



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

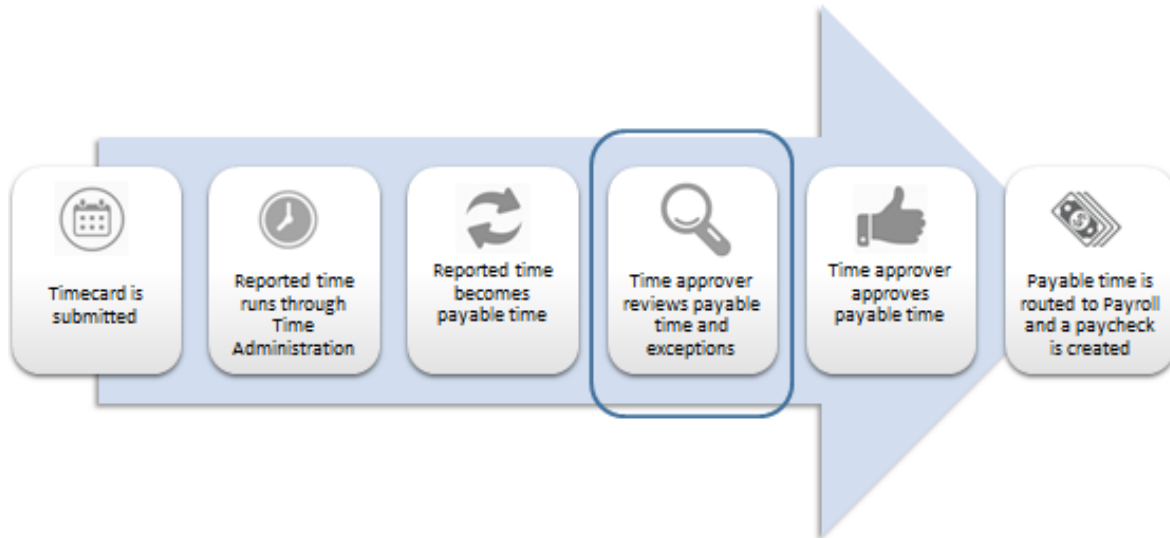
Prior period adjustments are entered and approved the same way that regular time is entered and approved. Prior period adjustments can be completed up to four pay periods in the past, and can be performed on duration, time reporting codes or shifts. If time later than four pay periods needs to be adjusted, the employee must contact the Payroll Department to complete the adjustment on their behalf.

This job aid focuses on approving prior period adjustments through the **Approve Payable Time** page.

Key Terms

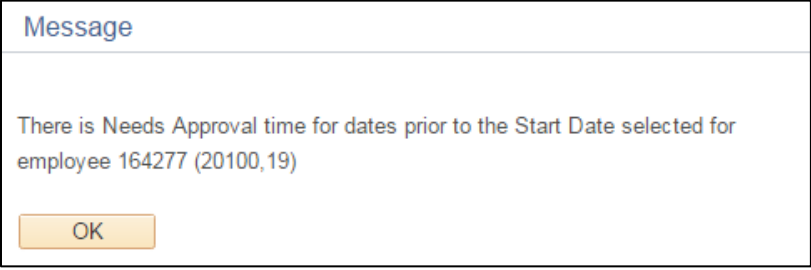
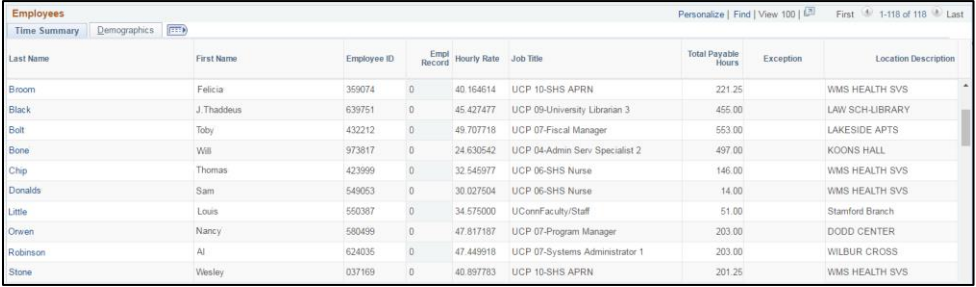
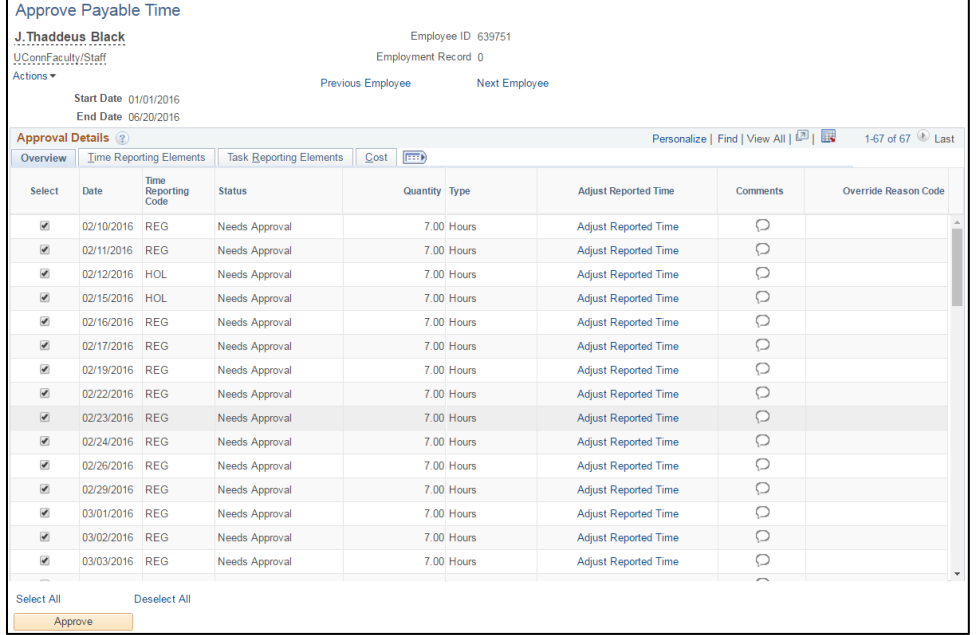
Term	Description
Payable Time	Time that is created during the Time Administration process. Payable time means the time has passed validation and is ready to be loaded to the Payroll module for paycheck calculation.
Prior Period Adjustment	Any adjusting entry made to the timesheet after time has been 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.

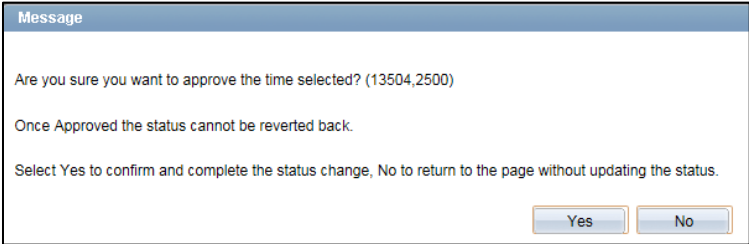
Process Steps



Process Steps

Step	Action	Screenshot
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	<p>On the Approve Payable Time search page, enter the applicable search criteria, including:</p> <ul style="list-style-type: none"> • Time Reporter Group • Employee ID • Last Name • First Name • Department <p>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 pay period.</p> <p>Click Get Employees.</p>	

Step	Action	Screenshot
3	<p>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:</p> <p>Click OK to close this message.</p>	
4	<p>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.</p> <p>Click on the Last Name of the employee to review the prior period adjustment.</p>	
5	<p>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.</p> <p>Click Approve.</p>	

Step	Action	Screenshot
6	<p>The following message will appear. Click Yes to approve the rows selected.</p>	
7	<p>A final confirmation message will appear. Click OK to close this window.</p> <p>The approved time will be ready to be loaded into Payroll for paycheck calculation.</p>	