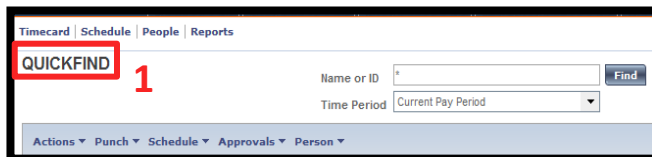


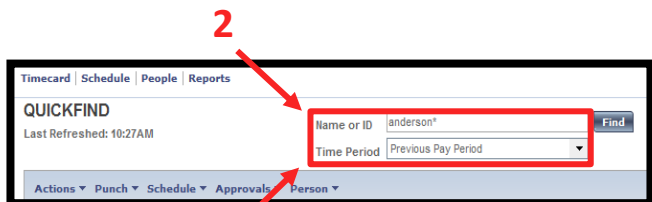
Historical Edits can only be entered in signed-off time periods.

A Retroactive Pay Historical Edit must be performed whenever signed-off timecard Work Rule-data needs to be corrected. A typical situation is when an employee has entered an incorrect **Work Rule Transfer** or failed to enter a **Work Rule Transfer**, and the error was not caught and corrected by the supervisor before sign-off by the Timekeeper.

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

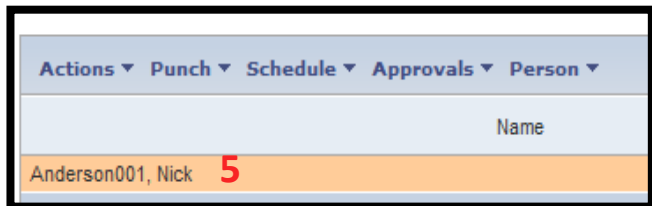


2. Enter the last name or ID of the employee needing a historical edit into the **Name or ID** Field.
3. Select the appropriate **Time Period** in the **Time Period** field. In this example, **Previous Pay Period** is chosen.
4. Click the **Find** button.




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.

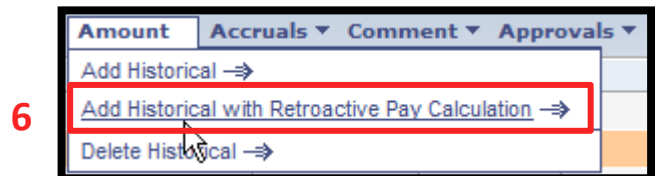


Name
Anderson001, Nick

In this example, Nick Anderson (who usually works 7:00AM to 3:30PM) worked the night shift on **Monday 8/18** from **3:00PM to 11:30PM**. His default work rule is day shift. His supervisor forgot to change the work rule in the timesheet before sign-off by the timekeeper. In order to get Mr. Anderson the shift differential he is due, a work-rule historical edit must be performed.

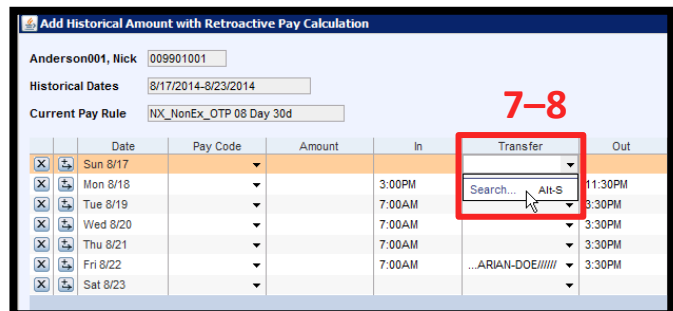
	Date	Pay Code	Amount	In	Transfer	Out
	Sat 8/16					
	Sun 8/17					
	Mon 8/18			3:00PM		11:30PM
	Tue 8/19			7:00AM		3:30PM
	Wed 8/20			7:00AM		3:30PM
	Thu 8/21			7:00AM		3:30PM

- 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 Amount with Retroactive Pay** window will display.

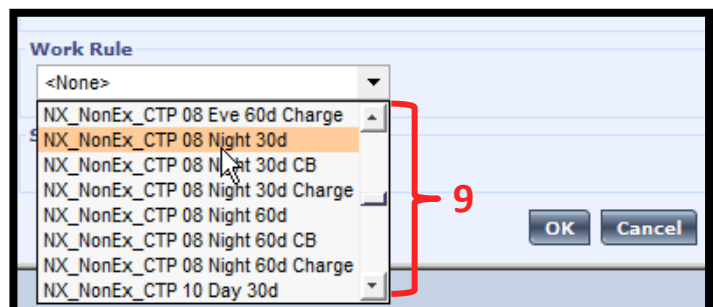
- For the date correction is needed, where there is an in and out punch, click the **Transfer** drop-list arrow.
- Click **Search**.



In the lower left of the **Select Transfer** window is the **Work Rule** drop-list menu. The items are listed in this menu, in union order. Scroll to the appropriate section for the union of the employee.

In this example, Mr. Anderson is a **NX** union member

- From the **Work Rule** drop list, select the work rule to be applied in the historical edit.



The selected work rule will populate the **Work Rule** field.

10. Click the **OK** button.

The **Add Historical Amount with Pay Calculation** timesheet view window will open.

Notice the **Current Pay Rule** for Nick Anderson is **NX_NonEx_OTP 08 Day 30d**. This is Nick Anderson's default Work Rule.

The Work Rule in the historical edit **Transfer** field is **NX_NonEx_CTP 08 Night 30d**.

Date	Pay Code	Amount	In	Transfer	Out
Sat 8/16					
Sun 8/17					
Mon 8/18			3:00PM	;;NX_NonEx_CTP 08 Night 30d	11:30PM
Tue 8/19			7:00AM		3:30PM
Wed 8/20			7:00AM		3:30PM
Thu 8/21			7:00AM		3:30PM

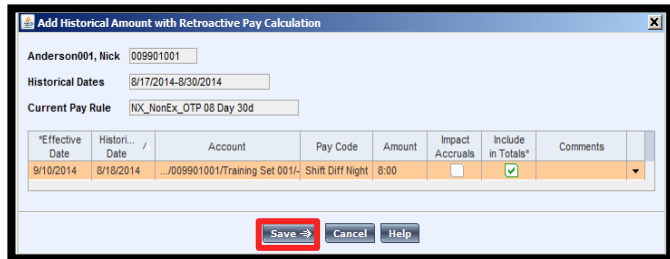
11. Click the Calculate Differences button to navigate to the next Add Historical Amount with Retroactive Pay Calculation window.

Notice in the **Pay Code** column of this window **Shift Diff Night** is displayed. This indicates the night shift differential will be applied to this shift.

12. Check the **Include in Totals** check box to send this historical edit to PPS. Mr. Anderson will now receive the pay differential due in his next biweekly check.

Effective Date	Historical Date	Account	Pay Code	Amount	Impact Accruals	Include in Totals*	Comments
9/10/2014	8/18/2014	..009901001/Training Set 001-	Shift Diff Night	8.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

13. Click the **Save** button.



13



Check the **Pay Code** and **Amount** columns to make sure the desired edit and number of Hours is entered.

The **Add Historical Amount with Retroactive Pay Calculation** window will appear.

Sun 8/17							
Mon 8/18	Shift Diff Night	8.00					
Mon 8/18			3:00PM		.../009901001/Training Set 001/-		11:30PM
Tue 8/19			7:00AM				3:30PM

CalTime will add an additional row for the date of the historical edit in gray and indicate the impact of the historical edit. In this example, **Shift Diff Night** appears in the gray Monday 8/18 row **Pay Code** cell.

This Work Rule Historical Edit is completed.