



# National Finance Center Customer Notification

**Date of Notification: November 26, 2013**

**Subject: NCC Record of Leave Data (SF-1150) Process**

**Database/Customer(s) Affected: All**

## **Dear Customer:**

The National Finance Center (NFC) would like to inform agencies of the process for requesting copies of an employee's Record of Leave Data (SF-1150).

The NFC Contact Center uses the Leave Data Transfer System (LDTS), to respond to an agency's request to reprint Standard Form (SF) -1150 for the following reasons:

1. Due to non-receipt of the original document
2. Correction of the leave data within the document
3. Creation of the document when it did not generate
4. Separation action is beyond 36 months (record retention in LDTS)

The SF-1150 is used to transfer an employee's leave and is generated by LDTS when the following conditions have been met:

1. Separation action has processed and applied to IRIS 125
2. "Final Flag" coded on final T&A or Master File Change document (DOC 030)
3. Other than with a "352" Nature of Action (NOA), annual leave paid on a Lump Sum Payment document (LSP) or removed from IRIS 136

## **Requesting a Replacement or Corrected SF-1150**

To correct erroneous leave balances or other data after the SF-1150 has been issued, the losing department must authorize the changes in writing. An authorized staff member listed on Table Management System, Table 063, must submit a request via Requester Console for a corrected, or the replacement of a SF-1150. The following are required documentations for submission:

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### **"Tip of the Week"**

#### ***Leave Year End Reminder***

As we approach the end of the 2013 Leave Year, we encourage all agencies to remind employees to monitor their annual leave balance and plan accordingly regarding their use-or-lose leave.

1. Copy of the original SF-50
2. Copy of original SF-1150, Record of Leave Data, when requesting a corrected SF-1150
3. Leave Audit, when the leave hours are changing, signed by the authorized agency representative.

Once a SF-1150 is generated, the customer is notified that their form is ready to be faxed or mailed. Re-print jobs are executed twice weekly, Tuesdays and Thursdays.

*NOTE: If the customer wants the document faxed, they must provide the number to a secured fax machine or be prepared to accept the document personally. Documents that are emailed will be encrypted, and a password will be provided under separate cover.*

**Federal employees with questions concerning this notification should contact their Servicing Personnel Office.** For inquiries about LDTS processing, Authorized Servicing Personnel Office representatives should contact NFC's Contact Center at 1- 855- 632 - 4468, send email to [NFCcontactcenter@nfc.usda.gov](mailto:NFCcontactcenter@nfc.usda.gov), or via the Remedy Requestor Console.

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