WebTADS
Web-based Time and Attendance Distribution System

Timesheet Adjustment Request

Where: Timesheet, Adjustments Page
Who: Employee, POC, or Approver
Timeframe: 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 2nd 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.
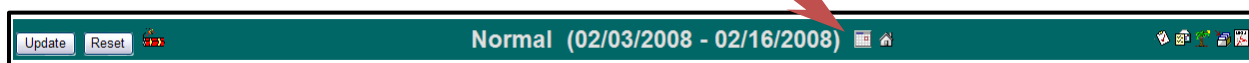
2. Select a pay period to adjust: In the Prior Pay Period Adjustment (PPPA) section, click the drop down to select the pay period you need to adjust. For either Pay Period for Pay/Leave Adjustment (Type 1) or Pay Period for WBS Adjustment (Type 2).

3. Click the Create button after the date has been selected for the Type 1 or Type 2.
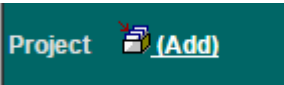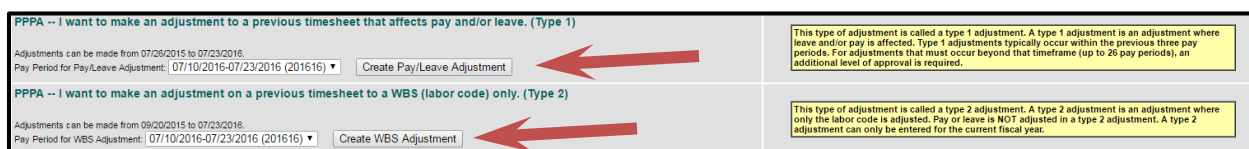
4. The original timesheet from the PPPA selected is editable in the "Adjust Request – Type 1" mode or "Type 2".

<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 move the hours to by clicking the 'Add Projects' icon **Project** 🗃️**(Add)** .

8. 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 📄 .

9. 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.

Note: The time entry type for a non-pay and/or leave affecting is "Adjust Request – Type 2"

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

12. The comment is permanently recorded below the timesheet.

13. Click the icon to view the adjustment requests that are pending approval or acceptance.

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

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 2nd 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
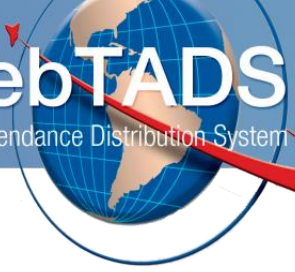
Document History Log:

Author	Date	Description of Change
Jessica Rousseau	09/06/2018	Added 'Cancel' button to Type 1 and Type 2
Jill Wilson/Debbie Percival	01/26/2018	Updated 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