

Outgoing Interlocation Memo to Payroll



Top Section: Complete all fields

Employee Name:	
Transferring To:	UC
Vacation Balance at time of transfer:	
Sick Leave Balance at time of transfer:	
(note: vacaton and sick leave balances should be updated on the	UPAY644E to remove from TBR: VAC and SKL
OEU completed by:	
(note: reason code must be "IT")	(HR/Payroll Rep name)
DCD and attachments to Payroll:	
	(must be the same as "Updated on-Line" date)

Bottom Section: Check off as appropriate:

Attach to the back of this DCD and check off:

FORM	Yes	No
Documentation from other UC		
Separation IDOC		

Updated On-Line Stamp:

Submit to:

**Attention: Payroll Office -
 Interlocation Transfer Desk
 Mailstop: Accounting Office**

Due to Payroll on the **FIRST DAY OF THE CLOSED PERIOD** (Column 9 on Payroll
 Deadline Schedule)