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**

2. **Finance Center**
   - 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

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

---

**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)

---

<table>
<thead>
<tr>
<th>For questions related to...</th>
<th>...You should contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget approval and departmental accounting</td>
<td>Divisional Fiscal Manager</td>
</tr>
<tr>
<td>LADC Data Requirements and Processing Follow-up</td>
<td>Finance Center Specialist</td>
</tr>
<tr>
<td>Policies and Procedures for Payroll issues</td>
<td>Finance Center Website</td>
</tr>
</tbody>
</table>