University of Connecticut

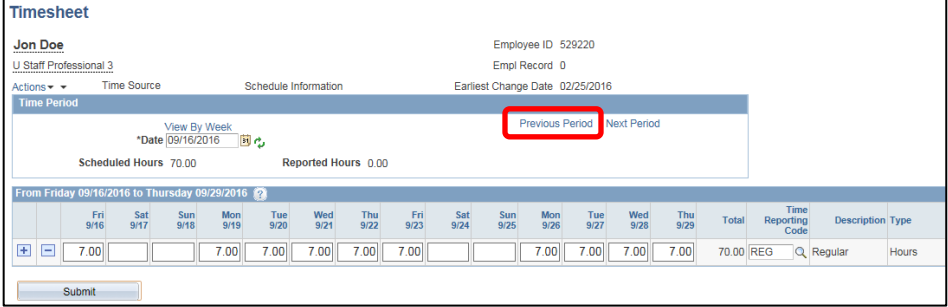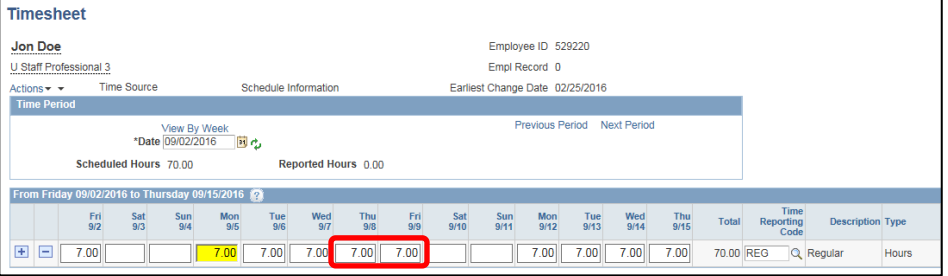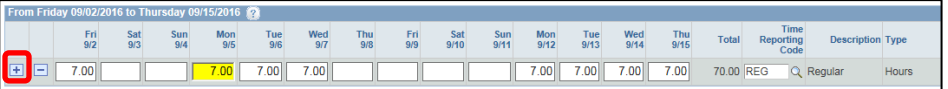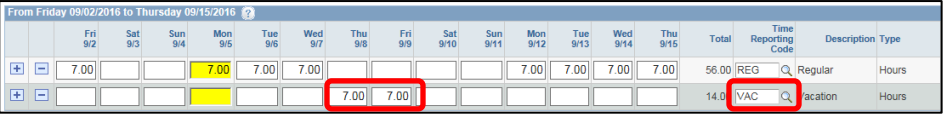# Entering a Prior Period Adjustment

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 up to four pay periods 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**.

Scenario: **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 not report the vacation time. Jon must perform a prior period adjustment to adjust his timesheet.

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 **Timesheet,** the employee's current timesheet will display. In this example, **Jon Doe** was on vacation on **Thu 9/8** and **Fri 9/9**. He will need to navigate to this timesheet. Click **Previous Period** 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, **Jon Doe** was on vacation on **Thu 9/8** and **Fri 9/9**. He needs to remove the hours of REG time reported and add VAC time.	
4	Delete the 7.0 hours of REG time on **Thu 9/8** and **Fri 9/9**. Click the **plus sign (+)** to add a new row.	
5	Enter 7.0 hours for each day vacation was taken. Then, enter VAC in the **Time Reporting Code** field.	
6	When the adjustment has been completed, click **Submit.** The new, adjusted time must run through the Core-CT overnight process to turn into payable time. The Time Approver will be able to approve the prior period adjustment the business day after submission using the **Approve Payable Time** page.	