




CDEM Alert Module

May 2026





Agenda

- **Alert Process Overview & Alert Triggers**
 - **Alert Message deep-dive with examples**
 - **CDEM screen examples**
 - **Recommended process for departments**
 - **Q & A**
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CDEM Alert Process

- 1) Daily programs detect changes in SAP HR and FI data that impact the Control Record or distributions
- 2) Programs automatically update the Control Record header when applicable and if possible
- 3) Programs automatically delimit distributions when applicable and if possible
- 4) **Notification messages** are created in the CDEM application for department review, possible action and resolution
- 5) Dashboard summary of outstanding messages for quick reference



Message Attributes

Message Area:

HR – pernr/assignment changes

FI – cost object availability changes

OTHER – future, not yet implemented

Message Status:

Outstanding – needs review or action

Resolved – reviewed, no further action required

Resolution Type:

- Action Required (by department)
- Acknowledge Only / Automatic
- Manual (by CDEM administrator)

Dashboard Summary of Outstanding Messages

- 1) Rows by Area: FI | HR | Other
- 2) Columns by Resolution Type: Require Action VS. Acknowledge Only
- 3) Button for drilldown to the Alerts List

Alerts

Summary of message for organizational units:

	Action Required No. Outstanding	Action Required Ave. Days Outs.	Acknowledge No. Outstanding	Acknowledge Ave. Days Outs.
FI Messages	4	10	0	0
HR Messages	0	0	5	6
Other Messages	0	0	0	0
Total	4	0	5	0

Alerts for HR Changes - Control Record refresher

Control Record: Hal [redacted] 12007325 20042366 B1 30000240 81110					
Person ID:	12007325	Position:	50130181 Research Analyst	Pers Area:	1000 Main Campus
Pernr:	20042366	Job:	40501211 Research Analyst	Pers Subarea:	0001 Reg FT
Payroll Area:	B1			Emp Group:	A Staff
Org Unit:	30000240 81110 Horticulture			Emp Subgroup:	05 Non-Exempt 40 hour
Record Effective:	07-24-2023 to 12-31-9999	Outstanding Alerts:	0	Control Record ID:	000100019406
Emp Status:	3 Active			Control Record Status:	V Valid

Control Record key fields:

PERNR
Pay Area
Org. Unit
Effective Period

Control Records are open-ended, through 12-31-9999, until there is a change in Org. Unit or Payroll Area.

Distribution periods can be created within the Control Record Effective period.

The Org. Unit controls who can access the record

The Payroll Area controls the distribution period alignment with the appropriate payroll area

HR Changes Triggering a CDEM alert

HR Data Change	CDEM Automatic Change	Resolution / Department Action
Assignment changes Org. Unit or Pay Area	Control Record delimited and distribution delimited, if applicable	Acknowledge Only (or fix error on delimited plan)
Assignment is withdrawn	Distribution is delimited, if applicable. Delimits to the last day of last pay period worked.	Acknowledge Only (or fix error on delimited plan)
Retirement	Distribution is delimited, if applicable. Delimits to the last day of last pay period worked.	Acknowledge Only (or fix error on delimited plan)
PERNR deleted	Control Record and all history is removed	Acknowledge Only
Assignment changes other	Control Record header is updated	No alert message issued

Alerts for Cost Object changes – Plan/Distribution Refresher

ACTIVE plan distribution in CDEM

Effective Period: 04-01-2026 - 04-30-2026 (5) Total Prorated: 100.00%

Budget To is saved in CDEM, at the time the plan was activated for reference.

Val Stat	Cost Object	Fund	Stati Int Ord	Cost Object Description	CO Open	Fund Type	Entered Perc.	Prorated Perc.	Salary	Valid From	Valid To
	3200004595	0226000060		COVID 19: RESEARCHIN...	Yes	EXTERN	60.00	60.00		10-01-2021	05-23-2026
	3200006593	0226000060		COVID-19: RECOVER-SL...	Yes	EXTERN	10.00	10.00		02-27-2024	12-31-2026
	3200006768	0226000060		COVID-19: RECOVER-EN...	Yes	EXTERN	10.00	10.00		03-01-2024	12-31-2026
	3200006851	0226000000		MECHANISMS OF THROME	Yes	EXTERN	5.00	5.00		01-15-2025	11-30-2026
Total:							100.00	100.00			

IN-PROGRESS plan

Shows current Budget To, shortened

Val Stat	Cost Object	Fund	Stati Int Ord	Cost Object Description	CO Open	Fund Type	Entered Perc.	Prorated Perc.	Salary	Valid From	Valid To
	3200004595	0226000060		COVID 19: RESEARCHIN...	Yes	EXTERN	60.00	60.00		10-01-2021	05-23-2026
	3200006768	0226000060		COVID-19: RECOVER-EN...	Yes	EXTERN	10.00	10.00		03-01-2024	12-31-2026
	3200006851	0226000000		MECHANISMS OF THROMB..	Yes	EXTERN	5.00	5.00		01-15-2025	03-31-2026

FI data changes triggering a CDEM alert

FI Data Change	CDEM Automatic Change	Resolution / Department Action
Cost Center blocked	None	Review and fix distribution, or change master data on cost center
Grant Budget Valid-To Shortened (when charges can post)	None	Review and fix distribution, or change master data on grant
Grant Budget-To Shortened (when charges can be incurred)	None	Review and fix distribution, or change master data on grant
Grant Budget-To Lengthened (when charges can be incurred)	None	Optionally extend distribution, then Acknowledge Only

Alert Message Deep-Dive



Acknowledge Only – CDEM has performed the task, department is notified

	Message	Secondary Message/Resolution instructions
HR	50001 Control Record delimited. IT27 no change.	Use "Acknowledge" function to resolve.
HR	50002 Control Record and IT27 delimited. Grants in delimited distribution.	Department may wish to check the distribution.
HR	50003 Control Record and IT27 delimited. No grants in delimited distribution.	Department may wish to check the distribution.
HR	50011 PERNR no longer exists in SAP.	The Control Record was removed by CDEM alerts process. Department may want to check if a distribution is needed on another PERNR for the Person ID.
HR	50050 Assignment withdrawn, separated or retired, IT27 delimited	The department may wish to check the distribution.
FI	52001 Grant budget period extended *	Create new plan to remove cost object in the periods needed or correct master data.

Acknowledge Only - example

Example 50002 message requiring Acknowledge

Alert Detail 🔗 Acknowledge 🔄 Reset 📄 Notes 🕒 Assignment History ✕

Name: Ly [redacted]
Org Unit: 30000342 | 7H750 | Physiology

Message: 50002 | Control Record and IT27 delimited. Grants in delimited distribution
Secondary Message: Department may wish to check the distribution. Use "Acknowledge" function to resolve.

Message Data: CR delimited to 02/28/26|Dist delimited to 02/28/26|OrgUnit changed to 7H100

Resolution Instructions: Department uses "Acknowledge" function to resolve the alert.

First Detected: 03-05-2026 09:05:17
Alert Status: RES | Resolved
Resolved By: DG
Resolution Action: ACK | Acknowledge

Last Detected: 03-05-2026 09:05:17
Resolved Date: 03-05-2026
Days Outstanding: 0

Alert Class: CRDT | CR effective period change
Alert Area & Type: AUTO | Automatic - System

Secondary Message and Resolution Instructions indicate how to resolve...

This message is resolved, by User DG.

Action Required Messages – departments perform some action to resolve

Area	Message	Secondary Message/Resolution instructions
HR	50004 Control Record and IT27 TO BE delimited. Delimited in-progress plan has error.	Department should clear error on the in-progress plan started by the CDEM Alert process, and approve for delimiting the IT27 distribution
HR	50006 New department invalid - 00000000	New organization unit is 00000000: invalid SAP data. Department should correct the HR assignment. The Control Record is temporarily invalid until the alert is resolved.
HR	50010 Payroll area change may have occurred on a bad date	Department should contact Compensation to review the date of the payroll area change and for next steps. The Control Record is temporarily invalid until the alert is resolved.
HR	50012 Control Record and IT27 TO BE delimited. In-progress plan recently created.	Department should complete the in-progress plan and delimit the distribution per additional info provided.

Action Required Messages – departments perform some action to resolve

Area	Message	Secondary Message/Resolution instructions
HR	50013 Control Record and IT27 TO BE delimited. In-progress plan in workflow.	Department should approve the in-progress plan and delimit the distribution per additional info provided.
HR	50052 Assignment withdrawn, separated or retired. Delimited plan has error.	Department should clear error on the in-progress plan started by the CDEM Alert process and approve it, to delimit the distribution.
FI	52000 Grant budget period shortened, distribution invalid	Create new plan to remove cost object in the periods needed or correct master data
FI	52002 Cost object is not open for posting in current or future pay period	Create new plan to remove cost object in the periods needed or correct master data

Action Required - example

Example 52000 message requiring distribution plan change, or master data correction.

Alert Detail

[Notes](#) [Assignment History](#) [X](#)

Secondary Message and resolution instructions indicate how to resolve...

Name: We [redacted]
Org Unit: 30000338 | 7H18 [redacted] | Mol [redacted]

Message: 52000 | Grant budget period has been shortened, distribution invalid.}}
Secondary Message: Create new plan to remove grant in the periods needed or correct master data

Message Data: 3200006851 Budget Period shortened: TO DT from 11/30/26 to 03/31/26 in Dist Periods: 02/01/26 to 04/30/26, 05/01/26 to 06/30/26

Resolution Instructions: Adjust CDEM distribution or correct master data.

Message resolved when distribution corrected w/approved plan

First Detected: 03-20-2026 09:13:22
Alert Status: RES | Resolved
Resolved By: BAT-FI
Resolution Action: PLAN | Plan Approved

Last Detected: 03-20-2026 09:13:22
Resolved Date: 03-27-2026
Days Outstanding: 0

Alert Class: FIPR | FI plan resolution

Alert Area & Type: REQ | Required - Department

Manual Messages – handled by CDEM Administrator

Manual correction needed when an HR assignment change is deleted or corrected, and the Control Record(s) is no longer in alignment with HR assignment(s).

	Message	Secondary Message/Resolution instructions
HR	50007 Control Record begin date is incorrect.	CDEM administrator will resolve the alert. The Control Record is temporarily invalid until the alert is resolved.
HR	50008 Control Record end date is incorrect.	CDEM administrator will resolve the alert. The Control Record is temporarily invalid until the alert is resolved.
HR	50009 Control Record payroll area or department is incorrect.	CDEM administrator will resolve the alert. The Control Record is temporarily invalid until the alert is resolved.

Manual Message – example

Example 50008 message - CDEM administrator resolves

Alert Detail Notes Assignment History X

Notes are present for this alert. Click to view.

Secondary Message and Resolution Instructions indicate how to resolve...

Message resolved by CDEM administrator adjusting the Control Record effective period

Control Record effective period change described here.

Name: Jer [redacted]
Org Unit: 31008881 | MG34F | PEDS-FORENSIC

Message: 50008 | Control Record end date is incorrect.
Secondary Message: CDEM administrator will resolve the alert. The Control Record is temporarily invalid until the alert is resolved.

Message Data: Control Record end date correction

Resolution Instructions: CDEM administrator resolves the alert manually.


First Detected: 03-06-2026 08:38:35
Alert Status: RES | Resolved
Resolved By: DGA [redacted]
Resolution Action: MAN | Manual Control Rec key field adjustment

Last Detected: 03-09-2026 10:02:46
Resolved Date: 03-09-2026
Days Outstanding: 3

Alert Class: CRDT | CR effective period change
Alert Area & Type: MAN | Manual - CDEM admin

ConRec Original Period: 06-30-2024 to 01-10-2026
ConRec New Period: 06-30-2024 to 12-31-9999

Original Active Plan:
New Plan:
New Plan Status: |
New Plan Source:



CDEM Screen Details

Example of a Delimited
Control Record and
Distribution



Control Record - Before Delimit

Control Record: Hal [redacted] 12007325 20042366 B1 30000240 81110					
Person ID:	12007325	Position:	50130181 Research Analyst	Pers Area:	1000 Main Campus
Pernr:	20042366	Job:	40501211 Research Analyst	Pers Subarea:	0001 Reg FT
Payroll Area:	B1			Emp Group:	A Staff
Org Unit:	30000240 81110 Horticulture			Emp Subgroup:	05 Non-Exempt 40 hour
Record Effective:	07-24-2023 to 12-31-9999	Outstanding Alerts:	0	Control Record ID:	000100019406
Emp Status:	3 Active			Control Record Status:	V Valid

Control Record key fields:

PERNR
Pay Area
Org. Unit
Effective Period

Control Records are open-ended, through 12-31-9999, until there is a change in Org. Unit or Payroll Area.

Distribution periods can be created within the Control Record Effective period.

The Org. Unit controls who can access the record

The Payroll Area controls the distribution period alignment with the appropriate payroll area

Control Record - After Delimit due to assignment change

Source	Detect Date	Pay Area	Org. Unit	Begin Date	End Date	Position	Job
IT-0001		B1	31008181 3DE50 Research Safety	04-27-2026	12-31-9999	51059370 Safety Specialist	40500589 Safety Specialist
IT-0001		B1	30000240 81110 Horticulture	07-24-2023	04-26-2026	50130181 Research Analyst	40501211 Research Analyst

When assignment changes Org.Unit or Payroll Area, the Control Record is delimited to the last day of the prior assignment.

Control Record: Hal [redacted] 12007325 20042366 B1 30000240 81110			
Person ID:	12007325	Position:	50130181 Research Analyst
Pernr:	20042366	Job:	40501211 Research Analyst
Payroll Area:	B1	Pers Area:	1000 Main Cam
Org Unit:	30000240 81110 Horticulture	Pers Subarea:	0001 Reg FT
Record Effective:	07-24-2023 to 4-26-2026	Emp Group:	A Staff
Emp Status:	3 Active	Emp Subgroup:	05 Non-Exempt
		Outstanding Alerts:	1
		Control Record ID:	000100019406
		Control Record Status:	V Valid

Delimited Distribution due to assignment change

The alert process creates a new plan from the active plan and delimits the distribution to the Control Record end date, and then activates the plan.

Plan Detail (Prior Active)

Version: In-progress Active **Prior Active**

Validation Status: Okay
Workflow Status: 80 | Inactiv
Plan Notes:

Effective Period View Validation Messages AVC Check Workflow History

Eff. Periods (8)

Val Stat	Effective Periods
	04-19-2026
	05-02-2026

Plan Detail (Active)

Version: In-progress **Active** Prior Active

Validation Status: Okay
Workflow Status: 70 | Active
Plan Notes: CDEM alert

Effective Period View Validation Messages AVC Check Workflow History

Eff. Periods (8)

Val Stat	Effective Periods
	04-19-2026
	04-26-2026



The workflow by-passes approvals. The alert process runs under the BAT-FI userID.

Effective Period View Validation Messages AVC Check **Workflow History**

Status SeqNo	Added By	Added Date	Workflow Round	Plan Status From	Plan Status To	Is Comp	Step Completion Notes	Completed By	Completed Date
0001	BAT-FI	04-24-2026	01	10-Plan Entry	70-Active	✓	Alert process - delimit IT27	BAT-FI	04-24-2026

Alert Message

Alert Messages are available from Control Record Detail. Display the Alert Message for details on how to address.

Cost Distribution Entry Module | Production

Control Record: | 12007325 | 20042366 | B1 | 30000240 | 81110

Commitments (6)

Distributions Alerts (1) Plan History Assignment History

Alerts (1) [Toggle Filter](#) [Clear Filters](#) [Export List to Excel](#) [Reload Alert List](#) **Alert Detail** [Acknowledge](#) [Reset](#) [Notes](#) [Assign](#)

Detected Since: Alert Status: Outstanding Current Filters: None

[Apply Date](#) [Apply Status](#)

Name	Person ID	Pernr	Dept No	Org Unit Name	Area
	12007325	20042366	81110	Horticulture	HR

1 Results [Items per Page:10](#)

1 Results [Items per Page:10](#)

Name: | 12007325 | 20042366
Org Unit: 30000240 | 81110 | Horticulture

Message: 50002 | Control Record and IT27 delimited. Grants in delimited distribution}}
Secondary Message: Department may wish to check the distribution. Use "Acknowledge" function to resolve.

Message Data: CR delimited to 04/26/26|Dist delimited to 04/26/26|OrgUnit changed to 3DE50

Resolution Instructions: Department uses "Acknowledge" function to resolve the alert.

First Detected: 04-24-2026 11:21:09
Alert Status: OUTS | Outstanding
Resolved By:
Resolution Action: |

Last Detected: 04-24-2026 11:21:09
Resolved Date:
Days Outstanding: 0

Alert Class: CRDT | CR effective period change
Alert Area & Type: AUTO | Automatic - System

Acknowledge the message

Acknowledge function permits optional notes; click Submit to acknowledge and resolve the alert. Removes message from Outstanding list.



Perform Alert Action

Optional Notes

Enter Text

Submit Cancel

Name: H: [redacted] 12007325 | 20042366
Org Unit: 30000240 | 81110 | Horticulture

Message: 50002 | Control Record and IT27 delimited. Grants in delimited distribution}}

Secondary Message: Department may wish to check the distribution. Use "Acknowledge" function to resolve.

Message Data: CR delimited to 04/26/26|Dist delimited to 04/26/26|OrgUnit changed to 3DE50

Resolution Instructions: Department uses "Acknowledge" function to resolve the alert.

First Detected: 04-24-2026 11:21:09

Alert Status: RES | Resolved

Resolved By: DG/ [redacted]

Resolution Action: ACK | Acknowledge


Alert Class: CRDT | CR effective period change

Last Detected: 04-24-2026 11:21:09


Resolved Date: 04-24-2026

Days Outstanding: 0

Alert Area & Type: AUTO | Automatic - System



Recommended Process for Departments

- **Identify individuals to review alert messages periodically.**
 - Those with Plan-Entry role may be ideal.
 - **Check CDEM Dashboard several times weekly for new messages**
 - **Address Action-Required messages first**
 - Some actions are needed to delimit the Control Record and could impact other departments.
 - Some actions are related to closed cost objects and should be addressed to prevent payroll posting errors.
 - **Address Acknowledge-Only messages**
 - Not as critical to do timely but can be useful
 - Some alert department to pernr that have changed departments
 - Some alert department to deleted pernr and may need a distribution on the remaining “good” pernr.
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Process Details

- Alert jobs run Monday-Friday before 7am
- Assignment changes in HR (like a department change), take one day to impact CDEM
 - Time buffer prevents responding to changes prematurely
- Email CDEM@UKY.EDU for questions about alerts
- Email CDEM@UKY.EDU if a Control Record needs to be delimited immediately and cannot wait until the next day alert process

May 1 – What to Expect?

- No changes to the usual Control Record and plan-processing
- Alerts Dashboard should be present for all CDEM users
- Expect few-to-no “Outstanding” alert messages on day-one
Exception “withdrawn/separation” alerts, due to catch-up
- Departments review messages using CDEM application
- “CDEM Alert” email notifications are discontinued
- The CDEM team will monitor “Outstanding” messages and contact departments to see if more explanation is needed.

Q & A