Historical Edits in Kronos Workforce Central
Version 6.2

Historical edits are adjustments that an authorized manager makes to a timecard in a signed-off pay period. There are two types of historical edits, **Add Historical** and **Add Historical with Retroactive Pay Calculation**.

The table below describes the function of each type of historical edit and examples of when they should be utilized:

<table>
<thead>
<tr>
<th>Type</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Historical</td>
<td>Used for timecards where time was entered but not processed for payment.</td>
</tr>
<tr>
<td></td>
<td>Example: An employee enters time for the pay period but does not obtain the required approvals before the timecard is signed off by payroll.</td>
</tr>
<tr>
<td>Add Historical with Retroactive Pay Calculation</td>
<td>Used for timecards where time was not entered and was not paid or an adjustment needs to be made to hours and/or exception time previously processed.</td>
</tr>
<tr>
<td></td>
<td>Example 1: A timecard was not populated before the pay period was processed</td>
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<td></td>
<td>Example 2: A manager needs to make a change to exception time already reported (i.e Vacation, Sick)</td>
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<tr>
<td></td>
<td>Example 3: A manager needs to adjust an employee’s hours worked after the pay period is processed.</td>
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</tbody>
</table>
Section II: Opening the Timecard and selecting the Historical Time Period

1. Open the timecard of the employee for whom you need to make a historical edit.

***IMPORTANT: Verify that you have not approved the timecard for the time period in which the historical amount is effective. If you have already approved the timecard for that pay period, you must first remove your approval by clicking “Approvals > Remove Approval” before continuing. (You do not need to remove approval from the historical pay period)***

For Example: A change needs to be made to time worked on 6/25. An historical edit is completed and made effective 7/21. The pay period in which the date occurs where the employee was paid incorrectly, (06/24 – 07/07) is the historical pay period. The pay period in which the date occurs where the adjustment is being made effective (07/08 to 07/21) is the pay period in which the historical edit will be paid out.

2. Select the pay period that contains the dates you are reconciling from the Time Period drop down list and choose “Range of Dates”. The start date should be the pay period start and the end date should be the pay period end date.

3. Click Ok
Section III:  Adding Historical Hours with Retroactive Pay Calculation

To make an adjustment to a previous pay period in which time was not previously entered and has not been paid or to make an adjustment to hours/exception time previously recorded, do the following:

**Note:** If you need to make an adjustment to a pay period where time was previously entered and not paid, skip to Section IV.

1. **Click** Amount > Add Historical with Retroactive Pay Calculation

2. Make the appropriate changes to the timecard in the Add Historical Amount with Retroactive Pay dialog box.

3. Verify that the effective date falls within the pay period where the hours are to be paid out *(the effective date cannot be in a signed off pay period).*

   **Example:** If the pay period being processed is 08/5 to 08/18, the *effective date should fall between 8/5 and 8/18.*

*(Administrative View)*

*(Bi-Weekly/Hourly View)*
4. Click ‘Calculate Differences’

5. Verify the amounts entered and ensure that ‘Include in Totals’ and ‘Impact Accruals’ is selected.

6. Click ‘Save.’

7. Continue to Section IV, Saving and Approving the timecard.
Section IV: Adding Historical Hours (without retroactive pay calculation):
To add hours for a previous time period where time was not entered and has not been paid or an adjustment needs to be made to hours/exception time, do the following:

1. Click Amount > Add Historical.

2. In the ‘Add Historical Amount’ dialog box ensure the following is completed:
   a. Historical Date – The actual date the hours were worked
   b. Paycode – Indicate regular or exception time.
   c. Note: STUDENTS AND TEMPORARY EMPLOYEES MUST CHOOSE THE REGULAR STUDENT OR REGULAR TEMPORARY PAYCODES. CHOOSING ANY OTHER PAYCODE WILL RESULT IN A CHECK NOT BEING GENERATED!
   d. Amount - the total hours worked that particular day
   e. Effective Date – (this date must fall within the pay period the hours are to be paid out.)

   Example: The pay period dates being processed are 08/5 to 08/18, Check Date 08/26) and the effective date defaults to 8/19. The historical adjustments will be paid in the pay period in which 8/19 occurs. In this case (08/19 to 09/01, Check Date 09/09). In order for the historical adjustments to be paid on 8/26, the effective date should be adjusted to fall between 8/5 and 8/18.

   f. ‘Include in totals for effective date’ is checked off.

3. Click ‘Save’
4. Repeat above steps 1 through 3 for each day in the pay period that was not paid.
Section V: Saving and Approving the Timecard

1. On the timecard for the historical pay period you should see the adjustments made.

2. On the timecard for the historical pay period as well as the pay period in which the historical adjustment is to be paid out, you will see a tab at the bottom of the timecard called ‘Historical Amounts.’ Verify that the historical date, pay code, and amounts are correct. You can also delete an historical amount by right clicking and selecting ‘delete.’

3. 

4. Verify that the historical totals have added and/or subtracted from the Current Totals in the ‘Totals and Schedule’ section of the timecard.
5. Click ‘Save’ on the top left of the timecard.

6. Please note the timecard in which the historical hours are being paid out, must be approved before the historical edit can be processed for payment.

If you have any questions, please contact:

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