Who Needs to Sign my Labor Distribution (LD) Form?

Changing Index Distribution?

- NO
  - Changing Account Code?
    - YES
      - FSS signature needed
    - NO
      - Escalate* to determine requirements
  - NO
    - Changing Activity Code?
      - YES
        - FSS & PI signature needed
      - NO
        - FSS & PI signature needed

- YES
  - Subsequent Correction?
    - NO
      - Prior FY Correction?
        - NO
          - ≥$10k moving across prgm level 1?
            - NO
              - FSS & PI signature needed
            - YES
              - FSS & PI & FAR signature needed
        - YES
          - FSS, PI, & OSRAA signature needed
  - YES
    - ≥$10k moving across prgm level 1?
      - NO
        - FSS & PI signature needed
      - YES
        - FSS, PI, & OSRAA, & FAR signature needed

Research Office Approvers:
OSRAA= Office for Sponsored Research and Award Administration

Controller’s Unit Approvers:
FSS= Financial Strategic Services
FAR= Financial Accounting and Reporting

*Labor distribution escalation is described in LD Guidelines