



What are Historical 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.





When Are Historical Corrections Necessary?

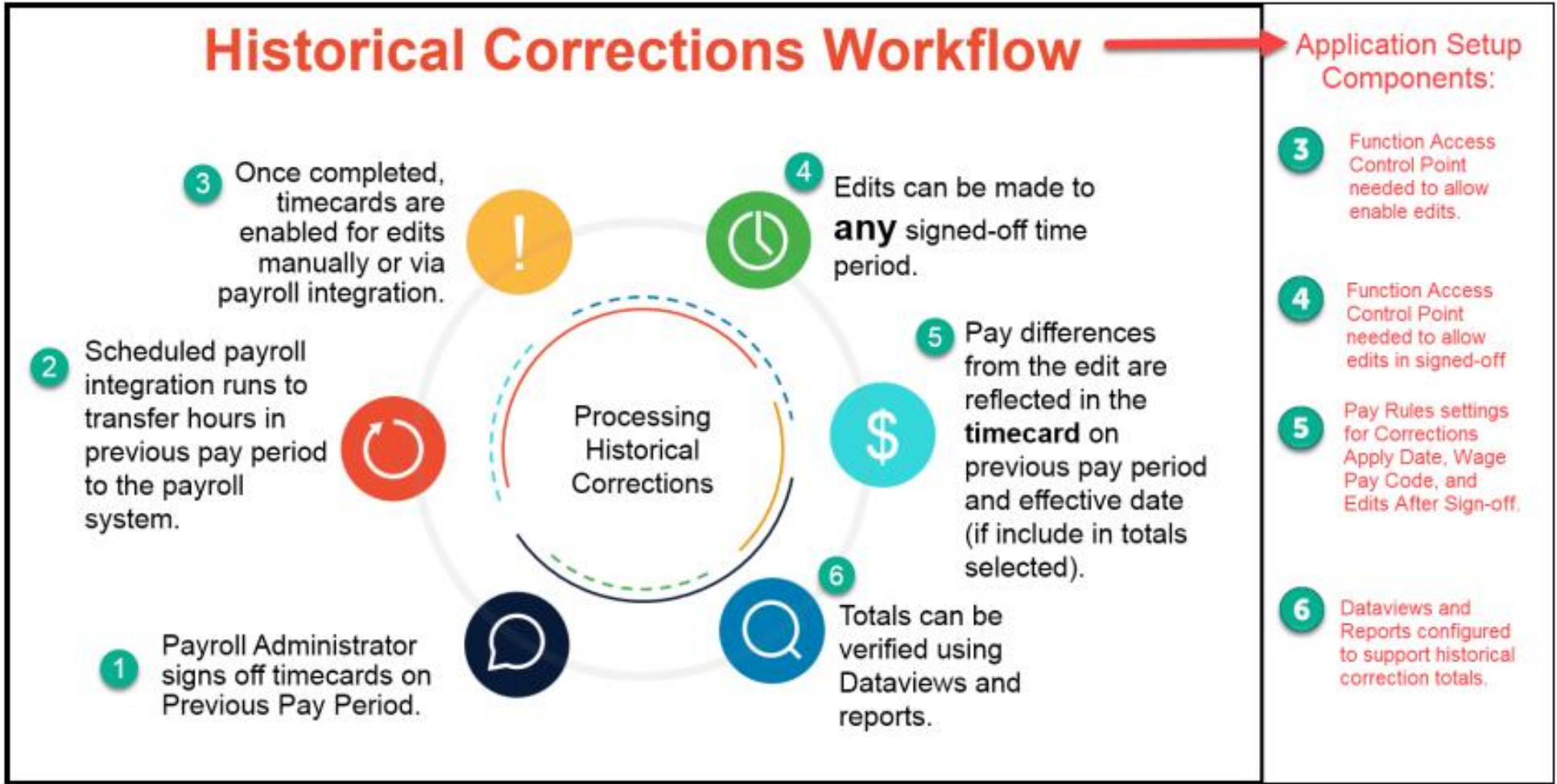
Historical corrections enable you to make changes in signed-off pay periods for the following functions:

- **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.



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

The screenshot shows the 'Employee Basic Summary' data view. A red arrow points from the top left to the 'Approval' icon in the toolbar. Another red arrow points from the 'Approval' icon to the 'Enable Edits' option in the context menu. The context menu also includes options like 'Approve Timecard', 'Remove Timecard Approval', 'Sign-Off', and 'Lock Payroll'.

Name	Primary Job	Country	Active Badge Number	Email Address	Daily Hours	Weekly Hours	Last Totaliz...
Adams, David	Promotional Merchan	United States	30105	David.Adams@acmec.com	00:00	00:00	1/17/2023 3:53 PM
Adams, Eliza	Apprentice Welder	United States	89883	Eliza.Adams@acmec.com	08:00	40:00	1/17/2023 3:53 PM
Adams, Gail	Apprentice Welder	United States	89894	Gail.Adams@acmec.com	08:00	40:00	1/17/2023 3:53 PM
Adams, Gary	Apprentice Welder	United States	89893	Gary.Adams@acmec.com	08:00	40:00	1/17/2023 3:53 PM
Adams, George	Apprentice Welder	United States	89880	George.Adams@acmec.com	08:00	40:00	1/17/2023 3:53 PM
Adams, Greg	Apprentice Welder	United States	89895	Greg.Adams@acmec.com	08:00	40:00	1/17/2023 3:53 PM
Adams, John	Apprentice Welder	United States	89875	John.Adams@acmec.com	08:00	40:00	1/17/2023 3:53 PM
Adams, Kevin	Apprentice Welder	United States	89885	Kevin.Adams@acmec.com	08:00	40:00	1/17/2023 3:53 PM
Adams, Laura	Apprentice Welder	United States	89876	Laura.Adams@acmec.com	08:00	40:00	1/17/2023 3:53 PM
Adams, Lisa	Sales Associate	United States	20035	Lisa.Adams@kronos.com	10:00	20:00	1/17/2023 3:53 PM
Adams, Molly	Apprentice Welder	United States	89878	Molly.Adams@acmec.com	08:00	40:00	1/17/2023 3:53 PM
Adams, Olivia	Apprentice Welder	United States	89884	Olivia.Adams@acmec.com	08:00	40:00	1/17/2023 3:53 PM
Adams, Penelope	Apprentice Welder	United States	89874	Penelope.Adams@acmec.com	08:00	40:00	1/17/2023 3:53 PM
Adams, Robert	Apprentice Welder	United States	89877	Robert.Adams@acmec.com	08:00	40:00	1/17/2023 3:53 PM
Adams, Samantha	Apprentice Welder	United States	89882	Samantha.Adams@acmec.com	08:00	40:00	1/17/2023 3:53 PM
Adams, Timothy	Apprentice Welder	United States	89879	Timothy.Adams@acmec.com	08:00	40:00	1/17/2023 3:53 PM



Demonstration



Making Corrections

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

Employee Timecards

Edwards, Patricia 10035 1 of 1

Previous Pay Period 1 Employee(s) Selected Loaded: 2:29 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 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
+	⊖	Fri 12/30	3:00 PM - 11:00 PM		3:00 PM	11:00 PM				8:00	8:00	40:00
+	⊖	Sat 12/31										40:00
+	⊖	Sun 1/01										40:00
+	⊖	Mon 1/02	3:00 PM - 11:00 PM		3:00 PM	11:00 PM				8:00	8:00	48:00
+	⊖	Tue 1/03	3:00 PM - 11:00 PM		3:00 PM	11:00 PM				8:00	8:00	56:00
+	⊖	Wed 1/04	3:00 PM - 11:00 PM									
+	⊖							Vacation	8:00		8:00	64:00
+	⊖	Thu 1/05	3:00 PM - 11:00 PM									64:00
+	⊖	Fri 1/06	3:00 PM - 11:00 PM									64:00
+	⊖	Sat 1/07										64:00

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

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



Employee Timecards

Edwards, Patricia | 10035 | 1 of 1

Previous Pay Period | 1 Employee(s) Selected | Loaded: 2:32 PM

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





Verifying Corrections

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 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

[Accruals](#)
[Totals](#)
[Historical Corrections](#)
[Audits](#)
[Target Hours](#)

[Detail View](#)
[Summary View](#)
 Show Paid Corrections

	Saved/Pending	Historical Date	Pay Code	Amount	Wage Pay Code	Wages	Transfer	Effective Date	Include In Totals	Comments	Notes
<input checked="" type="checkbox"/>	Saved	Thu 1/05	US-MF-Night Shift 1.5 A...	5:00	US-MF Retro Pay Adjust...	USD152.50	...use/Materials Handler;;;	Wed 1/11	No		
<input type="checkbox"/>	Saved	Thu 1/05	US-MF-Regular	8:00	US-MF Retro Pay Adjust...	USD160.00	...use/Materials Handler;;;	Wed 1/11	No		
<input type="checkbox"/>	Saved	Thu 1/05	Vacation	8:00	US-MF Retro Pay Adjust...	USD160.00	...use/Materials Handler;;;	Wed 1/11	No		
<input type="checkbox"/>	Saved	Thu 1/05	Vacation	-8:00	US-MF Retro Pay Adjust...	-USD160.00	...use/Materials Handler;;;	Wed 1/11	No		
<input type="checkbox"/>	Saved	Wed 1/04	Vacation	8:00	US-MF Retro Pay Adjust...	USD160.00	...use/Materials Handler;;;	Wed 1/11	No		

[Detail View](#)
[Summary View](#)
Group by All

Location	Job	Cost Center	Labor Category	Pay Code	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

Edwards, Patricia 10035 1 of 1

Current Pay Period 1 Employee(s) Selected Loaded: 2:41 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 1/08										
+	⊖	Mon 1/09	3:00 PM - 11:00 PM	█								
+	⊖	Tue 1/10	3:00 PM - 11:00 PM	█								
+	⊖	Wed 1/11	3:00 PM - 11:00 PM		3:00 PM	11:00 PM						
+	⊖	Thu 1/12	3:00 PM - 11:00 PM		3:00 PM	11:00 PM						
+	⊖	Fri 1/13	3:00 PM - 11:00 PM		3:00 PM	11:00 PM						
+	⊖	Sat 1/14										
+	⊖	Sun 1/15										



Detail View Summary View * Outside Timecard Dates

	Saved/Pending	Historical Date	Pay Code	Amount	Wage Pay Code	Wages	Transfer	Effective Date	Include In Totals	Comments	Notes
<input type="checkbox"/>	Saved	Thu 1/05	US-MF-Night Shift 1.5 A...	5:00	US-MF Retro Pay Adjust...	USD152.50	...use/Materials Handler;;;	Wed 1/11	Yes		
<input type="checkbox"/>	Saved	Thu 1/05	US-MF-Regular	8:00	US-MF Retro Pay Adjust...	USD160.00	...use/Materials Handler;;;	Wed 1/11	Yes		
<input type="checkbox"/>	Saved	Thu 1/05	Vacation	8:00	US-MF Retro Pay Adjust...	USD160.00	...use/Materials Handler;;;	Wed 1/11	Yes		
<input type="checkbox"/>	Saved	Thu 1/05	Vacation	-8:00	US-MF Retro Pay Adjust...	-USD160.00	...use/Materials Handler;;;	Wed 1/11	Yes		
<input type="checkbox"/>	Saved	Wed 1/04	Vacation	8:00	US-MF Retro Pay Adjust...	USD160.00	...use/Materials Handler;;;	Wed 1/11	Yes		

Accruals

Totals

Historical Corrections

Audits

Target Hours



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

Wage Paycode

Include in Totals

Comment Action

Comments [0] [Add Comment](#)



Detail View Summary View

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

Accruals

Totals

Historical Corrections

Audits

Cancel Apply





Time Audit Dataview

Time Audit ▾ Today < > Historical Corrections Comments Loaded 11:09 AM

Select All Refine Zoom People Track Time Accruals Approval Create Notice Details Share Restore Save

✓	Grouped By...	Employee ID	Employee Full...	Reports To	Revision User	Revision Date	Revision Type	Datasource - I...	Entity Event D...	Entity Type	Paycode Name	Duration (Hou...	Comment T...↓	Note Text
<input type="checkbox"/>	▼ Group Edits													
<input type="checkbox"/>		40026	Edwards, Patricia	Russel, Sandy	Ivan, Sean	1/20/2023 11:03 ...	Add	158.228.24.44	1/20/2023 12:00 ...	Historical Correct...			Totalization	01202023 Save Pe...
<input type="checkbox"/>		40026	Edwards, Patricia	Russel, Sandy	Ivan, Sean	1/20/2023 11:03 ...	Add	158.228.24.44	1/20/2023 12:00 ...	Historical Correct...			Totalization	01202023 Save Pe...
<input type="checkbox"/>		40026	Edwards, Patricia	Russel, Sandy	Ivan, Sean	1/20/2023 11:03 ...	Add	158.228.24.44	1/20/2023 12:00 ...	Historical Correct...			Totalization	01202023 Save Pe...
<input type="checkbox"/>		40026	Edwards, Patricia	Russel, Sandy	Ivan, Sean	1/20/2023 11:03 ...	Add	158.228.24.44	1/20/2023 12:00 ...	Historical Correct...			Totalization	01202023 Save Pe...



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