

Prior Period Adjustments



Managers: Use this job aid to handle adjustments to time entered.

Getting started:

There are 3 types of adjustments:

1. **Holiday hours** for the current pay period. See *Holiday Adjustments - Manager Job Aid*
2. **Modify entries in Time Tracking** for time submitted in the past month
3. **Adjustments** pertaining to pay periods prior to the last month that will require a Payroll Adjustment Form (PAF)

Please Note:

- Pay periods **older** than two pay periods are closed and unavailable for editing.
- Pay periods less than two pay periods old may be locked for a short time for processing at the conclusion of a pay period.
- Workday periodically performs service updates which may result in the system being temporarily unavailable. Generally, these downtimes do not exceed 4 hours and are performed during non-peak times.
- Contact the [Payroll Team](#) if you have additional questions or issues in making prior period adjustments

Modify entries for previous two pay periods:

1. From the Workday homepage, click on **Time and Absence**
2. In the “Tasks” menu, click on **More** and select **Enter Time for Worker**
3. In the **Worker** field, use the prompt to search for the associate
4. The **Date** field will auto-fill with today’s date, click OK to continue
5. Using the calendar, click on the time block to be modified and edit the time block as needed (time in, time out, position, etc.)
6. Click OK to save
7. Select **Review**, then view the summary and acknowledgement, then select **Submit**.

The screenshot shows the 'Enter Time' interface for the date 05/08/2019. It features several input fields: 'Time Type' is set to 'Hours Worked'; 'In' and 'Out' are empty text boxes; 'Out Reason' is a dropdown menu currently showing 'Out'; 'Hours' is a text box containing '0'; and 'Position' is a dropdown menu showing 'Group Class - J&J Ethicon, H+F ...'. Each field has a red asterisk indicating it is required.

Modify entries for older pay periods (beyond the previous two):

You will need to complete a Payroll Adjustment Form (PAF). Please contact the [Payroll Team](#) for a copy of this form.