U.S. Department of State

NOTICE OF TRANSFER OF LABOR CHARGES

Name of Employee *(Last, First, MI)*					Pay Period (Make a selection)			
First Week					Benefiting Organization			
Day		Hours in Pay Status			Appropriation	Allotment	Object	Organization
		Number of Hours Worked	From	To				
Sunday								
Monday								
Tuesday					**Approving Officer's Certification (Benefiting Organization)**			
Wednesday					☐ By checking this box, I, _____ , certify that I am the individual submitting this document.			
Thursday					Approver Certification		Date (mm-dd-yyyy)	
Friday								
Saturday					**Timekeeper's Certification (Parent Organization)**			
Second Week					☐ By checking this box, I, _____ , certify that I am the individual submitting this document.			
Sunday					Timekeeper Certification		**Date (mm-dd-yyyy)**	
Monday								
Tuesday								
Wednesday					Organization Number		Allotment Number	
Thursday								
Friday								
Saturday								
Pay Period Total		0.00						

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.

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