New Prior Period Adjustment Request (PPA)
Introducing the Screens

This is a guide to introduce the new PPA screens in SL Timekeeping. For a walk-through of specific scenarios, please refer to training materials available at: http://slbp.osu.edu/payroll-timekeeping/.

1. The new PPA form can be accessed from the “Prior Period Adjustment Request” link in the main menu of Student Life Timekeeping.

2. Search for the employee needing a PPA. Employees can be searched by Last Name or Employee ID.

3. If searching by name, a list of names and pay periods will appear in the next screen. Notice that some names in the drop down appear in red. These are inactive timecards. (As of April 2016, History Timecards will also allow selection of inactive timecards.)

4. Select the correct employee and timecard. You may select the pay period you’d like to adjust from this screen; you will also be able to navigate between pay periods in the next screen. Note that timecards more than one year in the past cannot be selected for a PPA. Contact sl-payroll@osu.edu if you must submit a PPA from more than a year in the past.
5. This is the new Prior Period Adjustment screen. Please note several features in red below:

- Arrows at the top allow you to navigate between pay periods.
- Displays the original approvers of the timecard.
- Displays the summary of hours for the pay period, including PPA adjustments.
- Displays audit trails and message responses (under construction).
- Displays the progress on the request (information populates when an adjustment is entered).
- Displays leave balances. “Current” includes all unprocessed leave entries from PPAs, current, previous, and late approval timecards.
Reverses a shift from a timecard, requiring a comment.

Opens a dropdown form to enter a shift with a start time, end time, and optional meal break (comment field is required)

Opens a dropdown form to enter leave with date, time, category, and hours (comment field is required)
6. After a PPA request has been created, the PPA Approval box populates with Employee, Supervisor, Payroll Level 1, and Payroll Level 2 fields.

Four approvals are needed on each PPA:
- Employee: Prompted at the timeclock
- Supervisor: Needed to submit PPA to SL Payroll
- Payroll Level 1: Triggers Employee message to timeclock
- Payroll Level 2: Final approval. Sends adjustment to next paycheck

Indicates the PPA has not processed. This field updates with the pay period and fiscal year after it has been sent to the next paycheck. (Note that the timecard now reflects “Row Reversed.”)

This is the comment you entered when you reversed the shift. This comment is not sent to the timeclock.

Allows the PPA adjustment to be deleted. This option is available only until the PPA has Payroll Level 1 approval.

Displays the net effect of the PPA request. A total of 0 indicates that pay will not be added or deducted from the next paycheck. (A positive value indicates that pay will be added and a negative value indicates that pay will be deducted from the next paycheck.)