

How Do I Enter A Prior Period Adjustment As A Time & Absence Approver? USGKB0011369

Introduction

This process describes the steps necessary to Enter a Prior Period Adjustment in Manager Self Service.

! Important

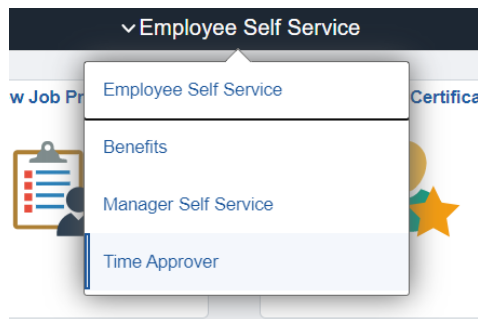
Managers can enter prior period adjustments that go back 28 days.

Contact your **institution's** Payroll Admin/ Practitioner for any changes beyond that time.

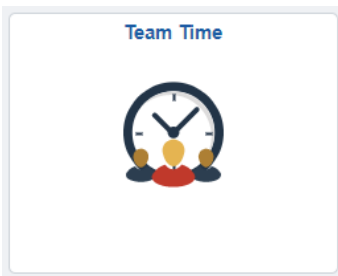
Instructions

Time Approver > Team Time tile

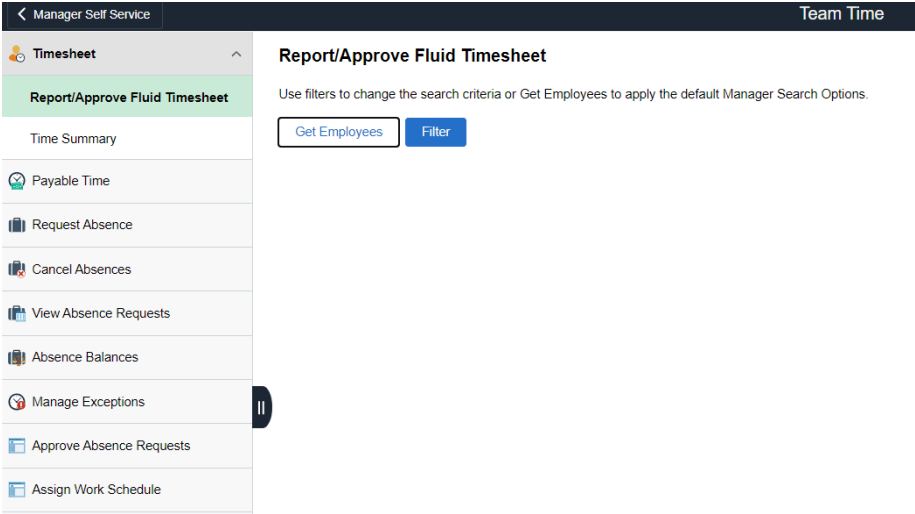
1. Select Time Approver.



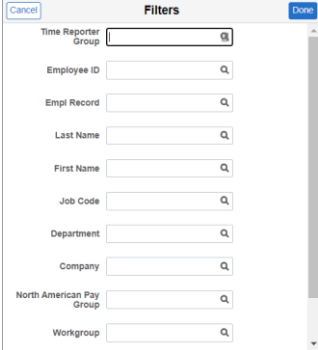
2. Click on the Team Time tile



3. Select **Report/Approve Fluid Timesheet**.



4. Click on **Filter** to search by specific filter options such as Time Reporter Group, Employee Name, Employee ID, etc and click **Done**. To search for all employees click on **Get Employees** – by selecting this option it will populate all employees assigned to you.



- Click on the date range to view the calendar to select a specific date and view prior periods.

The screenshot displays the 'Team Time' interface. At the top, it shows 'Weekly Timesheet' for a Corporal. A calendar pop-up is open, showing the month of March 2021. A red box highlights the date range '7 March - 13 March 2021'. The timesheet below shows 'Scheduled 36.00 | Reported 0 Hours | Combined Hours 0.00 Hours'. A 'Submit' button is located at the bottom right of the interface.

- Make the necessary changes by adjusting the time information into the corresponding date.

- Click on the **Submit** button

- The time is submitted to the approval workflow, and a confirmation message is displayed at the top of the page.

Timesheet is Submitted for the period 2021-02-07 - 2021-02-20

OneUSG Connect HREL 6.22 DRAFT Job Aid

*View By Week 7 February - 13 February 2021
Weekly
Scheduled 19.50 | Reported 7.00 Hours | Combined Hours 7.00 Hours | Unapproved Time 7.00

[View Legend](#) Clear Submit

Select All Approve

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status
07 Sunday Feb Reported 0.00 / Scheduled OFF	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	New + -
08 Monday Feb Reported 7.00 / Scheduled 3.90	<input type="text" value="10:00:00AM"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="5:00:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Needs Approval + -
09 Tuesday Feb Reported 0.00 / Scheduled 3.90	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	New + -

NOTE: After the timesheet is submitted it is important to make sure to **Approve** so the adjustment is properly processed on the next payroll processing cycle.

DRAFT