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 open to **QUICKFIND**.
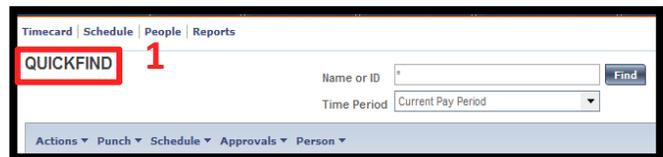
2. Enter the last name or ID of the employee needing a historical edit into the **Name or ID** Field.

3. Select the appropriate **Time Period** in the **Time Period** field. In this example Previous Pay Period is chosen.

4. Click the **Find** button.
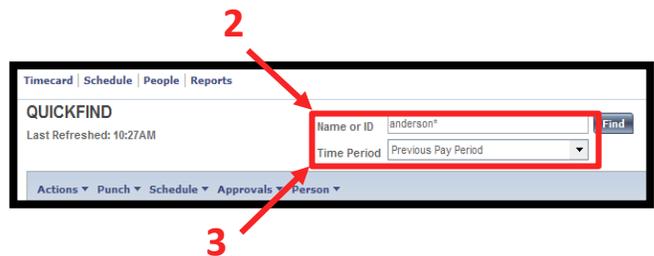
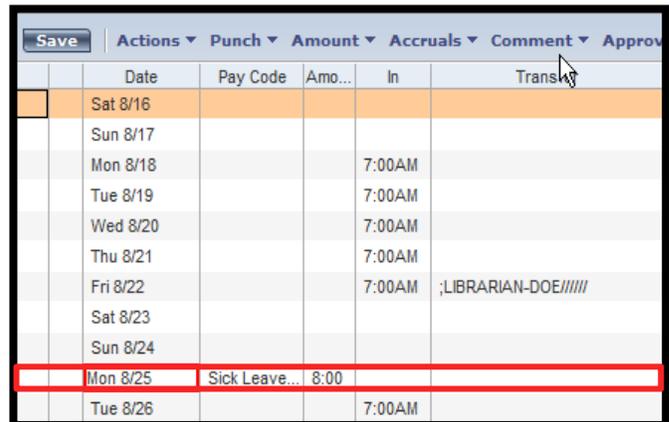A list of matching employees will be displayed—in this example, **Anderson001 Nick**.

5. Double-click on the desired employee name to navigate to their timecard in the defined time period.
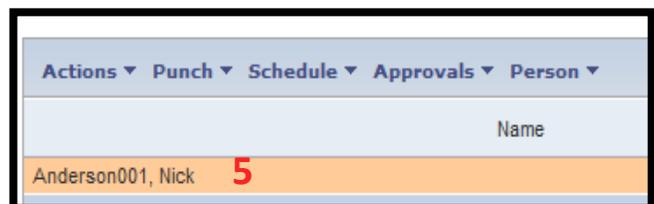
In this example Nick Anderson accidently selected **Sick Leave Taken** for 8 hours on **8/25** when he meant to select **Vacation Leave Taken**. His supervisor failed to catch the error and the timekeeper has signed off the timecard.

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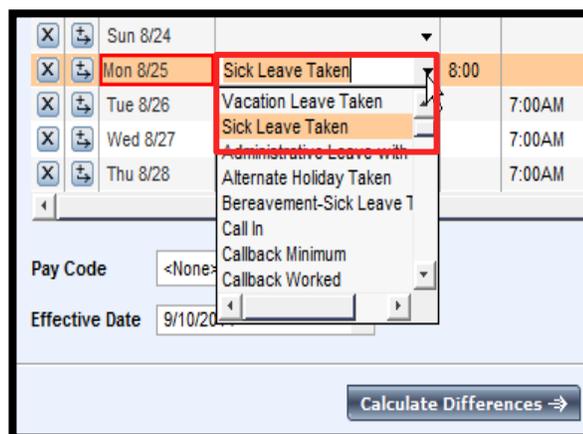
6. Click the **Amount**. Menu and select the **Add Historical with Retroactive Pay Calculation** item to navigate to the **Add Historical with Retroactive Pay Calculation** screen.

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

7. Enter the corrections needed into the appropriate fields in the timecard. In this example **Sick Leave Taken** will be replaced with **Vacation Leave Taken.**
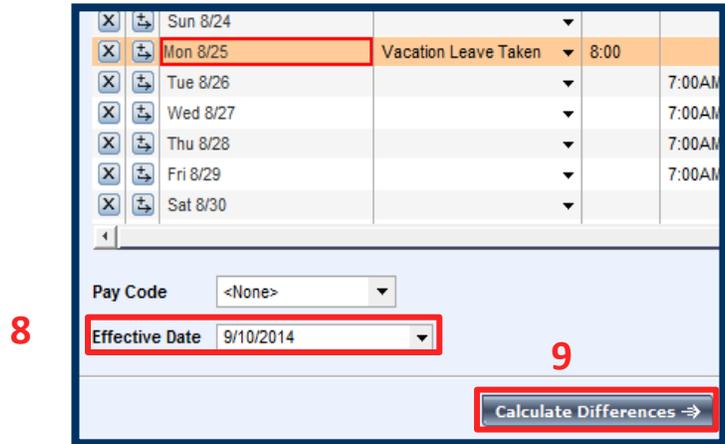
8. Enter the desired **Effective Date** in the **Effective Date** field in the lower left of the window. The **Effective Date** must be in the current non-signed-off pay period.

9. Click the **Calculate Differences** button on the bottom of the window to bring up the next window.

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.
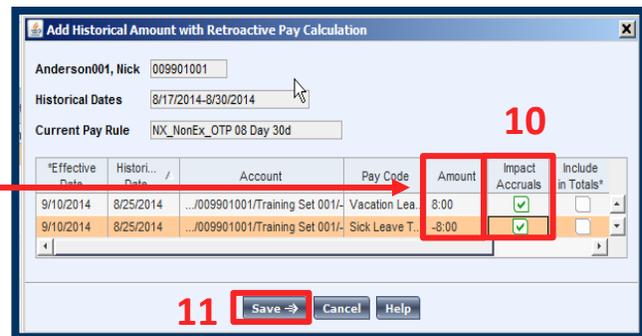
10. Check the **Impact Accruals*** checkboxes to impact the accruals for **Sick Leave Taken** and **Vacation Leave Taken** in CalTime

11. Click the **Save** button to save this Historical Edit.

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**.

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

The Leave Time Historical Edit process is complete.