New Prior Period Adjustment Request
Quick Guide: Changes to Late Approval screen

This is a quick reference guide to changes to the Late Approval screen. For more in-depth guidance, please refer to training materials available at: http://slbp.osu.edu/payroll-timekeeping/

Caution!

With the new PPA process, timecards can now only be approved as-is from the Late Approval screens. Any adjustments, such as adding shifts or leave will now require a Prior Period Adjustment Request.

1. Note that there are two options to resolve the missing punch above:
   - **Erroneous Punch**: The punch was made in error and the employee did not work.
   - **Correction PPA Submitted**: To add a punch to complete the shift, or to add a new shift, you must use the PPA Request.

2. If you selected “Erroneous Punch” and there are no shifts to add to the timecard, you may approve the timecard and no further action is necessary.

3. If you selected “Correction PPA Submitted” you may approve the timecard. You must then navigate to the Prior Period Adjustment Request to submit a PPA!!