

Historical Corrections for Monthly Employees

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
Sat 2/04		HIST-VAC	8.0					8.0	8.0
Sun 2/05								8.0	8.0
Mon 2/06				8:21AM	- 8:50:Student - WSF	1:00PM		4.65	
Tue 2/07				1:30PM	- 8:50:Student - WSF	5:00PM		6.15	16.15
Wed 2/08				8:16AM	- 8:50:Student - WSF	12:00PM		3.73	
Thu 2/09				12:30PM	- 8:50:Student - WSF	2:30PM		2.0	5.73
Fri 2/10				8:24AM	- 8:50:Student - WSF	1:00PM		4.6	4.6
Sat 2/11									26.48
Sun 2/12									26.48
Mon 2/13				8:24AM	- 8:50:Student - WSF	12:00PM		3.6	
				12:30PM	- 8:50:Student - WSF	3:30PM		3.0	6.6
									33.08

Account	Pay Code	Amount
100000-40500-05/6700/95/40500/STU00/0/S40500-01 Stude 8.50	REG	8.0
100000-40500-05/6700/95/40500/STU00/0/S40500-01 Stude 8.50	WSF	35.5

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 correct signed off pay period in order to make this edit.

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

Date	Sched...	Pay Code	Amount	In	Transfer	Out	Shift
Sat 3/18		HIST-VAC	8.0				
Sun 3/19							
Mon 3/20	8...					8:004263-00	4:32PM
Tue 3/21	8...					8:004263-00	4:30PM
Wed 3/22	8...					8:004263-00	4:30PM
Thu 3/23	8...					8:004263-00	4:30PM
Fri 3/24	8...	PER				8:004263-00	4:30PM

Location	Job	Account	Pay Code	Amount	Wages
		_0/AH093/HR003/004263-00	PER	8.0	\$180.40
		_0/AH093/HR003/004263-00	REG	69.25	\$1,561.59
		_0/AH093/HR003/004263-00	SCK	2.75	\$62.01

STEP 3. After you click on the Save button, a pop up box will appear asking if you would like to include your edits in the totals. Select **"YES"** and the historical correction will appear in the updated totals section of their timecard.

Sat 3/18	HIST-VAC	8.0
----------	----------	-----

Once you complete the historical entry, a diamond shaped icon will appear in the hour's box of the entry.

The screenshot shows the Tinecards application interface. At the top, there are navigation and action buttons like 'Approve Timecard', 'Sign Off', 'Accruals Actions', 'Print Timecard', 'Refresh', 'Calculate Totals', 'Save', and 'Go To'. Below this is a table of timecard entries with columns: Date, Sched., Pay Code, Amount, In, Transfer, Out, Shift, Daily, and Period. The entries range from Sat 4/01 to Sat 4/08. Below the table is a 'Totals' section with a 'Leave Activity' button and a 'Viewing: All Totals' button highlighted with a red box.

STEP 4: To verify the **Historical Corrections**, you must first change the time period back to **Current Pay Period**.

STEP 5: You can view your corrections one of two ways.

OPTION 1: First by clicking on the **All Totals Icon**, then **Corrections**. You will then see the corrections in the **Totals Tab**.

OPTION 2: Click on the **Historical Corrections** tab in your **Related Items Pane**. A workspace will open that will show you all **Historical corrections**.

Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source	Note	Person ID	Person Name
2/04/2017		Add Pay C...		REG	8.0				2/24/2017	12:12PM (L...	tue88917...	Timecard...		82658	Bartolome...

The screenshot shows the 'Related Items Pane' with a list of menu items: Dept Manager, Audits, Comments, Historical Edits (highlighted with a red box), People View, Reports, Schedule Editor, and SignOffs and Approvals.