

Historical Corrections for Biweekly Employees

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
Sat 4/29		HISTPER	0.0					0.0	0.0
Sun 4/30								0.0	0.0
Mon 5/01	8:30AM-5:00PM			8:30AM		5:00PM	0.0	0.0	16.0
Tue 5/02	8:30AM-5:00PM			8:30AM		5:00PM	0.0	0.0	24.0
Wed 5/03	8:30AM-5:00PM			8:30AM		5:00PM	0.0	0.0	32.0
Thu 5/04	8:30AM-5:00PM			8:30AM		5:00PM	0.0	0.0	40.0
Fri 5/05	8:30AM-5:00PM			8:30AM		5:00PM	0.0	0.0	48.0
Sat 5/06								0.0	48.0
Sun 5/07								0.0	48.0
Mon 5/08	8:30AM-5:00PM			8:30AM		5:00PM	0.0	0.0	56.0
Tue 5/09	8:30AM-5:00PM			8:30AM		5:00PM	0.0	0.0	64.0
Wed 5/10	8:30AM-5:00PM			8:30AM		5:00PM	0.0	0.0	72.0
Thu 5/11	8:30AM-5:00PM			8:30AM		5:00PM	0.0	0.0	80.0
Fri 5/12	8:30AM-5:00PM			8:30AM		5:00PM	0.0	0.0	88.0

To add missing time/leave hours to a **Signed Off** pay period, you will need to add a **Historical**.

STEP 1. You must be in the **CURRENT PAY PERIOD** in order to make this edit. Please, use a date in which there is no time. If the timecard has a full schedule of punches, please add a line to make the historical edit.

STEP 2. Add the appropriate pay/leave code from the drop down in the **Pay Code** cell, and add the amount of hours.

NOTE: In this new version, you will notice that our department has updated our Pay Code abbreviations specifically for historical corrections. You **MUST** use these pay codes for **ALL HISTORICALS CORRECTIONS**.

Examples of these Pay Codes:

Old Codes

VAC
FMLA - NO PAY
SICK
PER

New Codes

HIST-VAC
HIST FMLA - NO PAY
HIST-SICK
HIST-PER

STEP 3: When doing a historical edit, a **Comment** will **ALWAYS** need to be added. Right click on the **Amounts** cell to complete this process.

STEP 4: In the **Comments** drop down list, please select **Historical Entry**. In the **Notes** section, put in the date of historical in the format pictured. Click **OK** and **Save**.