Process for Submitting LADCs - Wage Transfer

Reasons for submitting a LADC – Wage Transfer may include:
- The PI or Dept Leadership moves a person from one function to another requiring a change in labor schedule
- A PI establishes new grant and resources are moved from other areas to the new grant
- Dept Leadership establishes a new non-grant organization or program and moves resources to that new area.

To initiate this process, first communicate with the departmental Fiscal Manager to ensure alignment with the budget before approval is granted.
- Send an e-mail to your Finance Center to indicate approval to perform the LADC.
- Include the following details in your e-mail
  - Name
  - Effective Date
  - Account Number

For questions related to...

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<th>Budget approval and departmental accounting</th>
<th>Divisional Fiscal Manager</th>
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<td>LADC Data Requirements and Processing Follow-up</td>
<td>Finance Center Senior Specialist</td>
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<td>Policies and Procedures for Payroll issues</td>
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