



## Make Historical Corrections (Timekeepers)

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### Signed-off Time Edits

Historical corrections can be added to update timecards that need to be made AFTER the pay period has closed. Edits in the signed-off pay period trigger the system to generate historical corrections. Employees can view their corrected timecards in the application.

### Correction is Based on Time Entry Origin/Color

To correct this, the Timekeeper will have to locate the signed-off timecard.

The Timekeeper can modify In/Out Punches, Transfers, and Paycodes that appear in the Timecard in a **black** font.

For entries that appear in a **purple** font, such as Vacation, Sick, PTO, other Non-Worked Paycodes or Holiday time, incorrect time from these sources can be adjusted by adding another line on the timecard and add in a negative hour amount against the same Paycode.

### Navigation: Homepage > Manage Timecards

1. Select an employee whose timecard has been signed off and go to their timecard.
2. Access the timecard and select a signed-off time period (typically previous pay period or earlier).
3. Edit the necessary data on the timecard grid.
4. Select **Save**.

### To review the Historical Corrections

Change timeframe to Current Pay Period and select Historical Corrections tab at the bottom of the timecard to view the details.