New Prior Period Adjustment Request (PPA)
Quick Guide: Adjusting leave on an existing shift

This is a quick reference guide to adjusting leave on an existing 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/

To add leave to a prior pay period timecard, the employee must have sufficient leave in their current balance. Timekeeping will not allow a leave entry that exceeds the employee’s available balance.

1. Choose the shift that was recorded incorrectly. Click the X next to the shift. A comment is required. Click “Save.”

2. Note that the newly deleted shift appears at the bottom of the screen under the “PPA Adjustments” header.

Hint: A negative value in the “Total PPA Adjustment Hours” field indicates that the net effect of your PPA request will deduct hours and pay from the next paycheck!
3. Now, re-record the shift or leave with the correct leave code. Choose “Add New Adjustment Leave” and complete the date, time, category, and hours field. A comment is required.

4. Review the “Total PPA Adjustments” field to see that the PPA creates the desired outcome. The PPA entry can be deleted using the X next to the shift. After Payroll has reviewed and approved the PPA, you must email sl-payroll@osu.edu to make any changes.
5. The PPA has now been created, but not submitted to Payroll for processing.

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.

6. Each PPA is then reviewed by two members of SL Payroll staff before sending the adjustment to pay. Be sure to obtain an updated Application for Leave form from the employee. The employee 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.