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*Use this job aid as a checklist to guide you through processing a prior period adjustment to attendance.*

There are multiple methods for processing prior period adjustments. The timeframe and type of prior period adjustment will determine which processing method should be used. The following outline provides information on which method should be used. Detailed instructions for each method follow in this job aid.

**For Kronos Agencies Only:** Adjustments can only be made in Kronos until the TCD file has been transmitted from Kronos to Core-CT. After the TCD interface is run for a given pay period, all updates for that pay period must be made in both Core-CT and Kronos. In Kronos, enter as historical edits. Adjustments/historical edits to time in Kronos after TCD interface is run are not sent to Core-CT.

**Part A. Prior Period Adjustments through Core-CT Timesheet:** This is the preferred method as the attendance will be corrected at the source and any pay adjustments and /or leave accrual adjustments will be calculated automatically by Core-CT. DO NOT use this method if the pay adjustment has already been made in Additional Pay or by Central Payroll via a payline correction. Also, you will be unable to use this method if the time to be adjusted is greater than four pay periods in the past from the current period.

**DO NOT USE THIS METHOD FOR NON-REPORTABLE REIMBURSEMENTS**

**IMPORTANT:** Processing a prior period adjustment on the Timesheet will result in the recalculation of time from first day of the pay period containing the date of the adjusted time to the current pay period. Even though this may not result in a pay difference, it could cause too many rows of Payable Time or too many rows of FLSA earnings (recalculation of rules such as overtime, shift differential, holiday, etc) being sent to Payroll which can prevent a paycheck from being produced.

**Note on Rotating Averaging:** Processing a prior period adjustment will result in the recalculation of rotating averaging rules. If this recalculation produces an unexpected change in pay, use Additional Pay with the appropriate rotating averaging Earnings Code to either add or deduct an amount equal to the discrepancy.

**Part B. Prior Period Adjustments through Additional Pay:** These are prior period adjustments made through Additional Pay when the time needing adjustment is greater than four pay periods from the current date or if the time to be adjusted spans more than two pay periods. When using Additional Pay to adjust time, you MUST make a corresponding attendance entry in Adjust Paid Time.

Use this method when time has been entered on the timesheet, but no paycheck is generated. The Payable Status will be Paid – Labor Distributed.

**Part C. Prior Period Adjustments through Adjust Paid Time:** These are record only adjustments and do not get processed by Time and Labor or Payroll. Adjustments are made in Adjust Paid Time for the following situations: (1) when the pay corrections have been made through Additional Pay or by Central Payroll via a payline adjustment, online check or check reversal; (2) if the adjustment is greater

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than four pay periods from the current date; (3) if the time to be adjusted spans more than two pay periods and does not affect the employees pay; (4) when the employee is on a leave of absence.

**For Kronos Agencies Only:** Employees on leave of absence on Job in Core-CT may have time and leave populated on the Kronos Timesheet. Though this time is included in the TCD interface file, this data will not load to the Core-CT timesheet as the employee is inactive. Time transmitted on the TCD interface file for employees on Leave of absence in Core-CT will instead appear on the TCD error Report for manual entry into the adjust paid time page.

Users should not post entries to Adjust Paid Time UNTIL the pay period containing the date to be changed has been distributed to the General Ledger. This usually occurs on the **Monday after Pay Confirm** and should first be verified by the payable time status located on the Payable Time Detail page. Once the payroll has been distributed the payable time status will be reflected as Paid – Labor Distributed.

**Part D. Notes on Payline Adjustments, Online Checks and Check Reversals:** This section provides information on making adjustments to the current pay period when time does not allow for making these corrections on the Timesheet.

**Parts E & F. Making Adjustments to Combo Codes:** These two sections provide information on how to make prior period changes to an employee’s funding source whether a combo code was entered on the Timesheet or the default combo code was used. Follow the instructions in Part E when the adjustment will result in a difference in pay such as changing an unpaid code to a paid code. Part F describes how to make prior period funding source changes when the adjustment will not result in a difference in pay such as updating the combo code on a SICK entry.

### *Part A – Processing Prior Period Adjustment on the Timesheet*

Part A focuses on the steps that need to be completed on the Timesheet.			
	Step	Step Details	Core-CT Module
<input type="checkbox"/>	<b>Process Prior Period Adjustment through Time and Labor (Timesheet)</b>	<ol style="list-style-type: none"><li>1. 1. Navigate to: <i>Main Menu &gt; Core-CT HRMS &gt; Manager Self Service &gt; Time Management &gt; Report Time &gt; Timesheet</i></li><li>2. Enter the Empl ID</li><li>3. Add the appropriate date range and search by clicking Get Employees</li><li>4. Add, delete or change the appropriate information</li><li>5. Click Save</li></ol> <p><b>Important:</b> Do not add a row with a negative entry in an effort to “delete” information that is already on the Timesheet. Instead, you should change the incorrect information or delete the incorrect information and add a</p>	TL

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		<p>new row with the correct information.</p> <p><b>Note:</b> This method is to be used when the adjustment is for a date that is within four pay periods from the current period. The fields will be available for entry on the Timesheet.</p> <p><b>DO NOT USE THIS METHOD FOR NON-REPORTABLE REIMBURSEMENTS – do not change any information on the row. Changes to any information on the row will result in no pay for the current period.</b></p>	
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*Part B - Processing a Prior Period Adjustment through Additional Pay for Payments due to an Employee*

Part B focuses on the steps that need to be completed on the Additional Pay page			
	Step	Step Details	Core-CT Module
<input type="checkbox"/>	<b>Process Prior Period Adjustment through Payroll (Additional Pay)</b>	<ol style="list-style-type: none"> <li>1. Navigate to: <i>Main Menu &gt; Core-CT HRMS &gt; Payroll for North America &gt; Employee Pay Data USA &gt; Create Additional Pay</i></li> <li>2. Enter Empl ID and search</li> <li>3. Check to see if the employee has an existing row for the Earnings Code you wish to use. If yes, click the <span style="border: 1px solid blue; padding: 0 2px;">+</span> button across from the Effective Date. If no, add a new row by clicking the <span style="border: 1px solid blue; padding: 0 2px;">+</span> button across from an existing Earnings Code.</li> <li>4. Enter the Earnings Code, if necessary</li> <li>5. Enter the Effective Date as the first day of the current pay period</li> <li>6. Enter Addl Seq # as “1”</li> <li>7. Enter the End Date as the last day of the current pay period</li> <li>8. Enter the Earnings, Hours or Hourly Rate, as applicable. Enter these values as positive values for all prior period adjustments.</li> <li>9. Check the “OK to Pay” checkbox</li> <li>10. Click Save</li> </ol> <p><b>Important:</b> Complete Part C – Adjust Paid Time. An entry on this page <b>must</b> be completed when a payment is made in Additional Pay to correct a Time and Labor issue.</p> <p><b>Important:</b> Failure to make an Adjust Paid Time entry will</p>	PY

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		<p>cause Payroll and Time and Labor records to be out of sync. It will also cause the accrual balances to become out of balance if the adjustment involves a Sick, Vacation or PL Earnings Code.</p> <p><b>Important:</b> This method is to be used when the adjustment is for a date which is greater than four pay periods in the past and cannot be done on the Timesheet because the fields are not available for entry.</p>	
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### Part C – Processing Prior Period Adjustments through Adjust Paid Time

Part C lists the steps that need to be completed on the Adjust Paid Time page.			
	Step	Step Details	Core-CT Module
<input type="checkbox"/>	<p><b>Record Prior Period Adjustment on the Adjust Paid Time page</b></p>	<ol style="list-style-type: none"> <li>1. Navigate to: <i>Main Menu &gt; Core-CT HRMS &gt; Time and Labor &gt; Report Time &gt; Adjust Paid Time</i></li> <li>2. Enter Empl ID and search</li> <li>3. Choose the Pay Period the Adjustment is for.</li> <li>4. To change attendance: Delete an existing row by clicking the <input type="button" value="-"/> button and add a new row by clicking the <input type="button" value="+"/> button, as appropriate for the change you are making. These rows will appear with a status of Closed.</li> <li>5. Click Save</li> </ol> <p><b>Note:</b> Only one pay period can be viewed at a time.</p> <p><b>Important:</b> DO NOT correct entries by adding a negative one. Instead delete incorrect entries and add the correct one.</p> <p><b>Important:</b> Adjust Paid Time is a record only adjustment but will cause the accrual balances on the Timesheet to be updated if you are changing time that involves accruals. You must make a corresponding adjustment on the Timesheet in the current pay period in order to also update the Review Accrual Balance page. (For example, if you are changing 8 hours SICK to 8 hours VAC in Adjust Paid Time then you need to add to the Timesheet 8 hours SKAA and -8 hours VAD.) If the change affects pay (For example, changing ULSCK to VAC) and the payment was made in Payroll no further processing is necessary.</p>	<p>TL</p>

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		<p><b>Important:</b> If a corresponding entry is not made on the Timesheet as noted above, the employee may gain accruals to which he/she is not entitled or may lose accruals to which he/she is entitled. This is because there is an automatic process which runs after Pay Confirm to sync up the two balances. This process will copy the Review Accrual Balance page balance to the Timesheet balance when those two balances are different.</p>	
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### *Part D – Notes on Payline Adjustments, Online Checks and Check Reversals*

Part D contains notes on processing Payline Adjustments, Online Checks and Check Reversals.			
	Step	Step Details	Core-CT Module
<input type="checkbox"/>	<b>Payline Adjustment</b>	<p>Complete the Pay Corrections Template and submit to Central Payroll by 11:00 on Pay Confirm Thursday.</p> <p><b>Important:</b> This may be necessary to correct, add, or delete an entry from an employee's paycheck.</p> <p><b>Important:</b> If the corrections sent to Central Payroll are not already captured in Time and Labor, a corresponding entry must be made on the Adjust Paid Time page. See Part C for instructions.</p>	PY
	<b>Online Checks</b>	<p>Complete the Online Check Request form and submit to Central Payroll.</p> <p><b>Important:</b> If the time to be paid via Online Check is not already captured in Time and Labor, a corresponding entry must be made on the Adjust Paid Time page. See Part B for instructions.</p>	
	<b>Check Reversal</b>	<p>Complete the COP-9 form and submit to Central Payroll.</p> <p><b>Important:</b> The time paid in the check to be reversed must be deleted from the Adjust Paid Time page. See Part B for instructions on deleting time from this page.</p>	

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### Part E – Processing a Prior Period Adjustment to Combo Codes ONLY when Pay is affected

Part E lists the steps that need to be completed for Combo Code changes ONLY when pay is affected.

	Step	Step Details	Core-CT Module
<input type="checkbox"/>	<p><b>Adjustment Creates a Difference in Pay</b></p>	<ol style="list-style-type: none"> <li>1. Navigate to: <i>Main Menu</i> &gt; <i>Core-CT HRMS</i> &gt; <i>Manager Self Service</i> &gt; <i>Report Time</i> &gt; <i>Timesheet</i></li> <li>2. Enter EmplID</li> <li>3. Enter Date</li> <li>4. To change Combo Code: Delete the existing Combo Code and enter the new one for the row of attendance you wish to change.</li> <li>5. If you wish to change the Combo Code for only one day's attendance on a row, first delete the hours. Add a new row by clicking the <span style="border: 1px solid blue; padding: 0 2px;">+</span> button and add the appropriate information including the new Combo Code.</li> <li>6. Click Save</li> </ol> <p><b>Important:</b> DO NOT correct entries by adding a corresponding negative one. Instead delete the incorrect entry and add the correct one.</p> <p><b>Important:</b> In order for combo code adjustments to be processed through to the GL, the adjustment MUST create a difference in pay (i.e., ULAW to VAC). In addition, the employee must be active and be receiving a paycheck in the current cycle. Adjustments will NOT be processed for employees who are inactive on Job Data, inactive in Time and Labor or otherwise not receiving a paycheck in the current pay cycle.</p> <p><b>Important:</b> The new Combo Code will be uploaded to payroll and processed in the current pay period. It will also be passed to the General Ledger (GL) in the current cycle. The new Combo Code will be based on the current Journal Date NOT the actual period it was intended to be charged to.</p> <p><b>Important:</b> Adjustments that will not create a difference in pay MUST be made using a Spreadsheet Journal Entry. See the instructions in the next section.</p>	<p>TL</p>

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*Part F – Processing a Spreadsheet Journal Entry when Prior Period Adjustments DO NOT affect Pay*

Part F lists the steps that need to be completed for Combo Code changes that DO NOT affect pay.			
	Step	Step Details	Core-CT Module
<input type="checkbox"/>	<b>Adjustment Does Not Create a Difference in Pay</b>	<ol style="list-style-type: none"> <li>1. The Agency Budget Specialist submits a GL Journal Adjustment Spreadsheet to Central Accounting to adjust earnings and related fringe costs.</li> <li>2. The Agency Timekeeper performs an adjustment using the Adjust Paid Time page. See Part C for detailed instructions on making this adjustment.</li> </ol> <p><b>Note:</b> This method should also be used for changes to Non-Reportable Reimbursements.</p> <p><b>Important:</b> In GL an agency has 10 days from the end of an accounting period to submit journal entries affecting payroll postings to that prior period. Five additional days are required by Central Accounting to review and post these journals. The same timeframe holds for prior fiscal year adjustments.</p> <p><b>Important:</b> Adjustments to prior period accounting periods that have closed are not available in GL.</p> <p><b>Important:</b> Adjustments which do not create a difference in pay (i.e., changing the combo code on SICK entry) MUST be processed through a Spreadsheet Journal Entry.</p>	<b>TL</b>