



# **Timesheet Adjustment Request**

Where:Timesheet, Adjustments PageWho:Employee, POC, or ApproverTimeframe:Anytime except during payroll processing

### Purpose:

Employees should review their Leave and Earnings statement regularly for discrepancies. Employees may request adjustments to previous timesheets due to error or omission in time recording. Adjustments should only be made within the previous three pay periods; however, under exceptional circumstances, pay and/or leave affecting (Type 1) adjustments can be requested during the previous 26 pay periods. Non-pay and/or non-leave affecting adjustments, WBS only changes (Type 2) can be requested up to the beginning of the fiscal year and do not require a 2<sup>nd</sup> level of approval.

Pay and/or Leave affecting (Type 1) adjustments that occur within the previous three pay periods will be automatically routed to the Approver for review and approval before being sent for Payroll review.

Non-Pay and/or Non-Leave affecting (Type 2) adjustments will be automatically routed to the Approver for final acceptance.

Pay and/or Leave affecting (Type 1) adjustments that are requested beyond the previous three pay periods (extended adjustments) require an additional level of approval (typically from the Chief Financial Office (CFO) or Office of Human Resources (OHR)) before Payroll review.

# Procedure:

1. To request an adjustment to a timesheet in a prior pay period, click the calendar icon at the top of the timesheet.



- 2. Select a pay period to adjust: In the Prior Pay Period Adjustment (PPPA) section, click the drop down to select the pay period you need to adjust. For either Pay Period for Pay/Leave Adjustment (Type 1) or Pay Period for WBS Adjustment (Type 2).
- 3. Click the Create button after the date has been selected for the Type 1 or Type 2.

PPPA I want to make an adjustment to a previous timesheet that affects pay and/or leave. (Type 1) Adjustments can be made from 07/26/2015 to 07/29/2016. Ray Period for Pay/Leave Adjustment.  Create Pay/Leave Adjustment.	This type of adjustment is called a type 1 adjustment A type 1 adjustment is an adjustment where leave and/or pay is alfected. 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.
PPPA I want to make an adjustment on a previous timesheet to a WBS (labor code) only. (Type 2)	This type of adjustment is called a type 2 adjustment. A type 2 adjustment is an adjustment where
Adjustments can be made from 09202015 to 07232016.	only the labor code is adjusted. Pay or leave is NOT adjusted in a type 2 adjustment. A type 2
Pay Period for WBS Adjustment 07/10/2016-07/23/2016 (201616) • Create WBS Adjustment	adjustment can only be entered for the current fiscal year.





4. The original timesheet from the PPPA selected is editable in the "Adjust Request – Type 1" mode or "Type 2".

#### <u>TYPE 1</u>

5. For a pay or leave adjustment (Type 1), enter or modify the timesheet with the correct hours worked or leave used on the timesheet. 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.

#### <u>TYPE 2</u>

- 6. For a WBS adjustment (Type 2), if the new WBS you need to move hours to is on the timesheet then move the hours from the old WBS to the new WBS. 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.
- 7. If the WBS you need to move hours to is not on the timesheet then locate the new WBS you want to

Project 🗃 (Add)

move the hours to by clicking the 'Add Projects' icon

 Using the Search fields, find your new WBS within the Laborcode—Description box and click on it. Select the <u>same</u> hour type that matches the one for which you would like to move WBS charges to, click 'Add Project', then navigate back to your timesheet by clicking the timesheet icon beside your

name 盾

Add Projects for	YOUR NAME	E 🛛	
11 Labor Code(s) Found WBS	Mission escription (Mission, Theme, Pi	Theme rogram)	Program Description SEARCH RESET
Please Select a Labor Code         ▲           170786.01.03 - HQ-PROJECT MANAGEMENT SFCO (SOMD, SFS, 487U)         ▲           38307.01.14.01 - HQ-SMD CIVIL SERVICE LABOR (SCMD, ESS, 728A)         €           600566.01.10 - HQ-SPACE TECHNOLOGY OPERATIONS (STMD, SPT, 277J)         €           615287.01.10 - HQ-IABOR-CORPORATE LABOR (SSMS, AMO, 618I)         €           645813.01.10 - HQ-IAVX INSTITUTIONAL LABOR (SSMS, AMO, 512F)         €           652963.01.01 - HQ-OIG FO SALARIES & BENEFITS (OIGM, OIG, 376A)         €           652963.01.02 - HQ-OIG-AUDITS SALARIES & BENEFITS (OIGM, OIG, 376A)         €           652963.01.03 - HQ-OIG-INVESTIGATION SALARIES & BENEFITS (OIGM, OIG, 376A)         €           652963.01.04 - HQ-OIG-LEGAL SALARIES & BENEFITS (OIGM, OIG, 376A)         ▼           1170786.01.03 -to- 687643.33.10]         ▼			Hour Type     REG - Regular     CRU - Credit Hours Used     CTU - Compensatory Time (Comptime) Used     TCTU - Travel Compensatory Time (Comptime) Used     TElework     Telework Check box to indicate wbs charges are telework.     Remark     Telework information should not be entered UNLESS you have
			Add Project

 Make your WBS adjustment by removing the hours from the old WBS/hour type and add the hours to the new/correct WBS/<u>same</u> hour type, you want to use. 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.





10. Click the "Update" button to save changes.

			Sun	Mon	Tue	Wed	Thu	Fri	
Project 🖹 Note: The time	entry type	Total	02/03 0.0	02/04 8.0	02/05 8.0	02/06 8.0	02/07 8.0	02/08 8.0	
1234 for a non-pay a TEST affecting is "Adj	nd/or leave	40.0	0.0	0	8.0	8.0	8.0	8.0	
X 1234 Request – Type	e 2"	0.0	0.0	8	0.0	0.0	0.0	0.0	
	Week 1 Total	40.0	0.0	8.0	8.0	8.0	8.0	8.0	
Project 🗟 <u>(Add)</u>		Total	Sun 02/10 0.0	Mon 02/11 8.0	Tue 02/12 8.0	Wed 02/13 8.0	Thu 02/14 8.0	Fri 02/15 8.0	
123456.01.01.01 TEST NSM	REG	40.0	0.0	8.0	8.0	8.0	8.0	8.0	
X 123456.01.02.03 TEST NSM 2	REG	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
	Week 2 Total	40.0	0.0	8.0	8.0	8.0	8.0	8.0	
Approved OT Requests: None for this payperiod.	GRAND TOTAL:	80.0							
Enter a comment									

- 11. If errors are present on timecard or setting the timecard back to orginal status is needed. Click the 'Cancel' button. This will set the timecard back to previous status before adjustments were entered.
  - **a.** Type 1 Cancel button can be clicked at any time before NPO acceptance
  - b. Type 2 Cancel button can be clicked at any time before approval

Update Reset Adjust Requ	est - Type 1	(08/05/2019	/18/2018	3*) 🖬 🕯				● 21 25 回 №
Approval Status: V This instructed has adjustment requests anyting approval. Only the originator or approver may modify the adjustment request until the adjustment is approved or disapproved.								
Project 🖌 (Add)	Total	Sun 08/05 0.0	Mon 08/06 8.0	Tue 08/07 8.0	Wed 08/08 8.0	Thu 08/09 8.0	Fri 08/10 8.0	Sat 08/11 0.0

- 12. The comment is permanently recorded below the timesheet.
- 13. Click the icon 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 2	Thu Mar 27 15:22:45 CDT 2008	BEAUTY, BELLE B (227)			
Pending adjustments/requests for this employee						
Pay Period 02/03/2008 - 02/16/2008 has Type II adjustment requests. 🞯						

14. To return to the current timesheet from the View or Adjust mode, click the "Home" icon at the top of the timesheet.

Undate	Reset	Normal (0)	2/03/2008 - 02/16/2008) 🔳 🏾	V 🗗 🕇 🗎
opulate	r tobot -	iterinal (er		





# Result:

The employee has successfully submitted a pay and/or leave affecting (Type 1) or a non-pay and/or non-leave affecting - **WBS only** change (Type 2) adjustment request for a prior pay period timesheet. If the request is a pay and/or leave affecting (Type 1) adjustment and the adjustment is made for the previous three pay periods, the request has been routed to the Approver for review and approval. If the pay and/or leave affecting (Type 1) adjustment request is made beyond the previous three pay periods, the request has been routed to the first level of review approval, and will then be routed for a second (higher) level of approval before being sent for Payroll review/processing. If the request is a non-pay and/or non-leave affecting (Type 2) adjustment (WBS change only) the request has been routed to the Approver for final acceptance.

### VERY IMPORTANT INFORMATION ABOUT ENTERING TIMESHEET ADJUSTMENTS:

- 1. A TYPE 1 AND TYPE 2 ADJUSTMENT MUST BE MADE SEPARATELY AND IN THE CORRECT MODE (TYPE 1 PAY/LEAVE AFFECTING) OR (TYPE 2 WBS ONLY CHANGE)
- 2. IF YOU NEED TO CHANGE THE WBS AND THE HOUR TYPE ON THE SAME WORK DATE, THEN YOU SHOULD ENTER A TYPE 1 AND CHANGE THE HOUR TYPE AND WBS ON THE SAME WORK DATE AT THE SAME TIME. YOU MAY NOT CHANGE THE WBS ON A DIFFERENT WORKDATE WHILE IN TYPE 1 MODE UNLESS YOU ARE ALSO CHANGING THE HOURTYPE TOO. IF YOU NEED TO CHANGE THE WBS ON A DIFFERENT WORK DATE, AND NOT THE HOUR TYPE, YOU MUST UPDATE THE TYPE 1 AND WAIT FOR IT TO BE ACCEPTED THEN RETURN TO YOUR TIMESHEET AND CREATE A TYPE 2 (WBS ONLY) ADJUSTMENT TO YOUR TIMESHEET SEPARATELY.

# **Special Considerations:**

The employee can access 26 previous pay periods when requesting pay and/or leave affecting (Type 1) adjustments.

The employee can access to the beginning of the fiscal year to the previous pay period when requesting non-pay and/or leave affecting WBSj only (Type 2) adjustments.

Email Notifications for Adjustment within 3 pay periods (Type 1 & Type 2):

- Adjustment is Approved email sent to Employee
- Adjustment is Disapproved email sent to Employee
- Adjustment is Accepted email is sent to Employee and whoever accepted adjustment
- Adjustment is Rejected email is sent to Employee and whoever rejected adjustment
- Adjustment is Expired email is sent to Employee
- AsPaid Adjustment email is sent to Employee

Email Notifications for Adjustment beyond 3 pay periods (Type 1):

- Adjustment is Approved- email is sent to Employee
- Adjustment is Approved by 2<sup>nd</sup> Level Approver email is sent to Employee

Email Notifications for Adjustment beyond 3 pay periods (Type 2):

• Adjustment is Approved - email is sent to Employee





# Document History Log:

Author	Date	Description of Change
Jessica Rousseau	09/06/2018	Added 'Cancel' button to Type 1 and Type 2
Jill Wilson/Debbie	01/26/2019	Lindoted wording
Percival	01/20/2010	Opdated wording
Jennifer Ball	09/16/2016	Updated wording and screen shots
Brad Woods	09/12/2016	Updated format of document
Jennifer Ball	05/08/2008	Created initial document