



BEST SHARED SERVICES

HR—TIME OPS | Lowering the Time Wall



PROCESS TITLE: Ticket Templates – Lowering the Time Wall

PROCESS OBJECTIVE: To standardize internal business procedures

FREQUENCY: As needed

Notes: Below are a list of Helpful Reminders when submitting tickets for lowering the time wall:

- Request to lower the wall must come from an authorized agency representative.
- Requester name and PRNR required for all ticket requests.
- Tickets for wall request can include multiple EEs for the SAME MONTH / SAME YEAR.
- If requesting more than 5 employees, please provide a spreadsheet in the same format as below.
- Before requesting the wall to be lowered, please use PA20 and review IT0003 to review the wall date for an EE as shown in the Earl.pers. RA date field below:

Payroll/Retroactive Accounting			
Earl.pers. RA date	01/01/2021	Accounted to	02/28/2021

Approved Requester	PRNR	NAME
Requestor Information		
Reason for Wall Request:		
Requested Date for Wall Lowering:		
	EE PRNR	EE NAME
Employee Information		
Employee Information		
Employee Information		
Employee Information		
Employee Information		

[REQUEST FOR BEST SHARED SERVICES TO LOWER THE TIME WALL](#)