Timekeeper:
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 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.
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.