Submitting a Transfer of Accountability (TOA) Request in Employee Self–Service (computer)
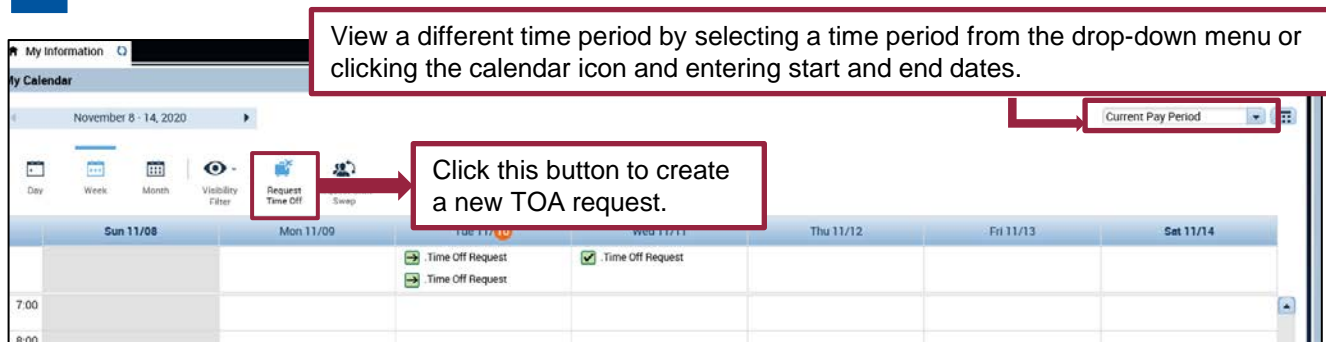
Creating and Submitting the Request

Employees will only need to request transfer of accountability when staying past the end of a scheduled shift to provide report to a colleague(s). To submit a TOA request:

1 Access Employee Self-Service by logging on to Workforce Navigator using your KHSC username and password

2 Click the **Time Off Request** button to create a new TOA request.

> View a different time period by selecting a time period from the drop-down menu or clicking the calendar icon and entering start and end dates.

> Click this button to create a new TOA request.

3 Select **Overtime and Callback Request** from the **Type** drop-down menu.

4 Enter the relevant details in the Request Time Off dialog box

> Select the date for which you are requesting TOA by clicking in the Start/ End date field or clicking the calendar icon next to this field.

> Under the pay code dropdown select the corresponding TOA code (1.0, 1.5, or 2.0). Hover over each code for a full reading.

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
	6/27/2025	6/27/2025	Transfer of acco...	Hours	0:00	0.0

Employee: Barbara, Ruth   **Type:** Overtime and Callback Request

> Enter the start time of your TOA and the number of minutes.

**5** Click Submit. The manager will receive email notification that you have submitted your request.

Kingston Health Sciences Centre

Hôpital Hotel Dieu Hospital

KGH Hôpital Général de Kingston General Hospital

Centre des sciences de la santé de Kingston

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Tracking and Reviewing the Request

1 After you submit your request, it will be reviewed by your manager. You can review the status of your request in your calendar.

Your request will be visible in your calendar. **Hover** over it to check the status Until there is a response, it will appear as **submitted**.
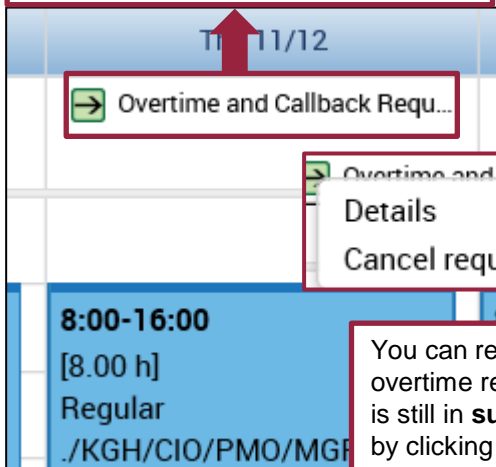
View the details of your request by clicking the arrow icon and then clicking **Details.**

You can retract an overtime request while it is still in **submitted** status by clicking the arrow icon, clicking **Retract,** and then clicking **Submit** in the dialog box.

Time-Off Request Details

Submitted: 10/30/2025 - 8:35:44
Modified by: BAILEYJM

Employee: Barbara, Ruth   Type: Overtime and Callback Request

▼ Requested

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
6/16/2025	6/16/2025	Transfer of acc...	Hours	15:00	0.2

Accruals on: 6/16/2025

Accrual	Balance
Family Responsibility Lve	3.0 Day
Overtime	26.75 Hour
Stat Holiday	7.5 Hour

Status History

Submitted: 10/30/2025 - 8:35:44
BAILEYJM

Close

Cancel Time-Off Request

Submitted: 10/30/2025 - 8:35:44
Modified by: BAILEYJM

Employee: Barbara, Ruth   Type: Overtime and Callback Request

▼ Requested

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
6/16/2025	6/16/2025	Transfer of accou...	Hours	15:00	0.2

Accruals on: 6/16/2025

Accrual	Balance
Family Responsibility Lve	3.0 Day
Overtime	26.75 Hour
Stat Holiday	7.5 Hour

Status History

Submitted: 10/30/2025 - 8:35:44
BAILEYJM
Note (optional)

Type a note (optional)

Cancel   Cancel Request

2 Once your request is reviewed, you will receive an email notification stating whether your request was approved or denied. The status of the request in your calendar will also be changed to **approved** or **refused**.