



**From:** Miller, John  
**Sent:** Monday, January 13, 2014 9:04 AM  
**To:** Doe, Jane  
**Subject:** Transfer Labor Hours

In reviewing the billing report this morning I noticed that the work you performed for me on Monday, January 6, 2014 was billed to WSDOT Y-1234 Task BA. As you may recall when I assigned this to you the work was applicable to the services being done under agreement WSDOT Y-1234 but for Task AN. Please complete a labor transfer of the hour worked on 01/06/14, to be billed correctly to Task AN.

Thank you.

John Miller, Project Manager  
ABC Engineering



Preparer acknowledges that he/she has received approval from the "Transfer To" Project Manager (PM). All transfer forms must be supported by PM's authorized instructions to transfer.

# Labor Transfer Form

Prepared by: Jane Doe  
 Preparer Signature: Jane Doe  
 Request Date: 01/13/14  
 "Transfer To" PM: John Miller

Employee: Jane Doe  
 Employee #: 556  
 Supervisor: John Hancock  
 Location: Seattle, WA

Project/Task Number		Original timesheet date/dates	Transfer Type Code	Error Code	Regular Hours	Overtime Hours	Transfer Total Value	Detailed Explanation
Transfer From	Transfer To							
WSDOT Y1234 BA	WSDOT Y1234 AN	1/6/2014	D	3	1.00	0.00	1.00	Work performed was actually for task AN, not BA See Attached email & modified timesheet.

Attach any applicable supporting documentation to support transfer - may include timesheet, emails, etc.

Jane Doe 01/13/14  
 Employee signature Date  
J. Hancock 01/13/14  
 Supervisor signature Date  
John Miller 01/13/14  
 "Transfer To" PM signature Date

### Transfer Type Codes

- A. Client to Overhead
- B. Overhead to Client
- C. Client to Different Client
- D. Client to Same Client Different Task
- E. Overhead to Overhead

### Error Codes

- 1. Person assigned work provided wrong project/task number.
- 2. Digit transposition entry error.
- 3. Other - if not error code 1 or 2 a detailed explanation is required.