New Prior Period Adjustment Request
Quick Guide: Adding a shift

This is a quick reference guide to adding a shift in a prior pay period. For more in-depth guidance, please refer to the “Introducing the Screens” quick guide available at: [http://slbp.osu.edu/payroll-timekeeping/biweekly-timekeeping-training/prior-period-adjustment-job-aids/](http://slbp.osu.edu/payroll-timekeeping/biweekly-timekeeping-training/prior-period-adjustment-job-aids/)

1. Click “Add New Adjustment Shift.” Enter the dates, start time, and end time. A comment is required. (Meal times should only be entered if the employee had an unpaid meal break during the shift.) Click “Save.”

2. Note that the newly added shift appears at the bottom of the screen under the “PPA Adjustments” header. Review the “Total PPA Adjustment Hours” field to verify that the PPA creates the desired outcome. The PPA entry can be deleted using the X in red next to the shift.
3. The PPA has now been created, but not submitted to Payroll for processing. Note that the “New Weekly Totals” box is updated with the hours from the PPA.

To submit the PPA to Payroll for processing, you must check the “Supervisor” box under “PPA Approval.” If you are unsure whether you have the correct delegation of authority to supervisor-approve the PPA, please see your supervisor.

Hint: Undergraduate student managers may create PPAs and employee-approve them as they do with timecards, but cannot supervisor approve.

4. Each PPA is then reviewed by two members of SL Payroll staff, before sending the adjustment to pay. The student will be prompted to approve the PPA at the timeclock after the PPA has received a “Payroll Level 1” approval from Payroll. You can check back on the progress of the PPA by reviewing the approvals box.