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Governor



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Stacy Neal
Director

MEMORANDUM

TO: Agency Payroll Officers
FROM: Division of Accounting
DATE: May 22, 2013
RE: FYE 2013 LDPR Changes

Because the Labor Distribution Profile (LDPR) table reads the Expense Budgets that are maintained in the SAM II Financial System, LDPRs cannot be updated with new accounting codes until those Expense Budgets are loaded with FY14 data. Information Technology Services Division (ITSD) can download the current LDPRs for your agency that are in the HR system. **Agencies will need to request the Access database for updates.**

Agencies can make LDPR changes for FY14 in one of two ways:

- Manually in the online HR system, once the system is available, after the Expense Budget load process has completed, using an effective date of 6/16/13, **OR**
- Make any expected **changes or additions** for FY14 LDPRs to the database file, and then return to Kristen Eisterhold in ITSD, HST Room 270. Any changes or additions made online after creation of the database file should also be changed or added to the Access database file since it was not included upon creation of the file. **If your agency is utilizing the automated mass transfer process where LDPR codes will change, you MUST use this option. Agencies should refrain from entering manual LDPRs before the Access database is loaded.**

In order to facilitate expiring of old LDPRs, an 'Expire LDPR' flag has been added to the database. The database is sent with all 'Expire LDPR' flags set to 'N'. If you wish the LDPR to be expired as of 6/15/13, the flag should be set to 'Y'.

ITSD will load the files of updated LDPRs from the database files as early as July 1, upon completion of the Expense Budget load in Financial. The deadline for submission of the corrected database file is **Thursday, June 27th at Noon**. Any database not received on time must be keyed manually, by the agency, prior to pay cycle run time on July 6th. Any LDPRs that reject, will be forwarded to agencies for manual online corrections prior to pay cycle that runs the evening of July 6th.

Financial System downtime does not directly impact the availability of the HR system. However, any ESMT, AGYS, LDPR, or PSMT changes that will require **new** FY14 information will be dependent on the timing of the Expense Budget load into Financial. Agencies that use Reporting Categories in their LDPRs should also ensure that the RPTG table in Financial has been updated prior to June 28th. Agencies will be notified by the HR email distribution list when the HR system becomes available. **The entry period to process timesheet entry for the June 16-30 pay period is very limited.** Pay cycle will begin at **6:00 p.m.** on Saturday, July 6th.

To request your LDPR Access database file, please contact Kristen Eisterhold at (573) 522-1837 or Kristen.Eisterhold@oa.mo.gov. If you have other questions, please contact Libbie Farrell at (573) 522-5863 or Libbie.Farrell@oa.mo.gov.