



# Processing Prior Pay Period Adjustments (PPPA) in WebTADS Government Shutdown Period

Ask the NSSC Event  
NSSC Employee Services Division  
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## Questions

- During this Event
  - Use the chat function
- After this Event
  - Please contact your Supervisor and Center Payroll Representative
    - » MSFC and NSSC please contact the NSSC Customer Contact Center at 1-877-677-2123 or email [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov)
- Additional Information:
  - Link to Slides <https://nasapeople.nasa.gov/shutdown/shutdown.htm>

# Overview

- Background/Purpose
- Who should submit a Prior Pay Period Adjustment (PPPA)
- How to submit a Prior Pay Period Adjustment (PPPA)
- What Hour Type Codes should be Used
- Other Hour Type Codes
- Coding Holiday Worked
- How to Add Hour Types
- How to Add Comments
- When PPPA Can be Submitted
- Who Should be Contacted
- Additional Helpful Information

# Background

- NASA pre-filled employee timesheets with “GDWPD- Government Shutdown Paid” for the time period of PP1901, PP1902 and part of PP1903 (January 20-January 27).
- Some employees will need to submit timesheet corrections or Prior Pay Period Adjustments (PPPA) to reflect premium pay/overtime entitlements which includes Sunday Pay, Night Pay, Compensatory Time, Travel Comp Time and Holiday worked.

# Purpose

- Provide NASA employees with a detail overview of how to submit a PPPA also known as a timesheet correction for time coded during the government shutdown period. The overview will cover Type 1 (Pay and Leave) adjustments. For the following Pay Periods:
  - Pay Period 1901 (12/23/2018-1/5/2019)
  - Pay Period 1902 (1/6/2019-1/19/2019)
  - Pay Period 1903 (1/20/2019- 1/27/2019 Partial)

## Who should submit a PPPA

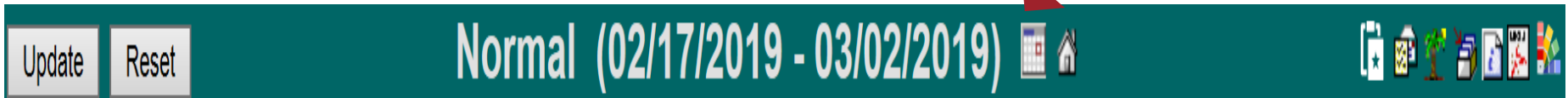
- Excepted employees who worked during the shutdown will need to submit PPPA only:
  - For any premium pay entitlements they would normally receive as part of work they would have been scheduled to perform had the shutdown not occurred;
  - For any premium pay/overtime entitlements for hours actually worked during the furlough (i.e. if an excepted employee performed overtime work beyond the normal work requirements for his/her job, he/she would be paid for that actual overtime work).
    - Supervisors should review their employee's timecards that were completed during the shutdown to ensure that their employees' time was correctly coded.
    - Incorrect coding will result in an employee being over paid or under paid during the shutdown.

## Who should submit a PPPA Continued

- Non-Excepted employees who did not worked during the shutdown will need to submit PPPA only:
  - For any premium pay entitlements they would normally receive as part of work they would have been scheduled to perform had the shutdown not occurred;
  - For any hours pre-filled as “GDWPD” that do not coincide with their work status (e.g. Leave Without Pay, Leave Share Recipient, Returned to Work, and etc.)
    - Supervisors should review their employee’s timecards that were completed during the shutdown to ensure that their employees’ time was correctly coded.
    - Incorrect coding will result in an employee being over paid or under paid during the shutdown.

# How to submit a PPPA

- Log into WebTADS
- Timesheet page will display
- Click the calendar icon at the top of the timesheet





# How to submit a PPPA Continued

- Select a pay period to adjust. In the Prior Pay Period Adjustment (PPPA) section, click the drop down arrow to select the pay period you need to adjust for Pay Period for Pay/Leave Adjustment (Type 1)
- Click the “Create Pay/Leave Adjustment” button after the date has been selected for the Type 1

<p><b>PPPA -- I want to make an adjustment to a previous timesheet that affects pay and/or leave. (Type 1)</b></p> <p>Adjustments can be made from 07/26/2015 to 07/23/2016.</p> <p>Pay Period for Pay/Leave Adjustment: <input type="text" value="07/10/2016-07/23/2016 (201616)"/> <input type="button" value="Create Pay/Leave Adjustment"/></p>	<p>This type of adjustment is called a type 1 adjustment. A type 1 adjustment is an adjustment where leave and/or pay is affected. Type 1 adjustments typically occur within the previous three pay periods. For adjustments that must occur beyond that timeframe (up to 26 pay periods), an additional level of approval is required.</p>
<p><b>PPPA -- I want to make an adjustment on a previous timesheet to a WBS (labor code) only. (Type 2)</b></p> <p>Adjustments can be made from 09/20/2015 to 07/23/2016.</p> <p>Pay Period for WBS Adjustment: <input type="text" value="07/10/2016-07/23/2016 (201616)"/> <input type="button" value="Create WBS Adjustment"/></p>	<p>This type of adjustment is called a type 2 adjustment. A type 2 adjustment is an adjustment where only the labor code is adjusted. Pay or leave is NOT adjusted in a type 2 adjustment. A type 2 adjustment can only be entered for the current fiscal year.</p>



# How to submit a PPPA Continued

- The timesheet will display and you will be able to modify the hours worked or leave used

Update		Reset		Adjust Request - Type 1 (12/23/2018 - 01/05/2019*)						
Approval Status: <span style="color: green;">✔</span>										
Project	Total	Sun 12/23 0.0	Mon 12/24 9.0	Tue 12/25 9.0	Wed 12/26 9.0	Thu 12/27 9.0	Fri 12/28 0.0	Sat 12/29 0.0		
<span style="color: red;">✘</span> 342829.04.08 MSFC-HUMAN CAPITAL SERVICES CTE	0.0	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>		
<span style="color: red;">✘</span> 342829.04.08 MSFC-HUMAN CAPITAL SERVICES REG	0.0	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>		
736466.02.09.08.99 MSFC-OPC-LEAVE GDWPD	36.0	<input type="text" value="0.0"/>	<input type="text" value="9.0"/>	<input type="text" value="9.0"/>	<input type="text" value="9.0"/>	<input type="text" value="9.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>		
Week 1 Total		0.0	9.0	9.0	9.0	9.0	0.0	0.0		
Project	Total	Sun 12/30 0.0	Mon 12/31 9.0	Tue 01/01 9.0	Wed 01/02 9.0	Thu 01/03 9.0	Fri 01/04 8.0	Sat 01/05 0.0		
<span style="color: red;">✘</span> 342829.04.08 MSFC-HUMAN CAPITAL SERVICES CTE	0.0	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>		
<span style="color: red;">✘</span> 342829.04.08 MSFC-HUMAN CAPITAL SERVICES REG	0.0	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>		
736466.02.09.08.99 MSFC-OPC-LEAVE GDWPD	44.0	<input type="text" value="0.0"/>	<input type="text" value="9.0"/>	<input type="text" value="9.0"/>	<input type="text" value="9.0"/>	<input type="text" value="9.0"/>	<input type="text" value="8.0"/>	<input type="text" value="0.0"/>		
Week 2 Total		0.0	9.0	9.0	9.0	9.0	8.0	0.0		
GRAND TOTAL:		80.0								

Enter a comment

Comment	Action	Entered On	Entered By

# What Hour Type should be Used

- The only hour types that should be adjusted/added for the government shutdown period are premium pay hours (examples below):

## **Government Shutdown-NOT WORKED (Excepted or Non-Excepted)**

GDWPD	Government Shutdown Used, not worked - Paid (REG)
GDPND	Government Shutdown Used, not worked – Paid, Night Diff
GDPSD	Government Shutdown Used, not worked – Paid, Sunday Diff
GDPSN	Government Shutdown Used, not worked – Paid, Sunday, Night Diff
GDPD2	Government Shutdown Used, not worked – Paid, Shift 2
GDPD3	Government Shutdown Used, not worked – Paid, Shift 3

## **Government Shutdown- WORKED (Excepted)**

GWDPD	Government Shutdown Used, Excepted Work – Paid (REG)
GWPND	Government Shutdown Used, Excepted Work – Paid, Night Diff
GWPSD	Government Shutdown Used, Excepted Work – Paid, Sunday Diff
GWPSN	Government Shutdown Used, Excepted Work – Paid, Sunday, Night Diff
GWPD2	Government Shutdown Used, Excepted Work – Paid, Shift 2
GWPD3	Government Shutdown Used, Excepted Work – Paid, Shift 3

## Other Hour Types Might Apply

CRE	Credit Hours Earned
CTE	Comp Time Earned
HZ	Hazard Pay
HZND	Hazard Pay, Night Diff
OT	Overtime
OTND	Overtime, Night Diff
TCTE	Travel Comp Time Earned
LWOP	Non-Pay Status
HL	Holiday Leave
HW	Holiday Worked
HWND	Holiday Worked, Night Diff

## Coding a Holiday Worked

- If you worked on a holiday you need to perform the following steps for the holiday:
  - Add HL and HW to your timesheet by clicking on the 'Add Project' icon
  - Add HL hours to match your work scheduled
  - Zero out the hours recorded on GDWPD
  - Add any hours worked on the holiday to HW up to 8 hours
    - 1<sup>st</sup>-40 must record any holiday hours worked over 8 to REG (the REG and HL count toward the 1<sup>st</sup>-40 hours worked in that week)
    - All other work schedules should post HW hours over 8 to CTE, CRE, OT, etc.
    -

# How to Add Hour Type

- On the Timesheet select the “Add” button next to Project

Project	Total	Sun 02/17 0.0	Mon 02/18 8.0	Tue 02/19 8.0	Wed 02/20 8.0	Thu 02/21 8.0	Fri 02/22 8.0	Sat 02/23 0.0
(Add)								

- Using the Search fields, find your new hour type within the Hour Type Description box and click on it. Select the same WBS that was charged to during the government shutdown, click ‘Add Project’, then navigate back to your timesheet by clicking the timesheet icon beside your name

**Add Projects for** YOUR NAME

11 Labor Code(s) Found

WBS	Mission	Theme	Program	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Laborcode -- Description (Mission, Theme, Program)**

<div style="background-color: #e0e0e0; padding: 2px;">Please Select a Labor Code....</div> <ul style="list-style-type: none"> <li>170786.01.03 -- HQ-PROJECT MANAGEMENT SFCO (SOMD, SFS, 487U)</li> <li>383807.01.14.01 -- HQ-SMD CIVIL SERVICE LABOR (SCMD, ESS, 728A)</li> <li>600566.01.10 -- HQ-SPACE TECHNOLOGY OPERATIONS (STMD, SPT, 277J)</li> <li>615287.01.10 -- HQ-LABOR-CORPORATE LABOR (SSMS, AMO, 618I)</li> <li>645813.01.10 -- HQ-IV&amp;V INSTITUTIONAL LABOR (SSMS, AMO, 512F)</li> <li>652963.01.01 -- HQ-OIG FO SALARIES &amp; BENEFITS (OIGM, OIG, 376A)</li> <li>652963.01.02 -- HQ-OIG-AUDITS SALARIES &amp; BENEFITS (OIGM, OIG, 376A)</li> <li>652963.01.03 -- HQ-OIG-INVESTIGATION SALARIES &amp; BENEFITS (OIGM, OIG, 376A)</li> <li>652963.01.04 -- HQ-OIG-LEGAL SALARIES &amp; BENEFITS (OIGM, OIG, 376A)</li> </ul>	<div style="background-color: #007060; color: white; padding: 2px;"> <b>Hour Type</b> </div> <div style="background-color: #e0e0e0; padding: 2px;">             REG -- Regular              CRU -- Credit Hours Used              CTU -- Compensatory Time (Comptime) Used              TCTU -- Travel Compensatory Time (Comptime) Used         </div> <div style="background-color: #007060; color: white; padding: 2px;"> <b>Telework</b> </div> <p><input type="checkbox"/> Telework <span style="color: green;">Check box to indicate wbs charges are telework.</span></p> <div style="background-color: #007060; color: white; padding: 2px;"> <b>Remark</b> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> <input type="text"/> </div> <p style="color: red; font-size: small;">Telework information should not be entered UNLESS you have checked the Telework checkbox above</p> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Add Project"/> </div>
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[170786.01.03 -to- 687543.33.10]

# How to add a Comment for the PPPA

- A justification in the comment box at the bottom of the timesheet is required. After the changes are made and justification entered, hit the Update icon.

Enter a comment

- The comment is permanently recorded below the timesheet. Click the icon at the bottom of the timesheet to view the adjustment requests that are pending approval or acceptance.

Comment	Action	Entered On	Entered By
WRONG WBS CHARGED ON 2/4	Adjust Request - Type	Thu Mar 27 15:22:45 CDT 2008	BEAUTY, BELLE B (227)

## When PPPA can be Submitted

- Timesheet corrections for pay periods 1901, 1902 and 1903 can be submitted now in WebTADS and
  - Adjustments for PPPA completed prior to 2/28/2019 will be seen when the current Pay Period is paid.
  - Adjustments for PPPA completed after 2/27/2019 will be seen when the Pay Period in which the correction is made is paid.



## Who Should Be Contacted

- Please contact your Supervisor and/or Center Payroll Representative prior to submitting a PPPA
- Please contact your Center Payroll Representative if you need assistance or have questions related to submitting a PPPA
  - MSFC and the NSSC Please contact the NSSC Customer Contact Center at 1-877-677-2123 or email [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov)