Process for Submitting a Labor Account Distribution Change – Future Dated

If you are a decision maker, please see the bolded “Decision Maker” section 1 below for instructions on completing a Future Dated Labor Account Distribution Change (LADC). The additional sections describe activities to be completed by others.

**Decision Maker**

1. **Initiate LADC**
   - **Initiate LADC**
   - **Communicate request and approval to perform LADC to Finance Center**

**Finance Center**

2. **Processes LADC**
   - Reviews LADC and enters into HRMS
   - Validates data and checks Chart Strings
   - Print and files LADC approval
   - Notifies Payroll office of data entry review

**Central Finance**

3. **Perform Reviews and Audits**
   - Runs Payroll
   - Conduct periodic reporting and audits

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**Process for Submitting LADCs – Future Dated**

- Reasons for submitting a LADC – Future Dated 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(s)

For questions related to... | ...You should contact
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Budget approval and departmental accounting | Divisional Fiscal Manager
LADC Data Requirements and Processing Follow-up | Finance Center Specialist
Policies and Procedures for Payroll issues | Finance Center Website