

WEBTCAS TIME CHARGES FOR TRANSFERRING EMPLOYEES

Transfer leave is limited to a maximum of 80 hours. This leave should be pre-approved by the supervisor who will be certifying your T&A. Please notate the purpose for using transfer leave in the “Employee Note to Timekeeper” section on your T&A. Some common transfer activities are listed below. If you have any questions or need further information, please contact Merrie Roach in FNM.

Transfer Activity	Charge to Other Leave – Transfer	Charge time to Personal Leave (Annual, Credit, Comp)	Charge Time to Work Time
House Hunting Trip	X		
Closing on old or new residence	X		
Turning on or off utilities	X		
Closing bank accounts at old duty station or opening bank accounts at new duty station	X		
Obtaining new drivers license at new duty station	X		
Meeting with movers for pre-move survey	X		
Preparing old residence for sale (painting, cleaning, making repairs, etc.)		X	
Sorting personal items and cleaning in preparation for move or clean up of old residence after movers have finished packing and loading household goods		X	
Acting as government representative while movers pack and load household goods			X
Driving to new duty station (single one-way trip)			X
Acting as government representative while movers unload and unpack household goods at new residence			X
Cleaning, unpacking, arranging furniture, hanging pictures, etc., at new residence after movers have left		X	
If employee chooses to move himself/herself instead of using government-selected household goods carrier:			
1. Moving household goods (arranging for truck rental, self-pack, load, unload, and drive time for multiple trips)		X	
2. Driving to new duty station (single one-way trip)			X