CA PPM Timesheet Adjustments

Overview

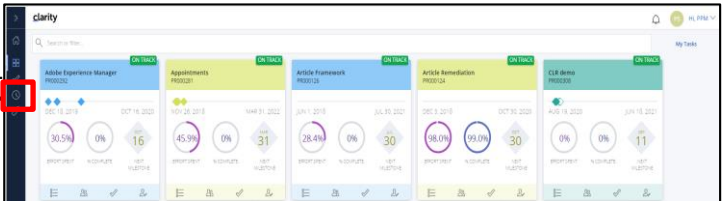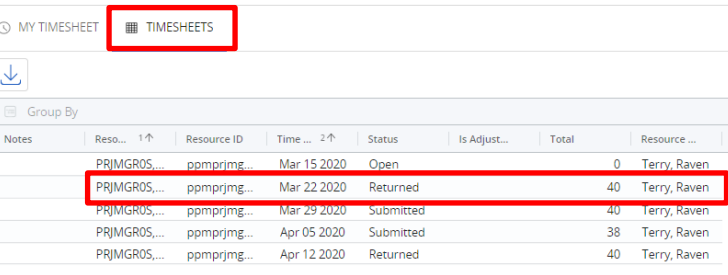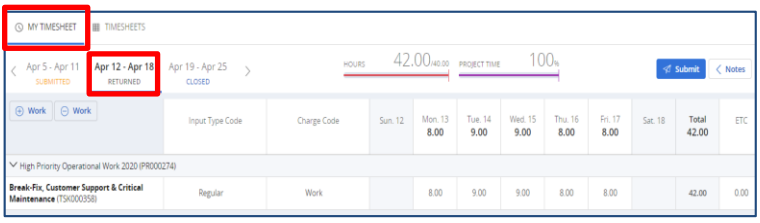- A timesheet adjustment must occur to make a change to a posted timesheet.
- NO adjustments can be made after the time period is closed, which is two weeks after initial submission.
- By creating an adjustment timesheet, you are creating a copy of the original timesheet. Two versions of the timesheet will then exist: the original timesheet (Adjusted) and the new, modified timesheet (Adjustment).
- Adjustments are approved like regular timesheets for open time periods.
- Adjustment timesheets must be submitted in order to be reviewed and approved.
- Users can perform their own adjustments, or their resource manager can make the adjustment after the manager returns the timesheet.

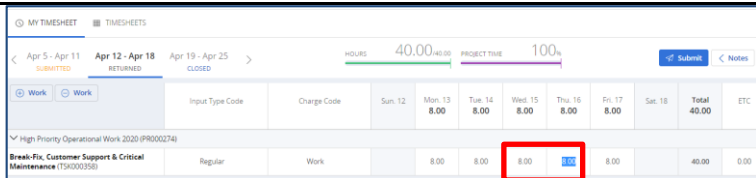| Instructions	Screen

Log In for CA PPM
 	
Access CA PPM through the My SSO Apps page under the Helpful Links section on the KC.
• If needed the login for My SSO Apps is:
  - Username: Payroll ID
  - Password: Windows Password	

Access Timesheet to be adjusted 1. Click the **timesheet icon** 🕐 on the left navigation panel. 2. This will open to the Current Timesheet page. 3. Click on the **Timesheets** tab to get a list of your timesheets. Here you can see the status of your timesheets where you can find your Returned timesheet.	
4. Click back on **My Timesheets** tab and scroll using the left/right arrow to find the time period that you need to adjust. 5. Click on the time period with **Returned** status.	

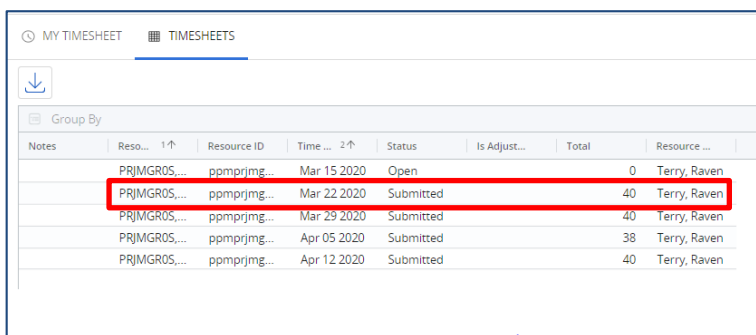|	
6. Here you can adjust the hours, if that is the change needed. 7. You can also add new tasks using the ⊕ Work icon (see Time Entry for Time Trackers QRG for more detail) and add hours to that task 8. You can also remove tasks using the ⊖ Work icon (see Time Entry for Time Trackers QRG for more detail) to remove tasks not needed. 9. You also have the opportunity to add notes to the timesheet as needed, using the ‹ Notes button. 10. After making adjustments and adding any notes, click on the ⊲ Submit button to send to the Resource Manager for approval.	
11. Click back on the **Timesheets** tab and you will see that the timesheet you just adjusted is back in **Submitted** status.	