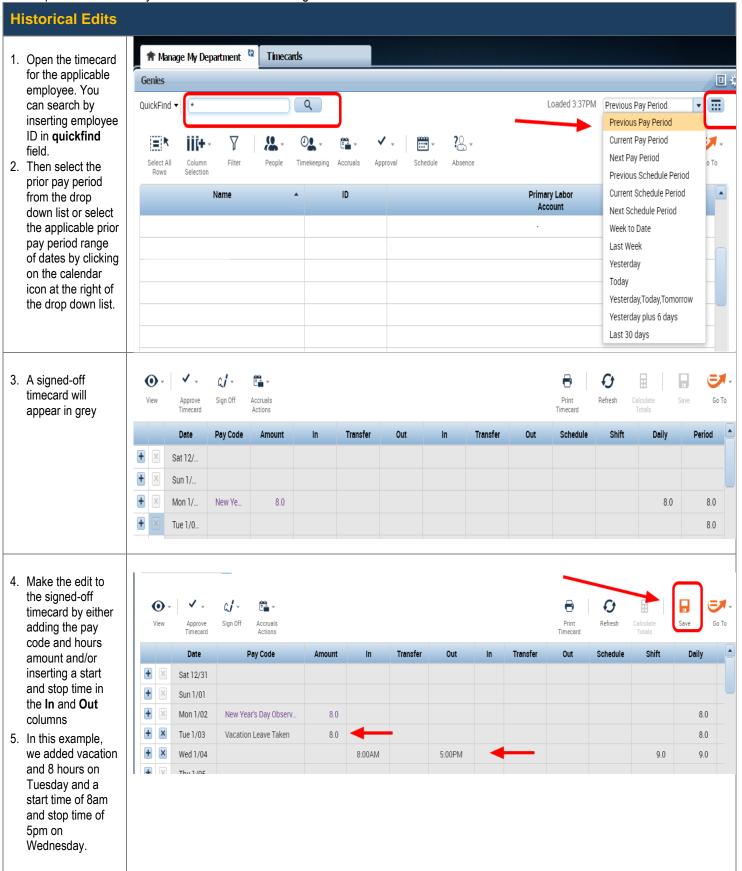
## Caltime: Historical Edits for Timekeepers

This job aid provides instructions on how to process a pay code or time adjustment for a pay period that has been signed-off. Only timekeepers have the ability to edit time that has been signed off.



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Caltime Historical Edits for Timekeepers

6. Click the **Handle** 

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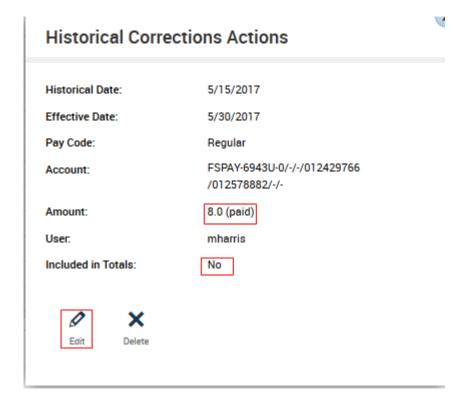
to view the timecard addon tabs.

- 7. Right-click one of the pending or saved corrections in the Historical Corrections addon.
- 8. Select **Edit** and perform the following actions:

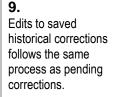


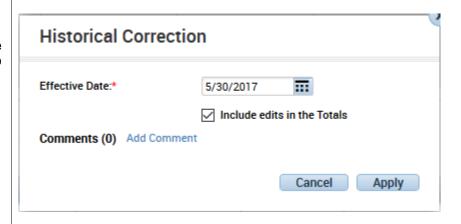
Note: Edits will be marked as **Pending** until they are **Saved**.

Note: 2 new tabs have been added. Audits and Historical Corrections. Historical Corrections show up in the pay period that the edits were made.



- a. Enter or select an Effective Date for the historical correction to override the default effective date selected. The effective date is by default the current date.
- **b**. Uncheck the **Include edits in the Totals** check box, or leave it selected. The system default is to **Include** edits in the Totals.
- c. Click Add Comment to select a comment from the drop-down menu and Click Add and then click Apply





Include in totals should only be performed when the following conditions are met

- There is no change to payrate
- There is no change to job code
- Only additional hours are being paid
- The employee is okay with waiting for the payment on the next available biweekly pay cycle

If a manual check was request for the hours to be paid, do not click yes as it will result is double pay.



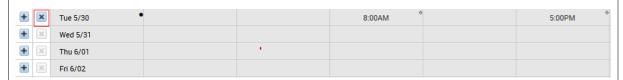
**Note**: A notification message will display if you attempt to make additional edits

After saving the edit, the following message will appear:

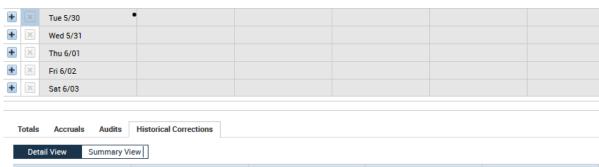
Information The timecard is currently processing the new historical corrections. To make additional edits, click Refresh.

## Deleting Historical Corrections

To remove and delete a Historical edit, Click on the X to the right of the historical date.

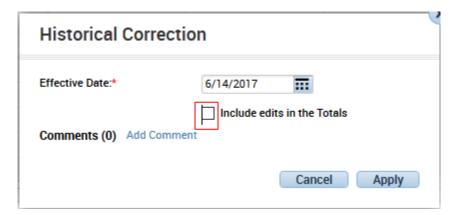


Click on Calculate Totals and then open the Historical Corrections tab to see the reversal.



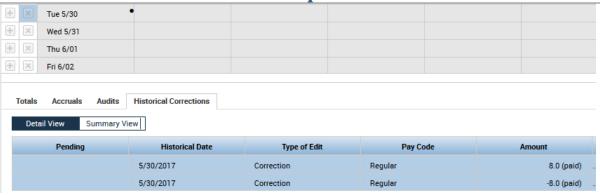
Standard View				
Pending	Historical Date	Type of Edit	Pay Code	Amount
<b>✓</b>	5/30/2017	Correction	Regular	-8.0
	5/30/2017	Correction	Regular	8.0 (paid)

Right click on the Pending edit to get the Historical Corrections Actions box and edit the reversal to mirror the original edit.



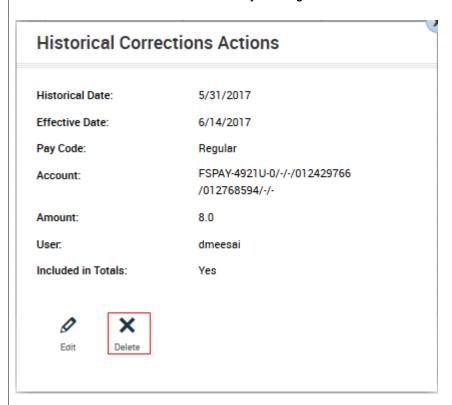
In this case the Include edits in the Totals needs to be unchecked. Click Apply and then Save.

Caltime Historical Edits for Timekeepers



The Histoical Edit is now properly removed and deleted.

NOTE: Do **NOT** delete a historical edit by clicking on Delete in the Historical Corrections Actions box.



This process adds Delete Correction to the audit trail in the current pay period, removes the historical edit from the Historical Corrections tab, but does **NOT** remove the change to the signed off timecard.

