# HILLTOP
*Creating Opportunities. Enriching Lives.*

## EIB TRANSFER REQUEST

*Please create a file of the completed form and then upload it to your Documents in UKG: Menu – Myself – Documents - My Documents – Click the add button – Choose the file - Select the EIB Transfer category – Save and Submit (Payroll Administrator will be your default approver).*

Employee Name_____         Employee ID_____

Program_____           Department_____

Please transfer _____ hours of EIB (maximum of 48 hours) from my EIB bank to my PTO bank at the rate of 2 EIB hours to 1 PTO hour per the EIB policy in the employee handbook, page 28.

Date of last EIB Transfer: _____

EIB beginning balance: _____ (minimum of 500 hours)

EIB transfer amount: _____ (maximum of 48 hours)


PTO balance prior: _____

PTO amount transferred: _____ (1 PTO hour for 2 EIB hours)

PTO balance: _____

Employee Signature and Date_____