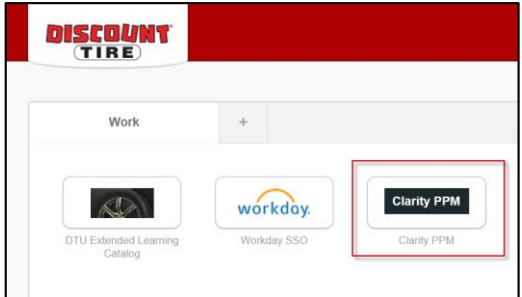

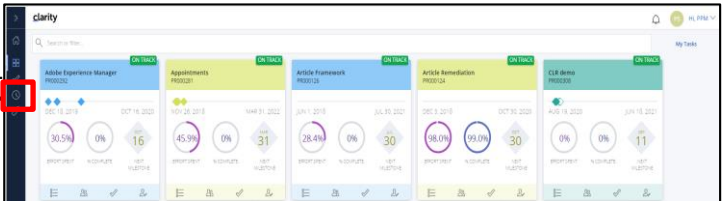
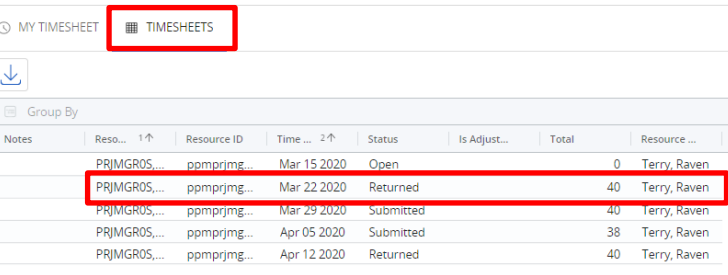
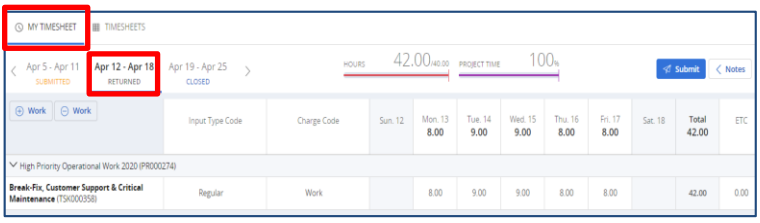



CA PPM Timesheet Adjustments


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. <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 	
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.	

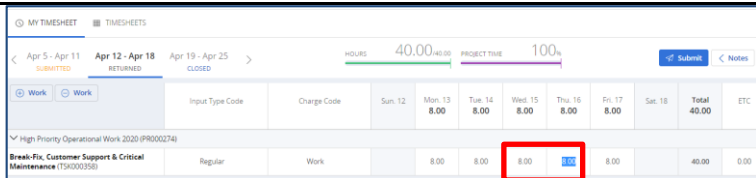
6. Here you can adjust the hours, if that is the change needed.

7. You can also add new tasks using the  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  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  button.

10. After making adjustments and adding any notes, click on the  button to send to the Resource Manager for approval.



MY TIMESHEET TIMESHEETS

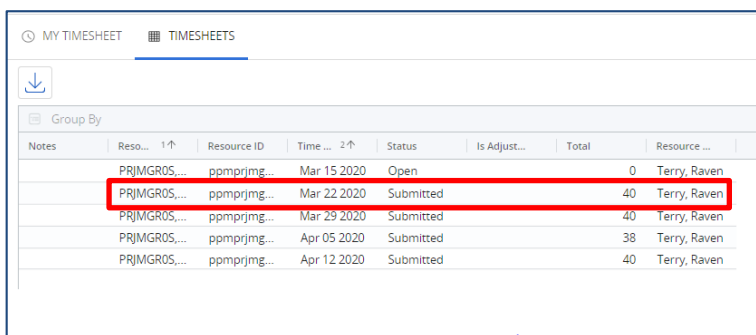
Apr 5 - Apr 11 SUBMITTED Apr 12 - Apr 18 RETURNED Apr 19 - Apr 25 CLOSED

HOURS 40.00/40.00 PROJECT TIME 100%

Submit Notes

Input Type Code	Charge Code	Sun 12	Mon 13	Tue 14	Wed 15	Thu 16	Fri 17	Sat 18	Total	ETC
High Priority Operational Work 2020 (PR000274)										
Break-Fix, Customer Support & Critical Maintenance (TSK000358)	Regular		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

Download

Group By

Notes	Reso... 1 ↑	Resource ID	Time ... 2 ↑	Status	Is Adjust...	Total	Resource ...
	PRJMGR05...	ppmprjmg...	Mar 15 2020	Open		0	Terry, Raven
	PRJMGR05...	ppmprjmg...	Mar 22 2020	Submitted		40	Terry, Raven
	PRJMGR05...	ppmprjmg...	Mar 29 2020	Submitted		40	Terry, Raven
	PRJMGR05...	ppmprjmg...	Apr 05 2020	Submitted		38	Terry, Raven
	PRJMGR05...	ppmprjmg...	Apr 12 2020	Submitted		40	Terry, Raven