

## **University of Connecticut**

## **Entering a Prior Period Adjustment**

Overview

This job aid instructs time reporters the steps necessary to enter prior period adjustments. Prior period adjustments are entered the same way that regular time is entered. Prior period adjustments can be completed <u>up to four pay periods</u> in the past, and can be performed on duration, time reporting codes or shifts.

If time later than four pay periods needs to be adjusted, the employee must contact the Payroll Department to complete the adjustment on their behalf.

This job aid focuses on entering a prior period adjustment on the Timesheet.

<u>Scenario</u>: Jon Doe, a UConn employee, was on vacation on **Thu 9/8** and **Fri 9/9** of the last pay period. His supervisor submitted his timesheet on his behalf but did <u>not</u> report the vacation time. Jon must perform a prior period adjustment to adjust his timesheet.

## UConn/Core CT Job Aid: Entering a Prior Period Adjustment Version 1.1

Step	Action	Screenshot
1	Navigation: Main Menu > Core-CT HRMS > Self Service > Time Reporting > Report Time > Timesheet OR Timesheet on the Core-CT home page	
2	On the <b>Timesheet</b> , the employee's current timesheet will display. In this example, <b>Jon Doe</b> was on vacation on <b>Thu 9/8</b> and <b>Fri 9/9</b> . He will need to navigate to this timesheet.	Timesheet   Jon Doe Employee ID 529220   U Staff Professional.3 Employee ID 529220   Actions * Time Source   Schedule Information Earliest Change Date 02/25/2016   Time Period View By Week *Oate 09/16/2016 10 Thursday 09/25/2016 19 c, Scheduled Hours 70.00   Reported Hours 0.00 From Friday 09/16/2016 to Thursday 09/25/2016 2   From Friday 09/10/2016 to Thursday 09/25/2016 2 Time Description Type Srife Srift Sing Srift
	Click <b>Previous Period</b> to go to the previous timesheet.	
3	Find the timesheet where the prior period adjustment needs to be completed. Then, adjust the time accordingly. In this example, <b>Jon Doe</b> was on vacation on <b>Thu 9/8</b> and <b>Fri 9/9</b> . He needs to remove the hours of REG time reported and add VAC time.	Timesheet   Jon Doe Employee ID 529220   U Staff Professional 3 Empl Record 0   Actions + Time Source Schedule Information   Earliest Change Date 02/52/016   View By Week Previous Period   *Date [08/02/2016 (b) Thursday 09/15/2016 (c) Previous Period   From Friday 09/02/2016 to Thursday 09/15/2016 (c) Time   Fri Sat San   9/10 7.00 7.00 7.00 7.00   (e) 7.00 7.00 7.00 7.00 7.00 7.00
4	Delete the 7.0 hours of REG time on <b>Thu 9/8</b> and <b>Fri 9/9</b> . Click the <b>plus sign (+)</b> to add a new row.	From Friday 09/02/2016 to Thursday 09/15/2016   Image: Control of the state of the s
5	Enter 7.0 hours for each day vacation was taken. Then, enter VAC in the <b>Time</b> <b>Reporting Code</b> field.	From Fridey 09/02/2016 to Thursday 09/15/2016 @     Fri   Sat   Sun   Mon 9/6   Thu 9/6   Fri   Sat   Sun 9/12   Wed 9/13   Thu 9/14   True 9/13   Wed 9/14   Thu 9/14   Total 9/14   Total 9/16   Total Code Code Code   Description Code   Type Code     Image: the
6	When the adjustment has been overnight process to turn into p adjustment the business day aft	completed, click <b>Submit.</b> The new, adjusted time must run through the Core-CT ayable time. The Time Approver will be able to approve the prior period ter submission using the <b>Approve Payable Time</b> page.