

Use the **Time Off Request** (TOR) in UD WorkForce to transfer **Long Term Illness (LTI)** hours to your **Sick** bank. This transfer has no impact on your pay.

1. On the Home Screen, note your **Long Term Illness** balance in the **Leave Balances** box.

Leave Balances	
Comp Time	49.5000 Hours
Dependent Sick Bank	48.0000 Hours
Long Term Illness	205.0000 Hours
Sick	90.3300 Hours
Vacation	74.0000 Hours

2. Also on the Home Screen, click **My Time Off** from the Schedules box.
3. Click the **Create New Request** button 
4. Choose **LTI Transfer** as the Time Off Type
5. Use the calendar icon to select any **Date** within the current pay period. (**Comments** are optional.)
6. Click the **Next** button

Create Time Off Request

Time Off Type: LTI Transfer

Dates: 03/29/2020 To 03/29/2020

Comments:

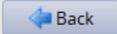


7. On the **Request Details** screen, enter the number of hours (hours cannot exceed the LTI bank balance)
8. Click **Update** button
9. Click the **Submit** button (Click **OK** when you see the Status message box.)

Request Details

Action	Date	Pay Code	Value
	Sun 03/29/2020	LTI Transfer	205.0 Hours ...

Comments

10. To see how the TOR updates your timesheet after it is approved, click **My Timesheet** on the Home Screen.

11. On the Timesheet on Sun. 3/29, there are **205.00 Hours** of **LTI Transfer**

S	M	T	W	T	F	S	S	M	T	W	T	F	S	Mar 31, 2020	
22	23	24	25	26	27	28	29	30	31	1	2	3	4		
Date	Entry Code		Hours												
		+	Regular Time												
Sun 03/29		+	LTI Transfer	205.00											
Mon 03/30		+	Regular Time	07:00 am											
				03:30 pm											

12. The **Time Off** tab shows:

- **Sick** bank with 214.34 hours added to the balance.
 - **205.0 hours** are from the **LTI Transfer** and the monthly accrual added 9.34 hours.
 - Click **Show Details** to see the breakdown.
- **Long Term Illness** with the **205.0 hours** subtracted from the **LTI Transfer** Time Off Request.

Vacation		Hours	Sick		Hours	Dependent Sick Bank		Hours	Long Term Illness		Hours
Initial Balance Sun 03/22		90.0000	Initial Balance Sun 03/22		43.6600	Initial Balance Sun 03/22		0.0000	Initial Balance Sun 03/22		205.0000
Credits		0.0000	Credits		214.3400	Credits		0.0000	Credits		0.0000
Debits		0.0000	Debits		0.0000	Debits		0.0000	Debits		(205.0000)
Ending Balance Sat 04/04		90.0000	Ending Balance Sat 04/04		258.0000	Ending Balance Sat 04/04		0.0000	Ending Balance Sat 04/04		0.0000
No Details			Show Details >>			No Details			Show Details >>		