New Prior Period Adjustment Request (PPA) Quick Guide: Entering a PPA on your own timecard

This is a quick reference guide to entering a PPA for users who manage and approve their own time. 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/

1. Log in to Student Life Timekeeping. From the main menu, select “Prior Period Adjustment Request.”

2. Select your timecard by entering your Last Name or Employee ID.
3. Choose the “Add New Adjustment Shift” drop down. Enter the dates, start time, and end time. A comment is required. (Meal times should only be entered if the employee had an \textit{unpaid} meal break during the shift.) Click “Save.”

4. Note that the newly added 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 in red next to the shift.
5. 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. (In this example, note that the adjustment shift is adding to the Overtime category.)

To submit the PPA to Payroll for processing, you must check the “Employee” box, and your supervisor must check the “Supervisor” box under “PPA Approval.” You are responsible for notifying your supervisor that you have submitted a PPA on your own behalf.

6. Each PPA is then reviewed by two members of SL Payroll staff before sending the adjustment to pay. You can check back on the progress of the PPA by reviewing the approvals box.