

1. If the employee is currently using the wrong combo code and you want them to stop you should first submit an [eTemp Change Request](#). Once they start submitting with the new code then you can submit a wage transfer request. For those wanting to move old hours you can go right to a wage transfer request.
2. Run the query `uv_tl_payable_time_detail` to excel to identify what hours you want to move (if there are hours showing that you are not moving then delete those rows).
Learn how by using this [mini manual](#) page 8.
- 3.

