

University of Connecticut

Approving Prior Period Adjustments

Overview

This job aid instructs supervisors, timekeepers, or those responsible for approving a timesheet, the steps necessary to manage prior period adjustments. Approvers can be made aware of prior period adjustments in the following ways:

- 1. The Approver receives a message on the Approve Payable Time page
- 2. The employee communicates the timesheet change directly to the Approver

Prior period adjustments are entered and approved the same way that regular time is entered and approved. 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 approving prior period adjustments through the **Approve Payable Time** page.

Term	Description
Payable Time	Time that is created during the Time Administration process. Payable time means the time has passed validation and is ready to be loaded to the Payroll module for paycheck calculation.
Prior Period Adjustment	Any adjusting entry made to the timesheet after time has been approved. They are completed in the actual period the time was worked, but paid in the period the adjustment was approved.
Timekeeper	A person who records the amount of time worked on behalf of a group of employees.

Key Terms

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Process Steps 8 (:::: K Reported time Time approver Payable time is routed to Payroll Time approver Reported time approves payable time Timecard is becomes runs through reviews payable time and payable time submitted Time and a paycheck Administration exceptions is created

Process Steps

Step	Action		Screen	shot	
1	Navigation: Main Menu > Core-CT HRMS > Manager Self Service > Time Management > Approve Time and Exceptions > Payable Time OR Approve Time on the Core-CT home page				
2	On the Approve Payable Time search page, enter the applicable search criteria, including: • Time Reporter Group • Employee ID • Last Name • First Name • Department To see all prior period adjustments, <u>delete</u> the Start Date. Deleting the Start Date will show all time that needs approval. Enter the End Date for the current	Approve Payable Time Approve Time for Time Final Selection Selection Criterion Time Reporter Group Employee ID Empl Record Last Name First Name Department Change Time in View Start Date 06/14/2010	Set ID Selection Criterio Set ID Selection Criterio Image: Set ID Image: Selection Criterio Image: Selection Criterio Image: Selection Criterio Image: Selectio Criterio Image: Selection Cr	n Value	Get Employees Clear Criteria Save Criteria
	pay period. Click Get Employees.				

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Step	Action	Screenshot
3	If the Start Date is not deleted, and there is time that Needs Approval outside of the dates that were selected, the following message will open: Click OK to close this	Message There is Needs Approval time for dates prior to the Start Date selected for employee 164277 (20100,19) OK
	message.	
4	Review the search results at the bottom of the Approve Payable Time search page. The results display time that needs approval in the current pay period, and employees who adjusted previously approved time. Click on the Last Name of the employee to review the prior period adjustment.	Charlenge Description Periodical prior Periodical prior Periodical prior Periodical prior Periodical prior Periodical prior Last Name First Name Encodin Encodin Name Addition Solution Encodin Name Addition Addite addition Addition
5	Review and verify the employee's adjusted time is accurate. Select the checkbox next to each line of time is approved. Click Select All to select all lines of time to be approved. Click Approve.	Approve Payable Time Employment Record 0 J.Thaddeus Black Employment Record 0 Actions * Previous Employee Stant Date 0101/2016 Employment Record 0 End Date 06202016 Previous Employee Approval Details Image: Control Contrelecton Contrel Control Control Control Contrel Control

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Step	Action	Screenshot
6	The following message will appear. Click Yes to approve the rows selected.	Message Are you sure you want to approve the time selected? (13504,2500) Once Approved the status cannot be reverted back. Select Yes to confirm and complete the status change, No to return to the page without updating the status. Yes No
7	A final confirmation message will appear. Click OK to close this window. The approved time will be ready to be loaded into Payroll for paycheck calculation.	Save Confirmation The Save was successful. OK