I. INTRODUCTION

**PURPOSE**
Submit information to adjust an employee’s current and future payroll coding.

II. PROCESS

<table>
<thead>
<tr>
<th>STEP</th>
<th>Screenshot</th>
</tr>
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<tbody>
<tr>
<td>1. Download an LCD Change Form from the Budget website.</td>
<td>![Screen Shot](Budget Home &gt; Budget Resources)</td>
</tr>
</tbody>
</table>

**University Budget and Resource Planning**

- University Budget and Resource Planning Home
- Policies, Procedures & Frameworks
- Campus Budget Plans
- President’s Budget Advisory Committee
- Querica Budgeting

**Budget Resources**

- Budget Forums
- Data Warehouse Resources

**Payroll Adjustments and LCD Updates**

**LCD Updates**

The LCD Change form is used to adjust current (as long as sent in and approved before the monthly LCD process) and future payroll postings.

LCD Update forms should be submitted by the 20th of each month to help guarantee that the update can be reviewed, approved and posted before the start of the monthly payroll process.

**Payroll Adjustments**

Payroll Adjustments are used to correct current (if sent in after the start of the LCD process but before soft close) and past payroll postings.

Payroll Adjustment can be submitted throughout the month and will be processed as received. If it is a time sensitive adjustment (needs to be posted in the current period), please submit before soft close.

If an adjustment also needs needs to continue for future months, please also submit an LCD Change form.
2. Open LCD Change form.

3. Fill out the following fields:
   1. Date = Current date
   2. Contact = Your name
   3. Phone = Your phone #
   4. HR Department Number = HR department number that employee or position resides. May be different than the payroll coding.
   5. HR Department Name = Name of department provided in previous field

4. **(Most Common)** Fill out the following fields to change a single employee’s coding:
   1. Employee Name
   2. Employee ID
   3. Record Number
   4. PeopleSoft Position Number
   5. Effective date = Date for change to take effect
5. **(Less Common)** Fill out the following fields to change the coding for all employees in a position:
   1. PeopleSoft Position Number
   2. Effective date = Date for change to take effect
   3. (Optional) End Date = Date this coding should end.

6. Fill out the following fields to update the current coding for the employee(s):
   1. Required
      1. Fund
      2. Finance Dept ID
      3. Percentage
   2. Optional
      1. Program
      2. Class
      3. Project/Grant

7. Have completed form signed by the Appropriate Administrator and dean or director. Signing via Adobe Acrobat or Adobe sign are preferred.
8. Send email to budget@sonoma.edu with a subject “LCD Change form for ‘employee name’ and attach the signed LCD Change form.

9. Once adjustment has been posted you will receive an email confirmation. This may include a screenshot of the change or Funding by EE.