New Prior Period Adjustment (PPA) Process Flow
Effective April 26th, 2016

1. Need for PPA arises

2. Department submits adjustment(s) via PPA Request module*

3. Supervisor approves PPA request

4. Student Life Payroll staff reviews request**

5. Payroll Level 1 Approval***

6. PPA Approval Message sent to clock for employee approval

7. Employee approves PPA message at clock

8. Payroll Level 2 Approval†

9. Adjustment loads to next paycheck

* If employee has access to own time in Timekeeping, employee-approving the PPA in the module at this step will result in #6 and #7 being removed from the process

** Student Life Payroll can cancel the request at steps #4 or #5. Cancelled requests will be marked as cancelled and will not load to the paycheck or go to the timeclock for employee approval.

*** If an employee is on LOA or if the PPA is deducting pay from the next check and there are not enough hours on the current pay period to cover it, Student Life Payroll can put the transaction on hold at this step. The PPA will be released to process upon employee return or when the employee has enough current hours to cover the overpayment.

† If a request needs to be cancelled at this step, Student Life Payroll can flag it to prevent transmitting for pay and a new request reversing the action will need to be submitted by the department. Please contact Student Life Payroll immediately if a submitted PPA needs to be cancelled.