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

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| --- | --- | --- | --- |
| Employee Name: |  | Request from: |  |
| Employee Number: |  | Request date: |  |
| Supervisor: |  | Transfer date: |  |
| **Project/Task Order – From:** |  | **Job # - From:** |  |
| **Project/Task Order - To:** |  | **Job # - To:** |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Date Hrs. Worked: | Regular Hrs. | Rate | Overtime Hrs. | Rate | Total Hrs. | Total Transfer Value |
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| **Transfer purpose and details:**  ***(to include reason for transfer and/or explanation for original error)*** |
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| Employee signature: |  | Date: |  |
| Supervisor approval signature: |  | Date: |  |
| “To” Project Manager approval signature: |  | Date: |  |