What are Histroical Corrections?

- A historical correction is an adjustment to an employee's totals record that reflects a difference in hours, pay, or both. Historical corrections are caused by a historical edit (some change made to an employee's time record, in a signed-off time period, that impacts their totals).

- Historical corrections are needed for historical edits because the pay periods the edits occurred in have already gone through payroll processing.

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# When Are Historical Corrections Necessary?

Historical corrections enable you to make changes in signed-off pay periods for the following functions:

- **Timecard** — You can make edits in a signed-off timecard just as you do in the current timecard.

- **Wages** — You can make wage changes in People Information or in a pay rule with effective dates in a signed-off time period.

- **Leave** — You can retroactively commit or uncommit takings to a leave case in a signed-off pay period. You can also retroactively calculate hours, such as an employee's available FMLA hours, if Leave is installed following an employee's hire date.

- **Attendance** — You can make punch and paycode edits to an employee's signed-off timecard to adjust attendance point totals when the Attendance processor is run.

NOTE: Corrections can NOT be made to *locked* timecards.

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Historical Corrections Workflow
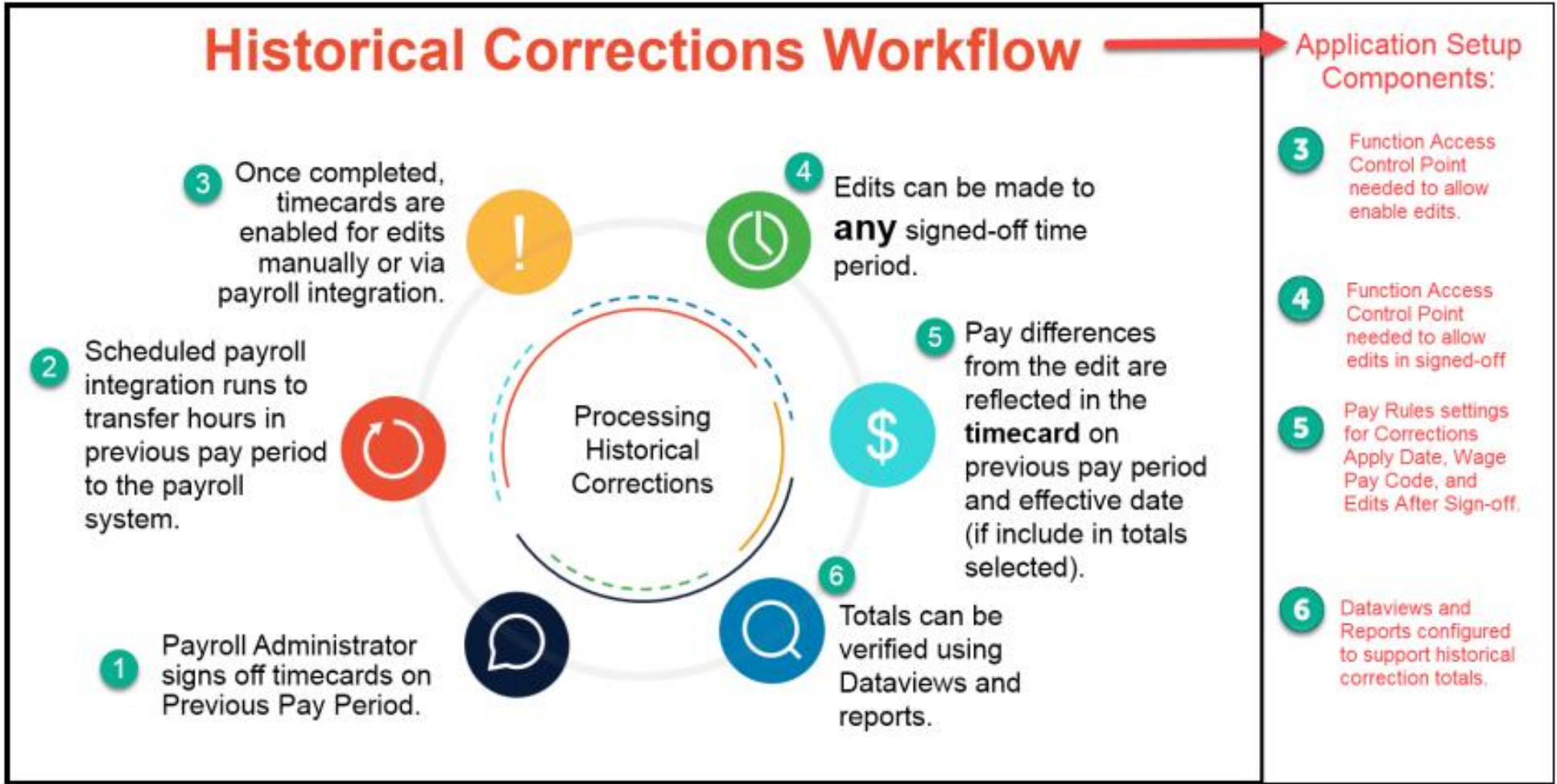
How are Historical Edits Generated?

- When you **edit a timecard** in a signed off period

- When you **update a person record** that impacts totals for a signed off period.

- When you **update configuration** that impacts totals for a signed off period.

- Rarely, but can happen, a fix is introduced through a **software update**.

Enable Edits from a Dataview

Demonstration

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Making Corrections

Edits are made by simply making adjustments in the historical timecard.

Tip: Attaching a comment to the edit such as "Retro Pay" will allow for easy identification of historical corrections.

Alerts when making Historical Corrections

Employee Timecards

Smith, Eleanor — 1035 — 1 of 1 — Previous Pay Period — 1 Employee(s) Selected — Loaded: 4:27 PM

List View | Zoom | Approve | Remove Approval | Remove All Approval | Sign-Off | Remove Sign-Off | Analyze | View Moved ... | Accrual Actions | Go To | Share | View Pending | Calculate Totals | Save

⚠ **Warning** You will lose existing pending historical corrections if you make additional edits in this timecard. Click Save in the action bar.

		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	⊖	Sun 12/25										
+	⊖	Mon 12/26	12:00 PM - 6:00 PM		12:00 PM	6:00 PM				5:30	5:30	5:30
+	⊖	Tue 12/27	12:00 PM - 6:00 PM		12:00 PM	6:00 PM				5:30	5:30	11:00
+	⊖	Wed 12/28	12:00 PM - 6:00 PM		12:00 PM	6:00 PM				5:30	5:30	16:30

Employee Timecards

Edwards, Patricia — 10035 — 1 of 1 — Previous Pay Period — 1 Employee(s) Selected — Loaded: 2:32 PM

List View | Zoom | Approve | Remove Approval | Remove All Approval | Sign-Off | Remove Sign-Off | Analyze | View Moved ... | Accrual Actions | Go To | Share | View Pending | Calculate Totals | Save

ⓘ **Information** The timecard is currently processing the new historical corrections. To make additional edits, click Refresh.

		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	⊖	Sun 12/25										
+	⊖	Mon 12/26	3:00 PM - 11:00 PM		3:00 PM	11:00 PM				8:00	8:00	8:00
+	⊖	Tue 12/27	3:00 PM - 11:00 PM		3:00 PM	11:00 PM				8:00	8:00	16:00
+	⊖	Wed 12/28	3:00 PM - 11:00 PM		3:00 PM	11:00 PM				8:00	8:00	24:00
+	⊖	Thu 12/29	3:00 PM - 11:00 PM		3:00 PM	11:00 PM				8:00	8:00	32:00

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Verifying Corrections

Employee Timecards

Edwards, Patricia ⓘ 10035 < 1 of 1 >

Previous Pay Period   1 Employee(s) Selected   Loaded: 2:35 PM

List View | Zoom | Approve | Remove Approval | Remove All Approval | Sign-Off | Remove Sign-Off | Analyze | View Moved ... | Accrual Actions | Go To | Share | View Pending | Calculate Totals | Save

		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	⊖	Sun 12/25										
+	⊖	Mon 12/26	3:00 PM - 11:00 PM		3:00 M	11:00				8:00	8:00	8:00
+	⊖	Tue 12/27	3:00 PM - 11:00 PM		3:00 PM	11:00 PM				8:00	8:00	16:00
+	⊖	Wed 12/28	3:00 PM - 11:00 PM		3:00 PM	11:00 PM				8:00	8:00	24:00

Accruals   Totals   **Historical Corrections**   Audits   Target Hours

Detail View | Summary View   ✏️ ☑ Show Paid Corrections

☐	Saved/Pending	↑₁	Historical Date	↑₂	Pay Code	↑₃	Amount		Wage Pay Code	↑₄	Wages		Transfer	↑₅	Effective Date	↑₆	Include In Totals	↑₇	Comments	↑₈	Notes	↑₉	▼
☑	Saved		Thu 1/05		US-MF-Night Shift 1.5 A...		5:00		US-MF Retro Pay Adjust...		USD152.50		...ouse/Materials Handler;;;;		Wed 1/11		No						
☐	Saved		Thu 1/05		US-MF-Regular		8:00		US-MF Retro Pay Adjust...		USD160.00		...ouse/Materials Handler;;;;		Wed 1/11		No						
☐	Saved		Thu 1/05		Vacation		8:00		US-MF Retro Pay Adjust...		USD160.00		...ouse/Materials Handler;;;;		Wed 1/11		No						
☐	Saved		Thu 1/05		Vacation		-8:00		US-MF Retro Pay Adjust...		-USD160.00		...ouse/Materials Handler;;;;		Wed 1/11		No						
☐	...ed		Wed 1/04		Vacation		8:00		US-MF Retro Pay Adjust...		USD160.00		...ouse/Materials Handler;;;;		Wed 1/11		No						

Detail View | **Summary View**   Group by [All ▼]

Location	↑₁	Job	↑₂	Cost Center	↑₃	Labor Category	↑₄	Pay Code	↑₅	Amount		Wages		▼
MVP Athletics/Finer Frozen Foods/Wareho...		Materials Handler						US-MF Retro Pay Adjustment		USD152.50		USD152.50	
MVP Athletics/Finer Frozen Foods/Wareho...		Materials Handler						US-MF-Night Shift 1.5 Addition		5:00		USD152.50	

Verifying Correction in Current Pay Period

Making Edits to Historical Corrections – Include in Totals

Employee Timecards

Edwards, Patricia ⌄   ⓘ 10035   < 1 of 1 >   📅 ⌄ Previous Pay Period   ⬡

| List View | Zoom | Approve | Remove Approval | Remove All Approval | Sign-Off | Remove Sign-Off | Analyze | View Moved ... | Accrual Actions | Go To |

		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift
➕	⊖	Sun 12/25								
➕	⊖	Mon 12/26	3:00 PM - 11:00 PM		3:00 PM	11:00 PM				8:00
➕	⊖	Tue 12/27	3:00 PM - 11:00 PM		3:00 PM	11:00 PM				8:00
➕	⊖	Wed 12/28	3:00 PM - 11:00 PM		3:00 PM	11:00 PM				8:00
➕	⊖	Thu 12/29	3:00 PM - 11:00 PM		3:00 PM	11:00 PM				8:00
➕	⊖	Fri 12/30	3:00 PM - 11:00 PM		3:00 PM	11:00 PM				8:00
➕	⊖	Sat 12/31								
➕	⊖	Sun 1/01								

Edit Corrections   ✕

5 Corrections selected

Effective Date
Select a date   📅   Clear ⓘ

Wage Paycode
[⌄] ⓘ

☑ Include in Totals ⓘ

Comment Action
Replace Existing Comments ⌄ ⓘ

Comments [0]   Add Comment

Detail View | Summary View   ✏️

☑	Saved/Pending ↑₁ ⌄	Historical Date ↑₂ ⌄	Pay Code ↑₃ ⌄	Amount ⌄	Wage Pay Code ↑₄ ⌄	Wages ⌄	Transfer ↑₅ ⌄	Effective Date ↑₆ ⌄	Include In Totals ↑₇ ⌄
☑	Saved	Thu 1/05	US-MF-Night Shift 1.5 A...	5:00	US-MF Retro Pay Adjust...	USD152.50	...ouse/Materials Handler;;;;	Wed 1/11	Yes
☑	Saved	Thu 1/05	US-MF-Regular	8:00	US-MF Retro Pay Adjust...	USD160.00	...ouse/Materials Handler;;;;	Wed 1/11	Yes
☑	Saved	Thu 1/05	Vacation	8:00	US-MF Retro Pay Adjust...	USD160.00	...ouse/Materials Handler;;;;	Wed 1/11	Yes
☑	Saved	Thu 1/05	Vacation	-8:00	US-MF Retro Pay Adjust...	-USD160.00	...ouse/Materials Handler;;;;	Wed 1/11	Yes
☑	Saved	Wed 1/04	Vacation	8:00	US-MF Retro Pay Adjust...	USD160.00	...ouse/Materials Handler;;;;	Wed 1/11	Yes

Cancel   Apply

Accruals   Totals   **Historical Corrections**   Audits

Time Audit Dataview

Important Reminders:

- Corrections can not be made to locked timecards.

- Comments are recommended for corrections to allow for easy identification.

- Review the default setting: site.timekeeping.historicalCorrectionsIncludeInTotals. Remember this defaults to True, determine if it is best to set this to False.

- It is recommended to Enable Edits for all employees after payroll has been processed for each pay period.

Thank You

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