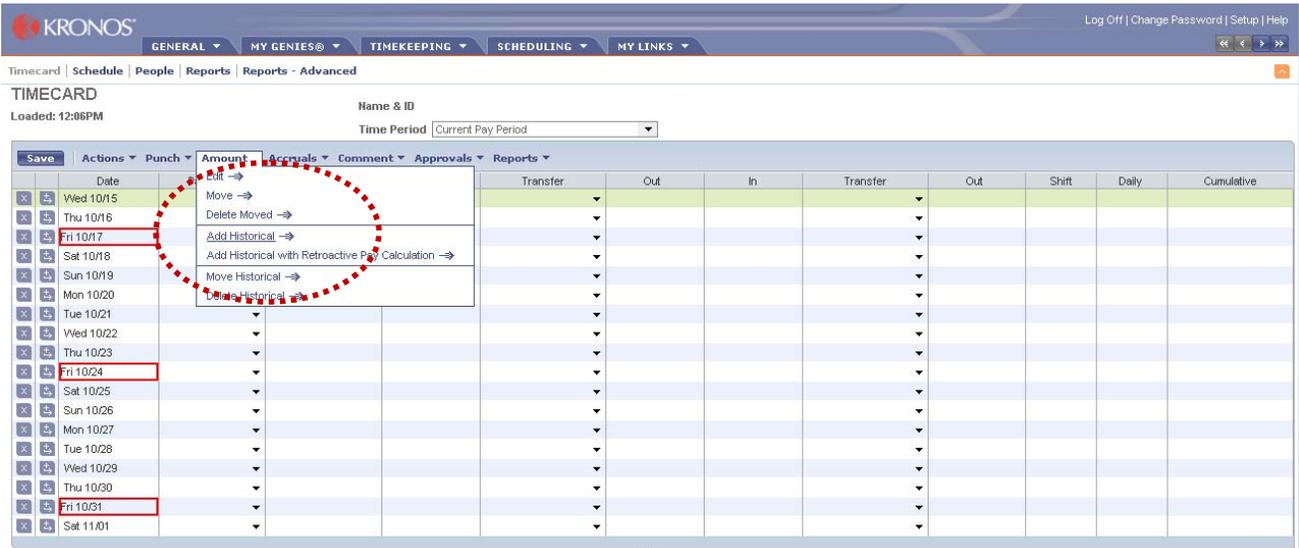


Historical Edits

Historical edits are changes that an authorized employee makes to a timecard in a signed-off pay period. For example, if the vacation time you took was incorrectly charged, you may be able to enter a historical edit to adjust the timecard. You cannot make historical edits for the current pay period.

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

- Click Amount > Add Historical.



The screenshot shows the Kronos Timecard interface. The 'Amount' dropdown menu is open, and 'Add Historical' is selected. The menu also includes options like 'Move', 'Delete Moved', 'Add Historical with Retroactive Pay Calculation', 'Move Historical', and 'Delete Historical'. The timecard table below shows dates from Wed 10/15 to Sat 11/01, with columns for Transfer, Out, In, Shift, Daily, and Cumulative.

Historical Date: select the day you owe the employee time from the calendar.

Pay Code: Select the Pay Code for the employee

Amount: Enter the amount of hours owed

Transfer: If the employee is a transfer employee; select the correct transfer string from the Transfer drop down menu.

Effective Date: The effective date that populates on the menu is when the historical time will be paid from. You may change the effective date according to the pay period you are processing.



The 'Add Historical Amount' dialog box contains the following fields and options:

- Historical Date ***: A dropdown menu.
- Pay Code ***: A dropdown menu with 'BEREAVEMENT' selected.
- Amount (hh:mm) ***: A text input field.
- Transfer**: A dropdown menu.
- Effective Date ***: A dropdown menu with '11/15/2008' selected.
- Include in totals for effective date**
- Impact Accruals**
- Comments** button with a right-pointing arrow.
- OK**, **Cancel**, and **Help** buttons.

At the bottom of the dialog box, it says 'Java Applet Window'.

Finally save the Timecard

Check off "Include in totals for effective date" and "Impact accruals".

Click "OK"