

In PeopleSoft employee time is reported by time period. Time Periods are used by Time and Labor to distinguish between prior (time entered, processed and paid to the employee) and current (time entries pending processing and payment to the employee) period time. To determine whether employees' time is being entered for the current and/or prior period, the PeopleSoft Time and Labor system looks at the current date from which employees' time is reported. When Payroll contacts need to make corrections to regular attendance exceptions or additional time worked for a prior period (the employee has received a check) they will make the corrections on the Timesheet Reporting page which is accessed from the Manager Self Service component (Navigation: *Manager Self Service*—>*Time Management*—>*Report Time*—>*Timesheet*.) The District Payroll Department will allow adjustments for one prior time period. Payroll Contacts will continue to use the Payroll Time and Attendance Correction Form (OmniForm PBS0 0121) for periods preceding the allowed correction time period. The table below contains the Time Periods for FY 2012 and is for site time keepers to determine when they are able to make a prior period adjustment in PeopleSoft.

TIME PERIOD BEGIN DATE	TIME PERIOD END DATE	CHECK DATE	T & L CLOSE DATE	PRIOR PERIOD
06/18/11	07/01/11	07/08/11	07/01/11 5PM	06/04/11-06/17/11
07/02/11	07/15/11	07/22/11	07/18/11 Noon	06/18/11-07/01/11
07/16/11	07/29/11	08/05/11	08/01/11 Noon	07/02/11-07/15/11
07/30/11	08/12/11	08/19/11	08/15/11 Noon	07/16/11-07/29/11
08/13/11	08/26/11	08/31/11	08/26/11 5 PM	07/30/11-08/12/11
08/27/11	09/09/11	09/16/11	09/12/11 Noon	08/13/11-08/26/11
09/10/11	09/23/11	09/30/11	09/26/11 Noon	08/27/11-09/09/11
09/24/11	10/07/11	10/14/11	10/10/11 Noon	09/10/11-09/23/11
10/08/11	10/21/11	10/28/11	10/24/11 Noon	09/24/11-10/07/11
10/22/11	11/04/11	11/10/11	11/04/11 5PM	10/08/11-10/21/11
11/05/11	11/18/11	11/25/11	11/18/11 5PM	10/22/11-11/04/11
11/19/11	12/02/11	12/09/11	12/05/11 Noon	11/05/11-11/18/11
12/03/11	12/16/11	12/23/11	12/19/11 Noon	11/19/11-12/02/11
12/17/11	12/30/11	01/06/12	01/02/12 Noon*	12/03/11-12/16/11
12/31/11	01/13/12	01/20/12	01/13/12 5PM	12/17/11-12/30/11
01/14/12	01/27/12	02/03/12	01/30/12 Noon	12/31/11-01/13/12
01/28/12	02/10/12	02/17/12	02/13/12 Noon	01/14/12-01/27/12
02/11/12	02/24/12	03/02/12	02/27/12 Noon	01/28/12-02/10/12
02/25/12	03/09/12	03/16/12	03/12/12 Noon	02/11/12-02/24/12
03/10/12	03/23/12	03/30/12	03/26/12 Noon	02/25/12-03/09/12
03/24/12	04/06/12	04/13/12	04/09/12 Noon	03/10/12-03/23/12
04/07/12	04/20/12	04/27/12	04/23/12 Noon	03/24/12-04/06/12
04/21/12	05/04/12	05/11/12	05/07/12 Noon	04/07/12-04/20/12
05/05/12	05/18/12	05/25/12	05/21/12 Noon	04/21/12-05/04/12
05/19/12	06/01/12	06/08/12	06/04/12 Noon	05/05/12-05/18/12
06/02/12	06/15/12	06/22/12	06/18/12 Noon	05/19/12-06/01/12

*Direct deposit files must be distributed to banks 48 hours in advance of the pay date. Therefore, payroll processing must begin prior to the return of year round employees on 1/4/2012 and conclude on Wednesday, 1/4/2012. All time will be centrally approved during this early processing period. Since the time period only contains 4 work days (12/19-12/22) worksite approvers may approve time period 12/17/11– 12/30/11 on 12/22/11 before leaving for the day **OR** they may use the post time approval process when the screens reopen on January 5th, 2012.

