This is a quick reference guide to deleting 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/

**PPAs that involve deleting a shift only have special considerations. Deleting a shift in a prior pay period will cause hours (and pay) to be deducted from the next paycheck. Therefore, special care should be taken to help the employee understand that they were overpaid and that they owe money back to the university.**

1. Choose the shift you’d like to delete. Click the X next to the shift. A comment is required. Click “Save.”

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

**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!
2. 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.

3. 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.

Note that this message does not reflect the actual content of the adjustment shown in this job aid!