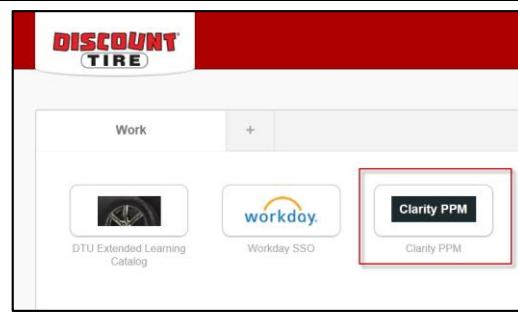
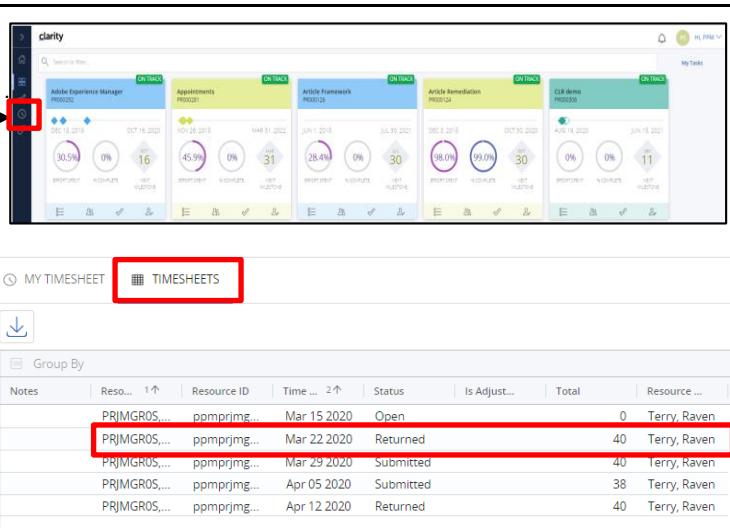
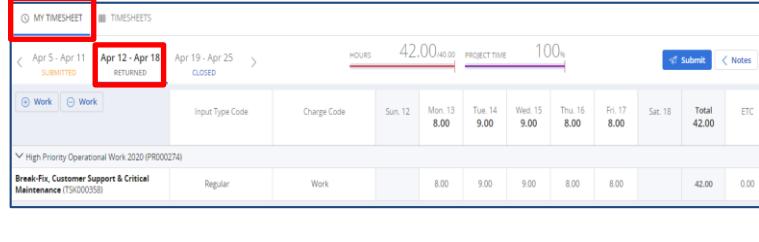


CA PPM Timesheet Adjustments

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
<p><u>Log In for CA PPM</u></p> <p>Access CA PPM through the My SSO Apps page under the Helpful Links section on the KC.</p> <ul style="list-style-type: none"> • If needed the login for My SSO Apps is: <ul style="list-style-type: none"> - Username: Payroll ID - Password: Windows Password 	
<p><u>Access Timesheet to be adjusted</u></p> <ol style="list-style-type: none"> 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. 	
<ol style="list-style-type: none"> 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  Submit on the  button to send to the Resource Manager for approval.

My Timesheet		Timesheets																		
		Apr 5 - Apr 11		Apr 12 - Apr 18		Apr 19 - Apr 25		Hours		40.00		Project Time		100%		Submit	Notes			
		SUBMITTED		RETURNED		CLOSED														
		Work	Work	Input Type	Code	Charge Code	Sun. 12	Mon. 13	8.00	Tue. 14	8.00	Wed. 15	8.00	Thu. 16	8.00	Fri. 17	Sat. 18	Total	40.00	ETC
High Priority Operational Work 2020 (PR000274)																				
Break-Fix, Customer Support & Critical Maintenance (TS0000358)		Regular	Work				8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	40.00	0.00			

11. Click back on the **Timesheets** tab and you will see that the timesheet you just adjusted is back in **Submitted** status.

⌚ MY TIMESHEET 🕒 TIMESHEETS

Notes	Reso... 1个	Resource ID	Time ... 2个	Status	Is Adjust...	Total	Resource ...
PRJIMGROS...	ppmprjmg...		Mar 15 2020	Open		0	Terry, Raven
PRJIMGROS...	ppmprjmg...		Mar 22 2020	Submitted		40	Terry, Raven
PRJIMGROS...	ppmprjmg...		Mar 29 2020	Submitted		40	Terry, Raven
PRJIMGROS...	ppmprjmg...		Apr 05 2020	Submitted		38	Terry, Raven
PRJIMGROS...	ppmprjmg...		Apr 12 2020	Submitted		40	Terry, Raven