



# Make Historical Corrections

This job aid explains how you can edit an employee's timecard in a signed-off time period.

## About Editing Signed-off Time

- 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 code 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.

## To edit a signed-off timecard:

1. Access the timecard and select a signed-off time period (typically previous pay period or earlier).
2. Edit the necessary data on the timecard grid.
3. Click **Save**.
4. Click the **Historical Corrections** tab to view the details.

The screenshot shows the Kronos Employee Timecards interface. At the top, there's a navigation bar with the Kronos logo and user information. Below that, there's a toolbar with various icons for actions like List View, Approve, Remove Approval, Sign-Off, Narrow Sign-Off, Heat Accruals, Make Accruals, Rule Analysis, and Go To. The main area displays a timecard grid for Edwards, Horace. The grid has columns for Date, Schedule, Absence, In, Out, Transfer, Pay Code, Amount, Shift, Daily, and Period. The grid shows three days: Mon 6/18, Tue 6/19, and Wed 6/20. The 'Out' time for Tue 6/19 is highlighted with a red box. Below the grid, there's a section for 'Include in Totals' with a table showing historical corrections. The table has columns for Saved/Pending, Historical Date, Pay Code, Amount, Wage Pay Code, Wages, Transfer, Edit Date, Effective Date, and Include In Totals. The table shows one entry: Pending, Tue 6/19, Regular, 8.30, Historical ..., 255.00, ...ian..., First Shift..., Wed 6/27, Wed 6/27, Yes. At the bottom, there are tabs for Accruals, Totals, Historical Corrections (which is selected), Audits, and Target Hours.

## To control pay impact of a historical correction:

1. Select one or more historical edits and click the **Edit** icon.

The screenshot shows a table of historical corrections. The table has columns for Saved/Pending, Historical Date, Pay Code, Amount, Wage Pay Code, Wages, Transfer, Edit Date, Effective Date, and Include In Totals. The table shows one entry: Saved, Sat 2/24, Training Hours, 4.0, Cash Correction, 184.00, ...Welder..., First Shift..., Mon 3/05, Mon 3/05, Yes. There is a pencil icon (Edit) in the first column of the row.

2. In the Edit Corrections panel, select or clear the **Include in Totals** check box.
3. 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.
4. Clear the check box to handle payment another way, such as a check paid to the employee directly.
5. Click **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.
6. 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.