

## How Do I Enter A Prior Period Adjustment as a Manager? (MSS Job Aid) USGKB0011037

### Introduction

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

### ! Important

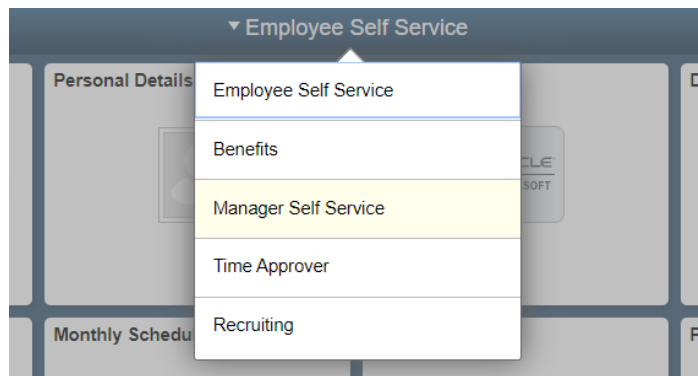
Managers can enter prior period adjustments that go back 28 days.

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

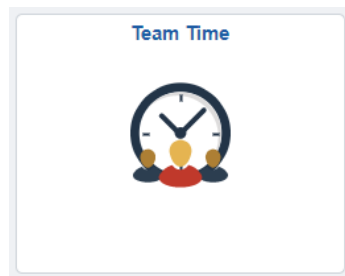
### Instructions

MSS> Team Time tile

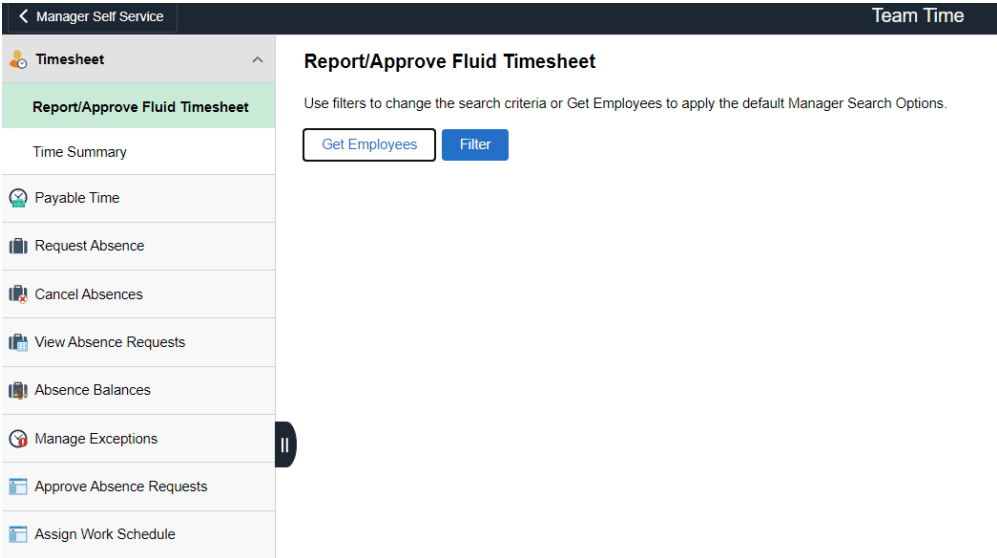
1. Select MSS.



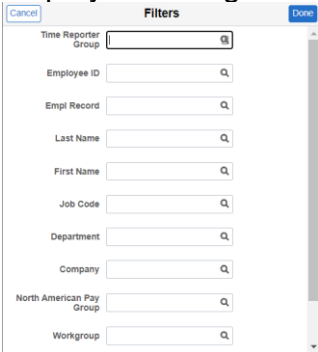
2. Click on the Team Time tile



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.



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

**Team Time**

**Weekly Timesheet**  
Job Details 1062424 - LAF-Public Safety

Corporal  
[Return to Select Employee](#)  
- 1

Earliest Change Date 11/15/2020

\*View By

7 March - 13 March 2021

Weekly  
Scheduled 36.00 | Reported 0 Hours | Combined Hours 0.00 Hours

[View Legend](#)

\*Time Reporting Code

8-Monday	9-Tuesday	10-Wednesday	11-Thursday	12-Friday	13-Saturday	13-Saturday
Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 12 Reported 0	Scheduled 12 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Comments <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- 6. Make the necessary changes by adjusting the time information into the corresponding date.
- 7. Click on the **Submit** button
- 8. The time is submitted to the approval workflow, and a confirmation message is displayed at the top of the page.

9. **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
<b>07</b> 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 <span>+</span> <span>-</span>
<b>08</b> 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 <span>+</span> <span>-</span>
<b>09</b> 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 <span>+</span> <span>-</span>

**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