



### NOTICE OF TRANSFER OF LABOR CHARGES

Name of Employee ( <i>Last, First, MI</i> )				Pay Period			
First Week				Benefiting Organization			
Day	Hours in Pay Status			Appropriation	Allotment	Object	Organization
	Number of Hours Worked	From	To				
Sunday							
Monday				<b>Approving Officer's Certification (Benefiting Organization)</b>  <input type="checkbox"/> By checking this box, I, _____, certify that I am the individual submitting this document.			
Tuesday							
Wednesday				<b>Approver Certification</b> <span style="float:right"><b>Date (mm-dd-yyyy)</b></span>			
Thursday							
Friday							
Saturday							
Second Week				<b>Timekeeper's Certification (Parent Organization)</b>			
Sunday				<input type="checkbox"/> By checking this box, I, _____, certify that I am the individual submitting this document.			
Monday							
Tuesday				<b>Timekeeper Certification</b> <span style="float:right"><b>Date (mm-dd-yyyy)</b></span>  <hr/> <b>Organization Number</b> <span style="float:right"><b>Allotment Number</b></span>			
Wednesday							
Thursday							
Friday							
Saturday							
Pay Period Total							

#### INSTRUCTIONS

When an employee performs work to be charged to another office:

- a) Benefiting Organization (*the office to be charged*) completes card, signs and gives to the employee before the end of the pay period or when work has been completed. Separate card must be completed for each pay period.
- b) Employee takes card to regular timekeeper.
- c) Employee's regular timekeeper records time worked on the employee's regular T & A card, signs.
- d) Timekeeper batches transfer of labor cards separately and submits to BF/FS for processing.