



# Review Historical Corrections

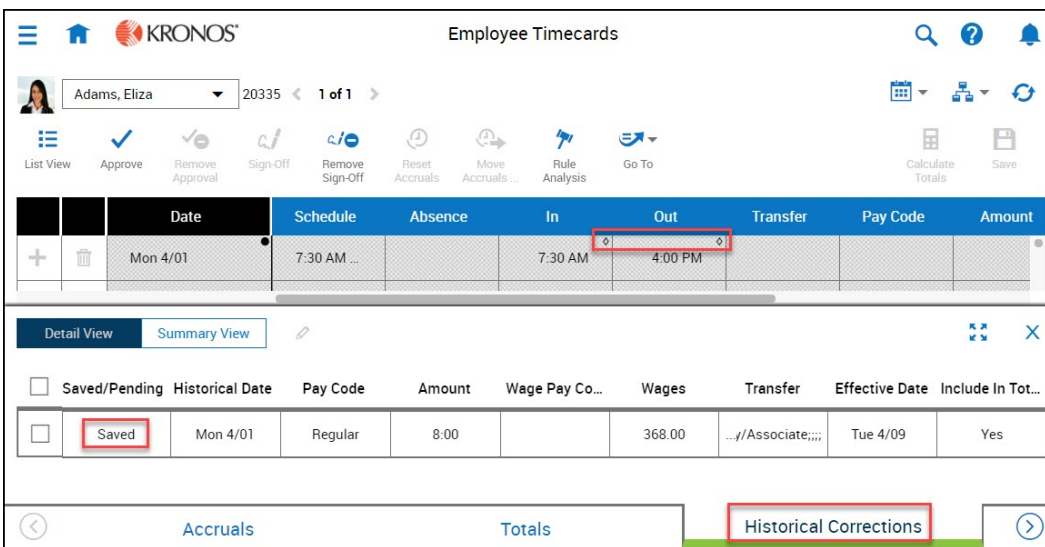
This job aid explains how you can review corrections made in the timecard to a past time period.

## About Historical Corrections

- After a pay period is signed off, your time is submitted to payroll. After the pay period is signed off, you cannot make changes until the payroll process is completed.
- If you have the required access rights, you may be able to change your timecard after payroll is completed for a signed-off pay period. These types of changes are called historical corrections.
- You edit a signed-off timecard just as you do in the current timecard. For example, you select a signed-off pay period and correct missed punches or modify vacation amounts. The system generates corrections, which are reflected in the previous and current pay periods.

## To view historical corrections:

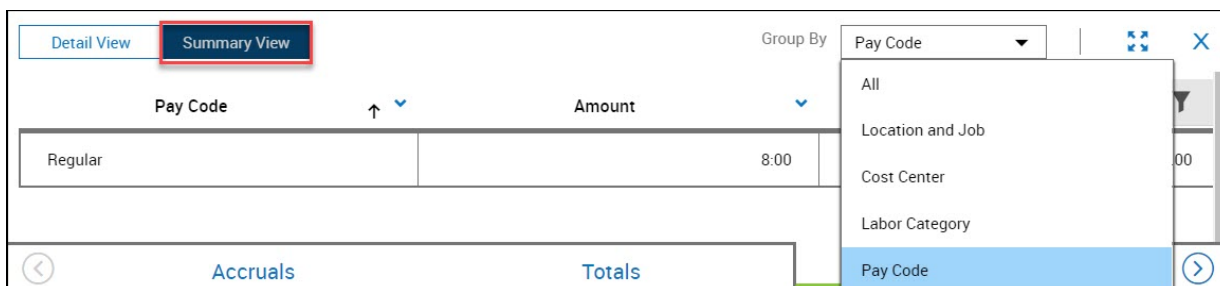
1. Access the employee's timecard, and click on the **Historical Corrections** tab.
2. Select the time period or range of dates from the calendar to include signed-off dates.
3. Use the **Detail View** to show each corrected transaction in separate lines.



Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount
Mon 4/01	7:30 AM ...		7:30 AM	4:00 PM			

Saved/Pending	Historical Date	Pay Code	Amount	Wage Pay Co...	Wages	Transfer	Effective Date	Include In Tot...
<input checked="" type="checkbox"/>	Mon 4/01	Regular	8:00		368.00	.../Associate;...	Tue 4/09	Yes

4. Use the **Summary View** to show a summary of corrections by Location and Job, Cost Center, Labor Category or Pay Code.



Pay Code	Amount
Regular	8:00

**To view historical corrections on the corrections effective date:**

1. Access the employee's timecard.
2. Select the time period or range of dates from the calendar to include a pay period containing a correction that was made effective or applied to that timeframe.
3. Click on the **Totals** tab.
4. View the corrections applied to that period by selecting the **eyeball icon** and selecting **Corrections**.

