

## **Retroactive Labor Distribution Correction (RLDN, PR2)**

The Retroactive Labor Distribution Correction Form (RLDN, also known as the PR2) is used to **correct salary charges** that have **already been posted** to a People Soft chart string (charge line). If you need to change an individual's **future** labor distribution, please complete a Prospective Labor Distribution Change Notice (PLDCN).

### **How to Complete a Retroactive Labor Distribution Correction Form**

Please type or print the requested information:

#### **Heading**

- Indicate name of person completing the form, telephone number, and date the form is prepared.

#### **Section I - Employee / Department Data**

- Enter the name of the employee whose labor distribution is being corrected along with their social security number and pay frequency (employee's regularly scheduled pay cycle, e.g. weekly).
- Enter the name of the department where this employee works.
- Enter the PR1 or PLDCN number that is being corrected, and the start and end date (mo/day/year) of this correction.

#### **Section II - Costs to Be Corrected**

- This section is used to record the chart strings (charge lines) to be debited and credited, along with the total amount of the correction. Total debits **must** equal total credits.

#### **Section III - Reasons for Correction**

- Please explain why the correction is being requested, and why the revised distribution is more appropriate. Typically "over expenditure" or "charged wrong account" are not an appropriate justification.
- Please attach a copy of the accounting report(s) showing the original charge(s).

#### **Section IV - Required Approvals**

1. Please have the individual who can certify to the employee's effort sign the debit and credit authorization. This could be the Principal Investigator if a grant is involved, or a department administrator if this involves department funds.
2. Send the completed and signed form to Sponsored Programs Accounting. The appropriate person in that office will approve the form based on sponsor guidelines and appropriateness of the change. The signature of the Associate Controller of Sponsored Programs Accounting will indicate that the correction is reasonable.

#### **Deadlines**

Completed forms should be sent to Sponsored Programs Accounting within 90 days of the original charge.

#### **Questions**

Please direct your questions to Sponsored Programs Accounting (6-4541 or 6-4539).