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.

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

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.)
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**

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.