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. Complete this form 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 (https://www.deq.louisiana.gov/form/55). 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.
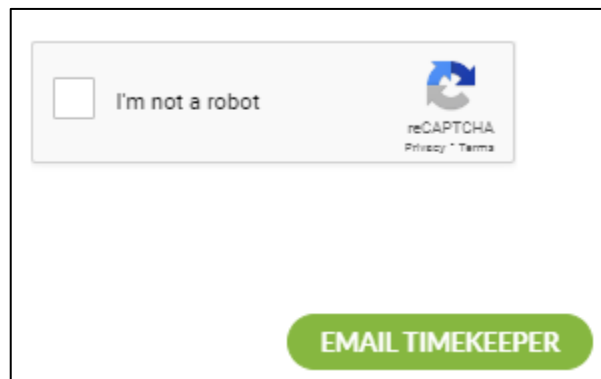
How to Use the Form

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:
  - 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.

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.

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.
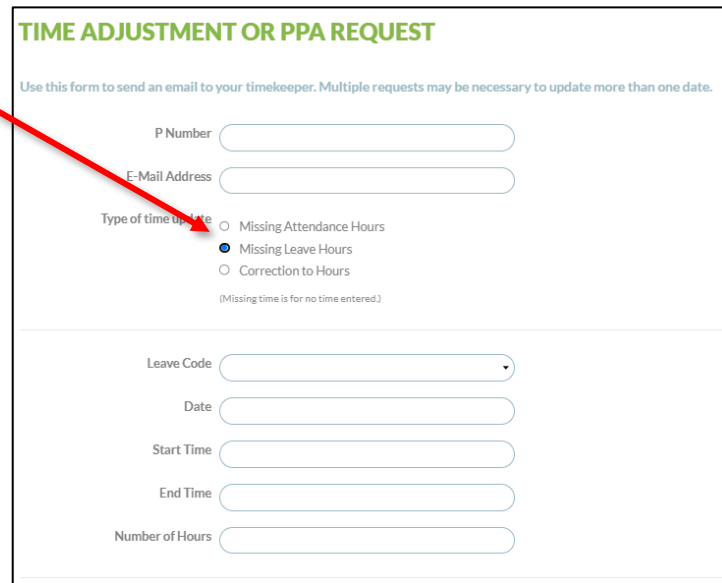
How to enter missing leave hours

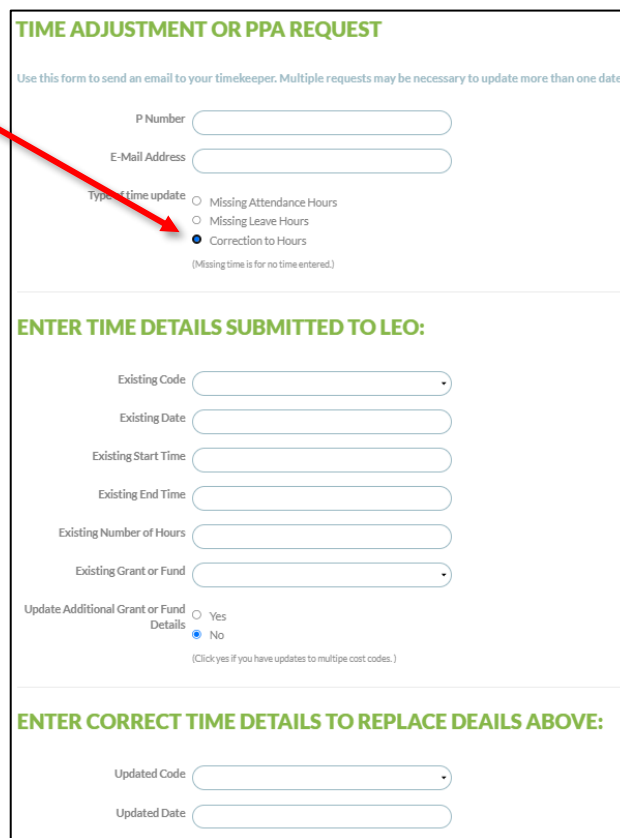"Missing Leave Hours" should be selected when leave hours have not been entered. All fields need to be completed for timekeeper to enter updates.

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.

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 DETAILS SUBMITTED TO LEO:

Submitted Code	-ZA01 - Regular Attendance
Submitted Date	06/02/2023
Submitted Start Time	
Submitted End Time	
Submitted Number of Hours	3
Submitted Grant or Fund	
Update Additional Cost Codes?	● Yes ○ No
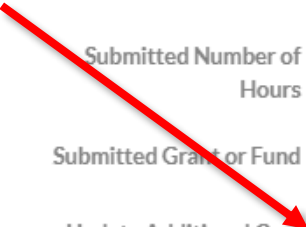
(Click yes if you have updates to multipe cost codes.)

Submitted Number of Hours	7
Submitted Grant or Fund	
Update Additional Cost Codes?	○ Yes ● No

ENTER CORRECT TIME DETAILS TO REPLACE DEAILS ABOVE:

Updated Code	-ZA01 - Regular 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 Details:

Updated Number of Hours	7
Updated Grant or Fund	PPG

Notes for Timekeeper	I forgot to include the cost coding information.

(Provide reason for request and include incident order number, if applicable.)