

## David Wissbrun

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**Subject:** CLDR Procedure

**Importance:** High

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**From:** David Wissbrun

**Sent:** Wednesday, January 22, 2020 10:42 AM

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Dear CLAS Administrators,

Effective immediately the procedure for submitting Change in Labor Distribution and Redistribution (CLDR) forms is updated. Moving forward, when a CLDR is submitted to the dean's office for approval it must include a copy of the corresponding approved EPAF (Electronic Personnel Action Form) that was submitted. That print-out of the EPAF should be made after the EPAF is applied and is effective in Banner.

Any CLDR submitted to the dean's office without a copy of a completed EPAF will be returned to your department.

Please share this updated procedure with all relevant administrators in your department.

This procedure is posted with other CLAS policies and procedures at <https://clas.wayne.edu/resources/faculty/policies>

Thank you,  
Dave

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