the trashcan to the left of the employee's name, and click on confirm.

Do federal capacity fund entries automatically generate the correct federal fiscal year fund?

We have been told the fund will automatically be generated in the new fiscal year, but I think we will need to take a "wait and see" approach, as we are the only College that has these types of grants. In the event, it does not generate the new fund, we will need to go back to the programmers and ask them to correct.

What is the function of a "commitment?"
The commitment area acts as a placeholder for an account number. You must have the account number you plan to use in the cost distribution, in the commitments section of CDEM before doing a cost distribution.

Do *Control Records* automatically load for all employees?
No. If you have a new employee or an employee who has never had a 27 screen, you will then need to create a control record. Find QRG here.

When entering a cost distribution which cost centers and WBS numbers will I see as available options?
You can see all available options in the Commitments section. If you do not see the account number you need to use, you will need to create a commitment. Find QRG here.

Is an AVC check necessary if the Cost Distribution does not include WBS numbers?

An AVC check is not necessary if you are not using a WBS element. However, it may be a good idea to do the AVC check anyway. This way, you will remember to do it when you are using a WBS.

When entering a Cost Distribution what does the <Add 1018 button> do?

This will force CDEM to default to the 1018 position distribution when a grant ends in the future and will remove the "does not add up to 100%" errors

What does *In Progress* mean?

This means someone created a new plan, and we are waiting for it to be initiated in workflow, approved or loaded to SAP

What does the <Consolidate Plan> button do?

This will create a block of time instead of having individual entries each month for identical distributions. Find QRG here.

What does the <Reset Plan> button do?

If you make an error while creating a new plan, you can click the <reset plan> button and it will change back to the most recent active plan.

In CAFE who is the workflow approver?

In most cases, the initiator is the same person who has entered the cost distribution, and has the ability to initiate workflow and approve. Some departments are choosing to have one person enter the cost distribution and another person approve the plan. In this case, please remember the initiator must tell the approver to go in and approve the plan. Email alerts that a plan is waiting for approval will not be implemented until April 2021

I am getting an error that says "Effective period starts before the control record"

You will need to create a new Control Record using a date on or after the current Earliest Retro Date. To access the current earliest retro date information please click **here**.

What additional resources/training is available?

Visit the CAFE Business Center website **here** for more information.

Where can I see the notes I entered?

Bring up the Control Record of the notes you want to see. Click on **Workflow History** and the Step Completion Notes area would have your comments if you entered any.

I have an employee who transferred from a BW to MO position that required a Bridge action, I was able to update the 27 screen for the BW period, but why am I getting an IT-27 error when trying to update CDEM?

For these types of actions, you need to send an email to CDEM@uky.edu and provide the Employee Name, Person ID, Perner and start date of the Monthly assignment and ask for it to be updated in CDEM. You will then get an

email back once the control record is ready in CDEM, and you will need to refresh the app for it to appear in your selection lists.

I received an error that says, "more than one in progress plan exists", what do I do now?

There is a timing issue in CDEM that allows a second in-progress plan to be created before the current in-progress plan is activated. If you receive this error, please email CDEM@uky.edu Provide the Employee's name and Person ID and request for one of the plans to be deleted.

Plan	N/A	Error	30015	More than one inprogress plan exists		warning - no action required

What needs to be done for the new fiscal year?

There is no new year roll. If the *active plan* distributions are accurate going into future periods, there is no need to change them. If new distributions are needed for future periods, then a new plan is needed to create them.

How do we handle employee separations in CDEM?

In the near future, the CDEM HR alert process will detect separations and, if necessary, will automatically delimit the active plan (IT27s) and create an alert message for the unit to acknowledge. Until the CDEM alerts are implemented, separations should be handled as follows:

The CDEM distributions should end on the last day of the pay-period in which the last day of   employment occurs. Examples for monthly employees

- o   Last day of employment is 6/15/21, CDEM distributions should end 6/30/21
- o   Last day of employment is 6/30/21, CDEM distributions should end 6/30/21
- o   Last day of employment is 7/1/21, CDEM distributions should end 7/31/21

The payroll process will charge the correct amounts to the cost objects in the distributions based on the separation date in SAP

The CDEM control record end date will remain 12/31/9999

If a distribution is needed after the separation date, the department can create distributions for the required periods. This might be needed to appropriately charge benefit adjustments made after separation

What is the warning message "30004 Gap in Effective Periods"?

When processing an in-progress plan and before initiating the workflow, review the validations tab.   The warning message 30004 "Gap in Effective Periods", can alert you to distribution periods that were unintentionally deleted from the in-progress plan. A gap between effective periods is evaluated starting with the period that begins or is modifiable on the earliest retro date. A gap between periods may be valid, therefore it is a warning type message that does not prevent plan processing.

How do you add cost share to a commitment item that already exists in CDEM?

For now, you need to request that this be done via CDEM@uky.edu and they will load it to the commitments section. Once the programmers add it, you will need to add it to each period where it is present and use the Add Cost Object function to add it. Even though you select only one fund and even through the external fund is already present, CDEM will add both to the distribution, so you need to click on the trash can to delete the duplicated external fund. It may be easier after you create the in-progress plan, to first use the consolidate function, which will merge identical distributions into longer periods. The programmers are working on making this process easier in the future.

Do all monthly employees need to have an active plan in CDEM?

No. All monthly employees do not need to have a plan in CDEM.   Employees that do not have a 27 screen and charge the accounts on the position (the 1018) do not need a plan in CDEM.   Only assignments that have

distributions different than the 1018 need to be entered in CDEM.   These distributions often are needed because grants are involved, but there could be other cost object types that apply.   Just one example might be a cost center for the spending distribution of an endowed chair or professorship.

Why am I getting a control record error that says "Effective Period starts before the control_____ record" and "Effective period start 10/1/20, Control record start 1/1/21"

The error will resolve when the 10/01/20 to 6/30/21 period is split at the earliest retro date. To do this, use the copy distribution function to copy the period to 4/1/21 to 6/30/21. The error occurs b/c CDEM checks validation rules for all periods that are modifiable per the ERD (currently 4/1/21). The 10/1/20 to 6/30/21 period was technically modifiable.   CDEM does not like that it started on 10/1/20 before the Control Record effective date of 1/1/21.   When the control record was converted in March, there was one single IT27 from 10/1/20 to 6/30/2021.   The trick is to delimit this period to start at the ERD. The resulting 10/1/20 to 3/31/21 period remains with her plans for a while, but eventually will drop off (next fiscal year).

I have an employee on a grant that does not end at the end of the month, I am getting these errors, what do I do?

When you have a grant that ends on a different date than the end of the month, you need to isolate that month. For example: If a grant ends 9/29 instead of 9/30, you need to do a cost distribution for September only (9/1 – 9/30). CDEM will prorate the charges for 29 days instead of 30 days for that particular grant. You will then need to add the difference of the pro-rated percentage to another cost

for Posting	Type	Perc.	Perc.	Pror. Perc.	Valid From	Valid To	Charged / Period	Proration
Yes	INTERN	52.80	52.80		01-01-1900	12-31-9999	30 / 30	n/a
Yes	INTERN	3.10	3.10		01-01-1900	12-31-9999	30 / 30	n/a
Yes	EXTERN	10.10	10.10		10-01-2020	09-30-2025	30 / 30	n/a
Yes	EXTERN	4.00	4.00		07-01-2020	06-30-2022	30 / 30	n/a
Yes	EXTERN	20.00	19.40	$	09-30-2020	09-29-2021	29 / 30	09/01/21-09/29/21 Budget Period
Yes	EXTERN	10.00	9.70	$	09-30-2020	09-29-2021	29 / 30	09/01/21-09/29/21 Budget Period
	Total:	100.00	99.10	$8,364.51				

object. See example:

My employee will not come up in CDEM and when I try to create a new control record, I'm getting an error that says "Failed-IT27 exist for period" what do I do?

Please email cdem@uky.edu and let them know Employee's Name, Person ID and the error you are receiving. The programmers will create a control record for you. The Programmers are working on a bug fix for this.

How long does it take CDEM to update a control record for a current employee transitioning into a different position? Do I need to create a new control record?

CDEM does not require, and will not allow, a new control record when only the position changes. If there is new cost distribution, then create a distribution that starts on the position change date, and CDEM will pull the correct position at that time.

I have an employee who has separated earlier in the year, but he still appears on my CDEM list and it is causing an error.

Click on Delete Plan in the upper right-hand corner
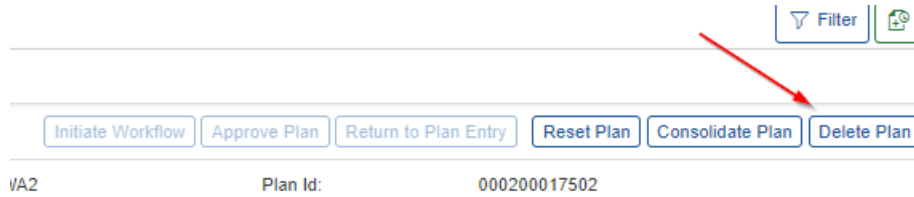
How do we correct a Bi-weekly employee's cost distribution if they switched from a monthly position to a Bi-Weekly position mid-month?

Until the CDEM alert system begins working, you need to let cdem@uky.edu know so they can create a control record for you in the new department so you can maintain the distribution. You will be able to maintain the bi-weekly distribution on/after the beginning of the next month. If you have any issues entering the distribution for the bridge, Missy Wilson in Payroll can take care of this for you.

Employee transfers to a new position in the same department mid-month. How do we distribute the cost?

You need to create an in-progress plan, and you can **add** a new distribution period to start on the mid-month date and end on whatever date is required. CDEM will allow this mid-pay period date since it aligns with a position change.

Why am I receiving this code and error message: 32027 Cost Object not open for posting for next pay period, pay period, with distribution changes?

This message means the change will not be allowed in the next pay period (Ex: Grant ends 6/30/22, and the next pay period is July), because either the cost distribution was entered after the monthly payroll trial or after the monthly payroll final. (See scenarios below).

Log into SAP and bring up T-code: GMGRANTD and type in the grant number. On the General Data tab, you can see the period when the grant can be used:
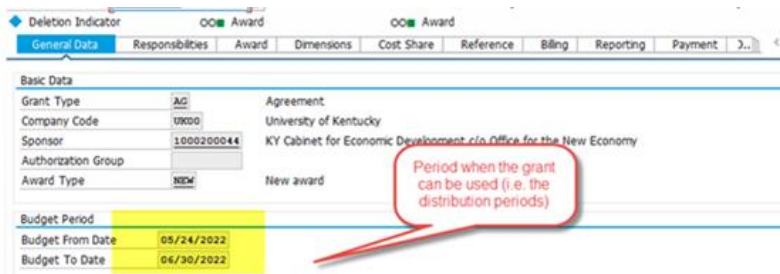
On the Budget tab, you can see the Budget Validity Period and this shows when changes can be posted:
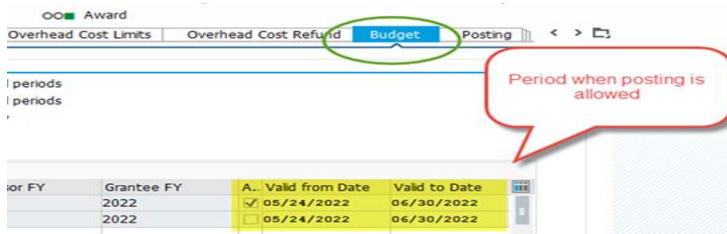
These latter dates usually extend 1-2 month past the budget period, so that retroactive corrections can be made. If the date is not extended, then you need to contact the Administrator (Katrina Stevens, Research Financial Services

for WBS and Susan Campbell, CAFE Business Center for 235 grants) and ask to adjust the Valid to Date on the Budget tab.

Scenario 1: When a CDEM plan is created between the first trial payroll and the final payroll run. Before the first trial payroll, an employee's "Accounted To Date" is the last payroll date (You can see this on screen 3 in PA20). After the trial run and the employee has no posting errors, the "Accounted To Date" is set to the current payroll. This effects the "Next pay period posting date" calculated by CDEM – it becomes the next payroll posting date (according to the payroll calendar) after the current payroll. After this happens, grants that passed the future posting check may no longer pass it, depending on the Budget Validity Dates.

In this scenario, the department CDEM user would contact Payroll Services (Missy Wilson) to reset the Accounted To Date back to the prior payroll (i.e. what it was prior to the trial run), so the CDEM error message will clear.

Screen 3 in PA20 and look at the Accounted to date:

Scenario 2: Any time after a payroll monthly final has processed and before the next payroll trial, look at the "Accounted To Date" If the date is 6/30/22 and is correct, the next monthly pay period final date 7/25/22. The change to grant 3200XXXXXXX would not post on that future date, hence the error message.

In this scenario, the solution is to check with the grant administrator (Katrina Stevens-WBS or Susan Campbell 235). It could be that the budget validity date needs to be adjusted to allow the change to occur on the July payroll positing.   If the budget validity dates can't be changed, then the change cannot be made in CDEM. It could potentially be made with a Z4 document, if the document is posted before the grant budget validity date is reached.

I have an employee who transferred from STEPs to a monthly regular position, when I tried to enter his distribution, I am getting an error that says "Effective period end date cannot be later than Control Record end date."

Refresh your screen in CDEM and enter the partial last name, you should now see 2 control records for the employee, choose the control record that has the newer date.
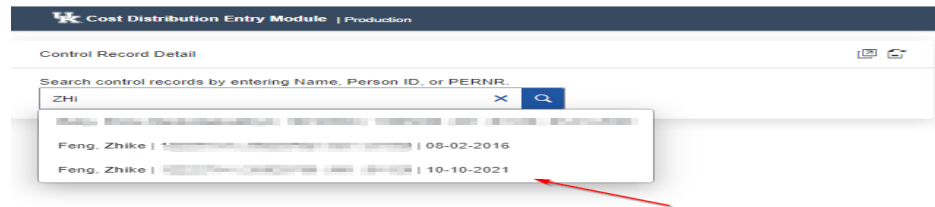
I have a faculty member change from 12 month to 9 month. What do I need to do in CDEM?

The CDEM Control Record is informational and does not impact the plan processing. The infotype 0001 – assignment, shows the correct value of 19 – 9 mo. Deferred Pay. The CDEM Control Record will eventually be in sync with SAP as soon as the Alerts Module is in place, there is nothing special you need to do with the distributions to align with the 9-month faculty working period. The payroll posting process charges the appropriate months in which the 9- or 10-month faculty work, and charges the appropriate amount of salary, i.e. half the salary for August and May for a 9-month faculty member. Therefore, for a 9-month faculty member, you can have a distribution period in CDEM that spans the entire fiscal year, and the charges will be handled correctly. The position budget control that creates encumbrances also handles it correctly. There are only a few situations when you may need to handle a distribution in a special way for a 9-month faculty – mainly when a grant ends or starts in middle of August or May and you may need to override CDEM proration.

If you need to modify the 27-screen retro to when the employee was bi-weekly, you need the specify the period in SAP.
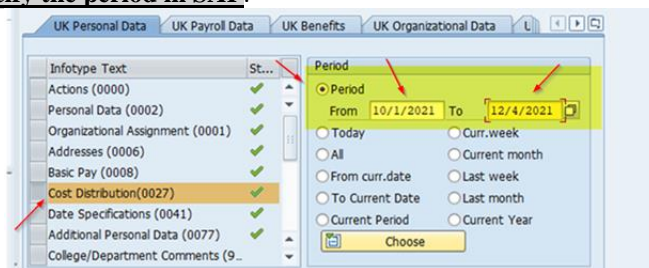
Does CDEM "talk" to ECRT?
CDEM does not "talk" to ECRT. However, <u>after</u> each payroll run, the information is manually loaded into ECRT. Once the updated cost distribution is entered via CDEM, then the updated information will be manually loaded into ECRT <u>after the next payroll final</u>. Then the status of the ECRT statement will change to Revision Pending and when the department posts the new payroll to the statement, it will continue through the workflow.

I am getting an error when I try to add cost distribution in CDEM for an exempt employees overload additional assignment. What am I doing wrong?
Please process cost distributions for overload assignments on the 14 or 15 screen using the Maintain Cost Assignment icon.

I have a grant that starts mi- month, when can I enter the new cost distribution?
You will be able to enter on or after the Validity From

Grant	3048115534	STUDIES ON MOLLUSCICIDES, POTASH, SLUG MANAGEMENT

◆ Deletion Indicator   OO■ Award   OO■ Award

< Overhead Costs   Overhead Cost Limits   Overhead Cost Refund   **Budget**   Posting   F & A   Address   Supported Refere... > ∨

Budget Validity

Grant FY variant	V6	July - June, 4 special periods
Company Code FY Variant	V6	July - June, 4 special periods
Splitting Rule	1	Split by grant validity

☐ Budget Transfer Restrictions

Budget Validity Periods

	Budge...	Budget Status	Budget Phase	Budg...	Sponsor FY	Grantee FY	A..	Valid from Date	Valid to Date	B
○	010	Released	Budget for Grant Award	■	Multiple FY	Multiple FY	☑	05/15/2022	08/29/2023	☐
○	020	Unreleased	Budget for Grant Award	◆	Multiple FY	Multiple FY	☐	05/15/2022	08/29/2023	☐