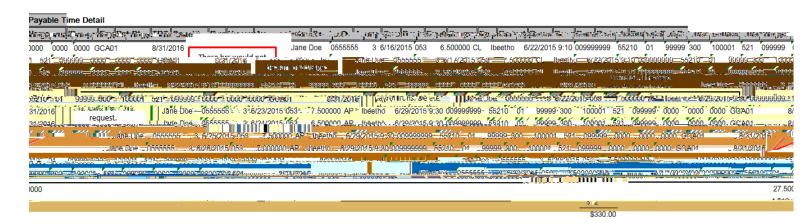
- 1. If the employee is currently using the wrong combo code and you want them to stop you should first submit an <u>eTemp Change Request</u>. Once they start submitting with the new code then you can submit a wage transfer request. For those wanting to move old hours you can go right to a wage transfer request.
- Run the query uv_tl_payable_time_detailto 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.

7. Email the spreadsheet and Cost Transfer form (if required) to retro@uvm.edu. If not attaching a Cost Transfer form then please add a reason for the request in the body of the email.



Please move the hours to combo code 009999998 (55210-01-99999-300-100001-521-099998-0000-0000-0000)