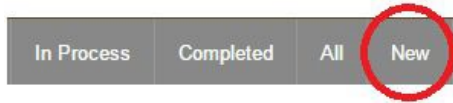


The URL for the application: [ftk.nd.edu](http://ftk.nd.edu)

## SUBMIT REQUEST

1. Select the **New** tab on the menu bar.



2. Enter employee name, NetID or NDID and select **Find**.
3. Select the correct employee if more than one is displayed.
4. Enter the date range and select **Find Jobs**.

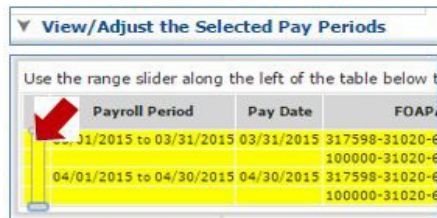


5. Select specific job. You can only adjust one job/suffix combination on a LDC.  
If the employee has received *Other* pay, the option will display so you can select to process either the *Regular* earnings or the *Other* earnings.

The labor distribution for the most recent job record or payroll history displays for the selected job.

Note: Multiple LDCs can be submitted for the same position/suffix as long as the dates do not overlap.

6. Click **View/Adjust the Selected Pay Periods** to view individual pay periods. Use the sliding bar to adjust if necessary.



7. Enter the FOAPAL information for the **new labor distribution**. To copy FOAPALS from the current distribution, *click* on the paper icon next to fund.



8. Enter the percent or amount for the new labor redistribution.
  - If the amount is entered, the percent will calculate automatically; if the percent is entered, the amount will be calculated automatically.
9. Ensure the new labor distribution total equals the current distribution total. The new total will remain in **red font** until they are equal.  
If rounding causes the amount to not match, manually adjust the amount or percent.
10. The notifications section is where the initiator can include anyone who should receive an email notice of the LDC request. It is recommended that you *include the Fund Owner and the Business Manager*.



Recipients receive an email summary of the current labor distribution percentages and the new labor distribution percentages.

11. Please include the business justification for the change and any relevant information in the **Comments** section. In addition, if the request includes a RSPA action, the comment must address the specific issue(s) noted in the Routing Queue portion of the form.

\*\* (see RSPA Required Comments on back for examples)

12. Select **Review Form** to verify accuracy of the request.



13. When complete, scroll to bottom of the screen and select **Submit**.



If changes are still needed, select **Edit Form** to update, which takes you back to step 12.



14. The home page displays a message confirming submission and provides the transaction number. The request also appears under the **In Process** heading.



A labor distribution change request (Transaction 222) was successfully submitted for Angela Knobloch.

Returned for Correction - None at this time

### In Process

Transaction	Name	ID	Position	Start Date	End Date	Status	Submitted
222	Knobloch, Angela	900421030	S95382/00	03/01/2015	03/31/2015	Pending Payroll Processing	03/23/2015

## TRACK REQUESTS



Requests under the **In Process** heading may have one of the following status codes:

### Pending RSPA Approval

System has flagged a contract or grant related issue which requires RSPA approval prior to payroll processing. You may still make changes if needed. See *Edit Requests* below.

### Pending Payroll Processing

The LDC request is ready for processing by Payroll. You may still make changes if needed. See *Edit Requests* below.

### Locked by RSPA or Payroll

Activity is currently occurring on the LDC request. Initiator may not make changes at this time.

### Pending Posting

Payroll has entered the LDC but it is not posted to the General Ledger; the change will not be reflected in the LDC tool or in GLEZ.

### Completed

Change has been posted to the General Ledger and is viewable in the LDC tool and GLEZ (by the next business day).

## EDIT REQUESTS

- To **CANCEL** a LDC request Pending RSPA Approval or Pending Payroll Processing, click on the transaction under the **In Process** heading and select **Void**.



- To make a **CHANGE** to a pending request, choose **Return for Correction** to retrieve the request from the RSPA or Payroll queue. **Return for Correction**
- The form displays immediately for editing, however if you are not ready to make edits, the form remains in the **Returned for Correction** queue on the home page until action is taken.

- Enter changes, select **Review Form** and re-submit.
- The request may be cancelled by selecting **VOID**
- RSPA or Payroll may return a form for correction. The initiator is notified via email and the request is displayed on the home page within the **Return for Correction** queue.

Returned for Correction		
Transaction	Name	ID
8	Guzman, Juan Carlos	901

## VIEW REQUESTS

- Select the **Completed** tab to view history of the initiator's completed and voided LDC requests. Once a transaction has been selected the activity history is displayed at the bottom of the screen.

Date	Action	User name
03/20/2015 12:31 pm	Submit to Payroll	Teresa Meyer
03/20/2015 12:41 pm	Lock	Katherine Merkle
03/20/2015 12:41 pm	Complete	Katherine Merkle

- The **All** tab provides a list of LDC requests the user should have access to even if they are not the original initiator. Note: Only the initiator can make changes to the LDC request. Contact the submitter directly if additional action is desired.

## SEARCH FOR REQUESTS

Search for a request by entering the **Transaction #, NDID or Name** and then click on the Search icon.

## ADDITIONAL KEY INFORMATION

- The application is designed to work with Google Chrome.
- Departmental approvals are no longer required; however, notifications to the Fund Owner and Business Manager are recommended.
- RSPA approval is required only under certain circumstances. The LDC system will flag those as needed.
- When Salary Planner is open, changes entered via this application will NOT be reflected in Salary Planner.
- If the LDC change does not go through the job end date, the FOAPAL(s) associated with future dates will NOT be changed.

## RSPA REQUIRED COMMENTS \*\*

The system will flag any LDC requests requiring RSPA approval prior to Payroll processing and will require an explanation prior to submission. The explanation should address the specific reason(s) flagged by the system and provide a business reason as to why the distribution is needed. Examples include:

- To reflect a change in effort between research projects
- Correction of clerical error (typo, transposition, etc.)
- Reallocation of cost incurred above sponsored program resources to an alternative University source of funds
- Reallocation of shared resource cost for non-sponsored funds

## ADDITIONAL ASSISTANCE CONTACTS

- Application Processing Questions – Payroll at 631-7575 or [payroll@nd.edu](mailto:payroll@nd.edu)
- LDC Compliance Related Questions – RSPA at 631-7070 or [rspa@nd.edu](mailto:rspa@nd.edu)