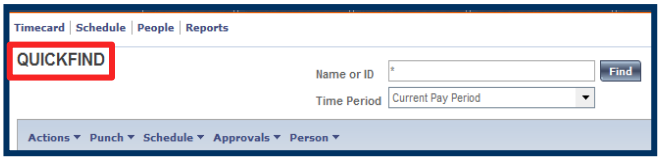
Entering a Retroactive Pay Historical Edit

Historical Edits can only be entered in Signed Off Time Periods.

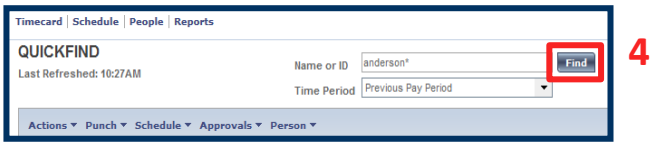
Retroactive Pay Historical Edit_____

A Retroactive Pay Historical Edit must be performed whenever signed off timecard data needs to have pay hours corrected. A typical situation where a retroactive pay historical edit is required is when an employee has a missed punch that was not caught and corrected by the supervisor. The employee will have 0 hours recorded for any day in which they have a missed punch.

1. Log in to CalTime. CalTime will open to **QUICKFIND**.

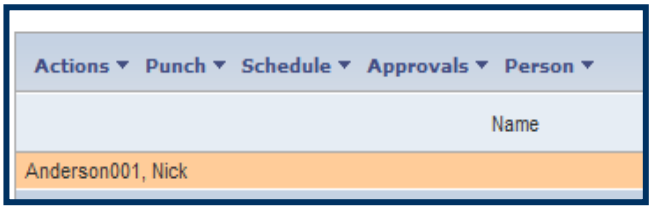


2. Enter the last name or ID of the employee needing a historical edit into the **Name or ID** Field
3. Select the appropriate **Time Period** in the **Time Period** field—in this example, **Previous Pay Period** is chosen.
4. Click the **Find** button

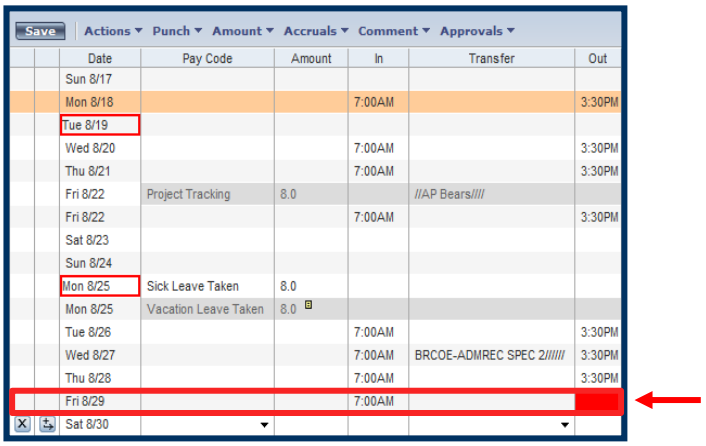


A list of matching employees will be displayed—in this example, **Anderson001 Nick**

5. Double-click on the desired employee name to navigate to his/her timecard in the defined time period.



Here, Nick Anderson failed to punch out on Friday 8/29, as indicated by the solid red box in the **Out**-punch column on his timesheet. This resulted in Mr. Anderson not getting paid for work done on 8/29. The time period is signed off, as indicated by blank fields in the first two columns of the timesheet. The objective of this retroactive pay historical edit is to correct the missed punch and pass the time to PPS to be paid out in the current bi-weekly pay period.



6. Click the **Amount** menu.

7. Select the **Add Historical with Retroactive Pay Calculation** item to navigate to the **Add Historical with Retroactive Pay Calculation** screen.

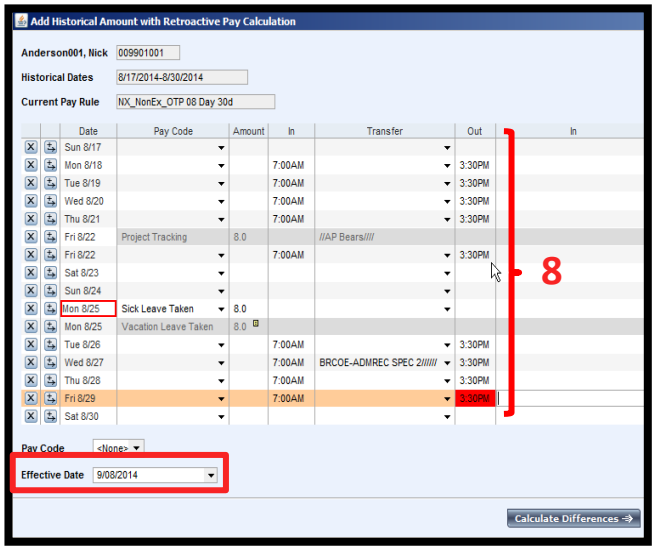
The **Add Historical Amount with Retroactive Pay** window will display.

The needed correction can now be added to the appropriate cell in the timecard.

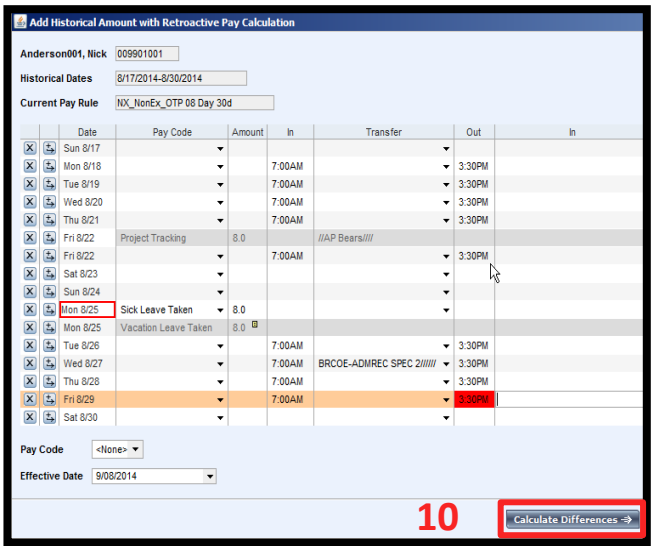
8. Enter the corrections needed into the appropriate fields in the timecard

9. 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.

In this example 3:30 PM has been added to the **Out** punch cell to correct the missed out punch and 9/08/2014 has been added to the **Effective Date** field.



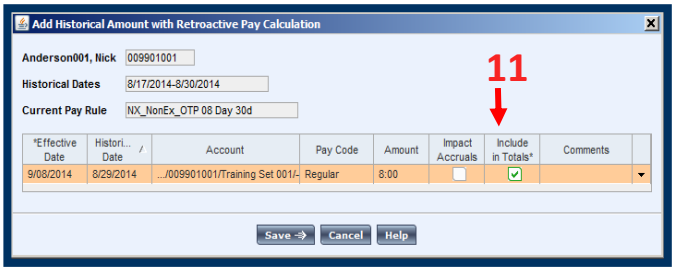
10. Click the **Calculate Differences** button on the bottom of the window to bring up the next window.



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.

11. Check the **Include in Totals*** checkbox to send this 8-hour additional **Regular** pay to PPS for payment in the current pay period payout.

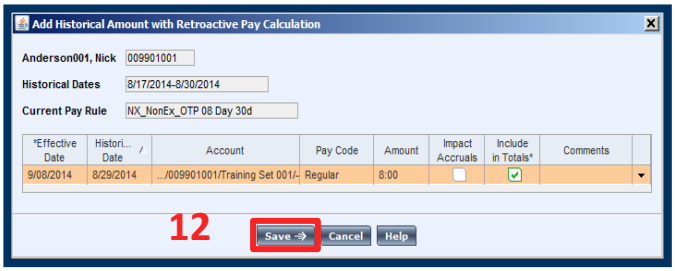


The **Include in Totals** checkbox should only be checked if the following conditions are met:

- There is no change to pay rate
- There is no change to job code
- Only additional hours must be paid
- The employee is okay with waiting for payment until the next bi-weekly pay cycle

If a manual check was requested for the hours to be paid to the employee do not check the **Include in Totals*** checkbox. To do so will result in double pay for edited hours.

12. Click the **Save** button to save this historical edit.



After clicking the **Save** button, the timecard will appear. An additional row will have been added by CalTime on the date with the historical edit. In this example that is Friday 8/29.

The line that is the historical edit will have a gray background. In this example the gray background line indicated **Regular** pay for **8.00** ours was added.

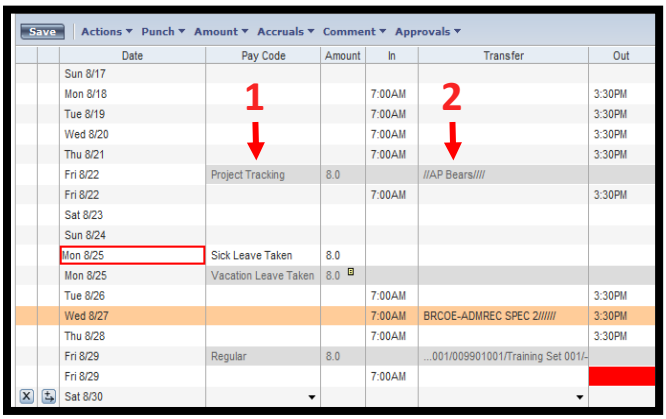
The historical edit process is complete.

Historical Edits for Friendly Names_____

Historical Edits for Friendly Names are very is similar to retroactive pay historical edits, but require a few additional steps.

To make an Historical Edit to a **Project Tracking Pay Code***

1. Select **Project Tracking** from the **Pay Code** drop menu.
2. From the **Transfer** drop menu click the **Search** option.



The **Select Transfer** window will appear.

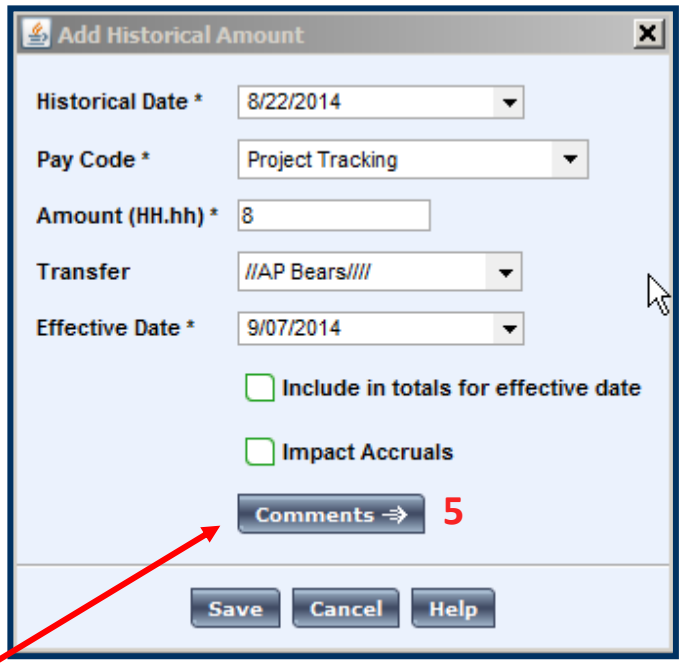
3. Select the **Project** option button to display a list of available projects.
4. Select the appropriate Project from the **Available Entries** and click the **OK** button at the bottom of the window.

Entering a Retroactive Pay Historical Edit

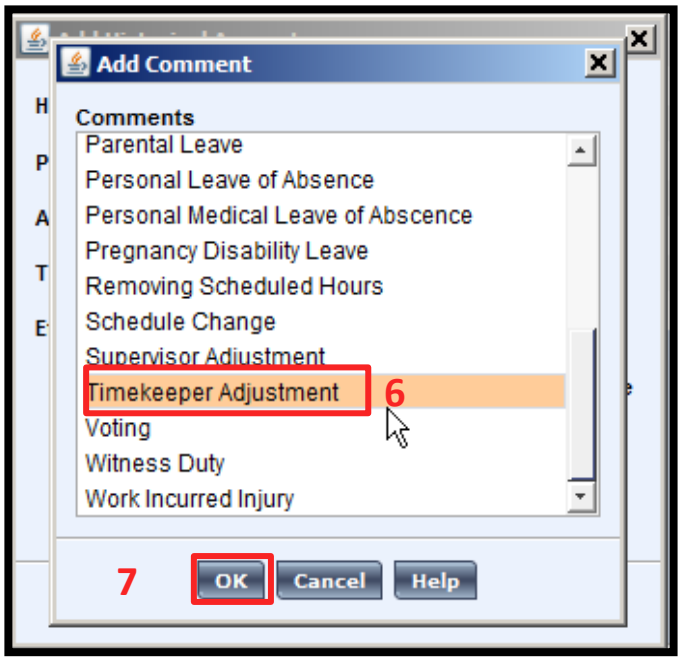
This is an example of an **Add Historical Amount** window completed for a **Project Tracking Historical Edit**.

Note the selected **Project** will be displayed in the **Transfer** field.

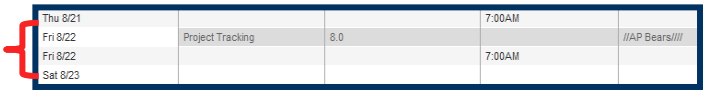
NOTE: Do not click the **Include in totals for effective date** or **Impact Accruals** buttons for a project tracking historical edit. The project manager for the project should edit their project record.



5. Click the **Comments** button to navigate to the **Comments** dialog window.
6. In the Add Comment window select **Timekeeper Adjustment**.
7. Click the **OK** button to add a comment to the edited timesheet.



In the timesheet being edited, an additional date line will be added by CalTime with a background in gray, and the Project name will display in the Transfer column.



The **Historical Edit** for **Project Tracking** is complete.