

Functional Area

Systems Guide

Related System

TARS

Document Type

User Guide

TARS Quick Guide

Prior Pay Period Adjustments for
Supervisors and TAAs

Document Authors & Contributors:

Andrea Campos



Contents

Time & Attendance Reporting System (TARS)	2
Roles and Responsibilities.....	2
Employee.....	2
Supervisor.....	2
Time and Attendance Administrator (TAA).....	2
Prior Pay Period Adjustments	3
Definition.....	3
Details.....	3
Timeline for Prior Pay Period Adjustments.....	4
Biweekly Timesheet Deadlines	4
Monthly Timesheet Deadlines	4
How to Initiate a Prior Pay Period Adjustment as a Supervisor	5
Prior Pay Period Adjustment for Biweekly Timesheet.....	5
Prior Pay Period Adjustment for Monthly Timesheet.....	13
Resuming Prior Pay Period Adjustments	20
What to do When a Supervisor Vacates a Position	21
Steps Required for New Supervisor	21
How to Initiate a Prior Pay Period Adjustment as a TAA	25
Summary and Conclusion	30





Time & Attendance Reporting System (TARS)

The Time & Attendance Reporting System (TARS) is the system-of-record for time reporting, overtime calculations, and adjustments. Employees have a responsibility to report hours worked and/or leave taken and submit to their supervisor by the published deadlines. Timely and accurate review and approval of time records will reduce rework, special handling, and late payments. For Biweekly employees, if hours and/or leave are not recorded and submitted by the published deadlines, paychecks or direct deposits may be delayed.

In the event that a correction is required to a prior pay period, a Prior Pay Period Adjustment can be initiated by a Supervisor or Time and Attendance Administrator (TAA) in the Shared Services Centers (SSC).

Roles and Responsibilities

Employee

It is the employee's responsibility to:

- Record hours worked and/or leave taken (biweekly employees).
- Record leave in TARS before the monthly deadline (monthly employees).
- Submit timesheets to their supervisor by the published deadlines (all employees).

Supervisor

It is the supervisor's responsibility to:

- Accurately review and approve timesheets before the monthly and/or biweekly timesheet approval deadlines.
- Route the timesheet back to the employee or correct the timesheet accordingly, depending on the circumstance.
- Promptly communicate with SSC about any issues & respond to SSC requests.

Time and Attendance Administrator (TAA)

The TAA roles are assigned under the various SSCs. It is the TAA's responsibility to:

- Review and correct timesheets that are routed due to potential errors, special handling, extended leave, final pay, Prior Pay Period adjustments, and other issues requiring SSC review. (Note: Following supervisor approval, the majority of timesheets will route directly to the UCPath Center and bypass the SSCs; Prior Pay Period adjusted timesheets always route to TAAs for final approval).
- Collaborate with supervisors and/or departments to resolve questions or concerns.
- Review and correct errors discovered at the UCPath Center (UCPC), during the limited timeframe published.





Prior Pay Period Adjustments

Definition

A *Prior Pay Period adjustment* is essentially a correction to a previous pay period timesheet in order to reflect employee time reported and/or leave taken appropriately.

Details

There may be cases when an employee requires an adjustment to a prior timesheet to correctly report hours worked or leave taken. For instance, if an employee is on leave, a modification to the actual leave reported on the timesheet may be required.

Prior Pay Period adjustments are initiated by supervisors and Time & Attendance Administrators (TAA). These change requests for prior pay period adjustments may be requested as follows:

- **One** previous monthly timesheet and the previous **two** bi-weekly timesheets may be adjusted.
- The supervisor must record a reason for each adjustment.
- The original timesheet and the adjusted version are available in “Review Previous Timesheets” in history.

If the Shared Service Center (SSC) corrects a time sheet during a payroll cycle (usually due to a data error) both the employee and supervisor(s) will be able to view the original data and the correction in historical timesheets.



Timeline for Prior Pay Period Adjustments

All Prior Pay Period adjusted timesheets are submitted to the UCPATH System in the next On Cycle payroll following the “TAA Cutoff & I-181 File Creation” deadline. Refer to the [TARS Schedules](#) published on the Payroll Coordination & Analysis website to view all current and future deadlines.

Biweekly Timesheet Deadlines

Timesheets are available for Prior Pay Period adjustments as of the “TAA Cutoff & I-181 File Creation” date reflected on the TARS Schedules for that particular pay period.

Pay Cycle	Pay Period Begin	Pay Period End	Employee Cutoff -11pm	Supervisor Cutoff - 11pm	TAA Cutoff & I-181 File Creation (1:45pm)	Corrections (Express I-181) due 1:45 pm	Negative Confirmation Begins	Pay Confirm (After 4pm)	Negative Confirm Ends / Last Day for Prior Period Adjustment	Leave Accrual (After 5pm)	Check Date
B1	12-15-19	12-28-19	Wed 12-18-19 *	Thu 12-19-19 *	Mon 12-30-19 *	Thu 01-02-20 *	Thu 01-02-20 *	Fri 01-03-20 *	Tue 01-28-20		Wed 01-08-20
B2	12-29-19	01-11-20	Sun 01-12-20	Mon 01-13-20	Tue 01-14-20	Wed 01-15-20	Wed 01-15-20	Thu 01-16-20	Tue 02-11-20	Tue 01-21-20	Wed 01-22-20
B1	01-12-20	01-25-20	Sun 01-26-20	Mon 01-27-20	Tue 01-28-20	Wed 01-29-20	Wed 01-29-20	Thu 01-30-20	Tue 02-25-20		Wed 02-05-20
B2	01-26-20	02-08-20	Sun 02-09-20	Mon 02-10-20	Tue 02-11-20	Wed 02-12-20	Wed 02-12-20	Thu 02-13-20	Tue 03-10-20	Fri 02-14-20	Wed 02-19-20

For instance, timesheets in the 12/29 – 1/11 pay period are available for adjustments on 1/14/2020, up until 2/11/2020 according to the TARS Schedule.

If a Prior Pay Period Adjustment for that pay period is performed on 1/21, those adjustments will be submitted to the UCPATH System in the next On Cycle Payroll, which in this case would be 1/12 – 1/25. Adjustments will be reflected on the 2/05 paycheck date.

Monthly Timesheet Deadlines

Prior Period Adjustments for Monthly timesheets work in a similar matter, however the timing is a bit different. For instance, let us say that an adjustment is required for the 1/1 – 1/31 timesheet period. This timesheet will be available for an adjustment from Wednesday, 2/19/20 up until Monday 3/23/20 according to the TARS Schedule below. Any adjustments to this timesheet will be processed in the following On Cycle Payroll period (March) and employees should see those updates on their 4/1/20 paycheck.

Pay Cycle	Leave Period Begin Date	Leave Period End Date	Employee Cutoff - due 11pm	Supervisor Cutoff - due 11pm	TAA Cutoff & I-181 File Creation due (1:45pm)	Prior Period Adj Begins for this Pay Period	Corrections (Express I-181) due 1:45 pm	Negative Confirmation Begins	Pay Confirm (After 4pm)	Leave Accrual Posted (After 5pm)	Leave Taken in this Period Updated in UCPATH On	Check Date	Negative Confirm Ends/ Last Day for Prior Period Adj.
MO	11-01-19	11-30-19	Wed 12-04-19	Mon 12-09-19	Tue 12-17-19 (9:30AM)*	Tue 12-17-19 (9:30AM)*	Wed 12-18-19 (4PM)*	Thu 12-26-19	Fri 12-27-19	Tue 12-31-19	Thu 01-02-20	Thu 01-02-20	Wed 01-22-20
MO	12-01-19	12-31-19	Mon 01-06-20	Thu 01-09-20	Wed 01-22-20	Wed 01-22-20	Thu 01-23-20	Thu 01-23-20	Mon 01-27-20	Fri 01-31-20	Fri 01-31-20	Fri 01-31-20	Wed 02-19-20
MO	01-01-20	01-31-20	Wed 02-05-20	Mon 02-10-20	Wed 02-19-20	Wed 02-19-20	Thu 02-20-20	Thu 02-20-20	Mon 02-24-20	Fri 02-28-20	Fri 02-28-20	Fri 02-28-20	Mon 03-23-20
MO	02-01-20	02-29-20	Wed 03-04-20	Mon 03-09-20	Mon 03-23-20	Mon 03-23-20	Tue 03-24-20	Tue 03-24-20	Thu 03-26-20	Wed 04-01-20	Wed 04-01-20	Wed 04-01-20	Wed 04-22-20



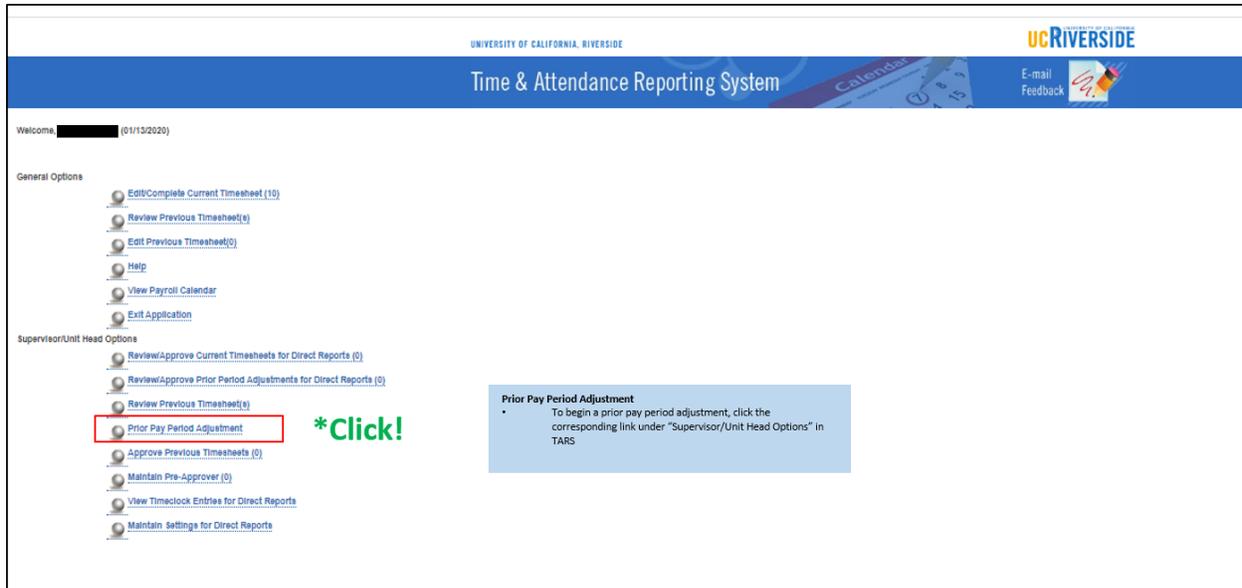


How to Initiate a Prior Pay Period Adjustment as a Supervisor

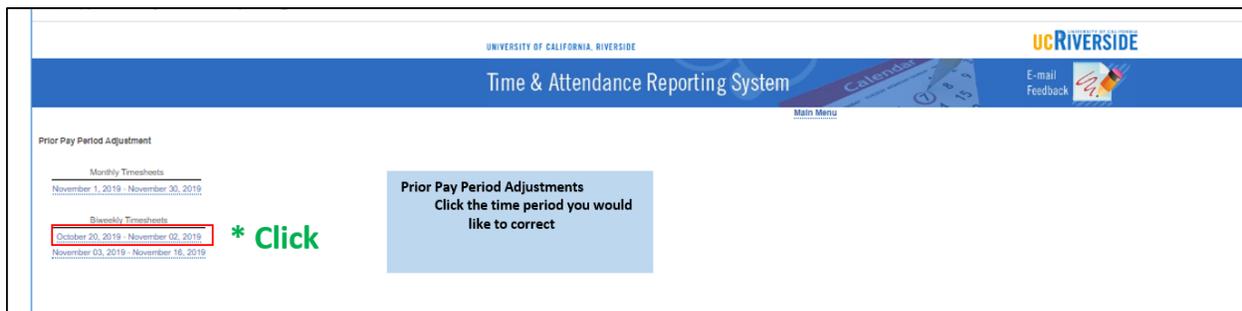
Prior Pay Period Adjustment for Biweekly Timesheet

The following steps are only for Supervisors in TARS.

1. Under the Supervisor/Unit Head Options:
 - a. Click *Prior Pay Period Adjustment* to begin the process.



2. Select the time-reporting period for the timesheet that requires the adjustment.
 - a. Only one previous monthly timesheet and two previous bi-weekly timesheets are available for adjustment.
 - b. This example will be for a biweekly timesheet.

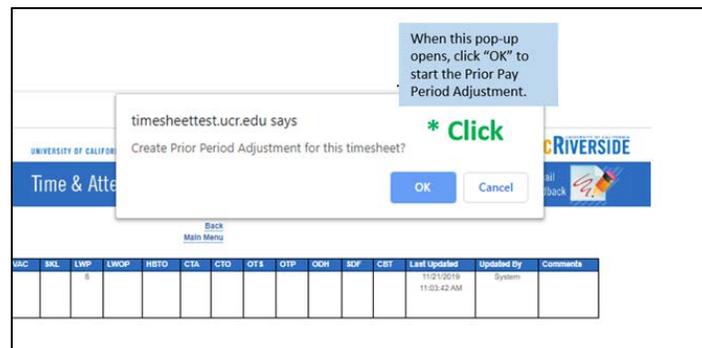




3. After selecting the time-reporting period, you will need to select the employee who possesses the timesheet that requires the adjustment.
 - a. Do this by clicking either the hyperlinked-period or the employee's name on the Prior Period Adjustment grid.

UNIVERSITY OF CALIFORNIA, RIVERSIDE																	UCRIVERSIDE			
Time & Attendance Reporting System																	E-mail Feedback			
Prior Pay Period Adjustment																	Back Main Menu			
Period	Employee Name	Employee ID	Dept	Status	REG	VAC	SKL	LWP	LWOP	HBO	CTA	CTO	OTS	OTP	ODH	SDF	CBT	Last Updated	Updated By	Comments
November 03, 2019 - November 16, 2019	Alvarez, Suzy		D01100	Submitted to Payroll	80			8			8							11/21/2019 09:49:20 AM		Hours worked on Premium Holiday
November 03, 2019 - November 16, 2019	Anderson, Mark		D01100	Submitted to Payroll	80			8			8							11/13/2019 09:33:18 AM		
November 03, 2019 - November 16, 2019	Bert, Art		D01100	Submitted to Time & Attendance Administrator				8										11/21/2019 11:03:42 AM		
November 03, 2019 - November 16, 2019	Henderson, June		D01100	Submitted to Payroll	80			8			8							11/13/2019 09:59:47 AM		
November 03, 2019 - November 16, 2019	Jones, Maria		D01100	Submitted to Time & Attendance Administrator	73			8			1							11/12/2019 04:29:48 PM		

4. Once selected, a window will pop up asking for confirmation to “Create Prior Period Adjustment for this timesheet”.
 - a. Click “OK” to continue or cancel to make a different selection.



5. After the supervisor clicks the “OK” button, the original timesheet entries will be displayed.
 - a. Original Time Entries will be displayed on the left of the “/”.

Day of Month	Total Hours	Job 1
SUNDAY NOV 17th, 2019	0	FINANCIAL SVC ANL 1
MONDAY NOV 18th, 2019	0	REG / 72 REG
TUESDAY NOV 19th, 2019	0	REG / 72 REG
WEDNESDAY NOV 20th, 2019	0	REG / 72 REG
THURSDAY NOV 21st, 2019	0	REG / 72 REG
FRIDAY NOV 22nd, 2019	0	REG / 72 REG
SATURDAY NOV 23rd, 2019	0	REG / 72 REG
SUNDAY NOV 24th, 2019	0	REG / 72 REG
MONDAY NOV 25th, 2019	0	REG / 72 REG
TUESDAY NOV 26th, 2019	0	REG / 72 REG
WEDNESDAY NOV 27th, 2019	0	REG / 72 REG
THURSDAY NOV 28th, 2019	16	PH / 16 PH
FRIDAY NOV 29th, 2019	0	PH / 16 PH
SATURDAY NOV 30th, 2019	0	PH / 16 PH
Original/Adjusted	88	16 PH, 72 REG / 72 REG, 16 PH

Week 1		Week 2		Week 1	Week 2	Total
Day of Week	Hours	Day of Week	Hours	Work Hours	Non-Work Hours	Total
Sunday	0	Sunday	0	40	32	72
Monday	0	Monday	0	0	16	16
Tuesday	0	Tuesday	0	0	8	8
Wednesday	0	Wednesday	0	0	8	8
Thursday	0	Thursday	0	0	0	0
Friday	0	Friday	0	0	0	0
Saturday	0	Saturday	0	0	0	0
Total	40	Total	32	16	0	0

- b. This timesheet displays 72 REG and 16 holiday hours as summarized towards the bottom of the timesheet.

Original/Adjusted	88	16 PH, 72 REG / 72 REG, 16 PH
-------------------	----	-------------------------------

6. Supervisors can make adjustments to the timesheet by clicking into each day on the timesheet that requires an adjustment. The time reporting widget will display on the screen:

(Note: It is also possible for the supervisor to route the timesheet back to the employee for correction. The timesheet will still require approval from the supervisor).





- Supervisors have the ability to adjust the shifts reported, adjust total hours worked, select different Time/Leave Types, and select different Time/Leave Sub-Types. They also have the ability to remove the hours that were reported that day.

The screenshot shows the 'Time Reporting Screen' interface. At the top, there is a date selector set to 'TUE 10/08' and a link for 'Apply to Date Range'. Below this, there are two rows of input fields for 'Time In', 'Time Out', 'Hours', 'Time/Leave Type', and 'Time/Leave Sub-Type'. The first row shows '8:00 AM' for Time In, '4:00 PM' for Time Out, '8' for Hours, 'Regular Working Hour' for Time/Leave Type, and 'Regular' for Time/Leave Sub-Type. A 'Remove' link is next to this row. The second row shows empty fields for Time In and Time Out, '.00' for Hours, and a dropdown menu for Time/Leave Type with 'Vacation' selected. The Time/Leave Sub-Type is 'Regular'. A 'Remove' link is next to this row. Below the rows, there is an 'Add' link and a 'Total Hours: 8.00' label. At the bottom right, there are links for 'Save & Report More Time', 'Save & Exit', 'Exit Without Saving', and 'Clear'.

(Note: The screenshot above depicts a shift being changed from Regular Working Hours to Vacation Hours).





8. Adjustments will be displayed on the timesheet by first showing the original hours, followed by removed hours, and then finally the new time entry.

a. For instance, the example below shows that 8 REG hours were first reported on 11/18/19, then those 8 REG hours removed, and 8 Vacation hours replaced the entry.

• 8 REG / -8 REG, 8 VP

OVERVIEW		TIME REPORTING	DETAILED VIEW	ATTACHMENTS	COMMENTS	APPROVAL HISTORY
Day of Month	Total Hours	Job 1 - [REDACTED]				
Position		FINANCIAL SVC ANL 1				
SUNDAY NOV 17th, 2019	0	/ Click to add hours				
MONDAY NOV 18th, 2019	8	8 REG / -8 REG, 8 VP				
TUESDAY NOV 19th, 2019	8	8 REG / Click to add hours				
WEDNESDAY NOV 20th, 2019	8	8 REG / Click to add hours				
THURSDAY NOV 21st, 2019	8	8 REG / Click to add hours				
FRIDAY NOV 22nd, 2019	8	8 REG / Click to add hours				
SATURDAY NOV 23rd, 2019	0	/ Click to add hours				
SUNDAY NOV 24th, 2019	0	/ Click to add hours				
MONDAY NOV 25th, 2019	8	8 REG / Click to add hours				
TUESDAY NOV 26th, 2019	8	8 REG / Click to add hours				
WEDNESDAY NOV 27th, 2019	8	8 REG / Click to add hours				
THURSDAY NOV 28th, 2019	16	8 PH, 8 REG / Click to add hours				
FRIDAY NOV 29th, 2019	8	8 PH / Click to add hours				
SATURDAY NOV 30th, 2019	0	/ Click to add hours				
Original/Adjusted	88	16 PH, 72 REG / 64 REG, 16 PH, 8 VP				

Reason for Adjusting Timesheet:

[Import Default Hours](#) [Clear All Hours](#)

9. Once the timesheet has been updated, select from the available options a “Reason for Adjusting Timesheet”.

a. The available choices are *Timesheet Not Submitted*, *Incorrect Hours Submitted*, or *Other*. In this case, “Incorrect hours submitted” was selected.

MONDAY NOV 18th, 2019	8			8 REG / -8 REG, 8 VP
TUESDAY NOV 19th, 2019	8			8 REG / Click to add hours
WEDNESDAY NOV 20th, 2019	8			8 REG / Click to add hours
THURSDAY NOV 21st, 2019	8			8 REG / Click to add hours
FRIDAY NOV 22nd, 2019	8			8 REG / Click to add hours
SATURDAY NOV 23rd, 2019	0			/ Click to add hours
SUNDAY NOV 24th, 2019	0			/ Click to add hours
MONDAY NOV 25th, 2019	8			8 REG / Click to add hours
TUESDAY NOV 26th, 2019	8			8 REG / Click to add hours
WEDNESDAY NOV 27th, 2019	8			8 REG / Click to add hours
THURSDAY NOV 28th, 2019	16			8 PH, 8 REG / Click to add hours
FRIDAY NOV 29th, 2019	8			8 PH / Click to add hours
SATURDAY NOV 30th, 2019	0			/ Click to add hours
Original/Adjusted	88			16 PH, 72 REG / 64 REG, 16 PH, 8 VP

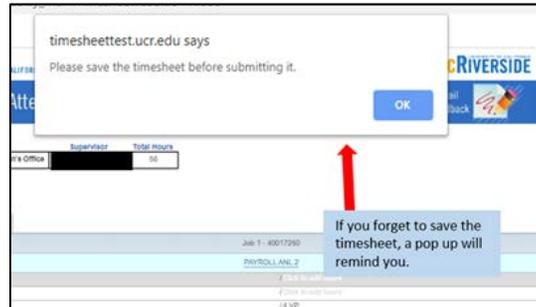
Reason for Adjusting Timesheet:

[Import Default Hours](#) [Clear All Hours](#)

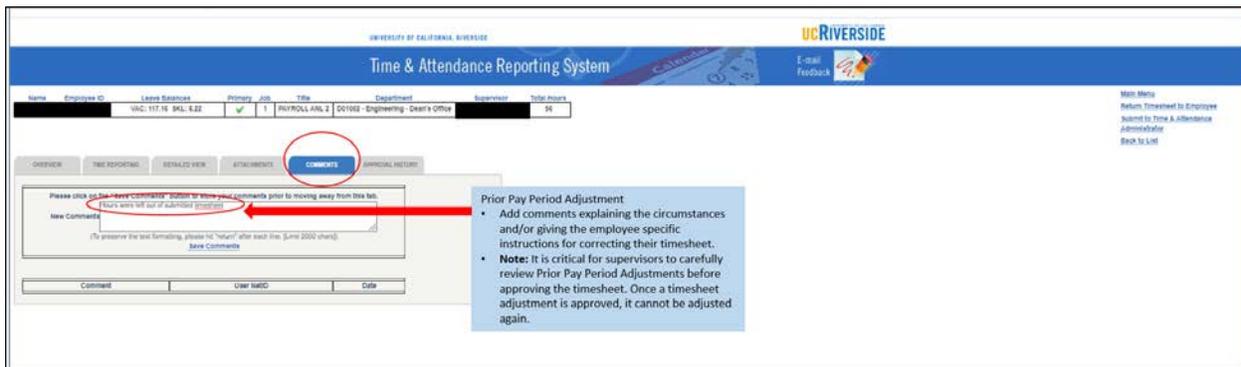
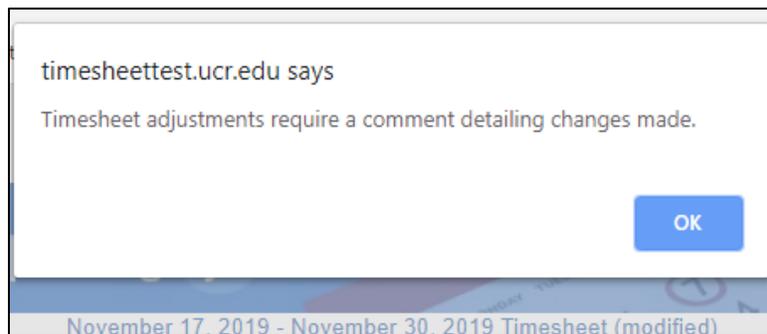
Overtime Calculations				
Week 1		Week 2		Total
Day of Week	Wk Hrs	Non-Wk Hrs	Wk Hrs	Non-Wk Hrs
Sunday	0	0	0	0
Monday	0	8	0	0
Tuesday	8	0	0	0
Wednesday	8	0	0	0
Thursday	8	0	0	0
Friday	8	0	0	0
Saturday	0	0	0	0
Sunday	0	0	0	0
Monday	0	8	0	0
Tuesday	8	0	0	0
Wednesday	8	0	0	0
Thursday	8	0	0	0
Friday	8	0	0	0
Saturday	0	0	0	0
Sunday	0	0	0	0
Monday	0	8	0	0
Tuesday	8	0	0	0
Wednesday	8	0	0	0
Thursday	8	0	0	0
Friday	8	0	0	0
Saturday	0	0	0	0
Sunday	0	0	0	0
Monday	0	8	0	0
Tuesday	8	0	0	0
Wednesday	8	0	0	0
Thursday	8	0	0	0
Friday	8	0	0	0
Saturday	0	0	0	0
Sunday	0	0	0	0
Monday	0	8	0	0
Tuesday	8	0	0	0
Wednesday	8	0	0	0
Thursday	8	0	0	0
Friday	8	0	0	0
Saturday	0	0	0	0
Sunday	0	0	0	0
Monday	0	8	0	0
Tuesday	8	0	0	0
Wednesday	8	0	0	0
Thursday	8	0	0	0
Friday	8	0	0	0
Saturday	0	0	0	0
Sunday	0	0	0	0
Monday	0	8	0	0
Tuesday	8	0	0	0
Wednesday	8	0	0	0
Thursday	8	0	0	0
Friday	8	0	0	0
Saturday	0	0	0	0
Sunday	0	0	0	0
Monday	0	8	0	0
Tuesday	8	0	0	0
Wednesday	8	0	0	0
Thursday	8	0	0	0
Friday	8	0	0	0
Saturday	0	0	0	0
Sunday	0	0	0	0
Monday	0	8	0	0
Tuesday	8	0	0	0
Wednesday	8	0	0	0
Thursday	8	0	0	0
Friday	8	0	0	0
Saturday	0	0	0	0
Sunday	0	0	0	0
Monday	0	8	0	0
Tuesday	8	0	0	0
Wednesday	8	0	0	0
Thursday	8	0	0	0
Friday	8	0	0	0
Saturday	0	0	0	0
Sunday	0	0	0	0
Monday	0	8	0	0
Tuesday	8	0	0	0
Wednesday	8	0	0	0
Thursday	8	0	0	0
Friday	8	0	0	0
Saturday	0	0	0	0
Sunday	0	0	0	0
Monday	0	8	0	0
Tuesday	8	0	0	0
Wednesday	8	0	0	0
Thursday	8	0	0	0
Friday	8	0	0	0
Saturday	0	0	0	0
Sunday	0	0	0	0
Monday	0	8	0	0
Tuesday	8	0	0	0
Wednesday	8	0	0	0
Thursday	8	0	0	0
Friday	8	0	0	0
Saturday	0	0	0	0
Sunday	0	0	0	0
Monday	0	8	0	0
Tuesday	8	0	0	0
Wednesday	8	0	0	0
Thursday	8	0	0	0
Friday	8	0	0	0
Saturday	0	0	0	0
Sunday	0	0	0	0
Monday	0	8	0	0
Tuesday	8	0	0	0
Wednesday	8	0	0	0
Thursday	8	0	0	0
Friday	8	0	0	0
Saturday	0	0	0	0
Sunday	0	0	0	0
Monday	0	8	0	0
Tuesday	8	0	0	0
Wednesday	8	0	0	0
Thursday	8	0	0	0
Friday	8	0	0	0
Saturday	0	0	0	0
Sunday	0	0	0	0
Monday	0	8	0	0
Tuesday	8	0	0	0
Wednesday	8	0	0	0
Thursday	8	0	0	0
Friday	8	0	0	0
Saturday	0	0	0	0
Sunday	0	0	0	0
Monday	0	8	0	0
Tuesday	8	0	0	0
Wednesday	8	0	0	0
Thursday	8	0	0	0
Friday	8	0	0	0
Saturday	0	0	0	0
Sunday	0	0	0	0
Monday	0	8	0	0
Tuesday	8	0	0	0
Wednesday	8	0	0	0
Thursday	8	0	0	0
Friday	8	0	0	0
Saturday	0	0	0	0
Sunday	0	0	0	0
Monday	0	8	0	0
Tuesday	8	0	0	0
Wednesday	8	0	0	0
Thursday	8	0	0	0
Friday	8	0	0	0
Saturday	0	0	0	0
Sunday	0	0	0	0
Monday	0	8	0	0
Tuesday	8	0	0	0
Wednesday	8	0	0	0
Thursday	8	0	0	0
Friday	8	0	0	0
Saturday	0	0	0	0
Sunday	0	0	0	0
Monday	0	8	0	0
Tuesday	8	0	0	0
Wednesday	8	0	0	0
Thursday	8	0	0	0
Friday	8	0	0	0
Saturday	0	0	0	0
Sunday	0	0	0	0
Monday	0	8	0	0
Tuesday	8	0	0	0
Wednesday	8	0	0	0
Thursday	8	0	0	0
Friday	8	0	0	0
Saturday	0	0	0	0
Sunday	0	0	0	0
Monday	0	8	0	0
Tuesday	8	0	0	0
Wednesday	8	0	0	0
Thursday	8	0	0	0
Friday	8	0	0	0
Saturday	0	0	0	0
Sunday	0	0	0	0
Monday	0	8	0	0
Tuesday	8	0	0	0
Wednesday	8	0	0	0
Thursday	8	0	0	0
Friday	8	0	0	0
Saturday	0	0	0	0
Sunday	0	0	0	0
Monday	0	8	0	0
Tuesday	8	0	0	0
Wednesday	8	0	0	0
Thursday	8	0	0	0
Friday	8	0	0	0
Saturday	0	0	0	0
Sunday	0	0	0	0
Monday	0	8	0	0
Tuesday	8	0	0	0
Wednesday	8	0	0	0
Thursday	8	0	0	0
Friday	8	0	0	0
Saturday	0	0	0	0
Sunday	0	0	0	0
Monday	0	8	0	0
Tuesday	8	0	0	0
Wednesday	8	0	0	0
Thursday	8	0	0	0
Friday	8	0	0	0
Saturday	0	0	0	0
Sunday	0	0	0	0
Monday	0	8	0	0
Tuesday	8	0	0	0
Wednesday	8	0	0	0
Thursday	8	0	0	0
Friday	8	0	0	0
Saturday	0	0	0	0
Sunday	0	0	0	0
Monday	0	8	0	0
Tuesday	8	0	0	0
Wednesday	8	0	0	0
Thursday	8	0	0	0
Friday	8	0	0	0
Saturday	0	0	0	0
Sunday	0	0	0	0
Monday	0	8	0	0
Tuesday	8	0	0	0
Wednesday	8	0	0	0
Thursday	8	0	0	0
Friday	8	0	0	0
Saturday	0	0	0	0
Sunday	0	0	0	0
Monday	0	8	0	0
Tuesday	8	0	0	0
Wednesday	8	0	0	0
Thursday	8	0	0	0
Friday	8	0	0	0
Saturday	0	0	0	0
Sunday	0	0	0	0
Monday	0	8	0	0
Tuesday	8	0	0	0
Wednesday	8	0	0	0
Thursday	8	0	0	0
Friday	8	0	0	0
Saturday	0	0	0	0
Sunday	0	0	0	0
Monday	0	8	0	0
Tuesday	8	0	0	0
Wednesday	8	0	0	0
Thursday	8	0	0	0



10. If you attempt to submit the timesheet and a “reason” is not selected, a pop up message will be displayed.
 - a. Click “OK” to remove the message and select a “reason”.



11. All Prior Period Adjusted timesheets require comments. If no comments are entered, a reminder message will be displayed.
 - a. Click “OK”, then navigate to the *Comments* tab to leave the required comment by typing into the “New Comments” box and clicking “Save Comments”.





12. If attachments are necessary, click on the “Attachments” tab.
 - a. Click on the “Choose File” button to browse through your files.
 - b. Once you select the file to attach, click *Attach File*.
 - c. You will see your attached file labeled below, which will also be time-stamped.

File Title	File Name	Uploaded by	Uploaded Date
	Article 47 - Shift Differential (12.5.18) (003).pdf	██████	01/21/2020

13. **!** Before completing and submitting the timesheet changes, it is recommended that you review all entries and adjustments one last time. Review the entries on both the Time Reporting and Detailed View tab before submitting the timesheet. Once a Prior Pay Period Adjustment is done to a timesheet, it cannot be adjusted again.
14. To complete the adjustment, select “Submit Timesheet to Time and Attendance Administrator (TAA)” in the upper right corner of the screen.

[Main Menu](#)
[Return Timesheet to Employee](#)
[Submit to Time & Attendance Administrator](#)
[Back to List](#)

(Note: If you are in the “Time Reporting” tab, you can also just click on the “Approve” button to submit).

APPROVE REJECT

OVERVIEW **TIME REPORTING** DETAILED VIEW ATTACHMENTS COMMENTS APPROVAL HISTORY



15. If either option is selected when submitting, a message will be displayed before moving the adjusted timesheet forward.
 - a. Once you are sure the timesheet is ready for processing, click "OK" to finalize.

The screenshot shows the 'Time & Attendance' reporting system interface. A warning dialog box is displayed, stating: "Warning: You are about to submit a Prior Period Adjustment. Once you click Submit, your entries are permanent and this timesheet cannot be adjusted again. Are you sure you want to submit?" with 'OK' and 'Cancel' buttons. A red circle highlights this dialog. Below it, a blue callout box titled 'Prior Pay Period Adjustment' contains the following text:

- Add comments explaining the circumstances and/or giving the employee specific instructions for correcting their timesheet.
- **Note:** It is critical for supervisors to carefully review Prior Pay Period Adjustments before approving the timesheet. Once a timesheet adjustment is approved, it cannot be adjusted again.

 The background shows a calendar grid for October and November 2019, and a 'Reason for Adjusting Timesheet' table with columns for Week 1, Week 2, Week 3, Week 4, and Total.

16. Returned timesheets – History.
 - a. Both the original timesheet and the modified version will be available in the “Review Previous Timesheets” view.
 - b. All versions of a timesheet are available for auditing purposes.

UNIVERSITY OF CALIFORNIA, RIVERSIDE

UCRIVERSIDE

Time & Attendance Reporting System

E-mail Feedback

Review Previous Timesheets Back
Main Menu

Period	Employee Name	Employee ID	Dept	Status	REG	VAC	SKL	LWP	LWOP	HBTO	CTA	CTO	OTS	OTP	ODH	SDF	CBT	Last Updated	Updated By	Comments
November 03, 2019 - November 16, 2019		10012222	D01100	Submitted to Payroll	80			8				8						11/13/2019 09:59:47 AM		
November 03, 2019 - November 16, 2019		10013355	D01100	Submitted to Time & Attendance Administrator	73			8			1							11/12/2019 04:29:48 PM		
November 03, 2019 - November 16, 2019		10035555	D01100	Submitted to Payroll	80			8				8						11/13/2019 09:33:18 AM		
November 03, 2019 - November 16, 2019		10033333	D01100	Submitted to Payroll	80			8				8						11/21/2019 09:49:20 AM		Hours worked on Pri
November 03, 2019 - November 16, 2019 modified	Jones, Mara	10001234		← Adjusted Timesheet				8										01/21/2020 09:40:49 AM		Test
November 03, 2019 - November 16, 2019	Jones, Mara	10001234		← Original Timesheet				8										11/21/2019 11:03:42 AM		

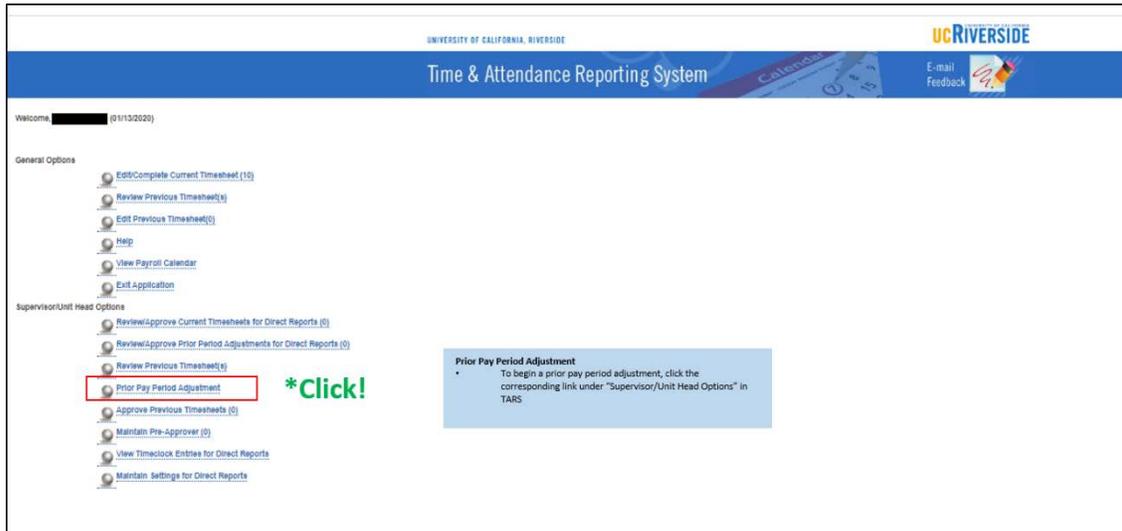




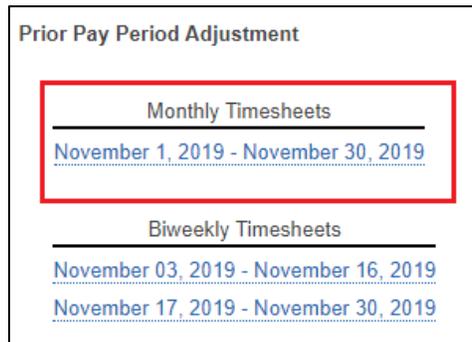
Prior Pay Period Adjustment for Monthly Timesheet

The following steps are only for Supervisors in TARS.

1. Under the Supervisor/Unit Head Options:
 - a. Click *Prior Pay Period Adjustment* to begin the process.



2. Select the time-reporting period for the timesheet that requires the adjustment.
 - a. Only one previous monthly timesheet and two previous bi-weekly timesheets are available for adjustment.
 - b. This example will be for a Monthly timesheet.

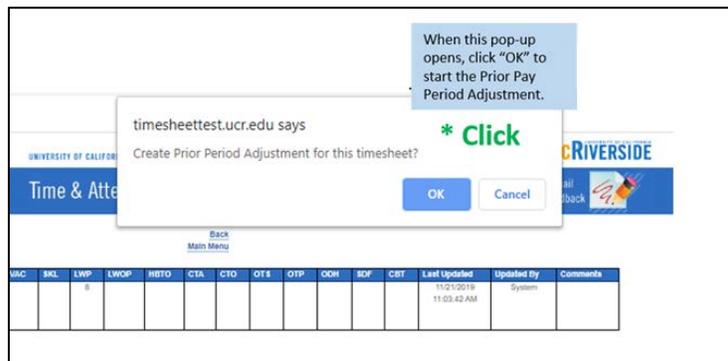




3. After selecting the time-reporting period, you will need to select the employee who possesses the timesheet that requires the adjustment.
 - a. Do this by clicking either the hyperlinked-period or the employee's name on the Prior Period Adjustment grid.

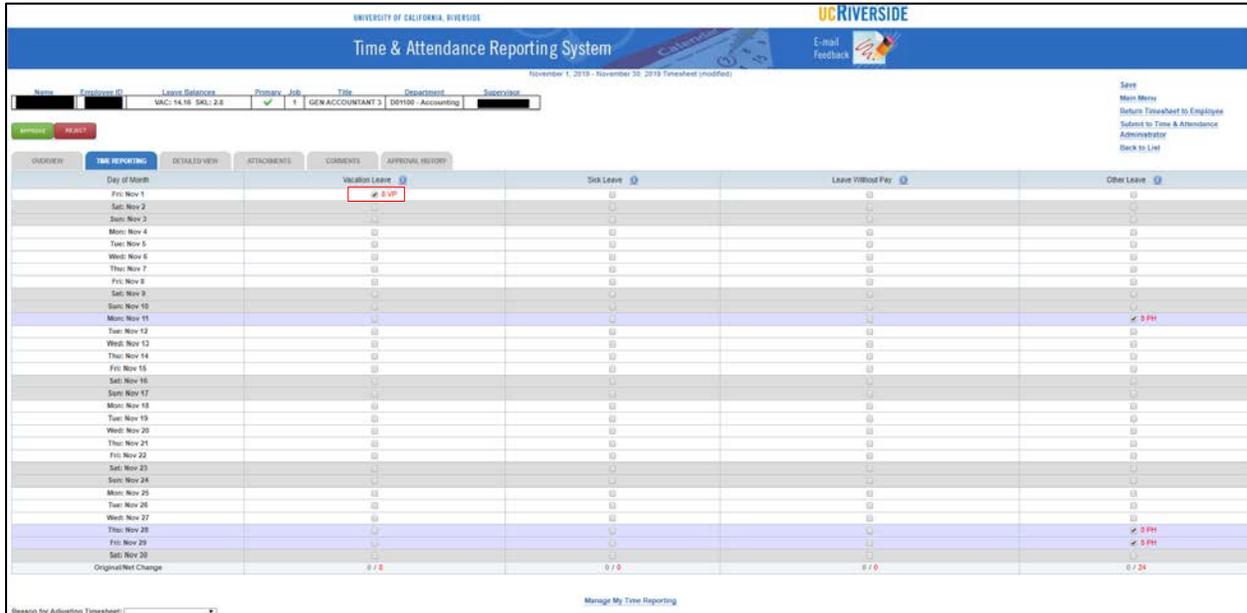
Period	Employee Name	Employee ID	Dept	Status	REG	VAC	SKL	LWP	LWOP	HBTO	CTA	CTO	OTS	OTP	ODH	SDF	CBT	Last Updated	Updated By	Comments
November 1, 2019 - November 30, 2019	[Redacted]	[Redacted]	D01100	Submitted to Time & Attendance Administrator		8		24										11/21/2019 11:03:41 AM	System	

4. Once selected, a window will pop up asking for confirmation to “Create Prior Period Adjustment for this timesheet”.
 - a. Click “OK” to continue or cancel to make a different selection.

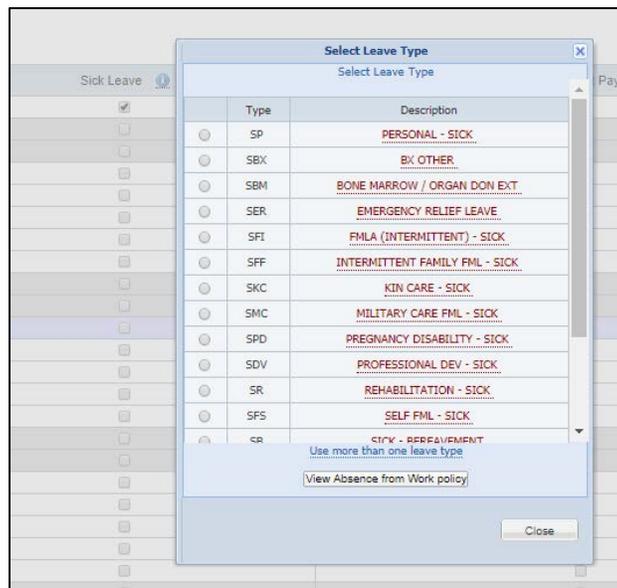




5. Once the timesheet has been opened, adjustments can be performed.
 - a. In this example, we are going to **remove** 8 hours of Vacation on Friday, 11/1 and **add** 8 hours of sick time instead



6. Uncheck the box under the Vacation Leave column on the 11/1 day. By unchecking this box, the vacation hours are deselected and should disappear for that day.
7. Click on the checkbox under the Sick Leave column on the 11/1 day.
 - a. Select a Leave Type option. In this scenario, select “SP – Personal – Sick”.

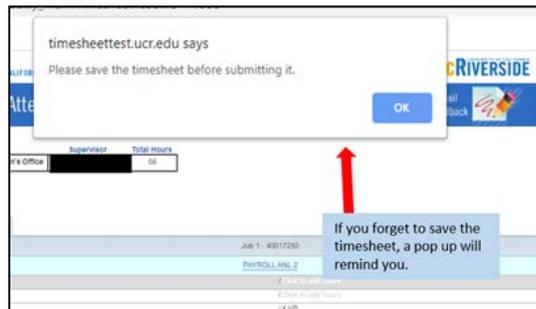




8. The added hours (8 SP) will be displayed on the right side of the checkbox, in red font. The 8 vacation hours have now been removed.

Day of Month	Vacation Leave	Sick Leave	Leave Without Pay	Other Leave
Fri: Nov 1	0	8 SP	0	0
Sat: Nov 2	0	0	0	0
Sun: Nov 3	0	0	0	0
Mon: Nov 4	0	0	0	0
Tue: Nov 5	0	0	0	0
Wed: Nov 6	0	0	0	0
Thu: Nov 7	0	0	0	0
Fri: Nov 8	0	0	0	0
Sat: Nov 9	0	0	0	0
Sun: Nov 10	0	0	0	0
Mon: Nov 11	0	0	0	8 PH
Tue: Nov 12	0	0	0	0
Wed: Nov 13	0	0	0	0
Thu: Nov 14	0	0	0	0
Fri: Nov 15	0	0	0	0
Sat: Nov 16	0	0	0	0
Sun: Nov 17	0	0	0	0
Mon: Nov 18	0	0	0	0
Tue: Nov 19	0	0	0	0
Wed: Nov 20	0	0	0	0
Thu: Nov 21	0	0	0	0
Fri: Nov 22	0	0	0	0
Sat: Nov 23	0	0	0	0
Sun: Nov 24	0	0	0	0
Mon: Nov 25	0	0	0	0
Tue: Nov 26	0	0	0	0
Wed: Nov 27	0	0	0	0
Thu: Nov 28	0	0	0	8 PH
Fri: Nov 29	0	0	0	8 PH
Sat: Nov 30	0	0	0	0
Original/Net Change	0 / 0	0 / 8	0 / 0	0 / 24

9. If you attempt to submit the timesheet and a “reason” is not selected, a pop up message will be displayed.
 - a. Click “OK” to remove the message and select a “reason”.



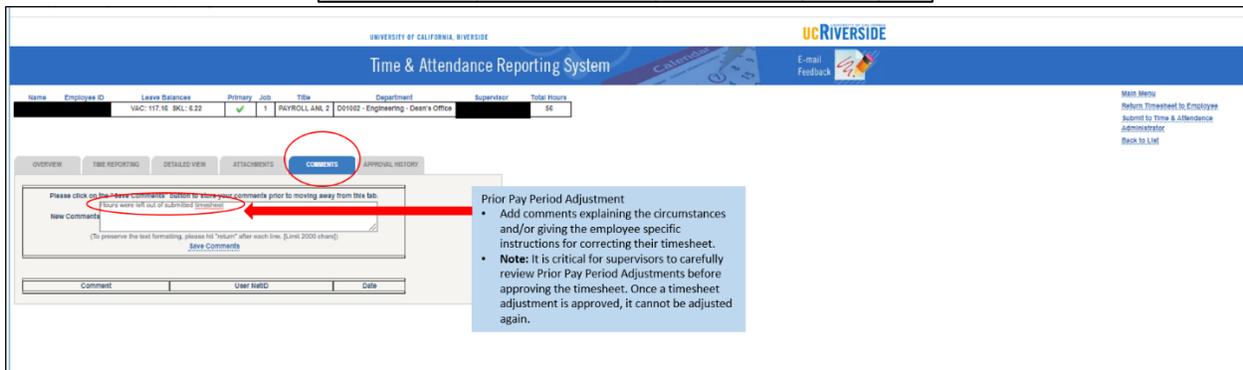
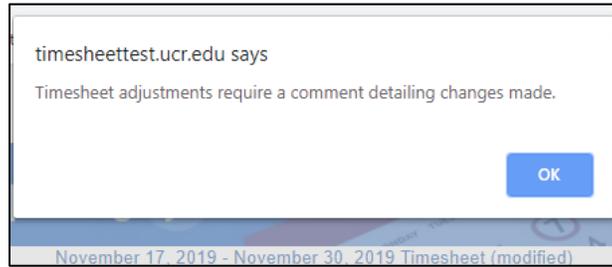
10. Select from the available options a “Reason for Adjusting Timesheet”. The available choices are *Timesheet Not Submitted, Incorrect Hours Submitted, or Other*.
 - a. In this case, “Incorrect hours submitted” was selected.

Thu: Nov 21	
Fri: Nov 22	
Sat: Nov 23	
Sun: Nov 24	
Mon: Nov 25	
Tue: Nov 26	
Wed: Nov 27	
Thu:	
Fri:	
Sat:	Timesheet not Submitted
Original/	
Reason for Adjusting Timesheet:	<input type="text" value="Incorrect Hours Entered"/>

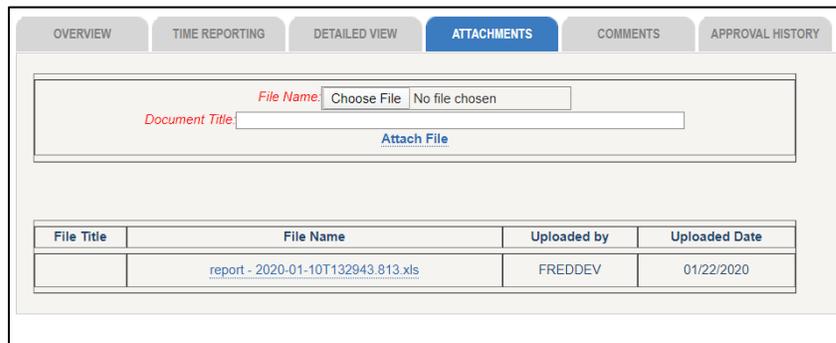




11. All Prior Period Adjusted timesheets require comments. If no comments are entered, a reminder message will be displayed.
 - a. Click “OK”, then navigate to the *Comments* tab to leave the required comment by typing into the “New Comments” box and clicking “Save Comments”.



12. If documents need to be uploaded, click on the “Attachments” tab.
 - a. Click on the “Choose File” button to browse through your files.
 - b. Once you select the file to attach, click *Attach File*.
 - c. You will see your attached file labeled below, which will also be time-stamped.

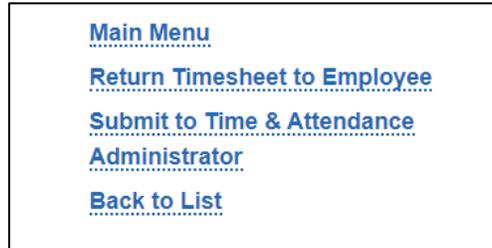


13. **!** Before completing and submitting the timesheet changes, it is recommended that you review all entries and adjustments one last time. Review the entries on both the Time Reporting and Detailed View tab before submitting the timesheet. Once a Prior Pay Period Adjustment is done to a timesheet, it cannot be adjusted again.





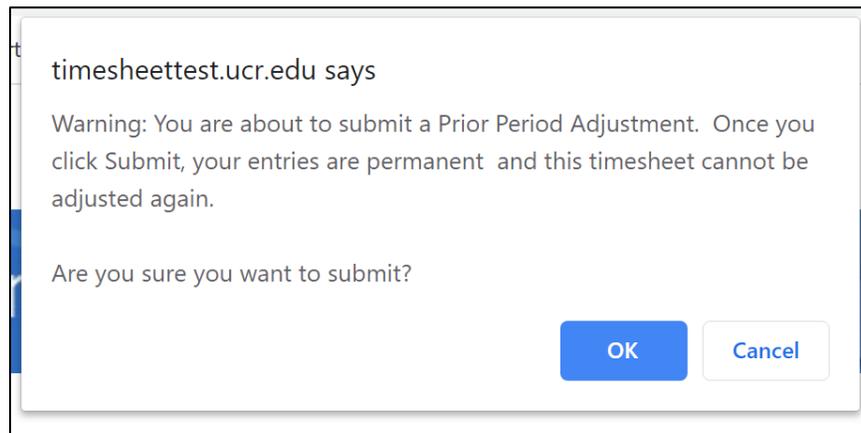
15. To complete the adjustment, select “Submit Timesheet to Time and Attendance Administrator (TAA)” in the upper right corner of the screen.



(Note: If you are in the “Time Reporting” tab, you can also just click on the “Approve” button to submit.)



16. If either option is selected when submitting, a message will be displayed before moving the adjusted timesheet forward.
 - a. Once you are sure the timesheet is ready for processing, click “OK” to finalize or “Cancel” to go back to the timesheet and make additional changes required.





17. Returned timesheets – History.

- a. Both the original timesheet and the modified version will be available in the “Review Previous Timesheets” view.
- b. All versions of a timesheet are available for auditing purposes.

UNIVERSITY OF CALIFORNIA, RIVERSIDE		UCRIVERSIDE															E-mail Feedback			
Time & Attendance Reporting System																				
Review Previous Timesheets																				
Back Main Menu																				
Period	Employee Name	Employee ID	Dept	Status	REG	VAC	SKL	LWP	LWOP	HBTO	CTA	CTO	OTS	OTP	GDH	SDF	CBT	Last Updated	Updated By	Comments
November 03, 2019 - November 16, 2019		10012222	D01100	Submitted to Payroll	80			0			0							11/12/2019 09:59:47 AM		
November 03, 2019 - November 16, 2019		10013355	D01100	Submitted to Time & Attendance Administrator	73			0			1							11/12/2019 04:29:48 PM		
November 03, 2019 - November 16, 2019		10035555	D01100	Submitted to Payroll	80			0			0							11/13/2019 09:33:18 AM		
November 03, 2019 - November 16, 2019		10033333	D01100	Submitted to Payroll	80			0			0							11/21/2019 09:49:20 AM		Hours worked on Pst
November 03, 2019 - November 16, 2019 modified		10001234		← Adjusted Timesheet				0										01/21/2020 09:40:49 AM		Test
November 03, 2019 - November 16, 2019		10001234		← Original Timesheet				0										11/21/2019 11:03:42 AM		

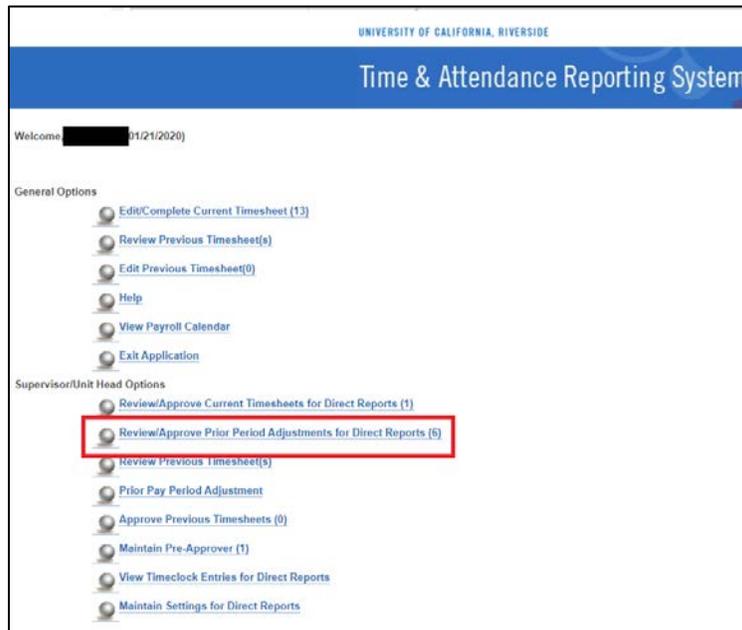




Resuming Prior Pay Period Adjustments

When beginning a Prior Pay Period Adjustment, it is recommended that you complete it right away before moving on to another task. In the event that the timesheet has been “opened” as a Prior Pay Period Adjustment but not completed, you will be able to access it to continue making the appropriate adjustments.

1. Access the Supervisor/Unit Head Options in TARS.



2. Click on the “Review/Approve Prior Period Adjustments for Direct Reports” option.
 - a. This menu option will have a number at the end that denotes how many Prior Period Adjustments are pending review/approval.
 - b. In this example, there are 6 pending timesheets.
3. The next page will display all pending Prior Pay Period Adjustment timesheets on a grid. Select the timesheet that you would like to continue working on.

Period	Employee Name	Employee ID	Dept	Status	R/G	VAC	SKL	LWP	LWOP	HE/O	C/A	C/O	O/S	O/P	O/H	S/P	C/D	Last Updated	Updated By	Preapproved Date	Preapproved By	Comments
October 06, 2019 - October 19, 2019 modified			D01100	Submitted to Supervisor														12/15/2019 03:03:03 PM				
October 20, 2019 - November 02, 2019 modified			D01100	Submitted to Supervisor														12/15/2019 02:14:17 PM				
October 06, 2019 - October 19, 2019 modified			D01100	Submitted to Supervisor														12/15/2019 03:14:51 PM				
October 06, 2019 - October 19, 2019 modified			D01100	Submitted to Supervisor							15							12/20/2019 09:59:45 AM				
October 06, 2019 - October 19, 2019 modified			D01100	Submitted to Supervisor														12/20/2019 03:27:22 PM				
October 06, 2019 - October 19, 2019 modified			D01100	Submitted to Supervisor														12/15/2019 02:32:24 PM				

(Note: When a timesheet was sent back to an employee for editing, it will be displayed in this queue once the employee has routed it to their supervisor for review/approval).





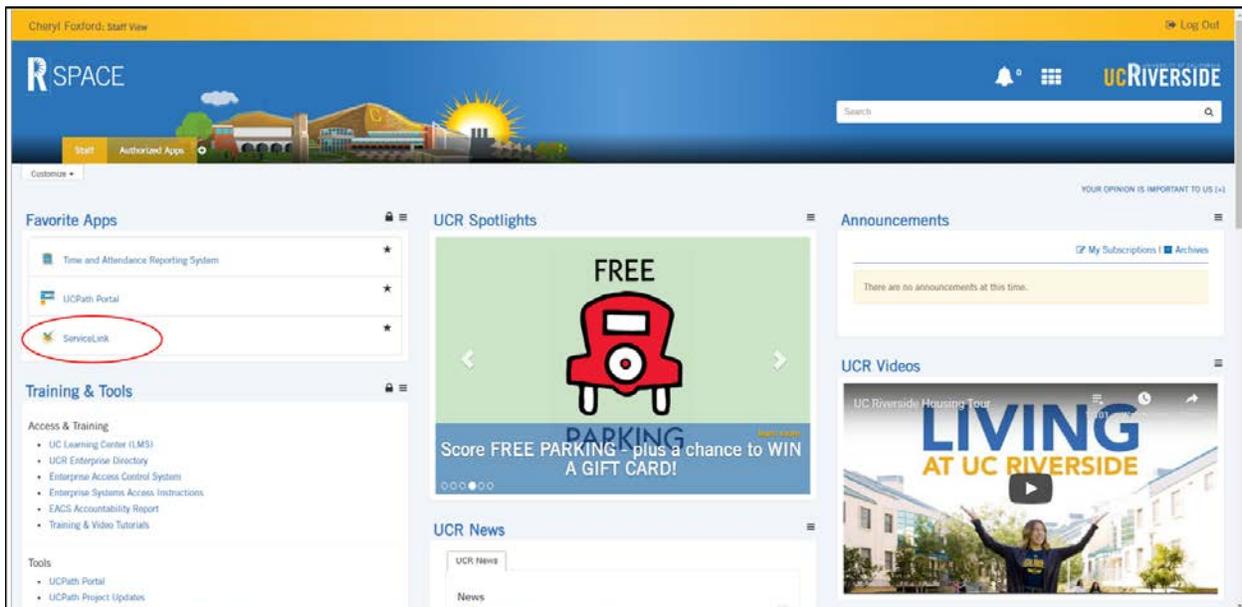
What to do When a Supervisor Vacates a Position

Occasionally, there are cases where one supervisor leaves their position and a new supervisor is appointed. When this occurs, the prior pay period adjustment can only be initiated by a TAA, as the new supervisor will not be able to access the timesheets for their employees prior to when they were appointed as supervisor.

Steps Required for New Supervisor

In order for the NEW supervisor to request a Prior Pay Period adjustment, the supervisor must have access to ServiceLink with the *Generic Initiator* role. This role is required in order for the new supervisor to open a ServiceLink ticket. Department System Access Administrators (SAA) can provision this role in the Enterprise Access Control System (EACS). (*Note: This scenario only applies to the timesheets approved by the previous supervisor.*)

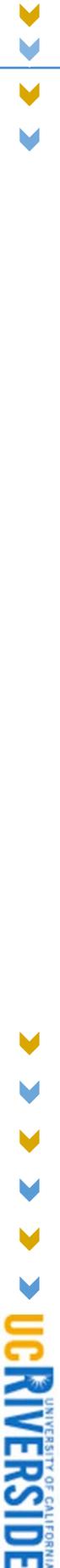
1. The first step for the new supervisor is to access Service Link.
2. ServiceLink is available through “Authorized Apps” in the R’Space Portal.



3. After clicking on ServiceLink, the screen below will be displayed.
 - a. Click on “More Services” under the *Human Resources and Academic Personnel* section.



4. The *Human Resources & Academic Personnel* screen will now be displayed.
 - a. Click on the “Generic” icon to initiate a generic request.





- The “Generic Request” form is opened. The new supervisor (Generic Initiator) must answer the three fields where there are asterisks, and the rest of the form will self-populate.

The screenshot shows the 'Generic Request' form in the UC Riverside ServiceLink system. The form is titled 'Generic Request' and includes fields for Initiator, Request Date, Transaction Type, Effective Date, Employee Name, Position Number, and various employee details. The Transaction Type and Effective Date fields are circled in red, and the Comments field is also circled in red.

- Be sure to select the appropriate “Transaction Type”. In this situation, select *Payroll Adjustments*.

The screenshot shows the 'Generic Request' form in the UC Riverside ServiceLink system. The form is titled 'Generic Request' and includes fields for Initiator, Request Date, Transaction Type, Effective Date, Employee Name, Position Number, and various employee details. The Transaction Type dropdown menu is open, showing a list of transaction types, with 'Payroll Adjustments - Request Hours or Accruals Adjustment' selected.





7. Enter the Employee's UCPATH ID, then select their position number. You can also use the look up button to search by their name.

8. In the comments section, specify the following information that will be done in TARS:
 - a. The timesheet period requiring the adjustment.
 - b. The day(s) within the selected timesheet period requiring adjustment(s) (i.e. Monday, 1/20/2020).
 - c. The number of hours to be added or removed (Note: for biweekly timesheets, please specify the new shift being added, i.e. 9:00 AM to 12:00 PM).
 - d. The type of hours to be added or removed (i.e. regular, vacation, sick, etc.)
 - e. Provide a reason for adjustment from the following choices:
 - i. Timesheet not submitted
 - ii. Incorrect hours entered
 - iii. Other
 - f. Provide specific details to be included on timesheet comments.
 - g. Lastly, provide any attachments that would be helpful to include on the Prior Period Adjusted Timesheet.
 - h. Click "Submit" to submit this request to your Shared Services Center (SSC).
9. SSC TAAs will use the procedure below to process your request.





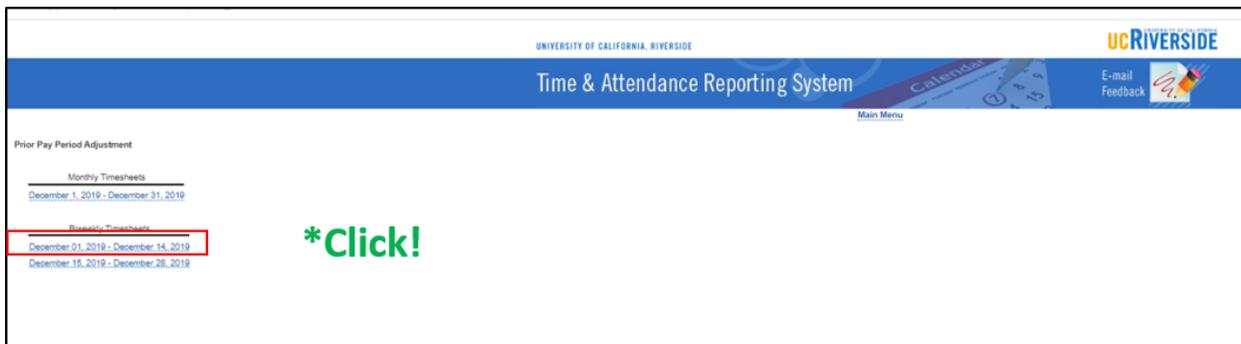
How to Initiate a Prior Pay Period Adjustment as a TAA

1. Under the Time and Attendance Administrator Options:
 - a. Click in the *Prior Pay Period Adjustment* under your SSC to begin the process.



(Note: Available options are based on accountability structure; most TAAs will only be able to access one SSC).

2. Select the time period you would like to correct.
 - a. **One** previous monthly timesheet and the previous **two** bi-weekly timesheets may be adjusted.
 - b. Refer to the [Timeline for Prior Pay Period Adjustments](#) for additional information.

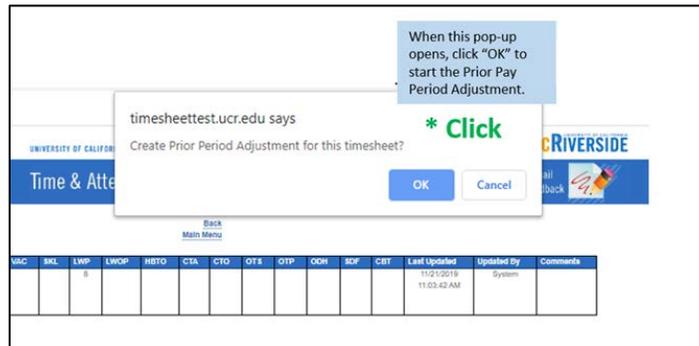




3. Select employee **and** pay period to adjust.

UNIVERSITY OF CALIFORNIA, RIVERSIDE																		UC RIVERSIDE		
Time & Attendance Reporting System																		E-mail Feedback		
Prior Pay Period Adjustment																		Back Main Menu		
Period	Employee Name	Employee ID	Dept	Status	REG	VAC	SKL	LWP	LWOP	HBTO	CTA	CTO	OTS	OTP	ODH	SDF	CBT	Last Updated	Updated By	Comments
November 03, 2019 - November 16, 2019	Alvarez, Suzy		D01100	Submitted to Payroll	80			8			8							11/21/2019 09:49:20 AM		Hours worked on Premium Holiday
November 03, 2019 - November 16, 2019	Anderson, Mark		D01100	Submitted to Payroll	80			8			8							11/13/2019 09:33:18 AM		
November 03, 2019 - November 16, 2019	Bert, Art		D01100	Submitted to Time & Attendance Administrator				8										11/21/2019 11:03:42 AM		
November 03, 2019 - November 16, 2019	Henderson, June		D01100	Submitted to Payroll	80			8			8							11/13/2019 09:59:47 AM		
November 03, 2019 - November 16, 2019	Jones, Maria		D01100	Submitted to Time & Attendance Administrator	73			8			1							11/12/2019 04:29:48 PM		

4. Once selected, the TAA is asked “Create Prior Pay Period Adjustment for this timesheet?”
 a. Click OK.



- The timesheet opens and the TAA can begin to make the corrections detailed on the ServiceLink Generic request by clicking on the hours.

The screenshot displays the 'Time & Attendance Reporting System' interface. At the top, it shows the user's name, employee ID (VAC: 206.21 SKL: 195.05), and job title (FINANCIAL SVC ANL 1). The main area features a table with columns for 'Day of Month', 'Total Hours', and 'Position'. The table lists days from Sunday, Nov 17th to Saturday, Nov 30th, 2019. The 'Total Hours' column shows 0 for most days, 8 for Monday through Friday, and 16 for Thursday, Nov 28th. The 'Position' column is set to 'FINANCIAL SVC ANL 1'. A 'Click to add hours' link is present for each day. Below the main table, there is an 'Overtime Calculations' table with columns for 'Week 1', 'Week 2', and 'Total'. The 'Total' row shows 40 work hours, 16 non-work hours, 0 comp time, and 0 shift differential.

- In this case, the TAA removed 8 regular hours on Monday, 11/18/2019 and replaced them with vacation hours.

This screenshot provides a closer look at the 'TIME REPORTING' tab. The table shows the following data for the week of November 17th to 23rd, 2019:

Day of Month	Total Hours	Position	Hours
SUNDAY NOV 17th, 2019	0	FINANCIAL SVC ANL 1	0
MONDAY NOV 18th, 2019	8	FINANCIAL SVC ANL 1	8 REG / 8 VP
TUESDAY NOV 19th, 2019	8	FINANCIAL SVC ANL 1	8 REG
WEDNESDAY NOV 20th, 2019	8	FINANCIAL SVC ANL 1	8 REG
THURSDAY NOV 21st, 2019	8	FINANCIAL SVC ANL 1	8 REG
FRIDAY NOV 22nd, 2019	8	FINANCIAL SVC ANL 1	8 REG
SATURDAY NOV 23rd, 2019	0	FINANCIAL SVC ANL 1	0
SUNDAY NOV 24th, 2019	0	FINANCIAL SVC ANL 1	0
MONDAY NOV 25th, 2019	8	FINANCIAL SVC ANL 1	8 REG
TUESDAY NOV 26th, 2019	8	FINANCIAL SVC ANL 1	8 REG
WEDNESDAY NOV 27th, 2019	8	FINANCIAL SVC ANL 1	8 REG
THURSDAY NOV 28th, 2019	16	FINANCIAL SVC ANL 1	8 PH, 8 REG
FRIDAY NOV 29th, 2019	8	FINANCIAL SVC ANL 1	8 PH
SATURDAY NOV 30th, 2019	0	FINANCIAL SVC ANL 1	0
Original/Adjusted	88	FINANCIAL SVC ANL 1	16 PH, 72 REG / 64 REG, 16 PH, 8 VP





7. Once the timesheet has been updated, select from the available options a “Reason for Adjusting Timesheet”. The available choices are *Timesheet Not Submitted*, *Incorrect Hours Submitted*, or *Other*. The ServiceLink request should specify which reason to select.

MONDAY NOV 18th, 2019	8		8 REG / 8 REG, 0 VP
TUE SDAY NOV 19th, 2019	8		8 REG / Click to add hours
WEDNESDAY NOV 20th, 2019	8		8 REG / Click to add hours
THURSDAY NOV 21st, 2019	8		8 REG / Click to add hours
FRIDAY NOV 22nd, 2019	8		8 REG / Click to add hours
SATURDAY NOV 23rd, 2019	0		/ Click to add hours
SUNDAY NOV 24th, 2019	0		/ Click to add hours
MONDAY NOV 25th, 2019	8		8 REG / Click to add hours
TUE SDAY NOV 26th, 2019	8		8 REG / Click to add hours
WEDNESDAY NOV 27th, 2019	8		8 REG / Click to add hours
THURSDAY NOV 28th, 2019	16		8 PH, 8 REG / Click to add hours
FRIDAY NOV 29th, 2019	8		8 PH / Click to add hours
SATURDAY NOV 30th, 2019	0		/ Click to add hours
Original/Adjusted	88		16 PH, 72 REG / 64 REG, 16 PH, 0 VP

Reason for Adjusting Timesheet: Timesheet not Submitted

Week 1				Week 2				Total		
Day of Week	Wk Hrs	Non-Wk Hrs	SDF	Day of Week	Wk Hrs	Non-Wk Hrs	SDF	Work Hours	Non-Work Hours	Comp Time Accrual
Sunday	0	0		Monday	8	0	0	32	8	0
Monday	0	8		Tuesday	8	0	0	32	16	0
Tuesday	8	0	0	Wednesday	8	0	0	64	24	0
Wednesday	8	0	0	Thursday	8	0	0	0	0	0
Thursday	8	0	0					0	0	0

8. All Prior Period Adjusted timesheets require comments. If no comments are entered, a reminder message will be displayed.
 - a. Be sure to note the ServiceLink Request ID in the comments.

OVERVIEW | TIME REPORTING | DETAILED VIEW | ATTACHMENTS | **COMMENTS** | APPROVAL HISTORY

Please click on the "Save Comments" button to store your comments prior to moving away from this tab.

New Comments

(To preserve the text formatting, please hit "return" after each line. [Limit 2000 chars])

[Save Comments](#)

Comment	User NetID	Date
Prior Period adjustment per RITM 123456. Removed REG hours originally reported on 11/18/19 and replaced with Vacation.	ANDREAMC (Andrea Campos)	01/22/2020

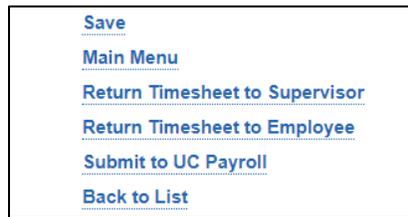




9. If attachments were included on the ServiceLink request, click on the “Attachments” tab.
 - a. Click on the “Choose File” button to browse through your files.
 - b. Once you select the file(s) to attach, click *Attach File*.
 - c. You will see your attached file labeled below, which will also be time-stamped.



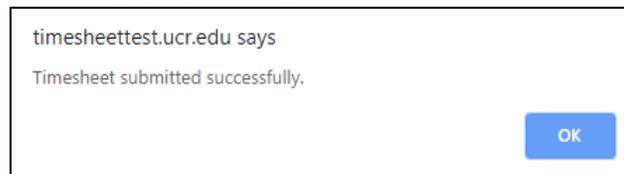
10. **!** Before completing and submitting the timesheet changes, it is recommended that you review all entries and adjustments one last time. Review the entries on both the Time Reporting and Detailed View tab before submitting the timesheet. Once a Prior Pay Period Adjustment is done to a timesheet, it cannot be adjusted again.
 - a. Click on the “Submit to UC Payroll” to complete the adjustment.



(Note: If you are in the “Time Reporting” tab, you can also just click on the “Approve” button to submit.)



- b. Click “OK” to clear pop up message.



11. Once the adjustment has been completed, the TAA can close the ServiceLink ticket with any required comments to notify the Supervisor of these actions.





Summary and Conclusion

This document is intended to assist supervisors and TAAs with initiating Prior Pay Period Adjustments not just providing the steps to accomplish that task, but to help them understand the timing and requirements behind this process. Some common reasons for Supervisors to adjust an employee's timesheet include, but are not limited to:

- Working hours and shifts reported incorrectly.
- Hours not reported at all.
- Leave hours not reported appropriately (i.e. sick instead of vacation).

The supervisor is limited to which timesheets can be adjusted. Prior Pay Period adjustments are limited to:

- One (1) previous monthly timesheet.
- Two (2) previous biweekly timesheets.

In addition, if an employee's supervisor has changed after the timesheet has been approved by a previous supervisor, a Prior Pay Period Adjustment can only be made by a TAA.

It is important to reiterate that a prior pay period adjustment should not be the standard operating method as it is not intended to be used regularly but only in certain circumstances. Supervisors should continue to review all timesheets in their queues prior to approving in order to ensure time entries have been reported accurately.

