**Time Transfer Specifications (IT2012)**

After submitting a request to Human Resources (or Payroll) for information to be added, removed or changed on a person or position, it is a good practice to verify that the changes to the requested record have been entered correctly into the IRIS system.  You should be able to verify the accuracy of most changes to person data by using transaction **PA20 (Display HR Master Data)** in the IRIS system.  You should be able to verify the accuracy of most changes to position data by using transaction **PO13 (Maintain Position)** in the IRIS system. When requesting changes via a paper form, please allow ample time for the central office to enter the changes.

The *Time Transfer Specifications* form is used to indicate any changes to be made to an employee’s Time Quota (annual leave, sick leave, banked compensatory time, personal leave, and sick leave bank) balances.

To complete the form, please provide the following information.



Employee Name: Enter employee’s last name, first name and middle initial.

Personnel Number: Enter the IRIS-assigned personnel number of employee.

Responsible Cost Ctr#: Enter the responsible cost center number (E account) of the employee (also known as the primary cost center).

Cost Ctr Name: Enter the name of the cost center (department name).

Preparer: Enter the name of the person preparing the form.

Phone #: Enter the phone number to be used as a contact point.

Effective Date: Enter date change is to be made effective.



Annual Leave: Check if the type of Time Quota to be corrected is Annual Leave.

Number of Hours: Enter the number of hours to be corrected.

Justification: Enter reason for correction.

Choose one of the following options:

Add to Balance: Check if number of hours to be corrected is to be added to the balance.

Subtract from Balance: Check if number of hours to be corrected is to be subtracted from the balance.



Sick Leave: Check if the type of Time Quota to be corrected is Sick Leave.

Number of Hours: Enter the number of hours to be corrected.

Justification: Enter reason for correction.

Choose one of the following options:

Add to Balance: Check if number of hours to be corrected is to be added to the balance.

Subtract from Balance: Check if number of hours to be corrected is to be subtracted from the balance.



Comp Time: Check if the type of Time Transfer to be corrected is Compensatory Time.

Number of Hours: Enter the number of hours to be corrected.

Justification: Enter reason for correction.

Choose one of the following options:

Add to Balance: Check if number of hours to be corrected is to be added to the balance.

Subtract from Balance: Check if number of hours to be corrected is to be subtracted from the balance.

Comp Time Hours to be Paid: Enter the hours of banked comp time to be paid.



Personal Leave: Check if the type of Time Quota to be corrected is Personal Leave.

Number of Hours: Enter the number of hours to be corrected.

Justification: Enter reason for correction.

Choose one of the following options:

Add to Balance: Check if number of hours to be corrected is to be added to the balance.

Subtract from Balance: Check if number of hours to be corrected is to be subtracted from the balance.



Sick Leave Bank: Check if the type of Time Quota to be corrected is the employee’s Sick Leave Bank quota. Only employees who have been approved to receive hours from a Sick Leave Pool will have an individual Sick Leave Bank quota.

Number of Hours: Enter the number of hours to be corrected.

Justification: Enter reason for correction.

Choose one of the following options:

Add to Balance: Check if number of hours to be corrected is to be taken from the employee’s Sick Leave Bank quota and added to the employee’s normal Sick Leave quota.

Subtract from Balance: Check if number of hours to be corrected is to be taken from the employee’s normal Sick Leave quota and added to the employee’s Sick Leave Bank quota.