



Manager Compensation Frequently Asked Questions

Question:

Where can I locate a Personnel Memorandum Form (PAM)?

Answer:

- The PAM form can be found on the Jet Portal, under:

https://jetportal.um-jmh.org/sites/hrcm/employees/layouts/15/WopiFrame.aspx?sourcedoc=/sites/hrcm/employees/Manager%20Essentials%20Documents/NEW%20PAM_2020%20Template.doc&action=default

Question:

When is a Personnel Memorandum Form (PAM) used?

Answer:

- PAMS are used to permanently record all employee related changes. The form is generated by department management and submitted with appropriate approvals.
- A PAM form is used only for retroactive transactions, including but not limited to: Corrections, Work schedule changes, Status changes, and Pay changes.
- All future dated transactions (except market adjustment) **must be processed** in Lawson MSS; PAM forms should not be used for future dated transactions. The MSS process should also include all temporary pay exceptions.
- All retroactive transactions and transactions involving a pay change must be signed by department Director and/or VP.
- HR staff other than Director level or higher are not authorized to sign off on a PAM
- Questions related to PAM processing should be directed to HR-Compensation@jhs-miami.org

Question:

Where can I locate the Lawson MSS Instructions?

Answer:

- All Lawson MSS actions must be approved, entered and processed in Lawson (prior to payroll deadline, cutoff Wednesday 3PM) according to the official payroll calendar.
- Lawson MSS contains helpful information and can be found under the hyperlink:

https://jetportal.um-jmh.org/sites/hrcm/employees/_layouts/15/WopiFrame.aspx?sourcedoc=/sites/hrcm/employees/Manager%20Essentials%20Documents/Lawson%20Self-Service%20Guide.pdf&action=default

- Any questions related to Lawson MSS or technical assistance, should be directed to 786-466-8380