If you are a decision maker or hiring manager, please see the bolded “Decision Maker” section 1 below for instructions on completing a LADC. The additional sections describe activities to be completed by others.

**Process for Submitting a Labor Account Distribution Change (LADC) – Wage Transfer**

- **Decision Maker**
  - Initiate LADC
  - Processes LADC
    - Reviews LADC and enters into HRMS
    - Validates data and checks Chart Strings
    - Sends to OSP if grant activity involved
  - Approves LADC
    - Reviews information for completeness and acceptability
    - Approves LADC and notifies Finance Center
  - Files Copy
    - Prints LADC approval email
    - Files LADC email approval
    - Emails EIS that data entry has been reviewed

**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

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