Process for Submitting a Labor Account Distribution Change

Future Dated

**Reasons for submitting an LADC – Future Dated** may include:
- The PI or Department 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
- Department leadership establishes a new non-grant organization or program and moves resources to that new area.

Send an e-mail to the DMS Finance Center to indicate approval to prepare the LADC.

Include the following details in your e-mail:
- Full Name
- Effective Date of change
- Chart String(s)
- Percent allocation of effort per chart string

For questions related to...

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<tr>
<td>LADC Data Requirements and Processing Follow-up</td>
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