New Prior Period Adjustment Request (PPA)
How to Approve a PPA

This is a quick reference guide to approving an adjustment *that someone else has created* in a prior pay period. For more in-depth guidance to creating PPA requests, please refer to the quick guides available at: http://slbp.osu.edu/payroll-timekeeping/biweekly-timekeeping-training/prior-period-adjustment-job-aids/

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. A list of matches will appear in the next screen. Notice that some entries 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. After a PPA request has been created, the PPA Approval box populates with Employee, Supervisor, Payroll Level 1, and Payroll Level 2 fields. If someone else has created a PPA request for an employee you supervise, it can’t be processed by SL Payroll until the Supervisor approval box is checked.

a.) Review the request to make sure it’s correct. Consider the Total PPA Adjustment Hours field. A positive number reflects *hours to be added* to the next check. A negative number indicates *hours to be deducted* from the next check. A zero in this field indicates the change has no effect on pay (such as changing sick time to an equal amount of vacation, etc.). You may also wish to review the “New Weekly Totals” field to verify that the adjustment is having the desired effect on regular hours, overtime, or unpaid (NON) hours.

b.) Once you’ve confirmed that the adjustment is correct, add your approval. Check the “Supervisor” approval box, located in the “PPA Approval” field. Click “Approve.”