

CalTime: Historical Edits for Timekeepers

This job aid provides instructions on how to process a pay code or time adjustment for a pay period that has been signed-off. Only timekeepers have the ability to edit time that has been signed off.

Historical Edits

1. Open the timecard for the applicable employee. You can search by inserting employee ID in **quickfind** field.
2. Then select the prior pay period from the drop down list or select the applicable prior pay period range of dates by clicking on the calendar icon at the right of the drop down list.

3. A signed-off timecard will appear in grey

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
+	Sat 12/...												
+	Sun 1/...												
+	Mon 1/...	New Ye...	8.0									8.0	8.0
+	Tue 1/0...												8.0

4. Make the edit to the signed-off timecard by either adding the pay code and hours amount and/or inserting a start and stop time in the **In** and **Out** columns
5. In this example, we added vacation and 8 hours on Tuesday and a start time of 8am and stop time of 5pm on Wednesday.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
+	Sat 12/31												
+	Sun 1/01												
+	Mon 1/02	New Year's Day Observ...	8.0										8.0
+	Tue 1/03	Vacation Leave Taken	8.0										8.0
+	Wed 1/04			8:00AM		5:00PM					9.0	9.0	

6. Click the **Handle**



to view the timecard add-on tabs.

7. Right-click one of the pending or saved corrections in the Historical Corrections add-on.

8. Select **Edit** and perform the following actions:

Totals Accruals Audits **Historical Corrections**

Detail View Summary View

Pending	Historical Date	Type of Edit	Pay Code	Amount	Account	User	Edit Date	Effective Date	Include in Totals	Comment
✓	5/08/2017	Correction	Vacation Leave Ta..	8.0	./-./012429766/012578882/-/-	mharris:kro62-xw01.ist.19..		5/30/2017	Yes	
✓	5/09/2017	Correction	Regular	8.0	./-./012429766/012578882/-/-	mharris:kro62-xw01.ist.19..		5/30/2017	Yes	

Note: Edits will be marked as **Pending** until they are **Saved**.

Note: 2 new tabs have been added. Audits and Historical Corrections. Historical Corrections show up in the pay period that the edits were made.

Historical Corrections Actions

Historical Date: 5/15/2017
Effective Date: 5/30/2017
Pay Code: Regular
Account: FSPAY-6943U-0/-/-/012429766 /012578882/-/-
Amount: 8.0 (paid)
User: mharris
Included in Totals: No



a. Enter or select an **Effective Date** for the historical correction to override the default effective date selected. The effective date is by default the current date.

b. Uncheck the **Include edits in the Totals** check box, or leave it selected.

c. Click **Add Comment** to select a comment from the drop-down menu and Click **Add** and then click **Apply**

9. Edits to saved historical corrections follows the same process as pending corrections.

Historical Correction

Effective Date:

Include edits in the Totals

Comments (0) [Add Comment](#)

Include in totals should only be performed when the following conditions are met

- There is no change to payrate
- There is no change to job code
- Only additional hours are being paid
- The employee is okay with waiting for the payment on the next available biweekly pay cycle

If a manual check was request for the hours to be paid, do not click yes as it will result is double pay.

Totals Accruals Audits Historical Corrections										
Information You will lose existing pending historical corrections if you make additional edits in this timecard. Please click Save in the action bar.										
Detail View Summary View										
Pending	Historical Date	Type of Edit	Pay Code	Amount	Account	User	Edit Date	Effective Date	Include in Totals	Comment
✓	5/08/2017	Correction	Vacation Leave Ta...	0.0	---/012429766/012578882/---	mharria.krc62.xw01.jst.19...		5/30/2017	Yes	

Note: A notification message will display if you attempt to make additional edits

After saving the edit, the following message will appear:

Information The timecard is currently processing the new historical corrections. To make additional edits, click Refresh.

Deleting Historical Corrections

To remove and delete a Historical edit, Click on the X to the right of the historical date.

+ X	Tue 5/30			8:00AM	5:00PM
+ X	Wed 5/31				
+ X	Thu 6/01				
+ X	Fri 6/02				

Click on Calculate Totals and then open the Historical Corrections tab to see the reversal.

+ X	Tue 5/30				
+ X	Wed 5/31				
+ X	Thu 6/01				
+ X	Fri 6/02				
+ X	Sat 6/03				

Totals Accruals Audits **Historical Corrections**

Detail View Summary View

Pending	Historical Date	Type of Edit	Pay Code	Amount
✓	5/30/2017	Correction	Regular	-8.0
	5/30/2017	Correction	Regular	8.0 (paid)

Right click on the Pending edit to get the Historical Corrections Actions box and edit the reversal to mirror the original edit.

Historical Correction

Effective Date:*

Include edits in the Totals

Comments (0) [Add Comment](#)

In this case the Include edits in the Totals needs to be unchecked. Click Apply and then Save.

		Tue 5/30							
		Wed 5/31							
		Thu 6/01							
		Fri 6/02							

Totals Accruals Audits **Historical Corrections**

Detail View Summary View

Pending	Historical Date	Type of Edit	Pay Code	Amount
	5/30/2017	Correction	Regular	8.0 (paid)
	5/30/2017	Correction	Regular	-8.0 (paid)

The Historical Edit is now properly removed and deleted.

NOTE: Do **NOT** delete a historical edit by clicking on Delete in the Historical Corrections Actions box.

Historical Corrections Actions

Historical Date: 5/31/2017

Effective Date: 6/14/2017


Pay Code: Regular


Account: FSPAY-4921U-0/-/-/012429766
/012768594/-/-

Amount: 8.0

User: dmeesai

Included in Totals: Yes


 Edit


 Delete

This process adds Delete Correction to the audit trail in the current pay period, removes the historical edit from the Historical Corrections tab, but does **NOT** remove the change to the signed off timecard.

Totals Accruals Audits **Historical Corrections**

Audits All

Date	Type	Time	Account	Pay Code	Amount	Work Rule	Override	Edit Date	Edit Time	User	Data Source	Include in Totals
6/05/2017	Delete Correction		..429766/012578882/-/-	Regular	8.0			6/05/20...	1:58PM (GMT -08...	mharris:kr62:xw0...	Timecard Editor	Yes
6/12/2017	Edit Correction		..429766/012578882/-/-	Regular	8.0			6/12/20...	8:53AM (GMT -08...	mharris:kr62:xw0...	Timecard Editor	No