Make Historical Corrections

Historical corrections can be added for updating punches for a worked shift, handling timecard exceptions such as missed punches, adding leave pay codes, and changing leave pay codes, such as from Absent to Personal or Medical Leave. These edits in the signed off pay period trigger the system to generate historical corrections. Employees can view their corrected timecards in the application.

Edit a Signed-off Timecard

A timecard can be edited after it has been signed off. Prior to editing a signed-off timecard, ensure that edits have been enabled.

Navigation: Main Menu > Time > Employee Summary

1. Select an employee whose timecard has been signed off and then select **Enable Edits.**
2. Select **Yes.**
3. Access the timecard and select a signed-off time period (typically previous pay period or earlier).
4. Edit the necessary data on the timecard grid.
5. Select **Save.**
6. Select the Historical Corrections add-on to view the details.

Control Pay Impact of a Historical Correction

You can control impact of a historical correction on pay.

Navigation: Main Menu > Time > Timecards

Navigation: Main Menu > Time > Employee Summary

1. Select an employee whose timecard has been signed off and then select **Enable Edits.**
2. Select **Yes.**
3. Access the timecard and make the necessary corrections.
4. From the **Detail View** section of the **Historical Corrections**, select one or more historical edits, and then select **Edit Historical Corrections.**
5. On the **Edit Corrections** panel, select or deselect the **Include in Totals** check box.
6. Select the check box if you want to include the pay impact of the historical corrections in the next payroll processing. The totals of both saved and pending edits appear in the

Include **In Totals** column. The effective date depends on the employee's pay rule configuration. Generally, it is the current date.

7. Clear the check box to handle payment another way, such as a check paid to the employee directly.

8. (Optional) Select **Comment** and enter a note.

9. Select **Apply.**

10. Select **Save.**

> **Note** If the timeframe you have loaded contains the effective date of the historical correction but not its historical date, the Historical Corrections add-on displays the historical correction but includes an Include in Totals Outside Timecard Dates message in the upper-left corner of the add-on. An asterisk also displays in the Historical Date column.

When your system is configured for automatic wage pay code corrections, all hourly historical corrections are charged to the same money pay code called a wage pay code. If necessary, you can change the wage pay code used for each correction.