

Historical Edits can only be entered in signed-off time periods.

A Leave Time **Retroactive Pay Historical Edit** must be performed whenever signed off timecard data needs to have leave code hours corrected.

A typical situation where a Leave Time **Retroactive Pay Historical Edit** is required is when an employee has forgotten to enter a leave, or incorrectly entered a leave code.

An edit to any Leave Code must be made first in PPS, then CalTime. The object of a Leave Time Historical Edit in CalTime is to balance to PPS.

1. Log in to CalTime. CalTime will	Timecard Schedule People Reports	
open to QUICKFIND.	QUICKFIND Name or ID * Time Period Current Pay Period	Find
	Actions Punch Schedule Approvals Person	

- Enter the last name or ID of the employee needing a historical edit into the Name or ID Field.
- Select the appropriate Time Period in the Time Period field. In this example Previous Pay Period is chosen.
- 4. Click the Find button.

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Timecard Schedule People Reports QUICKFIND Last Refreshed: 10:27AM	Name or ID Time Period	anderson* Previous Pay Period	Find
Actions * Punch * Schedule * Approvals *	Person V		

Timecard Schedule People Reports				
QUICKFIND Last Refreshed: 10:27AM	Name or ID Time Period	anderson* Previous Pay Period	Find	4
Actions ▼ Punch ▼ Schedule ▼ Approvals ▼ Pe	rson 🔻			

A list of matching employees will be displayed—in this example, **Anderson001 Nick**.

 Double-click on the desired employee name to navigate to their timecard in the defined time period.

Actions ▼ Punch ▼ Schedule ▼	Approvals * Person *
	Name
Anderson001, Nick 5	

Timekeeper:



Leave Time Historical Edit

In this example Nick Anderson accidently selected **Sick Leave Taken** for 8 hours on **8/25** when he meant to select **Vacation Leave Taken**. His supervisor failed to catch the error and the timekeeper has signed off the timecard.

A historical edit must be performed to correct the time card entry, add 8 hours to his sick leave accrual balance and subtract 8 hours from his vacation leave accrual balance.

 Click the Amount. Menu and select the Add Historical with Retroactive Pay Calculation item to navigate to the Add Historical with Retroactive Pay Calculation screen.

S	Save Actions T Punch T Amount T Accruals T Comment T Approv							
		Date	Pay Code	Amo	In	Transky		
		Sat 8/16						
		Sun 8/17						
		Mon 8/18			7:00AM			
		Tue 8/19			7:00AM			
		Wed 8/20			7:00AM			
		Thu 8/21			7:00AM			
		Fri 8/22			7:00AM	;LIBRARIAN-DOE//////		
		Sat 8/23						
		Sun 8/24						
		Mon 8/25	Sick Leave	8:00				
		Tue 8/26			7:00AM			

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Add Historical 🔫

Amount

Add Historical with Retroactive Pay Calculation → Delete Historical →

Accruals
 Comment
 Approvals

The Add Historical with Retroactive **Pay** window will display.

 Enter the corrections needed into the appropriate fields in the timecard. In this example Sick Leave Taken will be replaced with Vacation Leave Taken.





- Enter the desired Effective Date in the Effective Date field in the lower left of the window. The Effective Date must be in the current non-signed-off pay period.
- 9. Click the Calculate Differences button on the bottom of the window to bring up the next window.

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The second window associated with the Add Historical Amount with Retroactive Pay Calculation process will appear.

The Effective Date, Historical Date, Account, Pay Code and Amount will be pre-populated.

Notice there is a reversal of **Sick** – Leave balance and a charge to Vacation Leave balance indicated in the Amount column.

- Check the Impact Accruals* checkboxes to impact the accruals for Sick Leave Taken and Vacation Leave Taken in CalTime
- **11.** Click the **Save** button to save this Historical Edit.

🗶 🔄 Sun 8/24	4		•		
🗶 🔄 Mon 8/25	5	Vacation Le	ave Taken 🛛 👻	8:00	
X 式 Tue 8/20	6		•		7:00AN
🗙 去 Wed 8/2	27		•		7:00AN
🗙 去 Thu 8/28	В		•		7:00AN
🗙 去 Fri 8/29			-		7:00AN
🗙 去 Sat 8/30)		•		
•				1	
Pay Code	<none></none>	•			
Effective Date	9/10/2014	-	•		
			9		
			Calculate	Differenc	es ⇒

Anderson00 Historical Dat Current Pay	1, Nick 0099 tes 8/17 Rule NX_	01001 2014-8/30/2014 NonEx_OTP 08 Day 30d			10	
Effective	Histori /	Account	Pay Code	Amount	Impact Accruals	Include in Totals
9/10/2014	8/25/2014	/009901001/Training Set 001/-	Vacation Lea.	8:00		
9/10/2014 8/25/2014/009901001/Training Set 001/		Sick Leave T	-8:00			
		1 1 Save - Can	cel Help)

NOTE: The Impact Accruals* checkbox will cause the leave time historical edit to be processed in CalTime, but will not pass to PPS. An identical transaction should be performed in PPS before a Historical Edit in CalTime



After clicking the **Save** button the timecard will appear. Two additional rows will have been added by CalTime on the date with the historical edit. In this example that is **Monday 8/25**.

The lines that are the historical edit will have a gray background. In this example the gray background line indicates **Sick Leave Taken** was reduced by 8 hours and 8 hours is input for **Vacation Leave Taken**.

The Leave Time Historical Edit process is complete.

	Sun 8/24		
ſ	Mon 8/25	Sick Leave T	-8:00
	Mon 8/25	Sick Leave T	8:00
	Mon 8/25	Vacation Le	8:00