

Overview

Adjustment timesheets provide the ability to correct previously processed time. An adjustment timesheet is a replacement for the most recent fully processed timesheet.

Adjustment timesheets require you to provide an adjustment reason for each row that has changed content—even where the change is not apparent because time was deleted.

To ensure the adjusted timesheet passes validation, you MUST:

- Make a selection in the Adjustment Reason dropdown
- Provide a Time Entry (line item) Note explanation

Adjusted timesheets are routed for approvals based on the time entry lines that were updated.

Adjustment timesheets have a feature that enables you to compare the changes made against the prior timesheet. When adjusting a timesheet, click [\[Delta View\]](#).

Adjustment Reason

▼

Change Charge Code (Bill .vs. nonBill)
Change PO
Change Role
Hours Adjusted - decreased
Hours Adjusted - Increased
Hours Adjusted - redistributed
Other – Reference Note
OverHead Adjustment
Time Added – Corrected Project
Time Added – Corrected Task
Time Added – Corrected Week
Time Reversed – Incorrect Project
Time Reversed – Incorrect Task
Time Reversed – Incorrect Week

To retrieve a timesheet that must be adjusted, you can—

- Click the appropriate time period in the Time Period dropdown present on a Timesheet page
- Click the Timesheets link accessible under Home—this enables you to view a list of timesheets and filter to retrieve a timesheet

In this example, the filter applied stipulated a custom date range and all possible timesheet statuses.

Notice that the list returned includes a Posted timesheet (the original) and an Adjustment timesheet for the same time period. When the Adjustment timesheet is approved, the status is Adjusted.

Timesheets

[--Select--] ▼

Dates: By Time Custom Range

All Open Time Periods ▼

From: 01/10/2013

To: 31/10/2013

Timesheet Status

Open
Submitted
Approved
Posted

Filter
Show All
Clear

	Period Start ▲	Timesheet Status	Adjusted	Adjustment	Total
<input type="checkbox"/>	01/10/13	Submitted			2.00
<input type="checkbox"/>	07/10/13	Posted			29.00
<input type="checkbox"/>	14/10/13	Submitted		✓	40.00
<input type="checkbox"/>	14/10/13	Posted			40.00
<input type="checkbox"/>	21/10/13	Posted			40.00
<input type="checkbox"/>	28/10/13	Returned			32.00

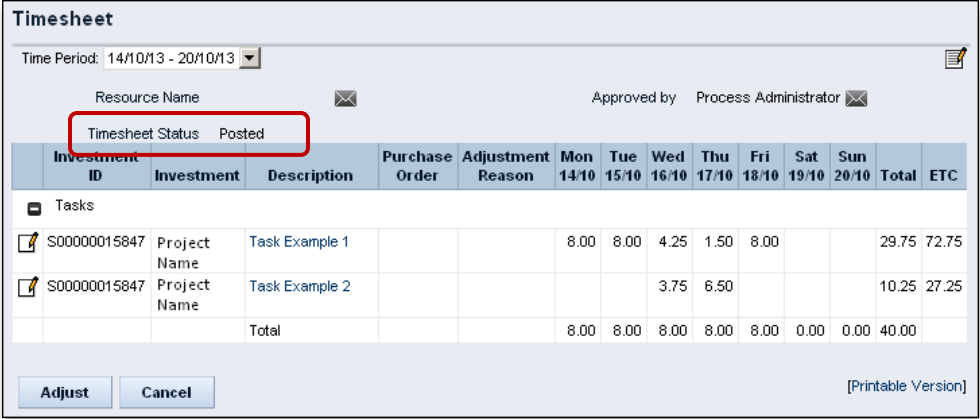
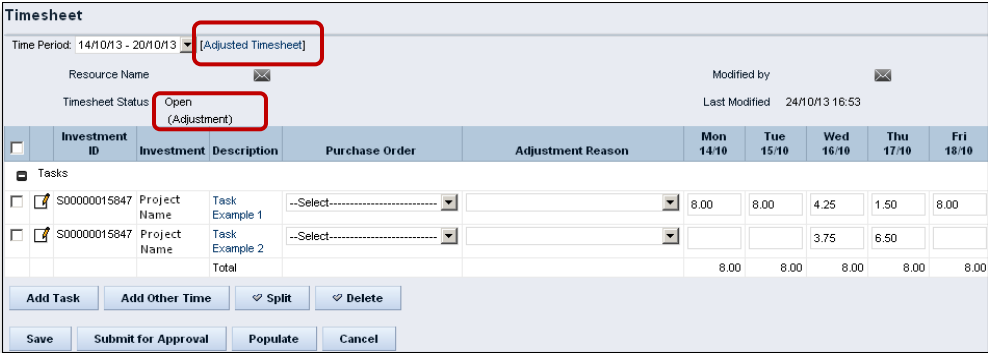
Displaying 1 - 6 of 6

CA PPM PPM r13.2 – Adjust Timesheets

Quick Reference Guide for Employees



To adjust timesheets:

Step	Action
1.	<p>Locate and open the timesheet to be adjusted. The timesheet has a Posted status.</p> 
2.	<p>Click Adjust.</p> <p>Note: The page indicates this is an adjusted—or replacement—timesheet. The status confirms this replacement timesheet is open for adjustments.</p> 

Step	Action																																																																								
3.	<p>Make changes as required. When making changes you must—</p> <ul style="list-style-type: none"> ▪ Add notes ▪ Select a value in the Adjustment Reason field ▪ If necessary, change the PO number in the Purchase Order field—this is a required field unless you have been instructed otherwise <p>For example—</p> <table border="1"> <thead> <tr> <th>Investment ID</th> <th>Investment</th> <th>Description</th> <th>Purchase Order</th> <th>Adjustment Reason</th> <th>Mon 14/10</th> </tr> </thead> <tbody> <tr> <td>300000015847</td> <td>Project Name</td> <td>Task Example 1</td> <td>--Select-----</td> <td>Hours Adjusted - decreased</td> <td></td> </tr> <tr> <td>300000015847</td> <td>Project Name</td> <td>Task Example 2</td> <td>--Select-----</td> <td>Hours Adjusted - Increased</td> <td>8.00</td> </tr> <tr> <td colspan="5">Total</td> <td>8.00</td> </tr> </tbody> </table> <p>Note: Adjusted timesheets can include a reversal of hours that result in 0 hours logged against a task.</p>	Investment ID	Investment	Description	Purchase Order	Adjustment Reason	Mon 14/10	300000015847	Project Name	Task Example 1	--Select-----	Hours Adjusted - decreased		300000015847	Project Name	Task Example 2	--Select-----	Hours Adjusted - Increased	8.00	Total					8.00																																																
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4.	<p>To check the adjustments made, click Delta View. For example—</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Purchase Order</th> <th>Adjustment Reason</th> <th>Mon 14/10</th> <th>Tue 15/10</th> <th>Wed 16/10</th> <th>Thu 17/10</th> <th>Fri 18/10</th> <th>Sat 19/10</th> <th>Sun 20/10</th> <th>Total</th> <th>ETC</th> </tr> </thead> <tbody> <tr> <td>Task Example 1</td> <td></td> <td>Hours Adjusted - decreased</td> <td></td> <td>8.00</td> <td>4.25</td> <td>1.50</td> <td>8.00</td> <td></td> <td></td> <td>21.75</td> <td>80.75</td> </tr> <tr> <td>↳ Task Example 1</td> <td></td> <td></td> <td>8.00</td> <td>8.00</td> <td>4.25</td> <td>1.50</td> <td>8.00</td> <td></td> <td></td> <td>29.75</td> <td></td> </tr> <tr> <td>Task Example 2</td> <td></td> <td>Hours Adjusted - Increased</td> <td>8.00</td> <td></td> <td>3.75</td> <td>6.50</td> <td></td> <td></td> <td></td> <td>18.25</td> <td>19.25</td> </tr> <tr> <td>↳ Task Example 2</td> <td></td> <td></td> <td></td> <td></td> <td>3.75</td> <td>6.50</td> <td></td> <td></td> <td></td> <td>10.25</td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td>0.00</td> <td>0.00</td> <td>40.00</td> <td></td> </tr> </tbody> </table> <p>The indented rows present the original time entries.</p> <p>The rows that are not indented present the adjustment time entries.</p> <p>To return to the timesheet, click Edit View.</p>	Description	Purchase Order	Adjustment Reason	Mon 14/10	Tue 15/10	Wed 16/10	Thu 17/10	Fri 18/10	Sat 19/10	Sun 20/10	Total	ETC	Task Example 1		Hours Adjusted - decreased		8.00	4.25	1.50	8.00			21.75	80.75	↳ Task Example 1			8.00	8.00	4.25	1.50	8.00			29.75		Task Example 2		Hours Adjusted - Increased	8.00		3.75	6.50				18.25	19.25	↳ Task Example 2					3.75	6.50				10.25		Total			8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	
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5.	<p>When changes are made and notes are added, click Submit for Approval.</p>																																																																								

Adjustment timesheets are subject to the same validation rules, see *Timesheet Validation* accessible at:

<http://www.ca.com/us/collateral/service-partners/na/ca-service-partner-program-tools.aspx>

Adjustment timesheets have additional validations—

- Missing a value in the Adjustment Reason dropdown
- Missing a Time Entry Note
- No change was made to the timesheet
- A line of previously processed time was deleted