



Make Historical Corrections (Timekeepers)

Signed-Off Time Edits

You may make corrections to timecards AFTER the pay period has closed and Payroll has enabled edits. This triggers the system to generate historical corrections that employees can view.

Historical corrections in UKG are automatically processed and paid based on the entry date which is displayed as the “effective date” (as seen on the Historical Corrections tab of the timecard). The difference will be processed during the entry date’s pay period.

Timekeepers / managers can correct timecards for a prior pay period in UKG:

- Biweekly payroll corrections may be made after the 12/15/2024 pay period; and
- Semimonthly and monthly payroll corrections may be made after the 1/1/2025 pay period.

Correction is Based on Time Entry Origin/Display or Font Color

To correct this, the Timekeeper first locates the approved timecard.

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

A **purple** font denotes items that originated from other areas of the application like the schedule, for example. These entries, such as **PTO, Sick, Vacation, other Non-Worked Paycodes or Holiday** time, may be adjusted by adding a new row on the timecard and entering a negative hour amount on the timecard against the same Paycode. For historical corrections to PTO, Sick, and Vacation, you must insert a row and use the following codes to make any adjustments:

- **UR PTO Correction**
- **UR Sick Correction**
- **UR Vacation Correction**

Example: Employee was paid 12 hours of vacation for 01/16, but meant to use PTO Time.

You would add two rows and enter:

UR Vacation Correction -12.00 (to remove the vacation time that was taken)

UR PTO Correction 12.00 (to use PTO Time)

Accrual balances will adjust accordingly.

The screenshot shows the 'Employee Timecards' interface for the University of Rochester. The interface includes a navigation bar with icons for List View, Zoom, Approve, Remove Approval, Remove All Approval, Sign-Off, Remove Sign-Off, Analyze, View Moved..., Accrual Actions, and Go To. Below the navigation bar is a table with columns for Date, Schedule, Absence, Assignment, In, Pay Code, and Amount. The table shows entries for Tue 1/14, Wed 1/15, Thu 1/16, Fri 1/17, and Sat 1/18. The entry for Thu 1/16 is highlighted with a red border and shows a purple font entry for 'RN 3 Inpt 8...' with an amount of 12:00 AM. Below this entry, two additional rows are added: 'UR Vacation Correction' with an amount of -12.00 and 'UR PTO Correction' with an amount of 12.00.

Date	Schedule	Absence	Assignment	In	Pay Code	Amount
Tue 1/14						
Wed 1/15						
Thu 1/16			RN 3 Inpt 8...	12:00 AM	UR Vacation	12.00
Fri 1/17			RN 3 Inpt 8...		UR Vacation Correction	-12.00
Sat 1/18			RN 3 Inpt 8...		UR PTO Correction	12.00

For other entries that appear in a purple font, such as Holiday and other Non-Worked Paycodes, adjustments may be made by adding another line on the timecard and adding in a negative hour amount against the same Paycode.

How to Complete a Historical Correction Steps

1. Navigate to the Homepage, then Manage Timecards
2. Select and go to an employee timecard that has been approved.
3. Access the timecard and select a previous time period or earlier.
4. Edit the necessary data on the timecard grid following the instructions above.
5. Select **Save**.

Reviewing Historical Corrections and Changing Pay (If Applicable)

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

UKG automatically processes corrections and subsequent payments based on the date entered or “effective date” for the correction. These historical corrections will be processed with the pay period that contains the entry date/effective date. Timekeepers and managers should work with their department coordinator to request off-cycle checks if warranted through myURHR Workday. For guidance on this, please refer to the University’s Policy on [Off-Cycle Issuance of Payroll Payments](https://www.rochester.edu/policies/policy/off-cycle-issuance-of-payroll-payments-on-demand-paychecks/#:~:text=A%20request%20for%20an%20off,in%20myURHR%20or%20incorrect%20records.) HYPERLINK

"https://www.rochester.edu/policies/policy/off-cycle-issuance-of-payroll-payments-on-demand-paychecks/#:~:text=A%20request%20for%20an%20off,in%20myURHR%20or%20incorrect%20records." .

The following summarizes how to navigate through the historical correction process.

The image displays two screenshots of the 'Employee Timecards' interface. The left screenshot shows a calendar view with a red box around the 'Detail View' and 'Summary View' tabs, and another red box around a table of corrections. The right screenshot shows a table view with a red box around the 'Current Pay Period' dropdown and another red box around the 'Effective Date' column in a table of corrections.

Date	Schedule	Absence	Assignment
Wed 1/29			RN 3 Inpt 8...
Thu 1/30			RN 3 Inpt 8...
Fri 1/31	7:00 P...		RN 3 Inpt 8...
Sat 2/01			RN 3 Inpt 8...
Sun 2/02	7:00 P...		RN 3 Inpt 8...
Mon 2/03	7:...		RN 3 Inpt 8...

Transfer	Pay Code	Amount	Shift

Wages	Assignment	Transfer	Effective Date	Include In Totals
USD0.00	RN 3 Inpt 83600Cri U... ..g/Unit/RN;OP134575;		Mon 2/03	Yes
USD0.00	RN 3 Inpt 83600Cri U... ..g/Unit/RN;OP134575;		Mon 2/03	Yes