Prior Period Adjustments (PPA)

A PPA is requested when information on the detailed time statement is incorrect. To make corrections, please follow the steps below.

- 1. **DO NOT** attempt to add or change anything in LEO.
- 2. DO NOT Certify the timesheet statement, click Decline.
- 3. <u>Complete this form</u> to send the updates to your timekeeper.
- 4. Once HR has processed the PPA, you will receive an email from La.Gov to certify the updated time statement.
- 5. Email your supervisor when you have **Certified** the updated time statement letting them know their approval is needed.

Time Adjustments or PPA Request form

This form is used to send missing time or corrections to time entered in LEO to the timekeeper after the pay period closes (<u>https://www.deq.louisiana.gov/form/55</u>). The form can only be used for one date entry and one type of time update, missing time or correction to time.

- Missing time is any time that was never entered or saved in LEO.
- Corrections to time are updates to time entered incorrectly in LEO.

Using the Chrome internet browser will prevent "I'm not a robot" captcha verification issues.



How to Use the Form

Every submittal **requires** the "P number", "E-Mail Address", and "Note for Timekeeper" fields to be completed.

- The email address provided in the form will receive a copy of the request once the "Email Timekeeper" button has been clicked.
- "Timesheet Comment" is an optional field that should be used for brief description of work completed or leave taken is necessary. Example of leave and comments:
 - \circ LB = Sick
 - LA = Personal
 - ZTRN = Air Pollution 101
- The "Grant and Fund Reference Table" is available to help determine cost code assignments.
- "Notes to Timekeeper" field is required and should include why the request is being made and any additional details needed for the timekeeper. Example of additional details: incident order number for special events.
- Click "Email Timekeeper" button to submit request.

How to enter missing attendance hours

"Missing Attendance Hours" should be selected when working hours have not been entered.

Use this form to send an email to	your timekeeper. Multiple requests may be necessary to update more than one da
P Number	
E Mail Address	
Type of time update	Missing Attendance Hours Missing Leave Hours Correction to Hours
	(Missing time is for no time entered.)
Attendance Code	
Date	
Start Time	
End Time	
Number of hours	
Grant or Fund	
Add another cost code?	○ Yes ● No

Minimum fields to complete for timekeeper to enter updates are "Attendance Codes", "Date", and "Number of hours".

Optional fields that are specific to the type of code used are "Start Time" and "End Time". "Grant or Fund" should be used if hours need to include Cost Assignments. Select the appropriate grant or fund title from the drop down menu, otherwise leave blank.

Grant or Fund	,	
Add another cost code?	PM 2.5 PPG SEJCA Tîtle V	

If multiple cost codes are needed, select "yes" to add more cost code fields; up to three cost codes can be entered for one day.

_		
	Attendance Code	ZA01 - Regular Attendance
	Date	06/02/2023
	Start Time	
	End Time	
	Number of hours	8
	Gract or Fund	(PPG •
	Add another cost code?	• Yes
		O No
	Number of Hours	
	Grant or Fund	•
	Add another cost code?	○ Yes ● No

How to enter missing leave hours

"Missing Leave Hours" should be selected when leave hours have not been entered. All fields need to be completed for timekeeper to enter updates.

	IT OR PPA REQUEST
Use this form to send an email to	your timekeeper. Multiple requests may be necessary to update more than one dat
P Number	
E-Mail Address	
Type of time up the	Missing Attendance Hours Missing Leave Hours Correction to Hours
Leave Code	(Missing time is for no time entered.)
Date	
Start Time	
End Time	
Number of Hours	

How to enter corrections to hours

"Corrections to Hours" should be selected when information previously submitted in LEO needs to be updated. Use "Missing Attendance/ Missing Leave Hours" when information has not been entered in LEO.

P Number	E-Mail Address Type time update	Missing Leave Hours Correction to Hours (Missing time is for no time entered.)
Missing Attendance Hours Missing Lave Hours Correction to Hours Missing tave Hours Curaing time is for no time enternals	Type time update	Missing Leave Hours Correction to Hours (Missing time is for no time entered.)
 O Missing Leave Hours Correction to Hours Christing Code Existing Code Existing Date Existing Start Time Existing Start Time Existing Rumber of Hours Existing Grant or Fund Update Additional Grant or Fund Ures Existing Circle year if you have updates to multipe cost codes. 	ENTER TIME DETA	Missing Leave Hours Correction to Hours (Missing time is for no time entered.)
 O Missing Leave Hours Correction to Hours Christing Code Existing Code Existing Date Existing Start Time Existing Start Time Existing Rumber of Hours Existing Grant or Fund Update Additional Grant or Fund Ures Existing Circle year if you have updates to multipe cost codes. 	ENTER TIME DETA	Missing Leave Hours Correction to Hours (Missing time is for no time entered.)
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EXTER TIME DETAILS SUBMITTED TO LEO:	ENTER TIME DETA	
Existing Code Existing Date Existing Start Time Existing End Time Existing Corat or Fund Update Additional Grant or Fund O Yes Detail O Yes No Clickyes if you have updates to multipe cost codes.)	Existing Code	ILS SUBMITTED TO LEO:
Existing End Time Existing Number of Hours Existing Grant or Fund Update Additional Grant or Fund Details No (Clickyes if you have updates to multipe cost codes.)		
Existing Start Time Existing End Time Existing Number of Hours Existing Grant or Fund Update Additional Grant or Fund Details No (Click yes if you have updates to multipe cost codes.)	0	
Existing End Time Existing Number of Hours Existing Grant or Fund Update Additional Grant or Fund Details No (Clickyes if you have updates to multipe cost codes.)		
Existing Number of Hours Existing Grant or Fund Update Additional Grant or Fund Details No (Click yes if you have updates to multipe cost codes.)	Existing Start Time	
Existing Grant or Fund Update Additional Grant or Fund Details No (Click yes if you have updates to multipe cost codes.)	Existing End Time	
Update Additional Grant or Fund O Yes Details No (Clickyes if you have updates to multipe cost codes.)	Existing Number of Hours	
Details Ves No (Click yes if you have updates to multipe cost codes.)	Existing Grant or Fund	· · ·
Details No (Click yes if you have updates to multipe cost codes.)		O Yes
	Details	
		(Click yes if you have updates to multipe cost codes.)
ENTED CODDECT TIME DETAILS TO DEDLACE DEALS SARO	ENTER CORRECT	TIME DETAILS TO REPLACE DEAILS ABO
ENTER CORRECT TIME DETAILS TO REPEACE DEAILS ADO	ENTER CORRECT	TIME DETAILS TO REPLACE DEAILS ABO

Provide the original information submitted to LEO in the "Enter time details submitted to LEO" section. Do not include details that weren't provided in the existing LEO submittal, leave the fields blank.

If multiple cost codes need to be updated, select "Yes" to "Update Additional Cost Codes"; up to three cost codes can be entered for one day. Example for updating multiple cost centers not entered in LEO:

ENTER TIME I	DETAILS SU	BMITTED TO L	EO:		
Submitted Cod	e -ZA01 - Regular A	ttendance •			
Submitted Dat	e 06/02/2023				
Submitted Start Tim	e				
Submitted End Tim	e				
Submitted Number of Hour	(5				
Submitted Grant or Fun	d	•			
Update Additional Cos Codes	° No	dates to multipe cost codes.)			
Submitted Number of Hour	of 7				
Submitted Grant or Fun	d	•			
Update Additional Cos Codes	U res	ENTER CORRECT		TAILS TO REPLACE	DEAILS ABOVE:
		Updated Code	-ZA01 - Regu	lar Attendance 🔹	
		Updated Date	06/02/2023		
		Updated Start Time			
		Updated End Time			
		Updated Number of Hours	2.5		
		Updated Grant or Fund	Title V	•	
		Update Additional Grant or Fund De	tails:		
		Updated Number of Hours	7		
		Updated Grant or Fund	PPG	•	
N		orgot to include the cost coding in vide reason for request and include incider		if applicable.)	