Prospective Labor Distribution Change Notice (PLDCN)

Use the PLDCN to record Current and/or Future-Dated labor distribution changes.

NOTE: Specific updates to Job Records (e.g.: transfer, termination, rehire, etc.) will not be accepted on this form. Please submit an ECF for specific job record updates: [http://www.brandeis.edu/humanresources/forms.html](http://www.brandeis.edu/humanresources/forms.html)

How to Complete a PLDCN

Section I - Employee/Department Data

- This section represents a current “snapshot” of the employee’s name, employee ID, department and pay frequency.

<table>
<thead>
<tr>
<th>Name</th>
<th>Employee ID</th>
<th>Department</th>
<th>Pay Frequency</th>
</tr>
</thead>
</table>

Section II - Labor Distribution Changes

- **Current Distribution**: represents a current “snapshot,” enter the chargeline(s) and applicable percentage where the employee’s salary is currently distributed. The total distribution percentage must equal 100%.

<table>
<thead>
<tr>
<th>Charge Line</th>
<th>Percentage</th>
<th>Department</th>
</tr>
</thead>
</table>

- **Proposed Distribution**: reflects the “new” distribution as of the begin date. Use this section to change the chargeline(s) this employee’s salary should be charged to. The total distribution percentage must equal 100%.

<table>
<thead>
<tr>
<th>Charge Line</th>
<th>Percentage</th>
<th>Department</th>
</tr>
</thead>
</table>

Section III - Approvals and Order of Routing

- Date Submitted and Submitted To must be completed.
- Route to appropriate approver.

Section IV - Data Entry and Audit

- HRIS will update Labor Distribution and audit information.

How to Submit a PLDCN

- All PLDCN forms must be submitted through the PLDCN@brandeis.edu mailbox. An automated response will be generated, which will provide the sender with a confirmation ticket number.
- HRIS will post all PLDCN updates to the ticket with an automatic email sent to the Requestor. Consequently, inquiries should be submitted to HRIS as a reply to the email received from the ticketing system. Please use ticket # when referencing specific PLDCNs.