

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.

The screenshot shows the 'Timecards' interface for 'Genies'. At the top, there are navigation tabs for 'Manage My Department' and 'Timecards'. Below this is a 'QuickFind' search bar with an asterisk and a magnifying glass icon, highlighted with a red box. To the right of the search bar is a 'Loaded 3:37PM' indicator and a 'Previous Pay Period' dropdown menu, also highlighted with a red box. A red arrow points from the search bar area towards the dropdown menu. The dropdown menu is open, showing a list of options: 'Previous Pay Period', 'Current Pay Period', 'Next Pay Period', 'Previous Schedule Period', 'Current Schedule Period', 'Next Schedule Period', 'Week to Date', 'Last Week', 'Yesterday', 'Today', 'Yesterday,Today,Tomorrow', 'Yesterday plus 6 days', and 'Last 30 days'. Below the search bar and dropdown menu are several icons for actions like 'Select All Rows', 'Column Selection', 'Filter', 'People', 'Timekeeping', 'Accruals', 'Approval', 'Schedule', and 'Absence'. At the bottom of this section is a table with columns for 'Name', 'ID', and 'Primary Labor Account'.

3. A signed-off timecard will appear in grey

The screenshot shows the timecard grid for the employee. The grid has columns for 'Date', 'Pay Code', 'Amount', 'In', 'Transfer', 'Out', 'Schedule', 'Shift', 'Daily', and 'Period'. The row for 'Mon 1/...' is highlighted in grey, indicating it is a signed-off timecard. The 'Pay Code' is 'New Ye...' and the 'Amount' is '8.0'. The 'Daily' and 'Period' columns show '8.0'. Above the grid are several icons for actions like 'View', 'Approve Timecard', 'Sign Off', 'Accruals Actions', 'Print Timecard', 'Refresh', 'Calculate Totals', 'Save', and 'Go To'.

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

Historical Edits

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.

6. Click Save.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily
+ X	Sat 12/31											
+ X	Sun 1/01											
+ X	Mon 1/02	New Year's Day Observ...	8.0									8.0
+ X	Tue 1/03	Vacation Leave Taken	8.0									8.0
+ X	Wed 1/04			8:00AM		5:00PM					9.0	9.0
+ X	Thu 1/05											

7. A window will open with Save Details. "Do you want to include your edits in Totals." If you click yes, then CalTime will send the time to the Payroll system (PPS). If you click No, CalTime will not send the time to Payroll and you will need to manually enter the time in the payroll system.

Save Details

i Do you want to include your edits in the Totals?

8. After clicking Yes or No, you can view your change in the audit tab. Click **Go To** icon, and click on **Audits**.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out
+ X	Sat 12/31								
+ X	Sun 1/01								
+ X	Mon 1/02	New Year's Day Observ...	8.0						
+ X	Tue 1/03	Vacation Leave Taken	8.0						
+ X	Wed 1/04			8:00AM		5:00PM			
+ X	Thu 1/05								
+ X	Fri 1/06								
+ X	Sat 1/07								

Historical Edits

9. A new Audit Tab will open and you will want to select **historical edits** from the drop down tab under **Category**

Time	Type	Account	Pay Code	Amount	Work Rule
1/03/2017	Add Pay Code		Vacation Leave T...	8.0	
1/04/2017 5:00PM	Add Punch				
1/04/2017 8:00AM	Add Punch				
1/05/2017 5:00PM	Add Punch				

10. Click on **Current pay period** because historical edits appear in the current pay period audit trail (If you clicked no to **include your edits in Totals**, the historical edit was not sent to payroll and will appear as PAID as shown on the right, see step 7, pg. 2).

Effective Date	Historical Date	Type of Edit	User	From Account	To Account	From Pay Code	To Pay Code	Amount	Comment	Note
2/24/2017	1/03/2017	Correction	cparkinson.k...				Vacation Lea...	8.0		
2/24/2017	1/06/2017	Correction	cparkinson.k...				Vacation Lea...	8.0 (paid)		
2/24/2017	1/07/2017	Correction	cparkinson.k...				Vacation Lea...	8.0 (paid)		

To Remove a Historical edit

Go the applicable pay period and remove the pay code or hours previously entered. Click on Save. When prompted to include in totals, please select Yes or No and answer in the same manner as the original entry. If you do not remember, then you should verify what was processed in PPS.

Remember when prompted to include in totals,

No means you are going to manually enter the adjustment in the payroll system, and Yes means the hours will be sent by the CalTime system to the Payroll system.

Save Details

i Do you want to include your edits in the Totals?

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To Remove a Historical edit

Once the Historical Edit is deleted it will appear as a negative amount in the Audits tab.

Effective Date	Historical Date	Type of Edit	User	From Account	To Account	From Pay Code	To Pay Code	Amount	Comment
3/14/2017	2/27/2017	Correction	tginn:kro62-qw0...		...!	/-/-	Vacation Leave ...	-8.0 (paid)	
3/14/2017	2/27/2017	Correction	tginn:kro62-qw0...		...!	3/-/-	Vacation Leave ...	8.0 (paid)	